

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2017-2018**

AGENCY CONTACT INFORMATION

Agency Name: **City of Albany**

Date: 12/20/2018

Primary Point of Contact

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Agency's Certification of True and Accurate Reporting by Submission

By submitting this Compliance Report to the Alameda County Transportation Commission, the submitting agency certifies the compliance information reported is true and complete to the best of their knowledge, and the dollar figures in the agency's Audited Financial Statement matches exactly to the revenues and expenditures reported herein.

Program Compliance Report Structure

This Reporting Form is broken into the following sections for the Measure B and BB Direct Local Distribution Programs applicable to the recipient agency.

- * **Cover - Agency Contact**
- * **General Compliance Reporting for all programs**
- * **Table 1 - Summary of Revenue, Expenditures, and Changes in Fund Balance**
- * **Table 2 - Detailed Summary of Expenditures and Accomplishments**

**MEASURE B AND MEASURE BB
Annual Program Compliance Report Fiscal Year 2017-2018**

TABLE 1: SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE

DIRECTIONS: Complete the sections below based on the Measure B and BB Audited Financial Statements, for the applicable DLD programs for your agency. Values must match financial statements and total reported expenditures on Table 2.

A. 2000 MEASURE B Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 147,434	\$ 563,868	\$ -	\$ 12,973	\$ 724,275
Revenue	\$ 57,093	\$ 442,506	\$ -	\$ 31,537	\$ 531,136
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 128,414 <small>FALSE</small>	\$ 232,281 <small>FALSE</small>	\$ - <small>#REF!</small>	\$ 44,510 <small>TRUE</small>	\$ 405,205
End of Year Fund Balance	\$ 76,113	\$ 774,093	\$ -	\$ 0	\$ 850,206

Notes

B. 2014 MEASURE BB Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 93,393	\$ 655,048	\$ -	\$ 43,865	\$ 792,306
Revenue	\$ 46,292	\$ 380,300	\$ -	\$ 29,659	\$ 456,251
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 82,680 <small>TRUE</small>	\$ 44,973 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 34,589 <small>TRUE</small>	\$ 162,242
End of Year Fund Balance	\$ 57,005	\$ 990,375	\$ -	\$ 38,935	\$ 1,086,315

Notes

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

GENERAL COMPLIANCE REPORTING

1. Indicate the adoption year of the most current Bicycle/Pedestrian Master Plans, as applicable.

	Adoption Year
Bicycle Master Plan	
Pedestrian Master Plan	
Bike/Ped Master Plan	2012, 2014 amended

If the plans are over five-years past the last adoption year, specify when your agency's will perform its next update.

Indicate N/A, if not applicable.

Planning update to the Active Transportation Plan in 2020/21.

2a. How much of the program balance is encumbered into active contracts and projects?

		\$ Encumbered
MB Balance	\$ 76,113	\$ 76,113
MBB Balance	\$ 57,005	\$ 45,000
Total	\$ 133,118	\$ 121,113

2b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.

Indicate N/A, if not applicable.

Albany's 2018 pavement maintenance project was delayed due to design changes regarding ADA compliance. This project was recently awarded for construction and will include approximately \$120,000 in ATP striping funded by Bike and Ped.

2c. Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.

Project Title	Brief Project Description	DLD Amount	Project Status
Annual Sidewalk Rehabilitation	Repair and Replace damaged sidewalks, remove vegetation obstructions to improve passability in public right-of-way	\$ 170,000	Underway
Washington Ave Traffic Calming	Install traffic calming and pedestrian safety measures on Washington Avenue between Pierce Street and Cerrito Street.	\$ 20,000	Underway
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

3. Confirm all expenditures were governing body approved (Yes/No).

Yes

4. Confirm the completion of the publicity requirements in the table below (Yes/No).

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
Article	Yes	No	Yes	Measure BB is not mentioned in the article. This will be correct for 2019 projects. Signage includes ACTC as a funding sources but does not list Measure B or BB. This will be correct for 2019 projects.
Website	Yes	Yes	Yes	
Signage	No	No	Yes	

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.
- Expenditure total must correspond to your Audited Financial Statements, and Table 1 values.

No.	Project Category <i>(Drop-down Menu)</i>	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	
1	Pedestrian	Construction	Pedestrian Crossing	Capital	Ohlone Greenway	Installation of a raised crosswalk, speed bump, marked parking spaces including a designated disabled parking space	72	Linear Feet	Project is complete and in service	\$ 123,950	\$ 75,600	
2	Bike/Ped	PS&E	Streetscape / Complete Streets	Capital	Complete Streets (San Pablo/Buchanan)	Realignment of crosswalks, installation of pedestrian refuge areas, improvements to Washington Avenue intersection to add a bike signal phase.	1	Other	PS&E is 65% complete	\$ -	\$ 7,080	
Total Percentage of Capital vs Administrative Costs					100%					TOTAL	\$ 123,950	\$ 82,680
a. Total Capital					\$ 206,630					Match to Table 1?	FALSE	TRUE
b. Total Administrative					\$ -							

Is the total percentage of Capital vs Program Administration (outreach, staffing, administrative support) Costs GREATER THAN 50%? If not, explain how capital investments will increase in the future.

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

GENERAL COMPLIANCE REPORTING

1. What is agency's current Pavement Condition Index (PCI)?

PCI =

Use PCI from the most recent MTC's VitalSigns linked here:

<http://www.vitalsigns.mtc.ca.gov/street-pavement-condition>

If your PCI falls below a score of 60 (fair condition), specify what actions are being implemented to increase the PCI.

Indicate N/A, if not applicable.

Albany's five year CIP identifies \$8.9 million in funding for street rehabilitation. Current funding is anticipated to raise the PCI above 60.

2a. How much of the balance identified here is encumbered into active contracts and projects?

		\$ Encumbered
MB Balance	\$ 774,093	\$ 774,093
MBB Balance	\$ 990,375	\$ 180,027
Total	\$ 1,764,468	\$ 954,120

2b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.

Indicate N/A, if not applicable.

Albany plans \$2 million in street rehabilitation for the next two years and ongoing spending of approximately \$1 million per year to bring the Measure B and BB balances down. Albany's annual street rehabilitation project totals \$950,000 and has been awarded for construction. the Washington Avenue Street Rehabilitation Project is also underway in design.

2c. Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.

Project Title	Brief Project Description	DLD Amount	Project Status
Annual Street Rehabilitation	9,300 feet of slurry and cape seal treatments citywide.	\$ 1,682,366	Underway
Annual Active Transportation Plan	Striping and signage along 14 roadway segments for onstreet local bike routes.	\$ 472,063	Underway
Traffic Calming Citywide	Pedestrian and traffic calming elements along Brighton Avenue.	\$ 325,000	Planned
Masonic/Marin Intersection Improvements	Intersection improvements at Masonic and Solano and Masonic and Marin to add a dedicated bike phase	\$ 40,000	Planned
		\$ -	
		\$ -	
		\$ -	
		\$ -	

3. Confirm all expenditures were governing body approved (Yes/No).

4. Confirm the completion of the publicity requirements in the table below (Yes/No).

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
Article	Yes	No	Yes	Measure BB was not mentioned in the article
Website	Yes	Yes	Yes	
Signage	No	No	No	Signage references ACTAC but did not mention Measure B or BB. This will be corrected in future projects.

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.
- Expenditure total must correspond to your Audited Financial Statements and Table 1 values

No.	Project Category <i>(Drop-down Menu)</i>	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures
1	Bike/Ped	PS&E	Traffic Calming	Capital	North Albany Traffic Calming	Design of traffic calming elements for Brighton Avenue			Professional Services	\$ -	\$ 12,743
2	Streets/Rds			Capital	2018 Annual Street Rehabilitation	Marin Avenue Resurfacing	44000	Square Feet	Project is complete and in service	\$ 181,821	\$ -
3	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	2016 Annual Street Rehabilitation	Resurfacing of street segments in Albany in accordance with the Pavement Management Plan	1270	Linear Feet	Project is complete and in service	\$ 43,915	\$ 32,230
Percentage of Capital vs Administrative Costs									TOTAL	\$ 225,736	\$ 44,973
a. Total Capital					\$ 270,709				Match to Table 1?	FALSE	TRUE
b. Total Administrative					\$ -						

If your agency did not expend greater than 50% of total costs on Capital Investments, explain how capital investments will increase in the future over Program Administration (outreach, staffing, administrative support). Indicate N/A if not applicable.

A minimum of 15% of Measure BB LSR funds are required to be expended on bike/pedestrian Improvements.

In this fiscal year, how much of Measure BB LSR funds were expended on bike/pedestrian improvements?

\$	-
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Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:

0.0%

Meets minimum 15% threshold?

FALSE

If your agency did not meet the 15% minimum expenditure requirement this fiscal year, explain why.

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

GENERAL COMPLIANCE REPORTING

1a. How much of the balance identified here is encumbered into active contracts and projects?

		\$ Encumbered
MB Balance	\$ 0	\$ -
MBB Balance	\$ 38,935	\$ -
Total	\$ 38,935	\$ -

1b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.

Indicate N/A, if not applicable.

Fund balance is used to cover unexpected fluctuations in operations.

1c. Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.

Project Title	Brief Project Description	DLD Amount	Project Status
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

4. Confirm all expenditures were governing body approved (Yes/No).

yes

5. Confirm the completion of the publicity requirements in the table below (Yes/No).

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
Article	Yes	Yes	Yes	
Website	Yes	Yes	Yes	
Signage	yes	No	No	signage outside of ADA vehicle has not been updated

Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.
- Expenditure total must correspond to your Audited Financial Statements and Table 1 values.

No.	Project Category <i>(Drop-down Menu)</i>	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Project Name	Project Description/Benefits	Quantity Completed in FY 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Other Fund Expenditures	Total Cost
1	Senior and Disabled Services	Operations	Same Day/Taxi Program	Taxi Subsidy Program	The taxi subsidy program provides same day, on demand service, available 24 hours per day, seven days per week to Albany residents who are EBP certified or 80 years of age. When taking a taxi ride, participants pay the taxi driver directly. They must get a receipt from the taxi driver in order to get a 75% reimbursement up to \$20.00 which ever is least. Reimbursement requests are turned in at the Senior Center and then forwarded to the City of Albany's Finance Dept. which sends a check by mail.	478	Number of One-Way Unduplicated Trips			\$ 8,556	\$ -	\$ 8,556
2	Senior and Disabled Services	Operations	Group Trips	Recreational and Hiking Trips	The group trip program provides free transportation for recreational outings organized by the Senior Center and senior center classes, as well as for the senior center walking group, throughout the greater Bay Area. Group trips enhance quality of life providing opportunities for social interaction, learning, and fitness opportunities.	6,328	Number of One-Way Unduplicated Trips		\$ 44,510	\$ 15,448	\$ -	\$ 59,958
3	Senior and Disabled Services	Operations	Customer Service and Outreach	Albany Paratransit Outreach	senior services program leader to provide customer service assistance as assigned by supervisor					\$ 10,585	\$ -	\$ 10,585
TOTAL									\$ 44,510	\$ 34,589	\$ -	\$ 79,099
Match to Table 1?									TRUE	TRUE		