

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2018-2019**

AGENCY CONTACT INFORMATION

Agency Name: **City of Albany, CA**

Date: 12/20/2019

Primary Point of Contact

Name:	Mark Hurley
Title:	Public Works Director
Phone:	510-559-7255
Email:	mhurley@albanyca.org

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.

Additionally, for the 2000 Measure B and 2014 Measure BB Direct Local Distribution (DLD) funds, pursuant to the California Public Utilities Code 180001 (e), funds generated by the transportation sales tax are to be used to supplement and not replace existing local revenues used for transportation purposes. By submit this report, the agency confirms that DLD funds are supplementing and not replacing existing local revenues used for transportation purposes.

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 2018-2019**

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	\$ 89,608	\$ 917,886	\$ -	\$ (2,972)	\$ 1,004,522
Revenue	\$ 67,009	\$ 533,169	\$ -	\$ 36,998	\$ 637,176
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 4,597 <small>TRUE</small>	\$ 97,580 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 57,330 <small>TRUE</small>	\$ 159,507
End of Year Fund Balance	\$ 152,020	\$ 1,353,475	\$ -	\$ (23,304)	\$ 1,482,191

Notes

B. 2014 MEASURE BB Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 73,636	\$ 1,176,923	\$ -	\$ 45,363	\$ 1,295,922
Revenue	\$ 54,575	\$ 500,497	\$ -	\$ 38,128	\$ 593,200
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ - <small>TRUE</small>	\$ 1,197 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 24,257 <small>TRUE</small>	\$ 25,454
End of Year Fund Balance	\$ 128,211	\$ 1,676,223	\$ -	\$ 59,234	\$ 1,863,668

Notes

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

GENERAL COMPLIANCE REPORTING

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

	Adoption Year
Bicycle Master Plan	N/A
Pedestrian Master Plan	N/A
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.

The Bicycle/Pedestrian Master Plan is currently in revisions and is expected for update in 2020-2021.

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

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
MB Balance	\$ 152,020	\$ -
MBB Balance	\$ 128,211	\$ -
Total	\$ 280,231	\$ -

2b. Why is there a fund balance? *Indicate N/A, if not applicable.*

As per the City's 2017-2018 compliance report, the Washington Avenue Traffic Calming project (CIP No. 24009) commenced in FY19. Design costs were billed to DLD VRF revenue funding as previously planned. Staff expected to match partial FY19 construction costs to Measure B/BB funding as well; however, construction costs were not incurred until after FY19 had closed. The project is since completed, with final project closeout to be expected in January 2020.

The City had also previously planned to spend Measure B/BB funds on new projects under the City's Annual Sidewalk Rehabilitation Program (CIP No. 22000), which is programmed to multiple funding sources. See below for further planned uses of Measure B/BB funding for this program.

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 CIP No. 22000	Repairing sidewalk damage and removing vegetation obstructions to improve passability in the public right of way. Improvements include general sidewalk repairs needed due to street tree structural intrusions.	\$ 60,000	Underway
Washington Avenue Traffic Calming CIP No. 24009	Traffic calming on Washington Avenue between Pierce Street and Cerrito Street, including raised crosswalk construction and updated road striping.	\$ 15,000	Underway
North Albany Traffic Calming CIP No. 24008	Bicycle & pedestrian safety improvements along Brighton Avenue from San Pablo to Masonic, including new bike lane striping and high-visibility crosswalks.	\$ 93,500	Underway
Annual Street Rehabilitation CIP No. 21000	Pavement rehabilitation and repair, including projects for Washington Ave and Adams St with attention to bicycle and pedestrian-specific street safety and access features.	\$ 50,000	Planned
		\$ -	

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	No	No	No	The appropriate projects are only recently completed; summary details will go out to the community in our newsletter.
Website	Yes	Yes	Yes	
Signage	No	No	No	No construction projects were completed using the Bicycle & Pedestrian funds this fiscal year. Upcoming construction contracts will include language requiring custom signage where appropriate.

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

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 18-19	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	Operations	Other	Administrative	Misc Operations	Partial ACTC Member Fees FY18-19	1	Other		\$ 4,597	\$ -		
2										\$ -	\$ -		
3										\$ -	\$ -		
4										\$ -	\$ -		
5										\$ -	\$ -		
6										\$ -	\$ -		
7										\$ -	\$ -		
8										\$ -	\$ -		
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19										\$ -	\$ -		
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21										\$ -	\$ -		
22										\$ -	\$ -		
23										\$ -	\$ -		
24										\$ -	\$ -		
25										\$ -	\$ -		
Total Percentage of Capital vs Administrative Costs				0%							TOTAL	\$ 4,597	\$ -
a. Total Capital				\$ -							Match to Table 1?	TRUE	TRUE
b. Total Administrative				\$ 4,597									

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.

The City's Annual Sidewalk Rehabilitation Program expects to see an increase in expenditures over the next several years, as ADA compliance requirements regarding curb ramps and other accessible street/sidewalk features will require specialized construction.

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

GENERAL COMPLIANCE REPORTING

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

PCI = 57

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.

In the City's 2018 update to the Capital Improvement Plan (CIP), staff programmed approximately \$9M over multiple funding sources for investment into the City's roads over a five-year period, for an average of \$1.8M per year (2018-2022). According to the City's 2016 Pavement Management Technical Assistance Program (P-TAP), prepared in conjunction with the Metropolitan Transportation Commission (MTC), an investment of approximately \$1.2M per year in rehabilitative construction as well as preventative maintenance would increase the City's PCI to 67 within 5 years.

Staff is currently in production for an update to the CIP for the upcoming 5 year period (2020-2024), to be presented to Council in Spring 2020. The City's P-TAP has also been updated for 2019, with **draft results indicating updated PCI of 60** (taking into account the City's recent pavement rehabilitation work). Staff plans to utilize any remaining appropriated funds from previous years, as well as newly appropriated budget, in accordance with Council approval, in order to proceed with scheduled design and construction.

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

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
MB Balance	\$ 1,353,475	\$ -
MBB Balance	\$ 1,676,223	\$ -
Total	\$ 3,029,698	\$ -

2b. Why is there a fund balance? *Indicate N/A, if not applicable.*

As noted in the City's FY 2017-2018 compliance report, work commenced in FY 2018-2019 on the Annual Street Rehabilitation Project (CIP No. 21000). Construction on Evelyn Avenue was completed, as per expenditures outlined in LSR Table 2. This project was funded from multiple sources, including ACTC's pass-through funding. Further design and construction is scheduled for the upcoming fiscal year.

Work also commenced for the City's Annual Active Transportation Plan (CIP No. 23000), with approximately half of the planned locations for improvement completed. The remaining sites are planned for construction this year; see below for more details. This project also sources funds from multiple avenues.

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 CIP No. 21000	Pavement rehabilitation and repair, including active projects for Washington Ave and Adams St with attention to ADA and Active Transportation Plan street features. Also planned is a new contract for regular city pothole maintenance.	\$ 500,000	Planned
Washington Avenue Traffic Calming CIP No. 24009	Traffic calming on Washington Avenue between Pierce Street and Cerrito Street, including raised crosswalk construction and updated road striping.	\$ 45,000	Underway
Annual Active Transportation Plan CIP No. 23000	Striping and signage along 14 roadway segments for onstreet local Class II & III bike facilities. 7 of 14 locations have completed construction.	\$ 210,000	Underway
Masonic/Marin Intersection Improvements CIP No. 25007	Intersection improvements at Masonic and Solano, and Masonic and Marin. Improvements include traffic signal upgrades for bike/ped phases, lane configuration, and crosswalk <u>restriping</u> .	\$ 40,000	Planned
North Albany Traffic Calming CIP No. 24008	Bicycle & pedestrian safety improvements along Brighton Avenue from San Pablo to Masonic, including new bike lane striping and high-visibility crosswalks.	\$ 300,000	Underway

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

GENERAL COMPLIANCE REPORTING

Traffic Calming Citywide CIP No. 25001	Implementation of speed humps and/or soft traffic calming treatments including edge line striping and crosshatching with bollards at intersections on blocks that have qualified for traffic calming measures.	\$ 80,000	Underway
Traffic Sign Replacement Program CIP No. 24007	Replacement of all necessary City parking, street, speed and safety signage with federally-mandated reflective type. Assessment and Maintenance plan has been completed and upgrade of approximately 800 safety signs is underway.	\$ 75,000	Underway
		\$ -	

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

Yes

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

GENERAL COMPLIANCE REPORTING

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	No	No	No	The appropriate projects are only recently completed; summary details will go out to the community in our newsletter.
Website	Yes	Yes	Yes	
Signage	No	No	No	Construction utilizing MB and MBB funding was completed in a short time frame without custom signage; upcoming design contracts for pavement rehabilitation include specific language for contractors requiring reference to MB, MBB, and VRF on signage.

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

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 18-19	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	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Annual Street Rehabilitation - Evelyn Avenue	Complete rehabilitation of Evelyn Avenue between Garfield Ave and Portland Ave. The estimated useful life of the rehabilitated road is between 20-30 years.	600	Linear Feet	Construction has been completed and the road is in active service. The Pavement Condition Index for this section was evaluated at PCI 39 in 2016, with a remaining usable life of less than 5 years. Construction included approximately 600 ft of asphalt concrete overlay, as well as associated base repair, traffic striping, storm drain inlet replacement, and upgrade of existing curb ramps at street intersections in order to meet ADA requirements. Analysis performed in June 2019 recorded the section's current PCI at 94 .	\$ 91,682	\$ 550
2	Other	Operations	Program Operations	Administrative	Misc Operations	Operational costs associated with administration of the City's Local Streets & Roads program.	N/A	Other	Partial ACTC Member Fees FY18-19 & partial ACTC Compliance FY17-18 Reporting Audit Fees	\$ 5,676	\$ 647
3	Streets/Rds	Construction	Signage	Capital	Active Transportation Plan	Adding safety measures, including but not limited to signage and road striping, in order to encourage modes of active transportation throughout the City.	9	Signs	Purchase of signs for Cornell & Marin schools. These signs limit parking and enforce loading zone time limits for passenger vehicles.	\$ 222	\$ -
4										\$ -	\$ -
5										\$ -	\$ -
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7										\$ -	\$ -
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22										\$ -	\$ -
23										\$ -	\$ -
24										\$ -	\$ -
25										\$ -	\$ -
TOTAL										\$ 97,580	\$ 1,197
Match to Table 1?										TRUE	TRUE
Percentage of Capital vs Administrative Costs				94%							
a. Total Capital				\$ 92,454							
b. Total Administrative				\$ 6,323							

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.

N/A

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?

\$ 550

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

46.0%

Meets minimum 15% threshold?

TRUE

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 2018-19**

GENERAL COMPLIANCE REPORTING

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

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
MB Balance	\$ (23,304)	\$ -
MBB Balance	\$ 59,234	\$ -
Total	\$ 35,930	\$ -

2b. Why is there a fund balance? *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	Yes	Signage on ADA vehicle is planned to be updated in 2020.

Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19

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 18-19	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	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.	1124	Number of One-Way Unduplicated Trips		\$ -	\$ 13,992	\$ 13,992
2	Senior and Disabled Services	Operations	Group Trips	Recreational, Hiking, & Shopping Group 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.	5604	Number of One-Way Unduplicated Trips		\$ 43,045	\$ 10,266	\$ 53,311
3	Senior and Disabled Services	Operations	Customer Service and Outreach	Albany Paratransit Outreach	Senior services program staff to provide customer service assistance as assigned by supervisor.				\$ 14,285	\$ -	\$ 14,285
4									\$ -	\$ -	\$ -
5									\$ -	\$ -	\$ -
6									\$ -	\$ -	\$ -
7									\$ -	\$ -	\$ -
8									\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -
10									\$ -	\$ -	\$ -
11									\$ -	\$ -	\$ -
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14									\$ -	\$ -	\$ -
15									\$ -	\$ -	\$ -
16									\$ -	\$ -	\$ -
17									\$ -	\$ -	\$ -
18									\$ -	\$ -	\$ -
19									\$ -	\$ -	\$ -
20									\$ -	\$ -	\$ -
TOTAL									\$ 57,330	\$ 24,257	\$ 81,587
Match to Table 1?									TRUE	TRUE	