



Citizens Watchdog Committee Compliance Report Subcommittee Meeting Agenda

Wednesday, May 11, 2011, 3 to 5 p.m.

1333 Broadway, Suite 300, Oakland, CA 94612

Meeting Outcomes:

- Review the Program Compliance Reporting requirements and the CWC's role in reporting
- Provide recommendations to the CWC on Program Compliance Reporting
- Receive an overview of the Pass-through-Fund Agreements updates and draft proposed development schedule

- | | | |
|------------------|---|--|
| 3:00 – 3:05 p.m. | 1. Welcome and Introductions | |
| 3:05 – 3:35 p.m. | 2. Review of Current Compliance Reporting Requirements | |
| | <i><u>02 FY09-10 EOY Reporting Schedule 082610.pdf</u> – Page 1</i> | |
| | <i><u>02A Compliance Report Form with Requirements.pdf</u> – Page 5</i> | |
| | <i><u>02B Table 1 Attachment Form.pdf</u> – Page 23</i> | |
| | <i><u>02C Compliance Status Tracking Spreadsheet.pdf</u> – Page 31</i> | |
| | <i><u>02D Compliance Summary Report Excerpt.pdf</u> – Page 35</i> | |
| 3:35 – 4:05 p.m. | 3. Recommendations on Compliance Reporting | |
| | <i><u>03 Memo Compliance Recommendations.pdf</u> – Page 43</i> | |
| | <i>Please review the materials in Items 2 and 3 and be prepared to provide suggestions/input on how to improve the reporting.</i> | |
| 4:05 – 4:20 p.m. | 4. Pass-through-Fund Agreements Overview | |
| | <i><u>04 Sample LSR Agreement.pdf</u> – Page 47</i> | |
| | <i><u>04A Sample Mass Transit Agreement.pdf</u> – Page 59</i> | |
| | <i><u>04B Sample Paratransit Agreement.pdf</u> – Page 69</i> | |
| | <i><u>04C Proposed Agreement Update Timeline.pdf</u> – Page 99</i> | |
| | <i>Please review the materials in Item 4 and be prepared to provide recommendations on the agreements that will affect the agreement updates.</i> | |

4:20 – 4:40 p.m.	5. Pass-through-Fund Agreements Updates	I
	<u>05 Memo Agreement Recommendations.pdf</u> – Page 101	
4:40 – 5:00 p.m.	6. Next Steps	I
5:00 p.m.	7. Adjournment	

Key: A – Action Item; I – Information/Discussion Item; full packet available at www.alamedactc.org

Next Meeting:

Date: TBD

Time: TBD

Location: Alameda CTC Offices, 1333 Broadway, Suite 300, Oakland, CA 94612

Staff Liaisons

Tess Lengyel, Programs and Public Affairs Manager, (510) 208-7428, tlengyel@alamedactc.org

Patricia Reavey, Director of Finance, (510) 208-7422, preavey@alamedactc.org

Angie Ayers, Program Management Team, (510) 208-7450, aayers@alamedactc.org

Location Information: Alameda CTC is located in Downtown Oakland at the intersection of 14th Street and Broadway. The office is just a few steps away from the City Center/12th Street BART station. Bicycle parking is available inside the building, and in electronic lockers at 14th and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org). There is garage parking for autos and bicycles in the City Center Garage (enter on 14th Street between Broadway and Clay). Visit the Alameda CTC website for more information on how to get to the Alameda CTC: <http://www.alamedactc.com/directions.html>.

Public Comment: Members of the public may address the committee regarding any item, including an item not on the agenda. All items on the agenda are subject to action and/or change by the committee. The chair may change the order of items.

Accommodations/Accessibility: Meetings are wheelchair accessible. Please do not wear scented products so that individuals with environmental sensitivities may attend. Call (510) 893-3347 (Voice) or (510) 834-6754 (TTD) five days in advance to request a sign-language interpreter.

ACTIA Fiscal Year 2008-2009 End-of-Year Compliance Reporting Schedule by Task Area

Task End Date	No.	Task Area	Task	Lead	Alt./ Support	Due Date	Task Done X	Objectives/Comments
7/30/10	1	Scheduling/Planning	Develop plan and revise timeline for completing reporting documents and tools	TH	CC	07/23/10		
	2	Scheduling/Planning	Review plan/timeline	TL		07/28/10		
	3	Scheduling/Planning	Revise plan/timeline	TH	CC	07/30/10		
	4	Scheduling/Planning	Review PDF report document and Table 1 Excel report document	TL/TH/NA/RW	CC	07/23/10		
	5	Scheduling/Planning	Meet with staff for input on the programs they coordinate	TL/TH/NA/RW	CC	07/23/10		Meeting scheduled for 7/21 at 11 a.m.
	6	Scheduling/Planning	Follow up with staff to receive additional input	TH	CC	07/30/10		
8/31/10	7	Reporting Materials	Do research necessary to prepare materials	TH	CC	08/06/10		
	8	Reporting Materials	Update jurisdictions mailing list	CC	TH	08/11/10		
	9	Reporting Materials	Prepare initial save the date reminder email	CC	TH	08/11/10		
	10	Reporting Materials	Send initial compliance reminder email	CC		08/12/10		Include general information about compliance, the deadlines, information on the compliance workshop in September, etc. Include a survey in the report form and track comments.
	11	Reporting Materials	Update PDF and Table 1 report forms	TH	CC	08/20/10		
	12	Reporting Materials	Update instruction packet	TH	TL	08/20/10		
	13	Reporting Materials	Update email cover letter for jurisdictions	CC	TH	08/20/10		
	14	Reporting Materials	Review report forms, instruction packet, attachments	NA/RW	CC	08/24/10		
	15	Reporting Materials	Review report forms, instruction packet, attachments	TL		08/27/10		
	16	Reporting Materials	Review email announcement	TL		08/27/10		
	17	Reporting Materials	Revise report forms and instruction packet	TH	CC	08/30/10		
	18	Reporting Materials	Revise email announcement	CC	TH	08/30/10		
	19	Reporting Materials	Post instructions and reporting forms to website	CC	TH	08/31/10		
	20	Reporting Materials	Send email to jurisdictions with links to website for reporting forms and instructions	CC	TH	08/31/10		This is the second email in a series of three email messages to jurisdictions.

ACTIA Fiscal Year 2008-2009 End-of-Year Compliance Reporting Schedule by Task Area

Task End Date	No.	Task Area	Task	Lead	Alt./ Support	Due Date	Task Done X	Objectives/Comments
9/16/10	21	Compliance Workshop	Prepare third save the date reminder email	CC	TH	09/03/10		This is mainly a save-the-date message about the workshop.
	22	Compliance Workshop	Revise and send third reminder email	CC		09/07/10		
	23	Compliance Workshop	Update workshop presentation	CC	TH	09/07/10		
	24	Compliance Workshop	Update agenda, submittal instructions, and audit report checklist	CC	TH	09/07/10		
	25	Compliance Workshop	Review workshop presentation	TL		09/09/10		
	26	Compliance Workshop	Review agenda, submittal instructions, and audit report checklist	TL	AAz	09/09/10		
	27	Compliance Workshop	Revise workshop presentation	CC	TH	09/14/10		
	28	Compliance Workshop	Revise agenda, submittal instructions, and audit report checklist	CC	TH	09/14/10		
1/27/11	29	Compliance Workshop	Duplicate handouts for meeting	CC		09/15/10		Audits due 12/27/10; reports due 12/31/10
	30	Compliance Workshop	Hold Compliance Workshop	TL/TH	CC	09/16/10		
	31	Tracking/Reporting	Prepare report/audit log (intake form)	CC	TH/TL	08/31/10		
	32	Tracking/Reporting	Prepare all status letters for jurisdictions	CC	TH/TL	09/10/10		
	33	Tracking/Reporting	Bring binders up from storage	CC		11/30/10		
	34	Tracking/Reporting	Begin to receive and log reports	CC		09/01/10		
	35	Tracking/Reporting	Receive and log audits and reports	CC		01/04/11		
	36	Tracking/Reporting	Begin review of reports/audits	CC	TH	12/28/10		
	37	Tracking/Reporting	Post all reports and audits to ACTIA website	CC	TH	01/04/11		
	38	Tracking/Reporting	Prepare CWC agenda packet attachment	CC	TH	01/04/11		
	39	Tracking/Reporting	Mail CWC meeting agenda packet	AA	TH	01/04/11		
	40	Tracking/Reporting	Update tracking spreadsheet that shows status	CC	TH	01/07/11		
	41	Tracking/Reporting	Prepare binders for staff and CWC review	CC	KP	01/07/11		
	42	Tracking/Reporting	Attend CWC meeting and review reports/audits	TL/AAz	CWC	01/10/11		
	43	Tracking/Reporting	Draft compliance status letter	CC	TH	01/14/11		
	44	Tracking/Reporting	Complete staff review of reports/audits	TL/AAz	TH/CC	01/22/11		
	45	Tracking/Reporting	Edit compliance letter and spreadsheet	TL	TH	01/22/11		
2/10/11	46	Tracking/Reporting	Revise compliance letter and spreadsheet	CC		01/27/11		
	47	Tracking/Reporting	Mail out compliance status letter and spreadsheet	CC		01/27/11		
	48	PPC Report	Prepare PPC memo	CC	TH	01/27/11		
	49	PPC Report	Edit/revise PPC memo		TH/CC	02/01/11		
	50	PPC Report	Mail out PPC memo	GP		02/03/11		
	51	PPC Report	Attend PPC meeting and present compliance info	TL	AAz	02/10/11		

ACTIA Fiscal Year 2008-2009 End-of-Year Compliance Reporting Schedule by Task Area

Task End Date	No.	Task Area	Task	Lead	Alt./ Support	Due Date	Task Done X	Objectives/Comments
2/24/11	52	Commission Report	Draft Alameda CTC memo	CC	TH	02/14/11		This memo may be the same as to PPC, or have minor revisions.
	53	Commission Report	Edit/revise Commission memo	TL	TH/CC	02/16/11		
	54	Commission Report	Mail out Commission memo	GP		02/17/11		
	55	Commission Report	Attend Alameda CTC meeting and present compliance info	TL	AAz	02/24/11		
3/28/11	56	Tracking/Reporting	Draft brief report that captures survey results	CC	TH	02/24/11		Staff may include this in the CWC report or presentation. This provides 45-day notice to those not in compliance.
	57	Tracking/Reporting	Edit evaluation report	TL		03/03/11		
	58	Tracking/Reporting	Revise evaluation report	CC	TH	03/04/11		
	59	Tracking/Reporting	Draft compliance status and noncompliance letter (if ne	CC	TH	03/15/11		
3/4/11	60	Tracking/Reporting	Edit compliance status and noncompliance letters	TL		03/22/11		PMT pulls info together on deliverables such as signage, Web content, etc.
	61	Tracking/Reporting	Revise compliance status and noncompliance letters	CC		03/25/11		
	62	Tracking/Reporting	Mail out letters	CC		03/28/11		
	63	Summary Reports	Begin to collect data and "roll it up"	KP	TH	01/04/11		
3/14/11	64	Summary Reports	Complete data collection and "rollups"	KP	TH	01/21/11		This includes developing all tables/charts.
	65	Summary Reports	Develop EOY compliance report summary	TH	CC	02/21/11		
	66	Summary Reports	Edit summary report	TL		02/24/11		
	67	Summary Reports	Revise summary report	TH/CC	PMT	03/04/11		
4/14/11	68	CWC Report	Prepare presentation for CWC	CC	TH	02/17/11		Based on input from committees, revisions may continue.
	69	CWC Report	Review and edit CWC presentation	TH	CC	02/24/11		
	70	CWC Report	Edit CWC presentation	TL	CC	03/03/11		
	71	CWC Report	Mail out packet for CWC with summary report	AA		03/07/11		
4/14/11	72	CWC Report	Revise presentation	CC		03/11/11		This report may be similar to the CWC report.
	73	CWC Report	Present summary info to CWC	TL		03/14/11		
	74	PPC Report	Prepare PPC report and attachments	CC	TH	03/24/11		
	75	PPC Report	Prepare PPC presentation	CC	TH	03/24/11		
4/14/11	76	PPC Report	Edit PPC report and attachments	TL		03/31/11		
	77	PPC Report	Revise PPC report	CC		04/06/11		
	78	PPC Report	Mail out PPC packet	GP		04/07/11		
	79	PPC Report	Edit presentation	TL		04/08/11		
4/14/11	80	PPC Report	Revise presentation	CC		04/12/11		
	81	PPC Report	Present summary info to PPC	TL		04/14/11		

ACTIA Fiscal Year 2008-2009 End-of-Year Compliance Reporting Schedule by Task Area

Task End Date	No.	Task Area	Task	Lead	Alt./ Support	Due Date	Task Done X	Objectives/Comments
4/28/11	82	Commission Report	Prepare Alameda CTC report and attachments	TL or CC	TH	04/15/10		This report may be the same as to PPC, or have minor revisions.
	83	Commission Report	Edit report and attachments	TL	TH	04/18/11		
	84	Commission Report	Complete updates to Commission presentation	CC	TH	04/20/11		
	85	Commission Report	Revise Commission report	CC		04/20/11		
	86	Commission Report	Mail out Commission packet	GP		04/21/11		
	87	Commission Report	Edit presentation	TL		04/22/10		If the presentation is ready for mailout, no revisions are necessary.
	88	Commission Report	Revise presentation	CC		04/27/11		
	89	Commission Report	Present summary info to Alameda CTC	TL		04/28/11		
	90	CWC Annual Report	Meet to develop the CWC Annual Report	CWC Sub-committee	PMT	04/29/11		The CWC Annual Report Subcommittee meets several times during April, May, and June to develop the report.
8/31/11	91	CWC Annual Report	Write content for report and determine which content to include in summary advertisement	CWC/TL	PMT	05/31/11		Usually, the CWC writes the report; sometimes ACTIA staff writes the report. First draft complete in May.
	92	CWC Annual Report	Develop graphics and design the report and summary print advertisement	JC	PMT	06/05/11		Usually, Julia Chung of Publication Design designs the report. ACTIA staff and PMT provide graphics.
	93	CWC Annual Report	Mail out CWC packet	AA	PMT	06/06/11		
	94	CWC Annual Report	Review the draft annual report and summary report "advertisement"	CWC	TL	06/13/11		The full CWC reviews the draft report and the summary advertisement.
	95	CWC Annual Report	Get quotes for printing the report and placing a summary in local newspapers	AA	PMT	06/23/11		PMT works with the CWC Annual Report Subcommittee to get approval.
	96	CWC Annual Report	Draft CWC memo about the report and outreach	AA/TH	PMT	06/23/11		Include publication placement details and printing, outreach costs.
	97	CWC Annual Report	Design online banner advertisements	CC/TH	PMT	06/23/11		
	98	CWC Annual Report	Edit CWC memo and banner ads	TL		06/30/11		
	99	CWC Annual Report	Revise the CWC memo and banner ads	AA/TH	PMT	07/01/11		
	100	CWC Annual Report	Mail out CWC packet	AA	PMT	07/05/11		Include memo, publication costs, and final report and advertisements.
	101	CWC Annual Report	Finalize and approve the report	CWC/TL	PMT	07/11/11		The full CWC and public review the final report at this public meeting.
	102	CWC Annual Report	Size the advertisements and make any final revisions to report, ads, banner ads	PMT	JC	07/28/11		
	103	CWC Annual Report	Post the report to the ACTA/ACTIA Web site	PMT		07/29/11		
	104	CWC Annual Report	Work with vendors to print and publish the report	PMT	TL	08/31/11		Printing occurs early August and the report advertisement and online banner ads run in local publications in August.

*Note: For all agenda packet mailings, such as for Alameda CTC, CWC, and PPC, staff posts these materials to the website on the mail out day.

End-of-Year Program Compliance Reporting

Reporting Period July 1, 2009 through June 30, 2010

Note: 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 pass-through fund and grant agreements with ACTIA must continue to submit end-of-year program compliance reports. See page ii for submittal instructions.

Required end-of-year compliance submittals:

- **Audit:** Submit email and hard copies by December 27, 2010.
- **Compliance Report:** Submit email and hardcopies by December 31, 2010.
- **Signage:** In the compliance report you submit, include a description of signage and the number of signs posted. Contact us for more information on the signage requirement.
- **Website:** On your website, provide a link to the Alameda CTC website (www.alamedactc.org), to inform the public about how your jurisdiction is using Measure B funds for transportation projects/programs.
- **Publications:** At a minimum, publish annually in your newsletter or ACTIA's e-newsletter (which will soon be the Alameda CTC e-newsletter) an article for each fund type you receive. Submit articles for e-newsletter publication to Carol Crossley (ccrossley@actia2022.com).

This document includes the PDF report form and instructions for submittal. Hard copy submissions must have original signatures and include all attachments. Email submissions must include the signatory names. Additional attachments beyond Table 1 are not required via email.

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End-of-Year Program Compliance Requirements and Instructions

Reporting Period July 1, 2009 through June 30, 2010

Measure B fund recipients are required to submit to the Alameda County Transportation Commission (Alameda CTC), one electronic and one hard copy version of two reports for end-of-year compliance.

End-of-Year Program Compliance Report Due December 31, 2010

The End-of-Year (EOY) Program Compliance Report includes a PDF and Table 1 Attachment for each program available for download at http://www.actia2022.com/app_pages/view/37:

1. EOY Program Compliance Report (PDF)
2. Table 1 Attachment

Electronic submission: Complete the PDF form online. If you want to start work on the PDF and finish it later, save it to your hard drive. Also complete the Table 1 workbook. Submit one copy of both the PDF and Table 1 Attachment by email. Send it to grants@actia2022.com. *In the email, only include the PDF and Table 1, do not include additional attachments.*

Hard-copy submission: Page 1 of the EOY Program Compliance Report must have City Manager and City Finance Manager, or the appropriate equivalent, original signatures. Include other attachments, such as photos, articles, newsletters, signage, etc., with the hard copy only. Clearly label additional attachments, by letter and description, as labeled on page 1. Ensure the attachments are easily readable when reproduced in black and white, and insert them at the back of the report. Postmark one hard copy of the EOY Program Compliance Report and the Table 1 workbook attachment with wet signatures and attachments by December 31, 2010.

Compliance Audit Report Due December 27, 2010

Electronic submission: Submit one copy of the Compliance Audit Report electronically. Use your jurisdiction's standard audit report format. Submit the report by attaching the file to an email and send it to grants@actia2022.com.

Hard-copy submission: Postmark one hard copy of the Compliance Audit Report, signed by an independent auditor, by December 27, 2010.

Mail hard-copy reports to:

Alameda CTC
Attn: End-of-Year Program Compliance
1333 Broadway, Suite 300
Oakland, CA 94612

E-mail reports to:

grants@actia2022.com

The Alameda CTC must receive all electronic files by their respective due dates. If you submit a draft copy in error or encounter a problem submitting the report, notify the grants administrator by e-mail grants@actia2022.com or phone (510) 267-6113.

End-of-Year Program Compliance Report

Reports due December 31, 2010

Agency Name:

Date Submitted:

Provide signatures below from authorized representatives.

Authorized representatives of the reporting agency, for example the city manager and the city finance manager or appropriate equivalent, must sign below, affirming that the statements in the report package are true and complete to the best of their knowledge. The hard copy submittal must have the original signatures; on the electronic version, include the name and title of the signatories.

Signature:

Name and Title of Agency Manager:

Date:

Signature:

Name and Title of Agency Finance Manager:

Date:

Choose the type(s) of report you are submitting (*check all that apply; you must submit the Table 1 Excel workbook attachment*).

- ☐ 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
- ☐ Table 1: Program Summary of Expenditures/Accomplishments (Excel workbook) – **REQUIRED**

List any additional attachments in the hard copy 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*)

Bicycle and Pedestrian Program Report Summary

1. Did your agency receive Measure B Bicycle and Pedestrian Safety Funds in the reporting period of July 1, 2009 through June 30, 2010?

- ☐ Yes *(Complete this section and continue on.)*
☐ No *(Do not complete this section and continue on.)*

Bike/Ped Program Agency Contact Name:

Phone Number:

Fax:

E-mail:

2. During fiscal year 2009–2010 (FY 09/10), what amount of Measure B (MB) Bicycle and Pedestrian Safety Funds did your agency receive and expend (on an accrual basis)?
Fill in the boxes below. These numbers should be the same as those your agency reports in its compliance audit.

08/09 Unspent MB Balance	09/10 MB Revenues	Interest/Other Income	MB Expended in 09/10	Ending MB Balance

3. If your agency's ending MB balance was greater than zero, why do you have this reserve and how do you plan to spend these dollars? Why did revenues exceed expenditures? For instance, if you are saving a percentage of funding for certain purposes, what percentage are you saving and what types of projects or programs will those dollars fund? In the future, how do you plan to use reserve Measure B funds? *(max. 500 characters)*

4. If applicable, why were the reported expenditures in FY 09/10 more than the amount of Measure B funds the agency received in FY 09/10? For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)? *(max. 500 characters)*

5. Did your agency publish articles that highlight Bike/Ped projects and programs funded by Measure B in an agency or ACTIA newsletter?

- ☐ Yes
☐ No

If yes, include a copy of the newsletter(s) in Attachment A and list the publication(s) and date(s) below.

Publication(s) and Date(s):

6. Did your agency include a description of the Bike/Ped projects and programs funded by Measure B on its website?

- ☐ Yes
☐ No

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:

7. Did your agency use signage that indicates use of Measure B funds for its Bike/Ped projects and programs?

- ☐ Yes
☐ No

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

Signage Description (*max. 255 characters*):

8. What type of Bike/Ped projects and programs did Measure B fund?

To answer this question, complete the Table 1 **Bike-Ped Safety** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B Bicycle and Pedestrian Safety Funds in FY 09/10. Include any photographs in Attachment A.

Alameda CTC uses the data from Table 1 to monitor compliance with the Master Program Fund Agreement requirement for bicycle/pedestrian safety funds: "Once approved by the City Council or Board of Supervisors, a list of high priority bike and pedestrian projects shall be submitted to Alameda CTC prior to construction." If your agency expended funds on any projects (indicated in Table 1) not approved by your governing board in advance, please explain how your agency prioritized the projects with public input. (*max. 500 characters*)

- 9. What future Bike/Ped projects and programs does your agency plan to use Measure B funds to implement?** Provide a list of planned future projects and/or programs approved by your governing board that your agency plans to implement with Measure B Bicycle and Pedestrian Safety Funds.

As per the Master Program Fund Agreement, all projects and programs that use Measure B Bicycle and Pedestrian Safety Funds must receive governing board approval, and your agency must submit the project list to Alameda CTC prior to implementation. A complete response to the questions below will fulfill this requirement. You may also add projects and programs at other times during the year, via written communication with Alameda CTC.

- 9A. List future planned Bike/Ped projects and/or programs:** Describe the planned projects and/or programs to be funded by Measure B Bicycle and Pedestrian Safety Funds and the projected schedule. *(max. 1,300 characters)*

- 9B. Describe the governing board approval for future planned projects and/or programs.** List the date of approval of any resolutions. For document type, as applicable, describe the types of documents adopted by the resolution(s). Examples include a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc. For the time period, as applicable, describe the time period(s) covered by the document(s) adopted by the resolution(s).

Resolution date(s):

Document(s) type(s):

Time period(s):

Local Streets and Roads (LSR) Program Report Summary

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2009 through June 30, 2010?

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

LSR Agency Contact Name:

Phone Number:

Fax:

E-mail:

2. During fiscal year 2009–2010 (FY 09/10), what amount of Measure B (MB) Local Streets and Roads Funds did your agency receive and expend (on an accrual basis)?

Fill in the boxes below. These numbers should be the same as those your agency reports in its compliance audit.

08/09 Unspent MB Balance	09/10 MB Revenues	Interest/Other Income	MB Expended in 09/10	Ending MB Balance

3. If your agency's ending MB balance was greater than zero, why do you have this reserve and how do you plan to spend these dollars? Why did revenues exceed expenditures? For instance, if you are saving a percentage of funding for certain purposes, what percentage are you saving and what types of projects or programs will those dollars fund? In the future, how do you plan to use reserve Measure B funds? (max. 500 characters)

4. If applicable, why were the reported expenditures in FY 09/10 more than the amount of Measure B funds the agency received in FY 09/10? For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)? (max. 500 characters)

5. Did your agency publish articles that highlight LSR projects and programs funded by Measure B in an agency or ACTIA newsletter?

- ☐ Yes
☐ No

If yes, include a copy of the newsletter(s) in Attachment B and list the publication(s) and date(s) below.

Publication(s) and Date(s):

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

- ☐ Yes
☐ No

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:

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

- ☐ Yes
☐ No

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

Signage Description (*max. 255 characters*):

8. What is the certified number of road-miles within the city's jurisdiction? This figure must be consistent with the number of miles reported to state and federal agencies:

9. What is your jurisdiction's current population? This figure should reflect the population as of January 1, 2010:

10. What type of LSR projects and programs did Measure B fund?

To answer this question, complete the Table 1 **Local Streets and Roads** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B LSR Funds in FY 09/10. Include any photographs in Attachment B.

11. What future LSR projects and programs does your agency plan to use Measure B funds to implement?

Describe the planned projects and/or programs using Measure B LSR Funds and the projected schedule (*max. 1,300 characters*).

Mass Transit Program Report Summary

1. Did your agency receive Measure B Mass Transit Funds in the reporting period of July 1, 2009 through June 30, 2010?

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

Mass Transit Agency Contact Name:

Phone Number:

Fax:

E-mail:

2. During fiscal year 2009–2010 (FY 09/10), what amount of Measure B (MB) Mass Transit Funds did your agency receive and expend (on an accrual basis)? Fill in the boxes below. These numbers should be the same as those your agency reports in its compliance audit.

08/09 Unspent MB Balance	09/10 MB Revenues	Interest/Other Income	MB Expended in 09/10	Ending MB Balance

3. If your agency's ending MB balance was greater than zero, why do you have this reserve and how do you plan to spend these dollars? Why did revenues exceed expenditures? For instance, if you are saving a percentage of funding for certain purposes, what percentage are you saving and what types of projects or programs will those dollars fund? In the future, how do you plan to use reserve Measure B funds? (max. 500 characters)

4. If applicable, why were the reported expenditures in FY 09/10 more than the amount of Measure B funds the agency received in FY 09/10? For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)? (max. 500 characters)

5. Did your agency publish articles that highlight Mass Transit projects and programs funded by Measure B in an agency or ACTIA newsletter?

- ☐ Yes
☐ No

If yes, include a copy of the newsletter(s) in Attachment C and list the publication(s) and date(s) below.

Publication(s) and Date(s):

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

- ☐ Yes
☐ No

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:

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

- ☐ Yes
☐ No

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

Signage Description (*max. 255 characters*):

8. What type of Mass Transit projects and programs did Measure B fund?

To answer this question, complete the Table 1 **Mass Transit** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B Mass Transit Funds in FY 09/10. Include any photographs in Attachment C.

9. What future Mass Transit projects and programs does your agency plan to use Measure B funds to implement?

Describe the planned projects and/or programs using Measure B Mass Transit Funds and the projected schedule (*max. 550 characters*).

Paratransit Program Report Summary

1. Did your agency receive Measure B Paratransit Funds in the reporting period of July 1, 2009 through June 30, 2010?

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

Paratransit Agency Contact Name:

Phone Number:

Fax:

E-mail:

2. During fiscal year 2009–2010 (FY 09/10), what amount of Measure B (MB) Paratransit Funds did your agency receive and expend (on an accrual basis)? Fill in the boxes below. These numbers should be the same as those your agency reports in its compliance audit.

08/09 Unspent MB Balance	09/10 MB Revenues	Interest/Other Income	MB Expended in 09/10	Ending MB Balance*

3. What additional Measure B revenues did your agency receive to support your base paratransit program in FY 09/10? Fill in the boxes below if you received these funds.

Minimum Service Level Funds	Stabilization Funds

4. If your agency's ending MB balance was greater than zero, explain why you have this reserve and how you plan to spend these dollars. In the future, how do you plan to use undesignated reserve Measure B funds? Fill in the boxes below with any operating or capital Measure B reserves.

Operating Reserve (eligible for up to three months of service funds)	Capital Reserve (may be held for up to three years)	Date of Capital Reserve Initiation	Undesignated Funds *(End MB – (operations + capital) = Undesignated)

- 4A. Describe the use of the undesignated funds below. (max. 255 characters)

--

5. If applicable, why were the reported expenditures in FY 09/10 more than the amount of Measure B funds the agency received in FY 09/10? For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)? (max. 500 characters)

--

6. What were your operating expenses in FY 09/10 by category? Fill in the boxes below. Provide additional information if you had contract or miscellaneous expenditures.

Labor, Fringe (for recipient staff)	Admin. Costs (for printing, postage, supplies, etc.)	Contracts (see 6A below)	Transportation (expenses recipients paid, not included in contracts)
Taxi Reimbursement	Meal Delivery	EBP Ticket Purchase	Miscellaneous (see 6B)
Total Operating Expenses (sum of all eight categories)			

- 6A. List the contracted firms below, and if more than one, list the amount your agency paid to each. (max. 255 characters)

--

- 6B. Describe any miscellaneous expenditures below; include the amounts for each item. (max. 255 characters)

--

7. Of these total expenditures, what amount was allocated for the following? Fill in the boxes below.

Management (oversight, planning, budgeting, etc.)	Customer Service and Outreach Activities	Trip Provision (direct or contracted taxis, vans, shuttles, etc.)

8. What were your Measure B capital expenditures in FY 09/10? Fill in the box below.

Total Capital Expenditures

8A. Describe capital expenditures, such as purchase of vehicles or durable equipment, below.
(max. 255 characters)

--

9. What were your net revenues? The box below autopopulates based on previous entries.

Net Revenues
\$0.00

10. Does your agency have service quality data available about reservations and trips? If so, enter the data, which may be from consumer surveys or vendors, in the applicable boxes.

Cancelled Trip Reservations (percent)	Passenger No-shows (percent)	On-time Pickups (percent)	Late Pickups (percent)	Missed Trips, Provider No-shows* (percent)	Average Ride Time (minutes)

**Includes very late pickups*

11. 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 09/10	Number of Riders on Wait List	Number of Accidents and Incidents*

**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.*

11A. If any aspect of your responses to questions 10 or 11 needs clarifying, please explain below. (max. 550 characters)

12. Did your agency publish articles that highlight Paratransit projects and programs funded by Measure B in an agency or ACTIA newsletter?

- ☐ Yes
☐ No

If yes, include a copy of the newsletter(s) in Attachment D and list the publication(s) and date(s) below.

Publication(s) and Date(s):

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

- ☐ Yes
☐ No

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

Website Address:

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

- ☐ Yes
☐ No

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

Signage Description (max. 255 characters):

15. What type of Paratransit projects and programs did Measure B fund?

To answer this question, complete the Table 1 **Paratransit** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B Paratransit Funds in FY 09/10. Include any photographs in Attachment D.

16. What future Paratransit projects and programs does your agency plan to use Measure B funds to implement?

Describe the planned projects and/or programs using Measure B Paratransit Pass-through Program Funds and the projected schedule. Do not include grant-funded projects, unless your agency uses both pass-through and grant funds for the project (*max. 1,300 characters*).

Optional Compliance Reporting Survey

The Alameda CTC is very interested in your opinion on the current compliance process. We are considering consolidating the PDF and Table 1, and would like to know what type of improvements you would like to see as we move to an online, form-based reporting process.

Submit the following survey with your compliance report and attachments to the Alameda CTC by **December 31, 2010**. Put a check in the box to the right of the question that best represents your opinion on the topic. Add any comments and suggestions in the box below each question.

1. How would you rate Alameda CTC's compliance report PDF form for collecting compliance reporting data?

- ☐ 5. Outstanding
☐ 4. Good
☐ 3. Fair
☐ 2. Needs Improvement
☐ 1. Poor

Comments/suggestions:

2. How would you rate the Table 1 attachment for collecting expenditures/accomplishments data?

- ☐ 5. Outstanding
☐ 4. Good
☐ 3. Fair
☐ 2. Needs Improvement
☐ 1. Poor

Comments/suggestions:

3. How would you rate the instructions within the PDF document and the Table 1 attachment?

- ☐ 5. Outstanding
☐ 4. Good
☐ 3. Fair
☐ 2. Needs Improvement
☐ 1. Poor

Comments/suggestions:

4. How would you rate the audit report requirements?

- ☐ 5. Outstanding
☐ 4. Good
☐ 3. Fair
☐ 2. Needs Improvement
☐ 1. Poor

Comments/suggestions:

5. In your opinion, what works well about the compliance reporting process?

6. In your opinion, what types of improvements to the compliance reporting process would you like to see (including any suggestions for online reporting)?

Project Description						Status	Deliverables			Expenditures					Approvals and Plans	
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O	Column P	Column Q
Project Category Drop-down Menu	Project Phase Drop-down Menu	Project Type Drop-down Menu	Project Name	Project Description	Project Benefits (describe how the project improvements benefit the implementation area)	Project Status (at the end of FY 09/10) Drop-down Menu	Quantity Completed in FY 09/10 (total number of bike lane miles, sidewalk sq. ft., bike parking spaces, etc.)	Units for Quantity Drop-down Menu	Description (other details about unit or quantity)	Measure B Bike/Ped Pass-through Expenditures in FY 09/10	Other Measure B Funds Expended on Project in FY 09/10 (grants, local streets roads funds, etc.)	Other Non-Measure B Funds Expended on Project in FY 09/10	Total Project Cost in FY 09/10 (columns K+L+M = N)	Was Over \$50K of This Project on an Individual Contract? (if yes, list contract amount)	Did Governing Board Approve the Project? Drop-down Menu	Is the Project in a Countywide Plan? If So, Which Plan? Drop-down Menu
													\$0.00			
													\$0.00			
													\$0.00			
													\$0.00			
													\$0.00			
													\$0.00			
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													\$0.00			
													\$0.00			
						TOTALS:	0			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Page 23

Cell: A5
Comment: Project Category: Bicycle: Primarily a bicycle project. Bike and Ped: Project intended for both bicyclists and pedestrians. Pedestrian: Primarily a pedestrian project.
Cell: B5
Comment: Project Phase: Construction (includes PS&E): Construction of a new capital project, including development of the preliminary engineering and construction documents: the plans, specifications, and estimates. Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA). Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure. Operations: Operations such as for bike stations. Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project. Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning. Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).
Cell: C5
Comment: Project Type: Bike Parking: Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure. Bikeways (non-Class I): Bike lanes (Class II), bike boulevards, sidepaths, bike routes (Class III), at-grade bike crossings. Includes bikeway maintenance. Bridges and Tunnels: Bicycle-pedestrian crossings above or below grade. Education and Promotion: Marketing, education, information, outreach, promotional campaigns, and programs. Master Plan: Bicycle and/or pedestrian master plan development. Multiuse Paths (Class I): Pathways (Class I) for bicyclists, pedestrians, and other non-motorized modes. Includes maintenance of multiuse paths. Pedestrian Crossing Improvements: At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes, or reconfiguration specifically benefiting pedestrians. Safety Improvements: Infrastructure improvements for bicyclists and pedestrians not covered by other project types on the list. Sidewalks and Ramps: New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access. Signage: Warning, regulatory, wayfinding, or informational signage. Includes signage maintenance. Signals: New traffic signals or crossing signals for pedestrians and/or bicyclits, signal upgrades, countdown signals, audible signals, and video detection. Staffing: Salary and benefits for staff to support projects, programs, or services. Traffic Calming: Infrastructure primarily aimed at slowing down motor vehicle traffic. Other: Use if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe the type under Project Description (Column E).
Cell: G5
Comment: Project Status: Choose project status on June 30, 2010: Planning in FY 09/10, Initiated in FY 09/10, Continuing or Ongoing, or Closed Out in FY 09/10.
Cell: I5
Comment: Units for Quantity: Select from the drop-down menu and add any details about the unit or quantity in Column J.
Cell: P5
Comment: Governing Board: Answer Yes or No.
Cell: Q5
Comment: Countywide Plan(s): Choose one of: Bike Plan, Ped Plan, Both Plans, or Neither Plan.

ACTIA Programs Annual Compliance Report 2009-2010 Reporting Year
Local Streets and Roads Table 1: Summary of Expenditures and Accomplishments

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

Project Description						Status	Deliverables			Expenditures				
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O
Project Category Drop-down Menu	Project Phase Drop-down Menu	Project Type Drop-down Menu	Project Name	Project Description	Project Benefits (describe how the project improvements benefit the implementation area)	Project Status (at the end of FY 09/10) Drop-down Menu	Quantity Completed in FY 09/10 (total number of street lane miles, intersections, signal improvements, etc.)	Units for Quantity Drop-down Menu	Description (other details about unit or quantity)	Measure B Local Streets and Roads Pass-through Expenditures in FY 09/10	Other Measure B Funds Expended on Project in FY 09/10 (grants, bike/ped funds, etc.)	Other Non-Measure B Funds Expended on Project in FY 09/10	Total Project Cost in FY 09/10 (columns K+L+M = N)	Was Over \$50K of This Project on an Individual Contract? (if yes, list contract amount)
													\$0.00	
													\$0.00	
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						TOTALS:	0			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Description		Funding Source		Project Status		Project Metrics	
Bike/Ped	Construction (plus PS&E)	Bike Parking		Planning in FY 09/10		Bike Parking Spaces	
Mass Transit	Environmental	Bikeways and Multiuse Paths		Initiated in FY 09/10		Intersections	
Paratransit	Maintenance	Bridges and Tunnels		Continuing or Ongoing		Lane Miles	
Streets and Roads	Operations	Education and Promotion		Closed Out in FY 09/10		Linear Feet	
Other	Project Completion/Closeout	Equipment and New Vehicles				Number of People/Passengers	
	Scoping, Feasibility, Planning	Operations				Number of Unduplicated Trips	
	Other	Pedestrian Crossing Improvements				Square Feet	
		Sidewalks and Ramps				Vehicles Purchased	
		Signage				Other (describe in Column J)	
		Signals					
		Staffing					
		Street Resurfacing and Maintenance					
		Traffic Calming					
		Welfare to Work					
		Other (describe in Column E)					

Cell: A5
Comment: Project Category: Bike/Ped: Bicycle and pedestrian project, program, plan, or staffing. Mass Transit: Bus, ferry, rail, or shuttle project. Paratransit: Paratransit services for seniors and or people with disabilities. Streets and Roads: Streets, roads, or highways project. Other: Use if none of the above apply, and define category by selecting Project Type (Column C) and providing Project Description (Column E).
Cell: B5
Comment: Project Phase: Construction (includes PS&E): Construction of a new capital project, including development of the preliminary engineering and construction documents: the plans, specifications, and estimates. Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA). Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure. Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; or corridor system management. Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project. Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning. Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).
Cell: C5
Comment: Project Type: Bike Parking: Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure. Bikeways and Multiuse Paths: Bike lanes, bike boulevards, sidepaths, bike routes, multiuse pathways, at-grade bike crossings. Includes maintenance of bikeway facilities. Bridges and Tunnels: Crossings above or below grade for bicycles, pedestrians, and/or autos. Education and Promotion: Marketing, education, information, outreach, and promotional campaigns and programs. Equipment and New Vehicles: Purchase or lease of vehicles. Equipment for service improvements, such as informaiton dissemination, fare collection, etc. Operations: Operations including traffic signal system controls/interconnection, corridor monitoring and management, and transit system operations. Pedestrian Crossing Improvements: At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes or reconfiguration specifically benefiting pedestrians. Sidewalks and Ramps: New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access. Signage: Warning, regulatory, wayfinding, or informational signage. Signals: New traffic signals or crossing signals, signal upgrades, countdown signals, audible signals, or signal timing improvements. Staffing: Salary and benefits for staff to support projects, programs, or services. Street Resurfacing and Maintenance: Repaving and resurfacing of on-street surfaces, including striping. Traffic Calming: Infrastructure primarily aimed at slowing down motor vehicle traffic. Welfare to Work: Transit services to enhance transportation opportunities for persons making the transition from welfare to work. Other: Use if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe the type under Project Description (Column E).
Cell: G5
Comment: Project Status: Choose project status on June 30, 2010: Planning in FY 09/10, Initiated in FY 09/10, Continuing or Ongoing, or Closed Out in FY 09/10.
Cell: I5
Comment: Units for Quantity: Select from the drop-down menu and add any details about the unit or quantity in Column J.

ACTIA Programs Annual Compliance Report 2009-2010 Reporting Year
Mass Transit Table 1: Summary of Expenditures and Accomplishments

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

Project Description						Status	Deliverables					Expenditures				
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O	Column P	Column Q
Project Category Drop-down Menu	Project Phase Drop-down Menu	Project Type Drop-down Menu	Project Name	Project Description	Project Benefits (describe how the project improvements benefit the implementation area)	Project Status (at the end of FY 09/10) Drop-down Menu	Quantity Completed in FY 09/10 (total number of trips, new vehicles, service hours, etc.)	Units for Quantity Drop-down Menu	Description (other details about unit or quantity)	Estimated Number of Trips Funded by Measure B FY 09/10*	Description (type of trips or other details)	Measure B Mass Transit Pass-through Expenditures in FY 09/10	Other Measure B Funds Expended on Project in FY 09/10 (grants, etc.)	Other Non-Measure B Funds Expended on Project in FY 09/10	Total Project Cost in FY 09/10 (columns M+N+O = P)	Was Over \$50K of This Project on an Individual Contract? (if yes, list contract amount)
															\$0.00	
															\$0.00	
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															\$0.00	
															\$0.00	
						TOTALS:	0			0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Percentage of total dollars spent to Measure B funds is relative to percentage of trips provided.
(Total \$/Measure B \$) approx. = (Total trips provided/Measure B-funded trips provided).

Bus	Construction (plus PS&E)	Education and Promotion	Planning in FY 09/10	Bike Parking Spaces
Ferry	Environmental	Equipment and New Vehicles	Initiated in FY 09/10	Intersections
Paratransit	Maintenance	Operations	Continuing or Ongoing	Lane Miles
Rail	Operations	Safety Improvements	Closed Out in FY 09/10	Linear Feet
Other	Project Completion/Closeout	Staffing		Number of People/Passengers
	Scoping, Feasibility, Planning	Welfare to Work		Number of Unduplicated Trips
	Other	Other (describe in Column E)		Square Feet
				Vehicles Purchased
				Other (describe in Column J)

Cell: A5	
Comment: Project Category:	
Bus: Bus and/or shuttle project.	
Ferry: Ferry project or service.	
Paratransit: Paratransit service for seniors and/or people with disabilities.	
Rail: Rail project/service.	
Other: Use if none of the above apply, and define the category by selecting Project Type (Column C) and providing a Project Description (Column E).	
Cell: B5	
Comment: Project Phase:	
Construction (includes PS&E): Construction of a new capital project, including development of the preliminary engineering and construction documents: the plans, specifications, and estimates.	
Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).	
Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure.	
Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; or corridor system management.	
Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.	
Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning.	
Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).	
Cell: C5	
Comment: Project Type:	
Education and Promotion: Marketing, education, information, outreach, and promotional campaigns and programs.	
Equipment and New Vehicles: Purchase or lease of vehicles. Equipment for service improvements, such as information dissemination, fare collection, etc.	
Operations: Vehicle operation, scheduling, dispatching, vehicle maintenance, supervision, and fare collection (including ticket or scrip printing and sales) for the purpose of carrying passengers. Includes actual operations cost and contracts to perform operations.	
Safety Improvements: Safety or security improvements for operators, passengers, service users, facilities, and infrastructure or property.	
Staffing: Salary and benefits for staff to support projects, programs, or services.	
Welfare to Work: Transit services to enhance transportation opportunities for persons making the transition from welfare to work.	
Other: Use if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe type under Project Description (Column E).	
Cell: G5	
Comment: Project Status:	
Choose project status on June 30, 2010: Planning in FY 09/10, Initiated in FY 09/10, Continuing or Ongoing, or Closed Out in FY 09/10.	
Cell: I5	
Comment: Units for Quantity:	
Select from the drop-down menu and add any details about the unit or quantity in Column J.	

ACTIA Programs Annual Compliance Report 2009-2010 Reporting Year
Paratransit Table 1: Summary of Expenditures and Accomplishments

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

[illegible]

*Percentage of total dollars spent to Measure B funds is relative to percentage of trips provided.
(Total \$/Measure B \$) approx. = (Total trips provided/Measure B-funded trips provided).

Disabled Services	Construction (includes PS&E)	Capital Purchase
Meals on Wheels	Environmental	Customer Service and Outreach
Senior and Disabled Services	Maintenance	EBP Ticket Purchase
Senior Services	Operations	Group Trips
Other	Project Completion/Closeout	Individual Demand-response Trips
	Scoping, Feasibility, Planning	Management
	Other	Meal Delivery
		Shuttle or Fixed-route Trips
		Other (describe in Column E)

Note: When updating, this page has all of the "All Workbook" entries.
Except, bike/ped has the Units (Column I) for those other than paratransit.

Planning in FY 09/10	Lift/ramp-assisted Trips
Initiated in FY 09/10	Taxi Trips
Continuing or Ongoing	Same-day Lift/Ramp-assisted Trips
Closed Out in FY 09/10	Same-day Trips
	Other (describe in Column K)

Cell: A5
Comment: Project Category: Disabled Services: Services primarily created for mobility for people with disabilities. Meals on Wheels: Delivery of meals. Senior & Disabled Services: Transportation services for seniors and people with disabilities. Senior Services: Services primarily created for senior mobility. Other: Use Other if none of the above apply, and define other by selecting Project Type (Column C) and providing Project Description (Column E).
Cell: B5
Comment: Project Phase: Construction (includes PS&E): Construction of a new capital project, including development of the preliminary engineering and construction documents: the plans, specifications, and estimates. Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA). Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure. Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment. Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project. Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning. Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).
Cell: C5
Comment: Project Type: Capital Purchase: Purchase of equipment, vehicles, or facilities. Customer Service and Outreach: Staffing and benefits for customer service as well as costs associated with marketing, education, outreach, and promotional campaigns and programs. EBP Ticket Purchase: Amounts paid to East Bay Paratransit for tickets plus associated costs, for example, distribution. Group Trips: One-way passenger trips considered group trips. Includes vehicle operation and contracts. See Individual Demand-response Trips. Individual Demand-response Trips: Taxi service, door-to-door trips, van trips, etc. Includes actual operation cost and contracts for vehicle operation, scheduling, dispatching, vehicle maintenance, supervision, and fare collection (including ticket or scrip printing and sales) for the purpose of carrying passengers. Management: Staffing and benefits to manage programs, projects, and services. Meal Delivery: Costs associated with vehicle operation, scheduling, dispatching, vehicle maintenance, and supervision for the purpose of delivering meals, whether provided in-house, through contracts, via taxicab, or by grantees. Shuttle or Fixed-route Trips: Shuttle service or fixed-route bus service, for example. Includes vehicle operation and contracts. See Individual Demand-response Trips. Other: Use if none of the above apply. Describe the Type under Project Description (Column E).
Cell: G5
Comment: Project Status: Choose project status on June 30, 2010: Planning in FY 09/10, Initiated in FY 09/10, Continuing or Ongoing, or Closed Out in FY 09/10.
Cell: I5
Comment: Trip Type Description: Lift/ramp Assisted: Trips that include lift or ramp assistance. Taxi Trips: Any type of taxi trip. Same-day Lift/ramp-assisted Trips: Trips that include lift or ramp assistance and are same-day service. Same-day Trips: Same-day service. Other: If Trip Type is not applicable to your program, choose Other and provide a description in Column K.

Program Compliance Report										Compliance Audit			CWC Comments
	Agency	Road Miles	Popu- lation	News- letter	Web Site	Sign- age	Program Report Rec'd	Program Report Compliant	Additional Information Required	Audit Rec'd	Audit Report Compliant	Additional Audit Information Required or Reason for Non-Compliance	CWC Compliance Report Subcommittee Meeting 05/11/11 Attachment 02C
Transit Agencies													
1	AC Transit	NA	NA	X	X	X	X		<i>AC Transit does not receive Bicycle and Pedstrian funds; therefore, that section of the Compliance Report should not be filled in. Also, on page 8, the Mass Transit amount should be \$15,593,607, not \$19,723,388, as shown. You have inadvertently included paratransit funds already reported in the paratransit section. Please correct this error. On page 10, Paratransit 09/10 funds from Measure B should be \$3,734,411, and \$395,370 should appear under item 3 for Stabilization funds. With corrections to questions 2, 3, and 6, question 9 should not show a negative net revenue.</i> <i>Please also make the corrections on page 10 to the Table 1 Paratransit spreadsheet columns L and M. Also, on your Table 1 spreadsheet, please describe specific services provided for Welfare-to-Work, so that we can see that the funds were spent in both North and Central counties as required by the Measure B Expenditure Plan.</i> <i>Your audit report should reflect the \$395,370 in stabilization as separate from the Measure B pass-through funds.</i>	X	No	\$395K in revenue not tied.	Dubinsky, Mike - On the Spread sheet they show over 53.5 million trips, however, there is no quantity or unit associated to the concept. Is it individual people who boarded a bus? Or did bus make 53 .5 million route trips?
2	BART	NA	NA	X	X	X	X		<i>In your Compliance Report on page 10, in question 3, please show Stabilization funds of \$142,295. Also, ensure that Table 1 Paratransit spreadsheet column M reflects the \$142,295 in stabilization. For reporting purposes, what was the nature of your contract with Veolia Transportation, and do you have any details on the satisfaction level of users?</i>	X	Yes		Dubinsky, Mike - BART paid Veolia Transportation, \$9,652,032. Do we have any details relative to the nature of that contract and/or the satisfaction level of users?
3	LAVTA	NA	NA	X	X	X	X		<i>In your Compliance Report, please be sure to list future projects as requested on page 9, question 9. On page 10, question 2, 9/10 Measure B Revenues should be \$166,885 and must be separate from the stabilization funds. Also on question 2, be sure to show other income so that the report does not indicate a net revenue of -\$1.6 million on page 12, question 9.</i> <i>In your Table 1 Paratransit spreadsheet, please update columns L and M to reflect the Compliance Report revisions.</i>	X	Yes		
Alameda County Agencies													
4	Alameda County	473	1,574,857	X	X	X	X		<i>Please clarify the following: On page 4 of the Compliance Report, describe further the intended future uses of bike and ped funds and describe when the reserves will be spent (for example, in what expected year will they be spent).</i> <i>Also in the Compliance Report on page 7, question 11, when will the projects be implemented, and when will the reserves be spent?</i> <i>In your Table 1 Bicycle and Pedestrian spreadsheet, row 10, column F, you describe the project benefits as follows: "sidewalk maintenance by property owners to reduce injuries and liability." How is the use of Measure B funds related to the repair of sidewalks by property owners?</i>	X	Yes		Dubinsky, Mike - a. Attachments are indicated for the Compliance report but are not included. Can they be provided? b. Over \$9.8 million Measure B funds left in reserve at close of reporting period for the two project areas reported on. c. In the Spread sheet they bill Measure B for audits. No other Jurisdiction has a similar listing. Is this an issue? d. Column H of the Spread sheet ads up different units and the addition is inaccurate (minor).
5	ACE	NA	NA	X	X		X		<i>A photo of signage as stated in report was not included in the package submitted. Please provide a photograph of signage.</i>	X	Yes		Dubinsky, Mike - Per the Report \$1,911,217 was allocated to ACE during the time period. They began the time period with a balance of \$2,298,073 MB funds. They
City Agencies													
6	City of Alameda	142	75,409	X	X	X	X		<i>On page 10, question 4 of your Compliance Report, please report when the City expects to spend down the undesignated funds. Is that anticipated in fiscal year 10-11? Also, on page 11 of 16, question 7, please enter a figure for Trip Provision, and in question 11, at least, provide a number of registered riders.</i> <i>Regarding the Table 1 Paratransit spreadsheet, column L totals \$150,047, but Measure B funds should be \$132,364. Please correct the spreadsheet. On the Table 1 Bicycle and Pedestrian spreadsheet, row 7 (second project listed) is inconsistent in columns A, C, D, E and F. For instance, the Project Category is indicated as Bike and Ped, the Project Type is described as "sidewalks and ramps," the Project Name references a bike path and Project Benefits reference pedestrian, rather than bicycle access. Please clarify this. On the Table 1 Local Streets and Roads spreadsheet, the Project Name on row 6 (first project) does not appear to be consistent with the Project Description, and the Project Benefits do not mention Bike/Ped, so we are unclear on why that particular Project Category was selected. Please clarify this Project Category choice.</i> <i>Regarding your independent financial audit, please submit the required compliance opinion.</i>	X	No	Required opinion missing.	Dubinsky, Mike - No data on riders for the PT report. Seems like they ought to be able to provide ridership information based on farebox counts. Attachments are indicated as being provided but are not available on line.
7	City of Albany	30	17,000	NO	X	X	X	YES	<i>On pages 2 and 4 of your Compliance Report, questions 3 and 9, Bike/Ped Safety Funds, the listed governing board resolution does not apply to all three future projects. Please provide clarification.</i> <i>In the Table 1 Bicycle and Pedestrian spreadsheet, row 7 (second project listed) has Project Type as "Pedestrian Crossing Improvements"; the Project Description indicates other types of improvements as well. These entries should be consistent. A more accurate Project Type would be "Safety Improvements." Please confirm if this is accurate.</i> <i>In the Paratransit Table 1 spreadsheet, column L totals \$30,570, but Measure B funds should be \$23,209. Please make the correction.</i>	X	No	Audit Report received 2/2/11.	

Program Compliance Report										Compliance Audit			CWC Comments
	Agency	Road Miles	Popu- lation	News- letter	Web Site	Sign- age	Program Report Rec'd	Program Report Compliant	Additional Information Required	Audit Rec'd	Audit Report Compliant	Additional Audit Information Required or Reason for Non-Compliance	
8	City of Berkeley	221.83 (centerline miles)	108,119	X	X	X	X		<p><i>We understand that the City of Berkeley used actual numbers in the Compliance Report, and the audit does not match those numbers. We also are aware that the City will submit an adjusted audit in 2011. With that said, there are a number of issues with the City's Compliance Report, Table 1 spreadsheet, and audit listed below:</i></p> <p><i>COMPLIANCE REPORT</i></p> <ul style="list-style-type: none"> - Your agency must publish articles that highlight the use of Measure B funds on each program (bike/ped, local streets and roads, mass transit, paratransit). - Please fill in the Paratransit section of the Compliance Report that is in addition to the Table 1 Paratransit spreadsheet. - For question 9, no governing board approval is listed regarding the future West Street path extension project; although, it may be in the current Bicycle or Pedestrian Plan. Please provide clarification. <p><i>TABLE 1 ATTACHMENT</i></p> <ul style="list-style-type: none"> - On page 2 of the Local Streets and Roads spreadsheet, row 19 (fifth project on page), please specify how the City used the \$64,013 listed in general support as a bike and pedestrian category. - On Table 1 Local Streets and Roads spreadsheet, the amount for Local Streets and Roads administrative costs is about 45% of the total Measure B expenditure cost used in the Bike/Ped funds for staff. Please explain. - Explain the City Manager use of 311. Can you verify that those costs were specifically spent supporting transportation in the City? - Also on page 2 (row 25, 11th project on second page) of the Local Streets and Roads spreadsheet is an expenditure of \$14,375 for office supplies. What is the difference between this and the \$96,165.24 (row 17, 3rd project on second page) reported on the same table? Please verify that these administrative costs are directly related to transportation projects and not to general city expenditures. - On the Table 1 Paratransit spreadsheet, break out the numbers of trips for each type of service provided, instead of lumping them into a total of 9,210 trips. - On the same spreadsheet, column L totals \$168,206, but Measure B funds should be \$153,905. Please break out services: Taxi vouchers, wheelchair van, EBP tickets, medical return trips. <p><i>AUDIT REPORT</i></p> <p>Regarding your independent financial audit, the original submission was not complete. In the final version, the categories show subvention, a grant, on the balance sheet, and payable to City. Please explain.</p>	X	No	Original submission not complete. With final, categories show subvention/grant on balance sheet, and payable to City. Why? Need Explanation.	Dubinsky, Mike - Berkeley uses Taxis for PT . Average fee \$31.00/trip. Berkeley did not fill out the Compliance report for PT, yet they report using funds for taxi trips on the spreadsheet. Lew, Joanne - \$142,344 for salaries and benefits under Bike & Ped - what was accomplished or improved?
9	City of Dublin	104.39	48,821	X	X	X	X		<p><i>Signage must be used for Bicycle and Pedestrian construction projects. Please install and provide photographs once installed.</i></p> <p><i>Regarding your independent financial audit, the transfer of \$20,000 from Local Streets and Roads to Gas Sales Fund is not explained. Please clarify this transfer.</i></p>	X	No	Transfer (\$20k) from LSR to Gas Sales Fund not explained.	
10	City of Emeryville	19.1	10,227	X	X	X	X		<p><i>In your Compliance Report, please correct 09/10 Measure B Revenues for Bicycle and Pedestrian (page 2), and Paratransit (page 10). They should be \$21,919 and \$20,368, respectively. Also, for Paratransit, consider putting part of Reserves (question 4) in Operational Reserve unless all of it really will be spent on capital improvements. And regarding question 11, please provide at least a number of registered riders. You should have a record of who you are reimbursing.</i></p> <p><i>The Table 1 Paratransit spreadsheet should reflect the Compliance Report in column L. Measure B funds should be \$20,368 as noted above. Also, please put in column H the number of EBP tickets sold.</i></p>	X	Yes	Good!	Dubinsky, Mike - Emeryville uses taxis for PT trips. Cost is approx. \$26.00/trip. Emeryville does not collect certain ridership numbers info for some of the PT trips – why not?
11	City of Fremont	493	218,128	X	X	X	X	YES	<p><i>In your Table 1 Bicycle and Pedestrian spreadsheet, row 19 (14th project listed), the Project Type is "Pedestrian Crossing Improvements," but the Project Description indicates other improvements as well. These entries should be consistent.</i></p> <p><i>In the Table 1 Paratransit spreadsheet, Column L shows \$601,414, but Measure B funds should be \$592,599. Please explain the difference. Also, why aren't Door-to-Door and Group Trips listed on separate rows? Please explain.</i></p>	X	Yes		Dubinsky, Mike - For the BP they list an attachment –Can we be provided a copy? For LSR they list an attachment – Can we be provided a copy? a. Fremont lists 2 items on the spreadsheet for MT, yet has no write up in the Compliance reports to supplement the listings. b. For the PT spreadsheet Col. K listings they state that 12,278 individual trips were
12	City of Hayward	206	153,104	X	X	X	X		<p><i>On page 6, question 8, of your Compliance Report, the road miles reported are 206. Is this correct? Last fiscal year, the road miles were listed as 260.</i></p> <p><i>On page 10, question 2, the Paratransit FY09/10 Measure B Revenues should not include Gap Grants, and the correct amount should be \$573,034.</i></p> <p><i>Gap Grant funds can be included as appropriate on the Table 1 spreadsheet, column M. Please make these corrections. Also on the Table 1 Paratransit spreadsheet, column L has a total of \$388,660, but the Measure B funds should be \$573,034. Please correct the spreadsheet. In addition, why are there no Measure B expenditures listed for group trips? Please explain.</i></p>	X	No	Transfer (\$12k)from Paratransit Fund to General/Ins. Fund not explained.	Dubinsky, Mike - Is providing at least some PTservices to unincorporated Castro Valley, San Leandro & San Lorenzo. Should that be the responsibility of Alameda County? Or is it fine as long as someone is doing it?
13	City of Livermore	302 (centerline miles)	85,312	X	X	X	X	Yes	<p><i>On page 5, question 9 of your Compliance Report, the listed resolution time periods do not cover the fiscal year 2010 - 2011 ("future projects") time period. Please provide clarification on the governing board approval for future projects.</i></p> <p><i>Regarding your independent financial audit, please submit the required compliance opinion.</i></p>	X	No	Compliance Opinion is missing.	
14	City of Newark	104.5	44,380	X	X	X	X		<p><i>On page 5, question 9 of your Compliance Report, the listed resolution time periods do not cover the fiscal year 2010 - 2011 ("future projects") time period. Please provide clarification on the governing board approval for future projects.</i></p> <p><i>On the Table 1 Paratransit spreadsheet, there is no cost listed for Meals on Wheels. Please break out that cost from the other overall services and list the cost on a separate Meals on Wheels row. Also, column L totals \$133,684, but the Measure B funds should be \$128,744. Please make those revisions.</i></p>	X	Yes		Dubinsky, Mike - The spreadsheet indicates that over 11,700 Meals on Wheels were delivered, however no cost is listed on the spreadsheet. The Compliance report indicates at least \$7,000 for meal deliveries. Does something need to be synchronized?

Program Compliance Report										Compliance Audit			CWC Comments
	Agency	Road Miles	Popu- lation	News- letter	Web Site	Sign- age	Program Report Rec'd	Program Report Compliant	Additional Information Required	Audit Rec'd	Audit Report Compliant	Additional Audit Information Required or Reason for Non-Compliance	
15	City of Oakland	836 (centerline miles)	430,666	NO	X	X	X		<i>On page 11, question 7 of your Compliance Report, \$2.6 million for management of the paratransit program is an error. The correction needs to be reflected in the Table 1 Paratransit spreadsheet with those dollars broken out in taxi and lift/ramp. Also, please list funds for Gap taxi trips and \$83,498 in Stabilization funds in column M.</i> <i>The Table 1 Local Streets and Roads spreadsheet shows \$4 million as "other" for personnel, operating and maintenance. Is this primarily for the City of Oakland's maintenance staff, or are there other staff costs associated here? Please provide more clarification.</i> <i>Also on page 4 of Local Streets and Roads, row 60 (8th project), the Project Phase, Project Description, and Project Benefits cells were left blank. Please provide data for these cells.</i> <i>On the Bicycle and Pedestrian Table 1 spreadsheet, row 11 (6th project on page), the Project Type is listed as Maintenance. This is correct if the new signs replaced existing ones, but not if new signs were installed at a new location. Please clarify, and modify the project type if needed. Also on rows 16-17 (11th and 12th projects listed), the Project Type is "other" and the Project Decription lists a broad range of projects. Please provide a rationale for why so many disparate project types are grouped together, or break down this large group into smaller groups of "like" projects.</i> <i>Since the City of Oakland subsidizes paratransit service in the City of Piedmont, how is this accomplished and what benefits do the cities see?</i>	X	Yes		Dubinsky, Mike - a. Has over \$12M in reserve MB funds at the close of the reporting period. b. In reviewing the spreadsheet listing (pages 1,3&4), there are 9 traffic signal installation projects listed. They range from \$1700-\$179,000 in cost. Why is there such a range of costs? c. Spreadsheet (page 2) - over \$4M in other expenses is listed with little definition. What services and items have been categorized into "Other" ? Lew, Joanne - Oakland subsidizes PT service in Piedmont. Please explain how this is accomplished and the benefits.accomplished or improved?
16	City of Piedmont	39.29	11,000	NO	X	X	X		<i>On page 2 of the Compliance Report, the note in question 3 does not reflect the amounts reported in question 2. On page 3, how will you determine the future bicycle and pedestrian needs for future expenditures? Also, on page 3, question 8,governing board approval is not indicated for sidewalk repairs project completed in fiscal year 2009-2010. Please clarify what process was used to gather public input on this expenditure of Measure B funds. And regarding question 9, it is indicated that the City expects to use roll-over balance on "future unplanned bike and pedestrian projects." Such projects must have governing board approval prior to expenditures.</i> <i>Since the City of Oakland subsidizes the paratransit service in the City of Piedmont, how is this accomplished and what benefits do the cities see?</i>	X	Yes	Approp. Int. Alloc. - not material, but called Ken Lee.	Lew, Joanne - Oakland subsidizes PT service in Piedmont. Please explain how this is accomplished and the benefits.accomplished or improved?
17	City of Pleasanton	207	70,711	X	X	X	X	Yes	<i>In the Paratransit section of the Compliance Report regarding question 2 on page 10, Interest/Other Income needs to include general fund contribution. This will solve your negative net revenue. Please make this correction.</i>	X	Yes		Dubinsky, Mike - Pleasanton pays a congestion management fee of \$28,000 (see spreadsheet, page.3) What it that fee? No other jurisdictions list such a fee.
18	City of San Leandro	179	81,850	X	X	X	X		<i>On page 2 of the Compliance Report,the 09/10 revenues should be \$179,212, not what is reported. On pages 2 and 5, there is a considerable unspent Measure B balance but no interest reported. Why did the City not report any interest earned? On page 4, item 9A, the BART/UPRR feasibility study is complete. Please clarify why there are future expected expenditures there. Did you mean the East Bay Greenway?</i> <i>On page 5, question 2, Local Streets and Roads 09/10 revenues should be \$960,170. And on page 10, question 2, the Paratransit 09/10 Measure B Revenues should be \$220,754 (instead of \$227,546 in Column L of Table 1 Paratransit spreadsheet). On page 10, the answer to question 5 should be reflected in question 2 amount for Interest/Other. On Page 11, the management cost shows more than the total project cost on the Paratransit Table 1 spreadsheet, and total costs on page 11 and the Table 1 spreadsheet do not match. Regarding question 6 on page 11, transportation should be listed under Contracts and the contract with MV noted in 6A. Also, Miscellaneous should be listed under other categories, primarily Contracts. Please make the necessary corrections and ensure that the Table 1 accurately reflects the Compliance Report. Also, were Local Streets and Roads funds used for the paratransit program during fiscal year 2009/2010?</i> <i>Regarding the Table 1 Bicycle and Pedestrian spreadsheet, row 7 (second project on page) lists "Safety Improvements" as the Project Type. The Project Description indicates only pedestrian crossing improvements (which is a different project type option). These entries should be consistent.</i> <i>Regarding your independent financial audit, the revenues for Paratransit and Bike/Ped appear incorrect. Please make corrections as necessary so the Audit Report, Compliance Report, and Table 1 Attachment match.</i>	X	No	Revenues for Paratransit and B&P funds off.	Dubinsky, Mike - In the Compliance report there was an unspent reserve of almost \$2M, yet no interest earned is reported. Please list the earned interest.
19	City of Union City/ Union City Transit	138	75,054	X	X	X	X		<i>On page 4 of the Program Compliance Report, will the Bicycle and Pedestrian Reserve be spent down in fiscal year 2010-2011 as per the projects shown in item 9A on page 4? The same question applies to the Local Streets and Roads funds for the project reported on Page 7, question 11.</i> <i>Also in the Compliance Report for Paratransit on page 10, question 2, please show Other income to prevent a negative net revenue on page 12, question 9.</i> <i>On the Table 1 Bicycle and Pedestrian spreadsheet, row 6 (1st project on page) the Project Category is indicated as "Bike and Ped," but the project seems to be a Pedestrian-only project. Please change the Project Category to "Ped" if appropriate.</i> <i>Lastly, regarding your independent financial audit, there is a \$14,000 increase in Local Streets and Roads fund balance. Please explain this discrepancy.</i>	X	No	\$14K increase in LSR fund balance. Need Explanation.	

GENERAL COMMENTS:

a.

Not all of the Jurisdictions (Berkeley, Hayward, Fremont, Newark, Pleasanton, and Union City) used an auditor located in Alameda County. Wouldn't that make sense since they are probably using Measure B funds to pay for the independent audit? Buy the service from a local supplier?

b.

Several of the jurisdictions use the same services to meet paratransit needs. E.g. MV Transportation is used by Fremont & Hayward & LAVTA. Would it be useful to see if their contract terms are for the same type of services and if so if the fee schedule is the same?

c.

None of the LS&R listings describe who is performing the work. Since it likely not being done by the City employees would it make sense to ask that question and determine whether the money is being awarded to appropriate Alameda County contractors?

d.

Several of the jurisdictions have maintained large Measure B reserves (I counted over \$21,000,000 total). This was a matter covered in the Nov 2010 special meetings for 2 jurisdictions. If jurisdictions are routinely doing so, and we have no problem with it, then would it make sense to ensure that the interest earned over time is the maximum available? Some

e.

Reports on paratransit activity indicate a variety of mechanisms utilized from nationwide transportation firms (Veolia Transportation & MV Transportation, Inc.), jurisdiction owned vehicles, taxicabs, local transportation firms. Is there any best practice that could be discussed? E.g. Albany uses Taxis and a city owned shuttle. Taxi trips cost about 12.00/ride,

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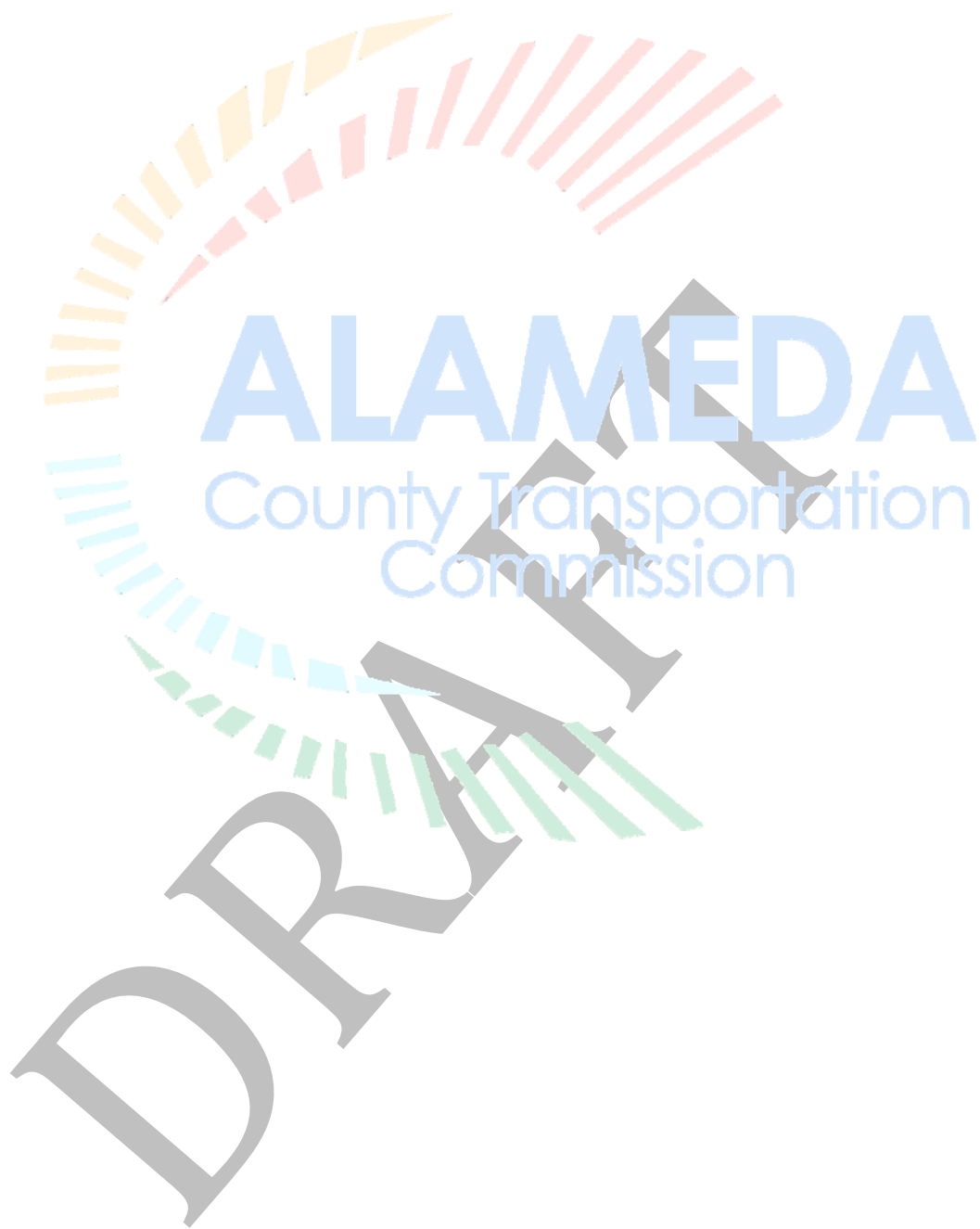
Compliance Report and Audit Summary

for the

Pass-through Fund Program

Fiscal Year 2009-2010





Compliance Report and Audit Summary

Pass-through Fund Program
Fiscal Year 2009-2010
May 2011

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Introduction

The Alameda County Transportation Commission (Alameda CTC) disburses Measure B funds to Alameda County agencies and jurisdictions on a monthly basis. Alameda CTC maintains funding agreements with each agency/jurisdiction regarding these funds known as “pass-through funds.” Alameda CTC also allocates countywide funds through grants.

To stay in compliance and receive payment from Alameda CTC, each jurisdiction must submit an end-of-year compliance report and audit, and submit proof of the following program deliverables to Alameda CTC:

- ◆ **Road miles:** The number of maintained road miles within the City’s jurisdiction, consistent with the miles the jurisdiction reported to state and federal agencies.
- ◆ **Population:** The number of people the jurisdiction’s transportation program serves in the fiscal year.
- ◆ **Newsletter:** A published article that highlights the program in either Alameda CTC’s newsletter or another newsletter of the jurisdiction’s choice.
- ◆ **Web Site:** Updated and accurate program information on a local jurisdiction or other website with a link to Alameda CTC’s website.
- ◆ **Signage:** Public identification of the program improvements as a benefit of the Measure B sales tax program.
- ◆ **Independent audit:** An independent audit in the jurisdiction’s standard audit report format.
- ◆ **Additional paratransit program requirements:** Local paratransit plans and budgets with local consumer input and governing body approval, and review by the Paratransit Advisory and Planning Committee (PAPCO) and Alameda CTC. Jurisdictions must also participate as a member of the Alameda CTC Paratransit Technical Advisory Committee to address planning, coordination, oversight, and reporting requirements, including annual reporting.

Each fiscal year, Alameda CTC requires that jurisdictions report their pass-through fund expenditures and grant fund usage along with their total project costs. This draft report summarizes the total Alameda CTC pass-through fund allocations and agency/jurisdiction expenditures for Fiscal Year 2009–2010 (FY 09-10).

The data within this report is based on the data in the compliance reports, Table 1 Attachments, and audit summaries and any updates that the agencies/jurisdictions submitted by April 2011, according to their interpretation of the reporting requirements and instructions within the documents. This draft is only a partial draft of the full report. Alameda CTC has maintained the original data categories and dollar figures within this draft, unless data was missing or redundant, and does not take responsibility for inaccurate data. The final report will contain the full program profiles for each agency and jurisdiction.

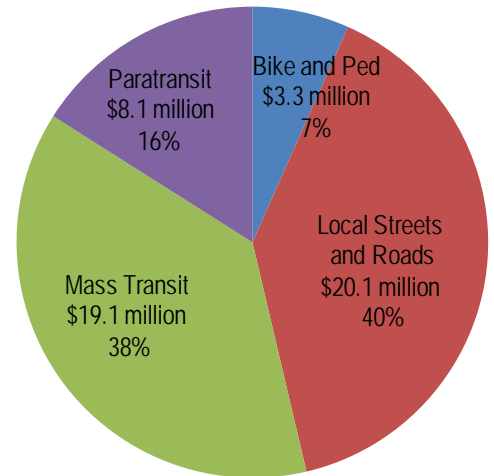
The original, individual reports with attachments and audits are available for review online at http://www.actia2022.com/app_pages/view/33.

Fiscal Year 2009-2010 Overall Pass-through Program Summary

The Alameda CTC disburses Measure B pass-through program funds on a monthly basis to Alameda County agencies and jurisdictions. The jurisdictions that also receive grants report their grant fund expenditures to the Commission as "Other Measure B" expenditures.

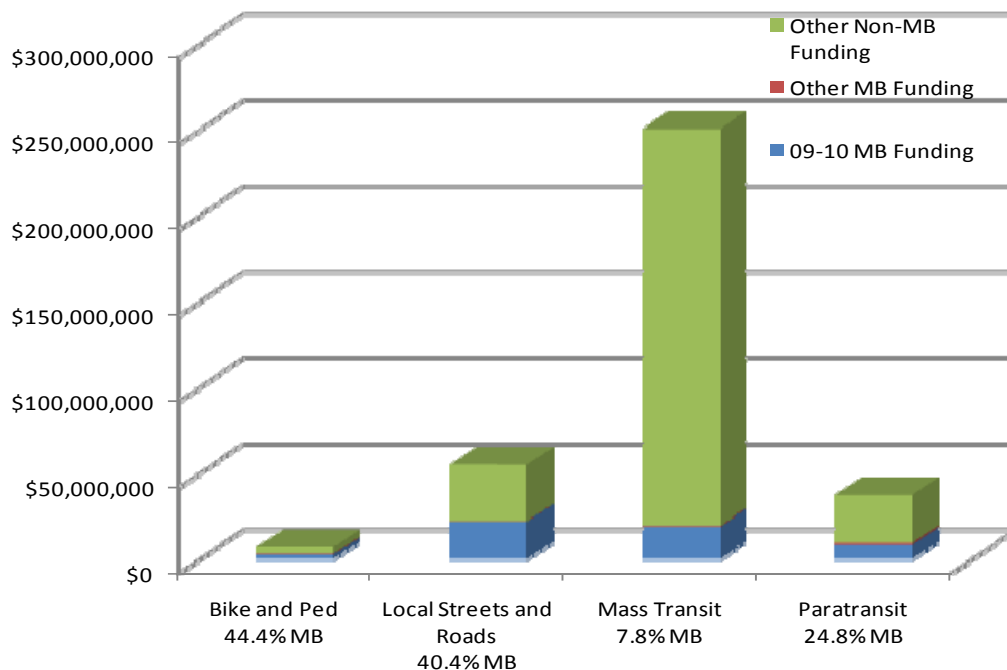
Alameda CTC Allocated \$50,808,873

In FY 09-10, Alameda CTC provided a total of \$50,808,873 in pass-through funding, and program stabilization funds totaling \$656,910. This Measure B allocation, along with grant reimbursements for four main types of programs funded approximately 75 bicycle and pedestrian projects, 179 local streets and roads projects, 12 mass transit projects, and 44 paratransit projects, and covered an average of 29 percent of the total costs for all reported program projects. The table below shows the total project costs and Measure B expenditures for each of the four program areas; the overall total project costs reported were \$351,950,371.



Jurisdictions rely on Measure B funds for numerous types of projects: bikeways, bicycle parking facilities, and pedestrian crossing improvements; installation of signage, guardrails, and traffic signals and lights, sidewalk and ramp repairs, and street resurfacing and maintenance; bus, rail, and ferry services; and individual demand-response trips, shuttle and fixed route trips, and meal delivery and other programs for seniors and people with disabilities.

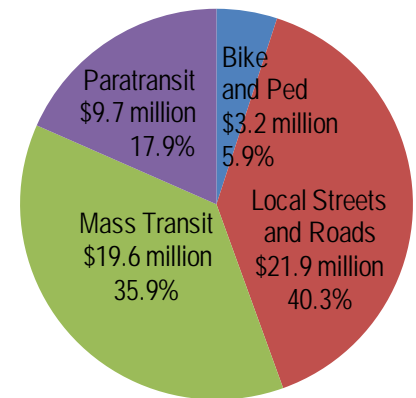
FY 09-10 Programs Total Project Costs and Percentage Measure B (MB) of Total



Overall Pass-through Program Summary *cont'd*

For FY 09-10, the agencies/jurisdictions reported in their compliance report forms Measure B expenditures of \$54.5 million (and reported \$54.7 million in their Table 1 Attachments), including pass-through funds, grants, and stabilization funds. Jurisdictions spent about 40 percent on local streets and roads, 36 percent on mass transit, 18 percent on paratransit, and 6 percent on bicycle/pedestrian projects.

**Total Measure B Funds Expended by
All Jurisdictions in FY 09-10:
\$54.5 million**



Expenditures and Reserves

In FY 09-10, the jurisdictions reported that they received a total of \$51,488,831 in Measure B revenues, just over \$13 million in interest/other income, and spent \$54.5 million total. According to Alameda CTC's auditors, the Commission allocated a total of \$ 51,465,783 (\$50,808,873 in pass-through funds plus \$696,910 in program stabilization funds) during that timeframe.

Revenue Totals for All Programs for Each Agency/Jurisdiction					
Agency/Jurisdiction	08-09 Unspent MB Balance	09-10 MB Revenues	Interest/Other Income	MB Expended in 09-10	Ending MB Balance
AC Transit	\$6,403	\$19,723,388	\$395,370	\$20,118,758	\$6,403
BART	\$0	\$1,628,617	\$8,417,147	\$1,628,617	\$0
LAVTA	\$0	\$738,792	\$2,166,314	\$1,280,114	\$0
Alameda County	\$8,652,380	\$2,291,147	\$29,926	\$1,096,901	\$9,876,552
ACE	\$2,298,073	\$1,911,217	\$12,913	\$1,936,980	\$2,285,223
City of Alameda	\$4,006,850	\$2,228,614	\$49,376	\$1,508,037	\$4,776,803
City of Albany	\$8,162	\$337,560	\$585	\$313,824	\$32,483
City of Berkeley	\$1,603,273	\$2,382,371	\$154,317	\$2,321,878	\$1,818,083
City of Dublin	\$1,314,593	\$398,611	\$35,088	\$592,547	\$1,155,745
City of Emeryville	\$268,272	\$224,926	\$5,299	\$28,723	\$469,774
City of Fremont	\$4,970,274	\$2,665,343	\$139,688	\$2,705,385	\$5,069,919
City of Hayward	\$2,020,295	\$2,503,573	\$614,830	\$2,021,630	\$3,117,067
City of Livermore	\$1,873,134	\$898,681	\$30,960	\$1,171,508	\$1,631,267
City of Newark	\$1,270,327	\$553,874	\$26,171	\$1,160,223	\$690,147
City of Oakland	\$14,671,267	\$9,315,720	\$250,871	\$11,983,470	\$12,337,886
City of Piedmont	\$408,511	\$326,261	\$0	\$420,260	\$314,512
City of Pleasanton	\$1,840,807	\$774,923	\$415,012	\$852,346	\$1,778,048
City of San Leandro	\$3,072,711	\$1,360,136	\$193,543	\$2,613,316	\$2,036,436
City of Union City	\$2,877,572	\$1,225,077	\$471,046	\$791,983	\$3,349,729
Total	\$51,162,902	\$51,488,831	\$13,408,455	\$54,546,501	\$50,746,077

Notes:

¹ The table above reflects the total MB spent, based on analysis of the PDF report form, Table 1 attachment, and audit.

² Not all agencies reported stabilization or minimum service level funds as part of their Measure B expended in 09-10. Some included this as Interest/ Other Income but did not include it in the total spent.

³ AC Transit reported an ending MB balance of zero, and did not include stabilization of \$395,370 as part of the total MB expended in this chart.

⁴ City of Oakland has a considerable LSR reserve, but this has been declining over the years and is average for all jurisdictions (Oakland receives a considerable allocation due to its population size).

⁵ City of Pleasanton reported MB paratransit expenditures of \$472,882.21 in the compliance report and \$72,541 in the Table 1 Attachment and audit, so \$72,541 is included in the chart above.

⁶ The expenditures throughout this report vary slightly due to number rounding.

Overall Pass-through Program Summary *cont'd*

The agencies and jurisdictions relied on reserves from previous years to cover costs in FY 09-10. Their reported Measure B expenditures include a portion of their \$51.1 million in FY 08-09 reserves. Their remaining FY 09-10 unspent balance was reported as \$50.7 million. The individual profiles that appear later in this report document the FY 08-09 reserves, interest, and FY 09-10 expenditures for each agency/jurisdiction.

Funding Comparison of FY 08-09 to FY 09-10

In comparing the \$50.8 million in pass-through funds that Alameda CTC allocated in FY 09-10 to the \$54.5 million allocated in FY 08-09, Measure B allocations decreased by \$3.6 million, a decrease of approximately 6.7 percent. The jurisdictions' pass-through fund expenditures, including grants and stabilization funding, decreased by \$10.5 million, meaning they used reserve Measure B dollars to help cover costs. Total Measure B spending decreased by the following amounts for all four programs: local streets and roads (-\$3.8 million), bicycle and pedestrian safety (-\$3.2 million), mass transit (-\$3.3 million), and paratransit (-\$102,942). These decreases reflect the depressed economy.

FY 09-10 and FY 08-09 Measure B Expenditure Comparison					
	Measure B Pass-through Funds Expended in FY 09-10	Other Measure B Funds Expended on Project in FY 08-09	Measure B Pass-through Funds Expended in FY 08-09	Other Measure B Funds Expended on Project in FY	Difference in Total Expenditures
Bike/Ped	\$2,689,073.92	\$527,630.35	\$3,954,012.02	\$2,466,335.63	-\$3,203,643.38
Local Streets	\$21,992,619.82	\$256,060.65	\$24,849,646.23	\$1,289,421.27	-\$3,890,387.03
Mass Transit	\$19,077,755.11	\$528,946.78	\$20,581,168.21	\$2,372,368.46	-\$3,346,834.78
Paratransit	\$8,543,502.03	\$1,147,657.05	\$9,169,682.38	\$624,418.44	-\$102,941.74
TOTAL	\$52,302,950.88	\$2,460,294.83	\$58,554,508.84	\$6,752,543.80	-\$10,543,806.93

Measure B Expenditures by Transportation Mode

Within the four main programs, Measure B funded several types of transportation modes:

- ♦ **Bicycle and Pedestrian:** Just over 41 percent of bicycle and pedestrian program funds went toward bicycle and pedestrian projects, about 51 percent funded pedestrian projects, and approximately 8 percent funded bicycle projects.
- ♦ **Local Streets and Roads:** The majority of local streets and roads funding went to streets and roads projects (72 percent). About 21 percent funded other projects including ongoing maintenance and project administration, 7 percent funded bicycle and pedestrian projects, and less than 1 percent funded mass transit (bus stop facility maintenance).
- ♦ **Mass Transit:** The majority of mass transit funds supported bus operations (87 percent). About 10 percent funded rail service, and 3 percent funded ferry transportation.
- ♦ **Paratransit:** The jurisdictions reported expenditures of almost 52 percent of paratransit funds on services for seniors and people with disabilities, 48 percent funded services for people with disabilities, and less than 1 percent funded Meals on Wheels.

The top transportation modes that agencies/jurisdictions spent their Measure B funds on are bus operations (\$17 million), local streets and roads projects (\$15.9 million), and paratransit services for seniors and people with disabilities (\$5 million).

FY 09-10 and FY 08-09 Measure B Expenditures by Transportation Mode Comparison									
	Bike/Ped Fund	Percent Bike/Ped Fund	Local Streets & Roads Fund	Percent LSR Fund	Mass Transit Fund	Percent Mass Transit Fund	Paratransit Fund	Percent Paratransit Fund	Total Expenditures
Bike	\$260,209.64	8.09%							\$260,209.64
Bike/Ped	\$1,332,305.83	41.42%	\$1,631,277.34	7.33%					\$2,963,583.17
Ped	\$1,624,188.80	50.49%							\$1,624,188.80
Mass Transit ¹			\$77,161.29	0.35%					\$77,161.29
Streets/Roads			\$15,941,867.67	71.65%					\$15,941,867.67
Bus					\$17,049,777.55	86.96%			\$17,049,777.55
Ferry					\$619,944.34	3.16%			\$619,944.34
Rail					\$1,936,980.00	9.88%			\$1,936,980.00
Disabled Services							\$4,614,683.36	47.62%	\$4,614,683.36
Meals on Wheels							\$60,514.64	0.62%	\$60,514.64
Senior/Disabled Services							\$5,015,961.08	51.76%	\$5,015,961.08
Other ²			\$4,598,374.17	20.67%					\$4,598,374.17
TOTAL	\$3,216,704.27	100.00%	\$22,248,680.47	100%	\$19,606,701.89	100.00%	\$9,691,159.08	100.00%	\$54,763,245.71

¹The local streets and roads funds categorized as “mass transit” paid for bus stop facility maintenance and staff participation in the environmental and preliminary design of the BART Warm Springs Extension and the Dumbarton Rail Project.

²The local streets and roads funds categorized as “other” paid for administration of maintenance programs throughout Alameda County, along with audits, customer service, and software implementation; as well as construction staffing for repairs after a landslide in 2009.

See Appendix A for more information on the transportation modes and categories of projects that agencies/jurisdictions referenced in their reports.



MEMORANDUM

To: Citizens Watchdog Committee Compliance Report Subcommittee

From: Alameda CTC Staff

Date: May 4, 2011

Subject: Compliance Reporting Recommendations

Recommendation

This item is for information only. No action is recommended.

Background

Jurisdictions and agencies that receive Measure B funds have funding agreements with the Commission and, as part of these agreements, are required to stay current on the following deliverables:

- Road miles served (not applicable to transit agencies)
- Population numbers (not applicable to all projects)
- Public awareness program participation in partnership with the Commission and or the Citizens Advisory Committee
- Annual newsletter article
- Website coverage of the project
- Signage about Measure B funding

Measure B recipients are also required to submit electronic and hard-copy compliance audits and reports to Alameda CTC annually that document their Measure B expenditures for four types of programs: bicycle and pedestrian, local streets and roads, mass transit, and paratransit. Many of these agencies also receive grant funds from Alameda CTC.

Currently, the jurisdictions are required to submit three documents to the Commission before year-end (see Attachment 02 for the End-of-Year (EOY) Compliance Schedule):

- Audit
- Compliance report (PDF form)
- Table 1 Attachment (Excel form)

The CWC reviews these reports at its January meeting each year, and provides to staff any areas of concern or requests further clarification on expenditures. Staff also reviews the reports and sends letters to the agencies/jurisdictions to let them know their compliance status and to detail any clarification necessary. The agencies/jurisdictions resubmit any necessary reports, and once they are fully in compliance, staff sends letters to let them know they are in compliance. Staff and consultants review the submissions and compile the data into a summary compliance report for review by the CWC, the standing committees, and the Commission. Lastly, the CWC prepares an annual report to the public based on the compliance data.

Reporting Considerations

Before the reporting process begins for fiscal year 2010-2011 (FY 10-11), staff would like to focus on ways to:

- Improve the reported data on Measure B expenditures and reserve funds that the agencies/jurisdictions report.
- Improve reporting and descriptions of unspent funds (reserve balances) so Alameda CTC will have more information on how and when they will spend down these dollars.
- Establish more detail on the CWC review process.

Reporting Improvement Recommendations

Staff recommends the following reporting and review improvements:

- ***Combine the PDF and Excel spreadsheet into one compliance report form:*** To reduce discrepancies between forms and to simplify filling out the forms, one PDF instead of a PDF and Excel document would simplify compliance reporting. In FY 09-10, with oversight from Alameda CTC, the Paratransit Coordination Team converted some of its previous forms into the PDF format based on the compliance report, and preliminary feedback suggests that this saved some time for the agencies/jurisdictions, and will save time for staff in the future.
- ***Develop clearer instructions regarding reserves:*** In the reporting instructions, PDF report form, and the compliance workshop, clearly define what Measure B reserves are, and allow room for agencies/jurisdictions to explain why they have large reserve balances and to clearly describe how they intend to spend down these funds, including on what projects and by which expected dates. The agencies/jurisdictions also need a better definition of the “Interest/Other Income” category, so that they are clear it means Measure B interest and Measure B other income such as grant or stabilization funding.
- ***Develop guidelines for CWC reviews:*** The CWC Compliance Report Subcommittee could put together guidelines for the CWC to follow during its review process. These guidelines would clarify which areas to focus on in the audits and reports, what the definitions of “in compliance” or “not in compliance” are, how to document discrepancies or clarification needed, and what the CWC’s role is in verifying any clarification necessary and in reporting on compliance.

Fiscal Impacts

There are no fiscal impacts at this time.

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ACTIA AGMT #2002-07

**AGREEMENT
BETWEEN THE
ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY
AND THE
CITY OF HAYWARD**

This AGREEMENT is made this 15th day of July, 2002, by and between the Alameda County Transportation Improvement Authority, hereinafter referred to as "ACTIA", a local public agency, and the CITY OF HAYWARD, hereinafter referred to as "CITY", a municipal corporation.

RECITALS

WHEREAS, the voters of Alameda County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq., approved the reauthorization of Measure B at the General Election held on November 7, 2000, thereby authorizing that ACTIA be given the responsibility to administer the proceeds from the continued one-half cent transaction and use tax; and

WHEREAS, the duration of the tax will be 20 years from the initial year of collection, which will begin April 1, 2002, with said tax to terminate/expire on March 31, 2022; and

WHEREAS, the one-half cent transaction and use tax proceeds will be used to pay for the programs and projects outlined in Alameda County's 20-Year Transportation Expenditure Plan (hereinafter referred to as "Plan"), as it may be amended; and

WHEREAS, ACTIA will have the authority to bond for the purposes of expediting the delivery of transportation projects and programs, and costs associated with bonding will be borne only by

the capital projects included in the Plan and by any programs included in the Plan that utilize the bond proceeds; and

WHEREAS, local streets and roads funds are provided to local cities and Alameda County to be used for any local transportation need based on local priorities, including streets and roads projects, local transit projects, bicycle and pedestrian projects and other transportation uses; and

WHEREAS, the local transportation funds within a geographic sub-area will be allocated to the jurisdictions within that sub-area based on a formula, attached hereto as Exhibit A and by this reference made a part of this AGREEMENT, weighted 50% by the population of the jurisdiction within the sub-area and 50% of the number of road miles within the sub-area; and

WHEREAS, the allocations may change in the future based on changes in population and road mile figures;

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

The ACTIA agrees that it shall:

1. Within five working days of actual receipt of the monthly Measure B sales tax revenues from the State Board of Equalization, remit to the CITY an amount calculated by the formula used to determine the program allocations, based on the most current population and maintained road mileage figures, as set forth in Exhibit A.
2. Update the Measure B sales tax revenue allocation formula to reflect the most current population and maintained road mileage using the California State Board of Equalization's Annual Report of Estimated Population (E-1 published in May) and the certified number of maintained road mileage from each CITY and the County. The updated Measure B program allocation formula shall be reflected in the allocations beginning each July of the new fiscal year.

3. Distribute to the CITY the portion of funds to be spent on planning and construction of bicycle and pedestrian projects as allocated and guided by the rules described in Exhibit B, attached hereto and by reference made a part of this AGREEMENT, as said rules may be amended from time to time.
4. Provide an annual projection of Measure B sales tax revenues including an estimate to CITY for each type of fund for the new fiscal year on a cash basis of reporting.
5. Report the amount of Measure B Program revenues passed through to each CITY by each type of fund for the fiscal year and for the total Program to date, on a cash basis.
6. Provide for an independent annual audit of its revenues and expenditures including the allocation formula for distributing Measure B sales tax revenues to CITY and render an annual report to the ACTIA Governing Board and to the Citizens Watchdog Committee within 180 days following the close of the fiscal year.
7. Provide notice to the CITY of any and all expenditures made by CITY which are not in compliance with the AGREEMENT, the Plan or the Measure B ballot measure promptly after ACTIA becomes aware of any such expenditures.

The CITY agrees that it shall:

1. Expend the local streets and roads funds according to the applicable provisions of Public Utilities Code Section 180000 et seq., the Plan, and the rules described in Exhibit A.
2. Establish a CITY program to expand and enhance bicycle and pedestrian safety and facilities in its CITY, focusing on high priority projects like gap closures and intermodal connections, and expend said funds according to the rules described in Exhibit B.

3. Set up an appropriate system of accounts to keep separate accounting and reporting for each type of Measure B fund to be received. The accounting system shall provide adequate internal controls and audit trails to facilitate an annual compliance audit for each fund type and respective usage and application.
4. Submit to ACTIA, on an annual basis and at CITY's expense, an independent compliance audit of the funds received and used, including plans and reports of expenditures. The annual compliance audit is to be completed, certified and provided to ACTIA within 180 days following the close of each fiscal year.
5. Along with the annual compliance audits and reports, provide ACTIA with the certified number of maintained road miles within CITY's jurisdiction, which shall be consistent with the miles reported to state and federal agencies. The certified maintained road miles shall be used in the updated Measure B sales tax revenue allocation formula for distributing Measure B funds and the new mileage shall be reflected in the distributions at the start of each new fiscal year (i.e., each July 1). CITY shall provide ACTIA with the annual certified number of maintained road miles each fiscal year even if there were no changes in the number of miles for the fiscal year.
6. In the event CITY's expenditures in a fiscal year are less than the amount the CITY has received, explain why the revenues exceeded expenditures and what the CITY intends to do with the increased reserve.
7. Agree to the formula used in the allocation of the Measure B sales tax revenues as reflected in the ballot measure and Plan, and agree to the use of the State Department of Finance Estimates of Population figures (Report E-1, updated each May) for

California cities and counties for the annual update of the allocation formula to begin in each new fiscal year.

8. By December 31 of each year, provide a project report for projects upon which Measure B funds were expended. The project report shall show the amount spent in that reporting year, including the total estimated project costs, the total expenditures to date, a brief description and location of the projects, and the benefits to be realized from said projects. Photographs of the project shall be provided showing the types of projects funded through Measure B.
9. Provide signage (i.e., CITY and ACTIA logos; "Your Measure B Sales Tax Dollars at Work") where practical on projects and jobs funded by Measure B funds so that the Alameda County taxpayers are informed as to how the Measure B funds are being used. Include a description of signage and the number of signs posted in the annual report submitted to ACTIA.
10. Actively participate in a Public Awareness Program, in partnership with ACTIA and/or the Citizens Advisory Committee, as a means of informing its constituents of the benefits being derived from the use of the Measure B funds.
11. Provide updated and accurate information on CITY's website, in order to inform the public, on how the Measure B funds are being used in the CITY. Also provide a link to ACTIA's website.
12. At least annually, publish an article either in CITY newsletter or in ACTIA's quarterly newsletter, highlighting a project or program in which funds received by CITY from the Measure B Program have been used.
13. Make itself available upon request from ACTIA or the Citizens Watchdog Committee, through CITY's administrative officer or designated staff, to render a report or answer

any and all inquiries in regards to its receipt, usage and compliance audit findings of its funds before ACTIA's Governing Board and/or the Citizens Watchdog Committee or Citizens Advisory Committee.

Right to Withhold: If the above items are not provided to ACTIA by the annual due date and/or such items are found not to be in compliance with this AGREEMENT, Public Utilities Code Section 180000 et seq., the ballot measure or the Plan, ACTIA shall withhold Measure B sales tax funds from the CITY until the CITY has corrected any noted deficiencies to ACTIA's satisfaction. While funds are being so withheld all interest on withheld funds shall be retained by ACTIA as an administrative fee.

Programmatic Expenditures: Funds will be disbursed on a monthly basis by ACTIA, based on a set formula for distribution. Funding for programs are intended to reflect geographic equity based on the population projections for the County in the year 2005. Dollar figures are based on financial projections, which assume a 4% annual growth rate. In all cases, amounts shown in the exhibits are estimates; actual distributions will be based on a percentage of net revenues.

Geographic Breakdown: In all cases:

- ❑ North Area refers to the Cities of Oakland, Berkeley, Albany, Piedmont, Emeryville and Alameda, as well as unincorporated areas within that boundary.
- ❑ Central Area includes the Cities of Hayward and San Leandro, and the unincorporated area of Castro Valley, as well as other unincorporated lands governed by Alameda County in the Central Area.
- ❑ South Area includes the Cities of Fremont, Newark and Union City.
- ❑ East Area includes the Cities of Livermore, Dublin and Pleasanton, and all unincorporated lands in that area.

Jurisdiction: The laws of the State of California will govern the validity of this AGREEMENT, its interpretation and performance, and any other claims related to it.

Legal Action: All legal actions by either party against the other arising from this AGREEMENT, or for the failure to perform in accordance with the applicable standard of care, or any other cause of action, will be subject to the statutes of limitation of the State of California.

Attorney's Fees: Should it become necessary to enforce the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable expenses and attorney's fees from the other party.

Term: The term of this AGREEMENT shall be from April 1, 2002 to March 31, 2012.

Modification: This AGREEMENT, including its Exhibits, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties.

EXHIBITS AND SIGNATURES

The following Exhibits are hereby made part of this AGREEMENT:

Exhibit A: Distribution Formula for Funding of Local Streets and Roads by City/County

Exhibit B: Bicycle and Pedestrian Safety Guidelines

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the date first written above.

CITY:

ALAMEDA COUNTY TRANSPORTATION
IMPROVEMENT AUTHORITY (ACTIA)

By: Jesús Armas
Jesús Armas, City Manager
CITY OF HAYWARD

By: Scott Haggerty
Scott Haggerty, Chairperson, ACTIA

Recommended:

By: Christine Monsen
Christine Monsen, Executive Director

Approved as to form and legality:

Approved as to form and legality:

By: Michael O'Toole
Michael O'Toole, City Attorney

By: Wendel Rosen
Wendel, Rosen, Black & Dean, LLP
Legal Counsel to ACTIA

Attest:

Attest:

By: Angelina Reyes
Angelina Reyes, City Clerk

By: Trudye A. Johnson
Trudye A. Johnson, Authority Clerk

EXHIBIT A

DISTRIBUTION FORMULA FOR FUNDING OF LOCAL STREETS AND ROADS BY CITY/COUNTY

Measure B Sales Tax Funding

\$317,852,426

Local streets and roads funds are provided to local cities and Alameda County. The funds may be used for any local transportation need based on local priorities, including streets and roads projects, local transit projects, bicycle and pedestrian projects and other transportation uses. Local transportation funds within a geographic sub-area will be allocated to the jurisdictions within that sub-area based on a formula weighted 50% by the population of the jurisdiction within the sub-area and 50% on the number of road miles within the sub-area. The allocations may change in the future based on changes in population and road mile figures. Funding for local streets and roads by City/County are shown below.

<u>Area</u>	<u>% of Net Revenues*</u>	<u>Estimated Total In 1998 Dollars</u>
Alameda	1.40%	\$ 19,873,750
Albany	0.32%	4,560,150
Berkeley	2.25%	32,058,551
Dublin	0.26%	3,680,531
Emeryville	0.16%	2,279,399
Fremont	1.80%	25,640,493
Hayward	1.68%	23,885,742
Livermore	0.79%	11,269,234
Newark	0.39%	6,800,005
Oakland	8.38%	123,244,781
Piedmont	0.34%	4,799,257
Pleasanton	0.64%	9,159,228
San Leandro	1.10%	15,632,396
Union City	0.53%	7,531,797
Alameda County (North)	0.06%	800,458
Alameda County (Central)	1.22%	17,427,492
Alameda County (East)	0.39%	5,603,364
Alameda County Bridges	0.62%	8,799,793
TOTAL	22.33%	\$317,852,426

**Formulas may change based on population and road miles in each City/County. Alameda County (Central) is reduced by 0.39% of total revenues to reflect a transit funding increase*

EXHIBIT B

COUNTYWIDE BICYCLE AND PEDESTRIAN SAFETY GUIDELINES (5.00% of net revenues)

Measure B Sales Tax Funding

\$71,148,506

These funds are distributed to cities in the County and to Alameda County to be spent on planning and construction of bicycle and pedestrian projects. This is a new program, not funded in the 1986 Measure B Expenditure Plan. This program is intended to expand and enhance bicycle and pedestrian facilities in Alameda, focusing on high priority projects like gap closures and intermodal connections.

Seventy-five percent (75%) of the funds will be designated as local funds. Each city and Alameda County may receive up to their proportional share of the 75% funds based on population over the life of the Measure. Eligible uses for those funds will include capital improvements for bicycle and pedestrian facilities and ADA accessibility that have been prioritized through local or regional planning processes. Cities may go through their own public planning processes, such as development of their Capital Improvement Programs, to locally identify high priority projects. Once approved by the City Council or Board of Supervisors, a list of high priority bike and pedestrian projects shall be submitted to ACTIA prior to construction.

Projects that improve intermodal connections for bicyclists and pedestrians or close gaps in existing pedestrian or bicycle corridors will be given the highest priority. These funds will be allocated on a monthly basis directly to each city and the County.

Separate policies will be developed for the remaining 25% of the funds for regional planning and regional projects, and are not included in this agreement.

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ACTIA AGMT #2001-08

**AGREEMENT
BETWEEN THE
ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY
AND THE
TRANSIT OPERATOR - Livermore Amador Valley Transit Agency (LAVTA)**

This AGREEMENT is made this 19th day of August, 2001, by and between the Alameda County Transportation Improvement Authority, hereinafter referred to as "ACTIA", a local public agency, and LAVTA, hereinafter referred to as "TRANSIT OPERATOR."

RECITALS

WHEREAS, the voters of Alameda County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq., approved the reauthorization of Measure B at the General Election held on November 7, 2000, thereby authorizing that ACTIA be given the responsibility to administer the proceeds from the continued one-half cent transaction and use tax; and

WHEREAS, the duration of the tax will be 20 years from the initial year of collection, which will begin April 1, 2002, with said tax to terminate/expire on March 31, 2022; and

WHEREAS, the one-half cent transaction and use tax proceeds will be used to pay for the programs and projects outlined in Alameda County's 20-Year Transportation Expenditure Plan (hereinafter referred to as "Plan"), as it may be amended; and

WHEREAS, ACTIA will have the authority to bond for the purposes of expediting the delivery of transportation projects and programs, and costs associated with bonding will be borne only by the capital projects included in the Plan and by any programs included in the Plan that utilize the bond proceeds; and

WHEREAS, Mass Transit funds are provided to transit operators to be used for maintenance of transit services, restoration of service cuts, expansion of transit services, and passenger safety and security.

WHEREAS, the mass transit funds will be allocated to the transit operators based on percentages of net revenues, attached hereto as Exhibit A and by this reference made a part of this AGREEMENT.

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

The ACTIA agrees that it shall:

1. Within five working days of actual receipt of the monthly Measure B sales tax revenues from the State Board of Equalization, remit to the TRANSIT OPERATOR an amount calculated by the percentages of net revenues as set forth in Exhibit A, subject to the terms of this agreement.
2. Provide an annual projection of Measure B sales tax revenues including an estimate to TRANSIT OPERATOR for each type of fund for the new fiscal year on a cash basis of reporting.
3. Report the amount of Measure B Program revenues passed through to each TRANSIT OPERATOR by each type of fund for the fiscal year and for the total Program to date, on a cash basis.
4. Provide for an independent annual audit of its revenues and expenditures including the percentages used for distributing Measure B sales tax revenues to TRANSIT OPERATOR and render an annual report to the ACTIA Governing Board and to the Citizens Watchdog Committee within 180 days following the close of the fiscal year.

5. Provide prompt notice to the TRANSIT OPERATOR of any and all expenditures made by TRANSIT OPERATOR, which are not in compliance with the AGREEMENT, the Plan or the Measure B ballot measure.

The TRANSIT OPERATOR agrees that it shall:

1. Set up an appropriate system of accounts to keep separate accounting and reporting for each type of Measure B fund to be received. The accounting system shall provide adequate internal controls and audit trails to facilitate an annual compliance audit for each fund type and respective usage and application.
2. TRANSIT OPERATOR will determine priorities for these funds through a public process and will submit to ACTIA, on an annual basis and at TRANSIT OPERATOR's expense, an independent compliance audit of the funds received and used, including plans and reports of expenditures, by geographic area within the County, if funds are allocated by area. The annual compliance audit is to be completed, certified and provided to ACTIA within 180 days following the close of each fiscal year.
3. In the event TRANSIT OPERATOR's expenditures in a fiscal year are less than the amount the TRANSIT OPERATOR has received, explain why the revenues exceeded expenditures and what the TRANSIT OPERATOR intends to do with the increased reserve.
4. Agree to the percentages used in the allocation of the Measure B sales tax revenues as reflected in the ballot measure and Plan.
5. Provide signage (i.e., TRANSIT OPERATOR and ACTIA logos; "Your Measure B Sales Tax Dollars at Work") where practical on vehicles supported by Measure B funds so that the Alameda County taxpayers are informed as to how the Measure B

funds are being used. Include a description of signage in the annual report submitted to ACTIA.

6. Actively participate in a Public Awareness Program, in partnership with ACTIA and/or the Citizens Advisory Committee, as a means of informing its constituents of the benefits being derived from the use of the Measure B funds.
7. Provide updated and accurate information on TRANSIT OPERATOR's website, in order to inform the public, on how the Measure B funds are being used in the TRANSIT OPERATOR. Also provide a link to ACTIA's website.
8. By December 31 of each year, provide a report of expenditures of Measure B funds. The report shall show the amount spent in that reporting year, the total expenditures to date, a brief description of the expenditures, and the benefits to be realized from said expenditures.
9. At least annually, publish an article either in TRANSIT OPERATOR newsletter or in ACTIA's quarterly newsletter, highlighting a project or program in which funds received by TRANSIT OPERATOR from the Measure B Program have been used.
10. Make itself available upon request from ACTIA or the Citizens Watchdog Committee, through TRANSIT OPERATOR's administrative officer or designated staff, to render a report or answer any and all inquiries in regards to its receipt, usage and compliance audit findings of its funds before ACTIA's Governing Board and/or the Citizens Watchdog Committee or Citizens Advisory Committee.

Right to Withhold: If the above items are not provided to ACTIA by the annual due date and/or such items or the activities of TRANSIT OPERATOR are found not to be in compliance with this AGREEMENT, Public Utilities Code Section 180000 et seq., the ballot measure or the Plan, ACTIA shall withhold Measure B sales tax funds from the TRANSIT OPERATOR until the TRANSIT OPERATOR has corrected any noted deficiencies to ACTIA's satisfaction. While funds are being so withheld all interest on withheld funds shall be retained by ACTIA as an administrative fee.

Programmatic Expenditures: Funds will be disbursed on a monthly basis by ACTIA, based on a set formula for distribution. Funding for programs are intended to reflect geographic equity based on the population projections for the County in the year 2005. Dollar figures are based on financial projections, which assume a 4% annual growth rate. In all cases, amounts shown in the exhibits are estimates; actual distributions will be based on a percentage of net revenues.

Geographic Breakdown: In all cases:

- ❑ North Area refers to the Cities of Oakland, Berkeley, Albany, Piedmont, Emeryville and Alameda, as well as unincorporated areas within that boundary.
- ❑ Central Area includes the Cities of Hayward and San Leandro, and the unincorporated area of Castro Valley, as well as other unincorporated lands governed by Alameda County in the Central Area.
- ❑ South Area includes the Cities of Fremont, Newark and Union City.
- ❑ East Area includes the Cities of Livermore, Dublin and Pleasanton, and all unincorporated lands in that area.

Jurisdiction: The laws of the State of California will govern the validity of this AGREEMENT, its interpretation and performance, and any other claims related to it.

Legal Action: All legal actions by either party against the other arising from this AGREEMENT, or for the failure to perform in accordance with the applicable standard of care, or any other cause of action, will be subject to the statutes of limitation of the State of California.

Attorney's Fees: Should it become necessary to enforce the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable expenses and attorney's fees from the other party.

Term: The term of this AGREEMENT shall be from April 1, 2002 to March 31, 2012.

Modification: This AGREEMENT, including its Exhibits, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties.

EXHIBITS AND SIGNATURES

The following Exhibits are hereby made part of this AGREEMENT:


Exhibit A: Distribution Percentages for Funding of Mass Transit Operators


IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the date first written above.

**TRANSIT OPERATOR:
TRANSPORTATION**

ALAMEDA COUNTY

IMPROVEMENT AUTHORITY (ACTIA)


By: 
Tom Vargas, Chair, LAVTA

By: 
Shelia Young, Chair, ACTIA

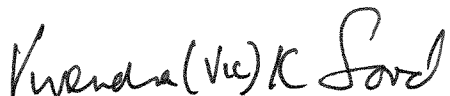
Recommended:

By: 
Christine Monsen, Executive Director

Approved as to form and legality:

By: 
Wendel, Rosen, Black & Dean, LLP
Legal Counsel to ACTIA

Attest:

By: 
Vic Sood, General manager, LAVTA

Attest:


By: 
Trudye A. Johnson, Authority Clerk

EXHIBIT A**Distribution Percentages for Funding of Mass Transit Operators***Countywide Local and Feeder Bus Service*

Sales Tax Funding		\$260,624,587
AC Transit	North County (9.48%)	\$134,930,163
	Central County (4.74%)	\$67,467,377
	South County (1.61%)	\$22,878,062
AC Transit Welfare to Work	North County (1.24%)	\$17,599,586
AC Transit Welfare to Work	Central County (0.22%)	\$3,122,281
LAVTA	East County (0.69%)	\$9,810,684
Union City Transit	South County (0.34%)	\$4,816,434

Provides funding for countywide local and feeder bus service in every region of the county to link neighborhoods and commuters to BART, rail, and express bus connections throughout the county. Welfare to Work programs dedicate 1.46% of overall net sales tax receipts to enhancing transportation opportunities for persons making the transition from welfare to work.

Other Mass Transit Programs

Programmatic expenditures:

Alameda/Oakland Transbay Ferry Service (0.78% of net revenues)

Sales Tax Funding: \$11,146,405

Provides over \$11 million to expand transbay ferry service from Alameda.

Altamont Commuter Express Operating Expenditures (2.12% of net revenues)

Sales Tax Funding South County \$15,937,556

East County \$14,212,211

Provides \$30,149,767 in operating support for the Alameda share of ACE service.

Transit operating funds are provided to transit operators for maintenance of transit services, restoration of service cuts, expansion of transit services, and passenger safety and security. The transit operators will determine the priorities for these funds through public processes and will submit an annual audit to the Agency.

A.C. Transit agrees to allocate 1.46% of overall net sales tax receipts to enhancing transportation opportunities for persons making the transition from welfare to work. These "welfare to work" funds can be used by A.C. Transit for service restoration and expansion or implementation of improved bus service to facilitate travel to and from work. A.C. Transit will prioritize the restoration and development of new services to meet the employment-related transit needs of low income residents in northern and central Alameda County. Additionally, these funds may be used, at the determination of A.C. Transit, to provide subsidies of regular bus fares for individuals

living in northern and central Alameda County who are transferring from welfare to work as well as those who are economically disadvantaged. In the event that sufficient funds are otherwise available to A.C. Transit to meet these needs then "welfare to work" funds can be used for other general passenger service purposes in northern and central Alameda County.

A.C. Transit will work together with and actively seek input from bus riders, business leaders, mayors and other elected officials in San Leandro, Hayward, and the unincorporated areas in Central Alameda County to ensure that the additional transit funds in Central County are used for bus improvements such as night, weekend, and more frequent service, connections to residential growth areas, and access to major employment centers, including enhancement of east-west corridors.

A.C. Transit will continue to provide transit service similar to the Department of Labor-funded shuttle to and from job sites in East and West Oakland, as needed. A.C. Transit, the County, the City of Oakland, the Port of Oakland and other entities will look for additional money from outside sources to fund the service. If needed, a portion of the proceeds from the reauthorization of Measure B may be used.

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**AGREEMENT
BETWEEN THE
ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY
AND THE
CITY OF OAKLAND
FOR SPECIAL TRANSPORTATION FOR SENIORS AND DISABLED FUNDS**

This agreement ("Agreement") is made this first day of July, 2007, by and between the ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY, a local public agency ("ACTIA"), and the CITY OF OAKLAND, a municipal corporation ("CITY").

RECITALS

WHEREAS, the voters of Alameda County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq., approved the reauthorization of Measure B at the General Election held on November 7, 2000, thereby authorizing that ACTIA be given the responsibility to administer the proceeds from the continued one-half cent transaction and use tax; and

WHEREAS, the duration of the tax will be 20 years from the initial year of collection, which began on April 1, 2002, with said tax to terminate/expire on March 31, 2022; and

WHEREAS, the one-half cent transaction and use tax proceeds will be used to pay for the programs and projects outlined in Alameda County's 20-Year Transportation Expenditure Plan (hereinafter referred to as "Plan"), as it may be amended; and

WHEREAS, ACTIA will have the authority to bond for the purposes of expediting the delivery of transportation projects and programs, and costs associated with bonding will be borne only by the capital projects included in the Plan and by any programs included in the Plan that utilize the bond proceeds; and

WHEREAS, Paratransit funds are provided to cities and transit operators pursuant to the Plan to be used for services aimed at improving mobility for seniors and persons with disabilities; and

WHEREAS, the cities and transit operators will annually prepare plans for the utilization of such funds distributed to each entity and administration of paratransit programs in accordance with the Expenditure Plan; and

WHEREAS, funds for non-mandated paratransit services are to be distributed to each subarea of the County pursuant to the figures set forth in the Plan; and

WHEREAS, based on the plans prepared by the cities and the transit operators, and based on the provisions of the Plan, the Paratransit Advisory and Planning Committee (PAPCO)

will annually establish allocation factors for distribution of funds for non-mandated paratransit services within each subarea, subject to the review and approval of the ACTIA Board; and

WHEREAS, PAPCO will similarly establish a plan for the utilization of funds designated in the Plan for paratransit coordination and gaps in service, subject to the review and approval of the ACTIA Board,

WHEREAS, CITY and ACTIA desire to enter into an agreement pursuant to which ACTIA will agree to distribute CITY's share of paratransit funds to CITY on a monthly basis (as funds are received by ACTIA from the Board of Equalization) per the Board approved PAPCO agreement and paratransit plans to during the period from July 1, 2007 through June 30 2012.

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

ACTIA agrees that it shall:

1. Within five working days of actual receipt of the monthly Measure B sales tax revenues from the State Board of Equalization, remit to CITY an amount calculated by applying the subarea allocation figures, set forth in **Exhibit A** attached hereto and by this reference incorporated herein, and the applicable allocation figures, as determined by PAPCO and approved by the ACTIA Board, to the net revenues received, subject to the terms of this Agreement.

2. Within five working days of actual receipt of the monthly Measure B sales tax revenues from the State Board of Equalization, remit to CITY the amount, if any of paratransit funds due the CITY for its share of funds for paratransit coordination and gaps in service based on the applicable allocation figures, as determined by PAPCO and approved by the ACTIA Board, subject to the terms of this Agreement.

3. Provide an annual projection of CITY's share of Measure B sales tax revenues for paratransit funding on an accrual basis of reporting.

4. Report the amount of Measure B Program revenues passed through to each CITY for paratransit funding for the fiscal year and for the total Program to date, on an accrual basis.

5. Provide notice to CITY of any and all expenditures made by CITY which are not in compliance with this Agreement, the Plan, 2000 Measure B, or the performance measures included in the local plan developed by CITY pursuant to this Agreement, promptly after such expenditures come to ACTIA's attention.

6. Provide plan, budget and reporting templates to CITY in electronic format.

The CITY agrees that it shall:

1. Use the funds distributed to CITY pursuant to this Agreement for non-mandated paratransit services aimed at improving the mobility of seniors and persons with disabilities.
2. Continue the utilization of an appropriate system of accounts to keep separate accounting and reporting for funds received pursuant to this Agreement. The accounting system shall provide adequate internal controls and audit trails to facilitate an annual compliance audit for usage and application of such funds.
3. Accept the percentages used in the allocation of the Measure B sales tax revenues as reflected in 2000 Measure B, the Plan and the PAPCO formula applicable allocation factors as determined by PAPCO and approved by the ACTIA Board.
4. Annually develop or update local paratransit plans with local consumer input and governing body approval, including the adoption of performance objectives and measurements, for services fully or partially funded with 2000 Measure B revenues. Paratransit plans should adhere to PAPCO defined Minimum Service Levels (MSL) included in **Exhibit B**. Submit plans to PAPCO for review, evaluation, and recommendation to ACTIA. All plans, including administrative staff and management costs, are subject to review and approval by ACTIA. Use forms for the development of the paratransit plan and budget which are annually supplied by ACTIA. A sample of the typical format is included in **Exhibit C**. Submit to ACTIA, at CITY's expense, an independent compliance audit of the funds received and used under this Agreement, including plans and reports of expenditures. The compliance audit is to be completed, certified and provided to ACTIA by no later than 180 days after the end of each fiscal year.
5. Annually submit paratransit plans using the schedule included in **Exhibit D**.
6. If revenues under this Agreement are reserved, such reserved revenues shall be maintained in accordance with the following restrictions; Measure B Designated Funds – Capital (these funds must be expended within three years of original designation), Measure B Designated Funds – Operations (funds cannot exceed three months of Measure B revenue), and Measure B Undesignated Funds. In the event, as of July 1, of each fiscal year, CITY's expenditures of funds received pursuant to this Agreement are less than the amount received by CITY during the previous fiscal year and result in Undesignated Funds over 25% of average annual allocation, CITY will provide ACTIA with a written explanation as to why the revenues exceeded expenditures and what CITY intends to do with the reserve amount. This written explanation must be provided prior to ACTIA Board approval of use of funds for the next fiscal year. After one fiscal year, per the Expenditure Plan, these undesignated funds and interest on such funds may be reallocated to ADA-mandated services.
7. Participate as a member of the ACTIA Technical Advisory Committee to address planning, coordination, oversight and reporting requirements, including semi-annual reporting. Participation includes attending at least 50% of the TAC meetings each year.

8. Participate in development and implementation of the Alameda County Non-ADA Paratransit Services Application Form, example included in **Exhibit E**.
9. Provide signage (i.e., CITY and ACTIA logos; “Your Measure B Sales Tax Dollars at Work”) where practical on paratransit vehicles supported by Measure B funds so that Alameda County taxpayers are informed as to how the Measure B funds are being used. Include a description of such signage in the annual report submitted to ACTIA.
10. Actively participate in a Public Awareness Program, in partnership with ACTIA, the Citizens Advisory Committee, the Citizens Watchdog Committee and/or PAPCO, as a means of informing CITY’s constituents of the benefits being derived from the use of 2000 Measure B funds.
11. Collaborate with ACTIA as required to implement Consumer Surveys.
12. Provide updated and accurate information on CITY’s website, in order to inform the public on how the Measure B funds for paratransit are being used in the CITY.
13. Provide semi-annual reports to ACTIA using ACTIA’s template on the progress of the implementation of the CITY’s paratransit program, including but not limited to CITY’s compliance with applicable performance measures and criteria, per ACTIA’s defined schedule.
14. By December 31 of each year, provide a report of all expenditures of Measure B funds received pursuant to this Agreement in the previous fiscal year, using the template provided by ACTIA and made available on the ACTIA website. The report shall show the amount spent in that reporting year, the total expenditures to date, a brief description of the expenditures, the benefits realized from said expenditures, and a brief description of planned expenditures.
15. Make itself available upon request from ACTIA, the Citizens Watchdog Committee or PAPCO, through CITY’s administrative officer or designated staff, to render a report or answer any and all reasonable and relevant inquiries, as determined by the requesting entity, in regards to its receipt, usage and compliance audit findings of its funds pursuant to this Agreement before ACTIA’s Governing Board, the Citizens Watchdog Committee, and/or PAPCO.

It is mutually agreed:

1. **Right to Withhold:** If the above items are not provided to ACTIA by the annual and semi-annual due dates and/or such items or the activities of CITY are found not to be in compliance with this Agreement, Public Utilities Code Section 180000 et seq., 2000 Measure B or the Plan, ACTIA will notify CITY of the non-compliance. The CITY will have 45 days (or will create a mutually agreed upon schedule) to correct the deficiency to ACTIA’s satisfaction. If it is not corrected within the appropriate time frame, ACTIA shall withhold Measure B sales tax funds from CITY until CITY has corrected any noted deficiencies to ACTIA’s satisfaction.

While funds are being so withheld all interest on withheld funds shall be retained by ACTIA as an administrative fee.

2. Jurisdiction: The laws of the State of California will govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

3. Legal Action: All legal actions by either party against the other arising from this Agreement, or for the failure to perform in accordance with the applicable standard of care, or any other cause of action, will be subject to the statutes of limitation of the State of California.

4. Term: The term of this Agreement shall be from July 1, 2007 to June 30, 2012.

5. Modification: This Agreement, including its Exhibits, constitutes the entire Agreement, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF OAKLAND:

**ALAMEDA COUNTY TRANSPORTATION
IMPROVEMENT AUTHORITY (ACTIA)**

By: [Signature]
City Manager Date

By: [Signature]
Henry Chang, Jr., ACTIA Chair Date

Recommended for Approval

Recommended:

By: [Signature] 6/14/07
Public Works Director Date
Human SERVICES

By: [Signature] 6/21/07
Christine Monsen, Executive Director Date

Approved as to form and legality:

Approved as to form and legality:

By: [Signature] 6/3/07
City Attorney Date

By: [Signature] 5/21/07
Wendel, Rosen, Black & Dean, LLP Date
Legal Counsel to ACTIA

Attest:

Attest:

By: [Signature]
City Clerk Date

By: [Signature] 7/9/07
LaTonia Peoples-Stokes, Authority Clerk Date

EXHIBIT A

Distribution Percentages for Funding of Non-Mandated Paratransit Services

Area / City	Area Percentage
	(A)
Non-Mandated – North County	1.24%
Alameda	
Albany	
Berkeley	
Emeryville	
Oakland	
Area Subtotal	
Non-Mandated – Central County	0.88%
Hayward	
San Leandro	
Area Subtotal	
Non-Mandated – East County	0.21%
LAVTA	
Pleasanton	
Area Subtotal	
South County	1.06%
Fremont	
Newark	
Union City	
Area Subtotal	
Total	3.39%
Coordination/Gaps In Service	1.43%

1. Column A shows the percentage of 2000 Measure B funds required to be distributed to each area in the County for non-mandated paratransit services, as set forth in the Plan. These figures do not include funding for "gap" or ADA-mandated services, and allocate the entirety of South County funding to non-mandated services during this initial period.
2. Coordination/Gaps in Service Fund allocations will be determined by PAPCO and approved by the ACTIA Board.

EXHIBIT B

PAPCO Approved Minimum Service Levels

Minimum Service Level	A Program <i>Exceeds</i> this MSL if...
<p>Regarding who programs serve:</p> <ul style="list-style-type: none"> • People 18 and above with disabilities who are unable to use fixed route services. • Seniors 80 and above without proof of a disability 	<ul style="list-style-type: none"> • It serves minors with disabilities. • Seniors under 80 without proof of disability.
<p>Regarding the type of service programs provide:</p> <ul style="list-style-type: none"> • Accessible individual demand-responsive service 	<ul style="list-style-type: none"> • It offers additional services for participants, such as group trips or meal delivery.
<p>Regarding the time and days service is provided:</p> <ul style="list-style-type: none"> • At least five days per week between the hours of 8 am and 5 pm (excluding holidays) 	<ul style="list-style-type: none"> • It offers service more than five days a week. • Its service hours begin before 8 am and/or extend after 5pm.
<p>Regarding the service area of a program:</p> <ul style="list-style-type: none"> • Residents using this program are able to meet life needs, including but not limited to travel to major medical facilities, full service grocery stores and other basic necessities, if ADA services, or coordination between base programs are unable to provide these trips. 	<ul style="list-style-type: none"> • It provides trips to locations beyond those which residents would travel to fulfill life needs, such as recreational trips outside city boundaries.
<p>Regarding fares:</p> <ul style="list-style-type: none"> • Fares should be comparable to East Bay Paratransit and equated to distance for van/sedan trips • Fares for Taxi trips should not exceed 50% of the total cost of the trip 	<ul style="list-style-type: none"> • If a rider pays less than they would for a comparable trip on East Bay Paratransit for a van/sedan trip. • If a rider pays less than 50% of the total cost of the trip for a taxi trip.
<p>Regarding interim service for individuals applying for or awaiting ADA certification</p>	

Minimum Service Level	A Program <i>Exceeds</i> this MSL if...
<ul style="list-style-type: none"> Interim service should be provided within three business days upon receipt of application Interim service should be provided at the request of a health care provider or ADA provider. 	<ul style="list-style-type: none"> It provides interim service in less than three business days.
<p>Regarding reservations:</p> <ul style="list-style-type: none"> Programs should accept reservations between the hours of 8 am and 5 pm Monday – Friday. 	<ul style="list-style-type: none"> It accepts reservations before 8 am and/or after 5 pm. It accepts reservations on weekends.

EXHIBIT C

Alameda County Transportation Improvement Authority
Special Transportation for Seniors and People with Disabilities
Sample Annual Program Submittal for Measure B Funding

--REVISED March 2007 --

Two forms are required to be completed for this application, this cover sheet and your budget application, which is provided separately as an Excel spreadsheet. Answers can be entered into the fields on this form. Use the TAB key to move between fields. The fields will expand to allow as much room as needed for each answer. If you attach material, such as a driver training program, please provide a brief summary of the relevant information on this form.

Application for Funding for Fiscal Year

1. NAME OF JURISDICTION

--

2. CONTACT PERSON

Name:	Title:
Address:	
Telephone:	Fax:
E-mail:	

3. TYPE OF FUNDS APPLIED FOR (CHECK ONE)

- | |
|--|
| <input type="checkbox"/> Mandated |
| <input type="checkbox"/> Non-mandated |
| <input type="checkbox"/> Minimum Service Level Gap Grant |

4. TOTAL AMOUNT OF FUNDS REQUESTED

1. Base Program

2. Minimum Service Levels Gap Grant:

5. GOVERNING BODY RESOLUTION AUTHORIZING SUBMITTAL OF THE PLAN

☐ Copy attached

☐ Pending action on: (indicated date this item is scheduled for action)

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

6. DESCRIPTION OF SERVICES TO BE PROVIDED

- Complete the Grid below

Service Component	Service Available? (Y/N)	Type of vehicle (van, sedan, bus, taxi)	Accessible? (Y/N)	Days/ hours of Service	Eligibility requirements	Service area limits	Fares	Provider average cost per trip	Rider cost per trip	Trip limits per year per rider
Same Day										
Pre-scheduled										
Shuttle										
Group Trips										
EBP Tickets										

6A. DESCRIPTION OF SERVICE COMPONENTS AND PLANNED CHANGES

Please provide a narrative description for each service component listed in Question 6 and describe any planned changes.

Response:

7. VEHICLE FLEET

List separate vehicles that are lift/ramp equipped and those that are not. Specify "Lift", "Ramp", or "None" in the "Capacity" column.

Type of Vehicle	Lift/Ramp Equipment	Capacity (ambulatory and Wheelchair)	Number of Vehicles	Own/contractor provided

8. OBJECTIVES

Identify objectives for the proposed services. As much as possible these should be measurable in numerical terms, and should be accompanied by a baseline measure for the existing service. For example, you might target increasing the number of trips provided from 10,000 projected in the current year to 15,000 in the plan year. Use the following table, expanding the boxes vertically as needed.

Response:

Objective	Baseline	Target

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

9. MEAL DELIVERY SERVICE

Provide information about your program's meal delivery service in the table below, including funding allocations in the current fiscal year and next year (claim year), the length (in years) that you have used Measure B funds for meal delivery, and how you plan to fund your program if faced with revenue shortfalls.

Measure B Funding for Meal Delivery Service- current year	\$
Estimated Measure B Funding for Meal Delivery Service – next fiscal year	\$
Length (in years) of Measure B Funding for meal delivery	Years
When faced with revenue shortfalls, how do you balance meal delivery with trip requests? Please explain:	

10. DRIVER TRAINING

Describe your driver training program.

Response:

11. ON-TIME PERFORMANCE

Describe your policies concerning timely pick ups or drop offs, including what window is allowed, if there is a standard for the percentage of pick ups or drop offs that must occur within the window, the policy concerning early pick ups, and whether there is a maximum amount of lateness after which a provider no-show or missed trip is counted.

Response:

12. RIDE TIME POLICY

Describe your policies concerning the maximum time a rider may be on a vehicle. Indicate if there is a maximum time, and if there is a standard for the percentage of trips that must be completed within this maximum time.

Response:

13. RESERVATION POLICIES

What are your policies for reserving trips? Describe these for each type of trip below. What advance notice is required or allowed? Are there limits on availability?

Individual Trip Reservation – Subscriptions (Standing Orders):

Individual Trip Reservation – Same Day Trips:

Group/Program Trips:

14. CANCELLATIONS AND NO SHOWS

How far in advance is a rider required to cancel a trip before a no show is counted? Describe these for each type of trip below. What is your policy concerning riders with repeated no shows or late cancellations?

Individual Trips– Subscriptions (Standing Orders):

Individual Trips– Same Day Trips:

Group/Program Trips:

Response:

15. PROGRAM ENROLLMENT

What is the maximum and average time between receiving an application and enrolling an applicant in the program?

Response:

16. WAITING LIST

Is there a waiting list? If so, what are the policies that apply to it? How many people are on it? What is the average wait?

Response:

17. CUSTOMER SATISFACTION

Describe how you will measure customer satisfaction, for example, by participating in a county-wide rider survey, tracking customer comments, or other means?

Response:

18. COMPLAINTS AND COMMENDATIONS

Describe your complaint and commendation process. Please describe your process from beginning to end, including instructions provided to customers for filing complaints or commendations, your documentation procedures, your follow up and any changes you have made to your program as a result of customer complaints and commendations.

Response:

19. PLANNING PROCESS

- List all activities undertaken in connection with this plan, including consumer or public meetings, meetings with other agencies, presentations to boards, commissions or committees, and provide general dates for these activities.
- Indicate whether this plan has been reviewed by a local paratransit advisory committee.
- Describe any surveys or analysis conducted and staff reports.
- Describe how the planning process is connected to the service plan: how do the services planned correspond to the results of the planning process?

A. Public Meetings and Dates:

B. Has this plan been reviewed by a local paratransit advisory group?

☐ Yes → Committee Name:
Meeting Date:

☐ No

Narrative Responses for C and D above:

20. NEEDS IDENTIFICATION

- What needs or priorities have been identified that will be met by proposed service changes?
- What needs or priorities will still not be met even after implementing proposed service changes?
- How many potential riders do you estimate will use this service this coming fiscal year?

Response:

21. COORDINATION

Describe how services will be coordinated with other Measure B paratransit services and/or mandated ADA paratransit services so that trips can be made throughout Alameda County. Examples of coordination may include (but are not limited to) reciprocal fare agreements, reciprocal agreements to provide trips into adjoining areas, arrangements for clients to ride on other systems, and transfer arrangements. Attach copies of agreements or memoranda of understanding for coordination.

Response:

22. PERFORMANCE MEASUREMENT

- How will you obtain and/or track necessary financial and operating information for program management and reporting?
- If private vendors or contractors are providing the information, what steps will you take to verify or check the accuracy of the information?
- If performance data is collected by sampling, what steps will be taken to ensure that samples are representative and randomized?

Response:

23. PUBLIC INFORMATION AND OUTREACH

Describe planned outreach to ensure that potential users of the services (including coordinated services) learn about them.

Response:

24. BUDGET AND OPERATING PLAN AND FUND BALANCE RESERVE

Use the spreadsheet provided to show past, current, and planned financial and operating information. If the budget shows funds being carried over from the budget year to future years, explain below the purpose of this planned carryover in the space provided below.

Explanation of Fund Balance Reserve:

Total Measure B Fund Balance Reserve (includes designated and undesignated funds): \$

Total Measure B Designated Funds* – Capital	\$
Total Measure B Designated Funds* – Operations	\$
Total Measure B Undesignated Funds	\$
Total Measure B Fund Balance Reserve	\$
Designated Capital Funds have been carried over for three years or less	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date when Capital Funds originally designated	/ /
Please describe how you plan to use your designated Capital funds*:	
Please describe how you plan to use your undesignated funds, if any:	

Additional explanation of any notable accounting, contracting, or performance measurement practices that would affect program statistics not noted on the budget spreadsheet:

**Please see “ Measure B Budget and Reporting Definitions” for a description of appropriate uses of designated funds. Designated Capital funds must be expended within three years of original designation.*

25. FTA SECTION 5310 FUNDS

Do you intend to apply for 5310 funds in the next fiscal year? ☐ Yes ☐ No.

26. MINIMUM SERVICE LEVEL (MSL) GAP GRANT FUNDS (CITY-BASED PROGRAMS ONLY)

City-Based Paratransit Programs are required to adhere to PAPCO defined minimum service levels. Gap grant funding is available to help programs meet these standards. The following questions are applicable if you intend to apply for minimum service level gap grant funding for the next fiscal year.

We are applying for minimum service level gap grant funding for this next fiscal year:

☐ Yes ☐ No

If “yes”, please complete the table below.

Minimum Service Level (MSL)	Please describe how your program exceeds, meets or falls below each minimum service level	Program Requesting Minimum Service Level Gap funds to close this gap?
<p><u>WHO PROGRAM SERVES</u></p> <ul style="list-style-type: none"> • People 18 and above with disabilities who are unable to use fixed route services. • Seniors 80 and above without proof of disability <p><i>YOUR PROGRAM EXCEEDS THIS MSL IF IT SERVES:</i></p> <ul style="list-style-type: none"> • Minors with disabilities • Seniors under 80 without proof of disability. 		<p><input type="checkbox"/> Yes</p>

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

Minimum Service Level (MSL)	Please describe how your program exceeds, meets or falls below each minimum service level	Program Requesting Minimum Service Level Gap funds to close this gap?
<p><u>TYPE OF SERVICE PROGRAM PROVIDES</u></p> <ul style="list-style-type: none"> • Accessible individual demand-responsive service <p><i>YOUR PROGRAM EXCEEDS THIS MSL IF:</i></p> <p>It offers additional services such as group trips or meal delivery.</p>		<input type="checkbox"/> Yes
<p><u>PROGRAM HOURS OF OPERATION</u></p> <ul style="list-style-type: none"> • At least five days per week between the hours of 8 am to 5 pm (excluding holidays). <p><i>YOUR PROGRAM EXCEEDS THIS MSL IF IT OFFERS:</i></p> <ul style="list-style-type: none"> • Service more than five days a week • Service before 8 am and/or after 5 pm. 		<input type="checkbox"/> Yes

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

Minimum Service Level (MSL)	Please describe how your program exceeds, meets or falls below each minimum service level	Program Requesting Minimum Service Level Gap funds to close this gap?
<p><u>PROGRAM SERVICE AREA</u></p> <ul style="list-style-type: none"> Residents using this program are able to meet life needs, including but not limited to major medical facilities, full service grocery stores and other basic necessities if ADA services, or coordination between base programs are unable to provide these trips. <p><i>YOUR PROGRAM EXCEEDS THIS MSL IF:</i> It provides trips to locations beyond those which residents would travel to meet life needs, such as recreational trips outside city boundaries.</p>		<input type="checkbox"/> Yes
<p><u>FARES FOR SERVICE</u></p> <ul style="list-style-type: none"> Fares comparable to EBP and equated to distance for van/sedan trips Fares for taxi trips not to exceed 50% of total cost of the trip <p><i>YOUR PROGRAM EXCEEDS THIS MSL IF:</i> If a rider pays less than they would for an EBP trip of equal distance or the rider subsidy is less than 50% of the cost of the trip for a taxi trip.</p>		<input type="checkbox"/> Yes

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

Minimum Service Level (MSL)	Please describe how your program exceeds, meets or falls below each minimum service level	Program Requesting Minimum Service Level Gap funds to close this gap?
<p><u>INTERIM SERVICE FOR INDIVIDUALS APPLYING FOR OR AWAITING ADA CERTIFICATION</u></p> <ul style="list-style-type: none"> • Interim service provided within three business days upon receipt of application • Interim service provided at the request of a health care or ADA provider. <p><i>YOUR PROGRAM EXCEEDS THIS MSL IF:</i> It provides interim service in less than three business days.</p>		<input type="checkbox"/> Yes
<p><u>PROGRAM RESERVATIONS PERIOD</u></p> <ul style="list-style-type: none"> • Program accepts reservations between 8 am and 5 pm Monday – Friday <p><i>YOUR PROGRAM EXCEEDS THIS MSL IF:</i> It accepts reservations before 8 am and/or after 5 pm or on weekends.</p>		<input type="checkbox"/> Yes

Additional Questions to determine minimum service levels gap grant funding:

1. Please explain how input from your local community has impacted your ability to meet/not meet minimum service levels?
2. Does your program provide ADA equivalent service to those outside the ADA service corridor in your jurisdiction?
3. If MSL gap funding were to not become available in future years, what other funding sources would you use?
4. To what extent have you explored and documented other transportation options for seniors and people with disabilities provided by non-profit organizations in your community that might also close this service gap?

27. ANNUAL AUDIT

Date Annual Program Compliance report submitted to ACTIA: / /

28. APPROVALS AND ASSURANCES

Attach:

- A copy of a governing body resolution authorizing submittal of the plan, or a statement that the governing body has such an item on a forthcoming agenda.
- Resolution or comments from the relevant local consumer advisory group.
- Copies of agreements or memoranda of understanding for coordination.

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

**Alameda County Transportation Improvement Authority
Special Transportation for Seniors and People with Disabilities
Budget for Fund Application
REVISED November 2006**

Jurisdiction:
Fiscal Year for Which Funds are
Requested: FY 2007-08
Preparer
Date of Preparation:

Line Number	Col. A Actual Prior FY - 05/06	Col. B Projected Current FY - 06/07	Col. C Plan for Budget FY - 07/08	Col. D Budget vs. Current
<u>Section 1: Revenues</u>				
1 Measure B				#DIV/0!
2 Fares				#DIV/0!
3 General fund				#DIV/0!
4 MSL Grants				#DIV/0!
5 Fund balance--undesignated*				#DIV/0!
6 Reserve funds--designated for capital*				#DIV/0!
7 Reserve funds--designated for operations				#DIV/0!
8 ENABL				#DIV/0!
9 Stabilization				#DIV/0!
10 Other:				#DIV/0!
11 Total reported revenue	\$0	\$0	\$0	#DIV/0!
12 Fares retained by vendors**				#DIV/0!
13 Adjusted revenue	\$0	\$0	\$0	#DIV/0!

*See "Definitions of Terms" for definitions of "Fund Balance" and "Reserve." Total fund balance and reserve funds for the Budget FY should equal projected Net Revenue (Line 30) for the current FY.

**If accounting procedures permit, include fares retained by providers with "fares." Otherwise show them here.

Section 2: Operating Expenditures by Expense Category

14 Labor and fringe				#DIV/0!
15 Administrative expense				#DIV/0!
Contracts and grants (list each):				
16				#DIV/0!
17				#DIV/0!
18				#DIV/0!
19				#DIV/0!
20 Taxi reimbursement				#DIV/0!
21 Purchase of EBP Tickets				#DIV/0!
22 Transportation expense				#DIV/0!
23 Miscellaneous				#DIV/0!
24 Total reported operating expenditures	\$0	\$0	\$0	#DIV/0!
25 Adjusted operating expenditures*	\$0	\$0	\$0	#DIV/0!

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

*Including fares retained by providers and not reported as revenue.

Section 3: Capital Expenditures

26	Vehicles				#DIV/0!
27	Other:				#DIV/0!
28	Total capital expenditures	\$0	\$0	\$0	#DIV/0!

Section 4: Depreciation (if allowed)

			#DIV/0!
--	--	--	---------

Section 5: Net Revenue

\$0	\$0	\$0	#DIV/0!
-----	-----	-----	---------

	Col. A Actual Prior FY	Col. B Projected Current FY	Col. C Plan for Budget FY	Col. D Budget vs. Current
--	------------------------------	-----------------------------------	---------------------------------	---------------------------------

Section 6: Operating Expense Allocation by Function

31	Management				#DIV/0!
32	Customer service & outreach				#DIV/0!
33	Trip provision				#DIV/0!
34	Purchase of EBP tickets				#DIV/0!
35	Meal delivery				#DIV/0!
36	Other services (explain below)				#DIV/0!
37	Adjusted operating expenditures*	\$0	\$0	\$0	#DIV/0!
38	Explanation of other trips or services:				

*This total should match Line 25. Any fares retained by providers and not reported as fares should be included in allocated cost for trip provision.

Section 7: Operating Statistics (Programs receiving under \$50,000 may report total trips on the line for "other trips")

Trips provided

39	Individual demand-responsive trips				#DIV/0!
40	Lift/ramp-assisted trips included in above				#DIV/0!
41	Taxi trips included in above				#DIV/0!
42	Same-day trips included in above				#DIV/0!
43	Subscription trips included in above				#DIV/0!
44	Group trips				#DIV/0!
45	Shuttle or fixed-route trips				#DIV/0!
46	Other trips: _____				#DIV/0!
47	Subtotal - Trips provided	0	0	0	#DIV/0!
48	Attendant trips included in above				#DIV/0!
49	Companion trips included in above				#DIV/0!
50	Number of EBP Tickets Purchased				#DIV/0!
51	Meals delivered				#DIV/0!
52	Vehicle service hours for providing trips (excluding taxis)				#DIV/0!

Alameda County Transportation Improvement Authority

Special Transportation for Seniors and People with Disabilities

53 Explain any notable accounting, contracting, or performance measurement practices that would affect program statistics. For additional space, use the budget section of the fund application document.

Exhibit D

Annual Process/Calendar for Paratransit Plan Development and Approval

- *October-November: City and ADA programs receive consumer input for their upcoming paratransit plans*
- *January: City Program Managers discuss and recommend non-mandated funds formula (SSI's are not available until late February)*
- *March: Draft City and ADA program plans are submitted to the paratransit coordinator; PAPCO approves non-mandated formula*
- *April: PAPCO's budget, staffing and work plan are submitted to PAPCO for review and approval, then passed onto the ACTIA Board for approval.*
- *April: PAPCO reviews draft Budget plans*
- *April and May (or sooner, if necessary): Measure B recipients get governing body approval for their plans*
- *May: PAPCO reviews draft paratransit plans*
- *June: ACTIA approval (plans must be submitted by June 1 to proceed through the ACTIA Administration/Legislation/Finance Committee and the ACTIA Board)*
- *July: Measure B fund disbursal*

Exhibit E

Alameda County Non-ADA Paratransit Services Application Form

Please use this application if you are a resident of: *Alameda, Albany, Berkeley, Castro Valley, Emeryville, Fremont, Hayward, Newark, Oakland, Piedmont, Pleasanton, San Lorenzo, San Leandro or Sunol*. ADA paratransit service operators (East Bay Paratransit, Union City Paratransit & Wheels Dial-A-Ride) require a separate application process.

Name: _____

_____ Last Name First Name Middle
Initial

Daytime Phone: (____) _____ Cell Phone: (____) _____

Evening Phone: (____) _____ TDD/TTY: (____) _____

Home Address: _____

_____ Street Address Apt. # City
Zip Code

Name of Housing Facility (if applicable): _____

Birth Date: ____/____/____ Male ☐ Female ☐
Month Day Year

Do you manage your own affairs and deal with your own mail? Yes ☐ No ☐

If "No", to whom should important correspondence be mailed?

Name: _____ Relationship: _____

Daytime phone: (____) _____ Cell or Evening phone: (____) _____

Mailing Address: _____

(if different from above) Street Address or PO Box Apt. # City State
Zip Code

1. Are you on any of the following forms of income/benefit assistance? (check all that apply)

- ☐ Supplemental Security Income (SSI) ☐ Medi-Cal ☐ General Assistance (GA)
☐ Cash Assistance Program for Immigrants (CAPI) ☐ CalWorks

2. **Gross Individual Monthly Income:** _____

3. **Gross Household Monthly Income:** _____ **# of people in household:** _____

4. **What is your living arrangement?** ☐ Live alone ☐ Live w/ spouse/partner
☐ Live with adult children ☐ Live in a skilled nursing facility/nursing home
☐ Live in assisted living/residential care home ☐ Other: _____

5. **What is your race/ethnicity?** ☐ African American ☐ Asian/Pacific Islander
☐ Caucasian ☐ Hispanic/Latino ☐ Native American
☐ Other: _____

6. **What language(s) do you speak?** Preferred Language: _____
_____ Other Language(s): _____

7. **How do you currently travel to your most frequent destinations? (Check all that apply)**

☐ ADA Paratransit (i.e. East Bay Paratransit, Wheels Dial-A-Ride, Union City Paratransit)
☐ Drive myself ☐ Someone drives me ☐ Buses/BART ☐ Taxi
☐ Other: _____

8. **Have you been certified as eligible for rides with an ADA paratransit service (i.e. East Bay Paratransit, Wheels Dial-A-Ride, Union City Paratransit)?**

☐ Fully eligible ☐ Conditionally eligible **Rider Identification #:** _____

☐ Not eligible/Denied ☐ Have not applied ☐ Don't know

9. **Do you use any of the following mobility aids or specialized equipment?**

☐ Cane ☐ White Cane ☐ Walker
☐ Manual Wheelchair ☐ Power Wheelchair ☐ Power Scooter
☐ Service Animal ☐ Portable Oxygen Tank ☐ Other: _____

10. **Do you need a wheelchair lift to get in and out of a vehicle?** ☐ Yes ☐ No
☐ Don't know

11. Do you typically travel with assistance from another person (other than driver)?

☐ Yes ☐ No

12. Please describe your disability or disabling health condition and explain how this condition prevents you from using public transit (i.e. buses or BART):

13. Is the above condition you describe: ☐ Permanent ☐ Temporary until: _____

14. Emergency Contact Person: _____

Relationship to you: _____ Daytime phone: (____) _____

Cell phone: (____) _____ Evening phone: (____) _____

15. If you need future information provided to you in an accessible format, please check which format you prefer: ☐ Large Print ☐ Audiotape ☐ Braille ☐
CD/Electronic File

I certify that the information in this application is true and correct. I understand that knowingly falsifying information will result in denial of service. I give the City permission to contact me about my paratransit service experience and to verify my enrollment with East Bay Paratransit, Wheels Dial-A-Ride or Union City Paratransit. I understand that my application information will be kept confidential; only information required to provide service or verify service quality will be disclosed under any circumstances.

Applicant's Signature: _____ Date: _____

Person who assisted you with application/Phone #: _____

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ROUGH DRAFT
ALAMEDA CTC
PASS-THROUGH FUNDING AGREEMENT
RENEWAL SCHEDULE FY11-12

	LEAD	COMPLETION DATE
1 st agreement draft	CC	JUN 17, 2011
1 st agreement draft review	TH	JUL 1
1 st draft, revision 1 of agreement draft	CC	JUL 11
1 st draft, revision 1 of agreement draft review	TL/TH	JUL 25
1 st draft, revision 2 of agreement draft	CC	AUG 1
1 st draft, revision 2 to Alameda CTC legal counsel for review	DR	AUG 8
1 st draft revision 3 with Alameda CTC legal counsel's revisions	Legal	AUG 22
1 st draft, revision 3 of agreement draft for ACTAC packet mailing	CC	AUG 29
Committee review: ACTAC	ACTAC	SEP 6
ACTAC edits to PMT	TL	SEP 16
2 nd agreement draft for ACTAC packet mailing	CC	SEP 26
2 nd committee review: ACTAC	ACTAC	OCT 4
ACTAC edits to PMT	TL	OCT 7
3 rd agreement draft with ACTAC edits for TAC packet/handout	CC	OCT 10
Committee review: TAC	TAC	OCT 11
TAC edits to PMT	TL/NA	OCT 20
4 th agreement draft with TAC edits for agenda packet mailing	CC	OCT 24
Committee review: Standing Committee and Commission	Commission	NOV 8/DEC 1
Commission edits to PMT	TL	DEC 8
6 th agreement draft with Standing Committee/Commission edits	CC	DEC 15
6 th agreement draft review	TL/TH	JAN 6
Final edits and printing of final copies for execution	CC	JAN 13
Final agreements to agencies for signature	Clerk	JAN 27
Signed agreements to Alameda CTC for execution	Clerk	FEB 10
Copies of executed agreements to agencies	Clerk	FEB 24, 2012

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MEMORANDUM

To: Citizens Watchdog Committee Compliance Report Subcommittee

From: Alameda CTC Staff

Date: May 4, 2011

Subject: **Pass-through Fund Agreement Updates**

Recommendation

This item is for information only regarding the pass-through fund agreements with six transportation agencies, Alameda County, and 14 local jurisdictions that expire in 2012. No action is recommended.

Background

Local transportation agencies, Alameda County, and local jurisdictions receive Measure B “pass-through funds” for four types of programs: bicycle and pedestrian, local streets and roads, mass transit, and paratransit. Agencies include the Alameda-Contra Costa Transit District (AC Transit), Alameda/Oakland Transbay Ferry, Altamont Commuter Express, the Livermore Amador Valley Transit Authority (LAVTA), San Francisco Bay Area Rapid Transit District (BART), and Union City Transit; cities include Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City.

The Alameda County Transportation Improvement Authority (ACTIA) put agreements in place with these agencies/jurisdictions shortly after the measure began in 2000 as follows:

- Bicycle and Pedestrian Safety: Agreements with Alameda County and 14 cities began in 2002.
- Local Streets and Roads: Agreements with Alameda County and 14 cities began in 2002.
- Mass Transit: Agreements with five transit agencies began in 2002.
- Paratransit: Agreements with three transit agencies and 11 cities began in 2002. In 2003, ACTIA revised these agreements, and in 2007, ACTIA again revised the agreements with the agencies and cities.

The majority of these agreements expire in 2012.

Under the current agreements, the agencies/jurisdictions that receive Measure B funds are required to submit a hard copy and electronic version of year-end audit and compliance reports annually, and to stay current on the following deliverables:

- Road miles served (not applicable to transit agencies)
- Population numbers (not applicable to all projects)
- Public awareness program participation in partnership with the Commission and or the Citizens Advisory Committee
- Annual newsletter article
- Website coverage of the project
- Signage about Measure B funding

Considerations

Before Alameda CTC develops new agreements with the transit agencies, county, and cities, staff will take into consideration the following:

- Measure B Reserves: Some agencies/jurisdictions have carried large Measure B reserve balances and hold onto those dollars over the course of several years. The paratransit program has policy in place to address these reserve balances. This could also be required of all agencies.
- Administrative and Staffing Expenditures: Another area of focus is the amount of expenditures on administration and staffing of programs. In its role as the distributor of Measure B funds, the Alameda CTC has a cap of 4.5 percent on administration and a 1 percent cap on staffing. Staff may consider if these caps or similar caps should apply to the agencies/jurisdictions, unless they have a rationalization for expenditures greater than the specified caps.
- VRF Funds: We could potentially include vehicle registration fee (VRF) funds in the Measure B contracts.

Agreement Requirement Recommendations

Aside from the considerations listed above, staff will maintain the current requirements in the new pass-through fund agreements and encourage greater outreach about the projects and programs funded by the transportation half-cent sales tax.

- Road miles served (not applicable to transit agencies): Continue to require this.
- Population numbers (not applicable to all projects): Continue to require this.
- Public awareness program participation: Continue to require this.
- Annual newsletter article: To improve the amount of coverage of Measure B-funded projects in newsletters, staff suggests sending quarterly email reminders.
- Website coverage of the project: To increase the amount of traffic to the Alameda CTC website, recommend requesting that the agencies/jurisdictions that receive Measure B funds provide a link to the CWC Annual Report to the Public on their website, in addition to featuring their projects/programs funded by Measure B on their website.
- Signage about Measure B funding: Continue to require this.

Fiscal Impacts

There are no fiscal impacts at this time.

Attachments

05A Paratransit Reserve Policy Language

Attachment 05A: Paratransit Reserve Policy Language

This excerpt is from the current agreement with the City of Oakland.

6. If revenues under this Agreement are reserved, such reserved revenues shall be maintained in accordance with the following restrictions; Measure B Designated Funds – Capital (these funds must be expended within three years of original designation), Measure B Designated Funds – Operations (funds cannot exceed three months of Measure B revenue), and Measure B Undesignated Funds. In the event, as of July 1, of each fiscal year, CITY's expenditures of funds received pursuant to this Agreement are less than the amount received by CITY during the previous fiscal year and result in Undesignated Funds over 25% of average annual allocation, CITY will provide ACTIA with a written explanation as to why the revenues exceeded expenditures and what CITY intends to do with the reserve amount. This written explanation must be provided prior to ACTIA Board approval of use of funds for the next fiscal year. After one fiscal year, per the Expenditure Plan, these undesignated funds and interest on such funds may be reallocated to ADA-mandated services.