



# Measure B End-of-Year Program Compliance Report Revised Submittals

**Revised Reports due February 20, 2013**

Agency Name: City of Berkeley

REVISION NUMBER: 1

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

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

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

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

### Certification of True and Accurate Reporting

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

X Christine Daniel  
\_\_\_\_\_  
Signature

2/19/13  
\_\_\_\_\_  
Date

Christine Daniel  
City Manager

X Danielle K. Habr  
\_\_\_\_\_  
Signature

2/18/13  
\_\_\_\_\_  
Date

Danielle K. Habr  
Public Works Department Acting  
Administrative and Fiscal Services Manager



# MEASURE B

# End-of-Year Program Compliance Reporting Forms

**Reporting Period July 1, 2011 through June 30, 2012**



## Measure B Program End-of-Year Program Compliance Reporting Period July 1, 2011 through June 30, 2012

Submittal	Due Dates
<b>Independent Audit</b>	<p><b>Thursday December 27, 2012</b></p> <ul style="list-style-type: none"> <li>• Electronic version by email by 5 p.m.</li> <li>• Hard copy post-marked by due date.</li> </ul>
<b>Compliance Report</b>	<p><b>Monday December 31, 2012</b></p> <ul style="list-style-type: none"> <li>• Electronic version by email by 5 p.m.</li> <li>• Hard copy with original signatures and attachments, post-marked by due date.</li> </ul>

The Alameda CTC must receive all electronic files and hardcopies by their respective due dates. If you have any questions or concerns, notify the grants administrator, John Nguyen by e-mail [grants@alamedactc.org](mailto:grants@alamedactc.org) or phone (510) 208-7419.

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# End-of-Year Program Compliance Reporting Requirements

**Reporting Period July 1, 2011 through June 30, 2012**

In July 2010, the Alameda County Transportation Improvement Authority (ACTIA) merged with the Alameda County Congestion Management Agency to become the Alameda County Transportation Commission (Alameda CTC). Agencies and jurisdictions that have Measure B pass-through fund and grant agreements with ACTIA must continue to submit end-of-year program compliance reports to the Alameda CTC.

Measure B and Vehicle Registration Fee (VRF) pass-through fund recipients are required to submit to the Alameda CTC, one electronic and one hard copy version of the following: an audit report and a compliance report.

## COMPLIANCE REPORT REQUIRED ENCLOSURES:

1. **End of the Year Compliance Report Forms for Measure B and Vehicle Registration Fee** (*as applicable*)
2. **Tables 1-3** (*for each applicable program*)
3. **Documentation of Reporting Requirements**
  - **Measure B/VRF Signage:** In the compliance report, include a description and documentation of signage and the number of signs posted.
  - **Website:** In the compliance report, include a description and documentation of where you listed a link to Alameda CTC's website ([www.alamedactc.org](http://www.alamedactc.org)) on your agency's website, and informed the public about how your jurisdiction uses Measure B funds for transportation projects/programs.
  - **Publications:** In the compliance report, include a description and documentation of an article published in your agency's newsletter or Alameda CTC's e-newsletter for each fund type you receive.

## Audit and Compliance Reporting Consistency

The dollar amounts on each of your compliance documents must match, or Alameda CTC will consider your agency out of compliance.

*For example, your audit's expenditure dollar figures for the Paratransit program must match reported figures in your Paratransit compliance report, and the Tables 1-3 Attachments. See guidance throughout the report forms.*



## Submittal Instructions

### Audit and Compliance Reports

The End-of-Year (EOY) Program Compliance Report includes a Microsoft (MS) Word Report form and a MS Excel file with tabbed Tables 1-3 for each program. These documents are available for download at [http://www.alamedactc.org/app\\_pages/view/4136](http://www.alamedactc.org/app_pages/view/4136).

#### **INDEPENDENT AUDIT REPORT: Due Thursday December 27, 2012**

**Electronic submission:** Submit one copy of the Independent Audit Report via email to [grants@alamedactc.org](mailto:grants@alamedactc.org).

**Hard-copy submission:** Postmark one hard copy of the Independent Audit Report, signed by an independent auditor, by Thursday December 27, 2012.

*Mail hard-copy reports to:*

Alameda CTC  
Attn: End-of-Year Program Compliance  
1333 Broadway, Suite 220  
Oakland, CA 94612

#### **EOY COMPLIANCE REPORT: Due Monday December 31, 2012**

**Electronic submission:**

1. Download and complete the MS Word Form and Excel files for Measure B and Vehicle Registration Fee Programs as applicable.
2. Include attachments, labeled appropriately as Attachments A-D as indicated on the signature page (page 1). Each attachment package should include:
  - a. Two photos maximum, per program fund type.
  - b. Documentation of articles, newsletters, signage, etc., Ensure the attachments are labeled and are easily readable when reproduced in black and white.
3. Send an email with the completed MS Word document, Excel Tables 1-3, and attachments to [grants@alamedactc.org](mailto:grants@alamedactc.org). If your files are larger than 8 MB, upload the files to Alameda CTC's FTP site below, and send an email to [grants@alamedactc.org](mailto:grants@alamedactc.org) to notify us of the upload:

FTP server name: <ftp.actia2022.com>  
Username: 2022  
Password: Tr33inforest

**Hard-copy submission:**

1. Postmark one hard copy of the EOY Program Compliance Report and the Tables 1-3 workbook attachments with original signatures by Monday December 31, 2012.
2. The signature page (page 1) must have original signatures from the city finance manager and city manager, or the appropriate equivalent or their designees.



## Policies on Timely Use of Funds and Reserve Funds

Each jurisdiction receiving Measure B and Vehicle Registration Fee (VRF) pass-through funds are required to comply with the stipulations set forth in the Master Programs Funding Agreement (MPFA) between the jurisdiction and Alameda CTC.

Measure B and VRF funds are to be expended in a timely manner, and/or placed into an appropriate reserve as indicated in the MPFA excerpts below.

### Article 3.A. Timely Use of Funds

1. Except for those funds properly placed into a reserve fund pursuant to Section B below, all Measure B and VRF funds received by RECIPIENT shall be spent expeditiously, and no expended funds beyond those included in reserves pursuant to Section B below are allowed, unless a written request is submitted to the Alameda CTC and approved by the Board.

### Article 3.B. Reserve Fund Policy

1. **Capital Fund Reserve:** RECIPIENT may establish a specific capital fund reserve to fund specific large capital project(s) that could otherwise not be funded with a single year's worth of Measure B or VRF pass-through funds.

- a. RECIPIENT may collect capital funds during not more than three years and shall expend all reserve funds prior to the end of the third fiscal year immediately following the fiscal year during which the reserve was established.

*For example, if a reserve is established at any time during FY 12-13, recipient may collect reserve funds during some or all of FY 12-13, FY 13-14, and FY 14-15, and must spend the reserve funds prior to the end of FY 15-16.*

2. **Operations Fund Reserve:** RECIPIENT may establish and maintain a specific reserve to address operational issues, including fluctuations in revenues, and to help maintain transportation operations. The total amount retained in such fund may not exceed 50 percent of anticipated annual combined revenues from Measure B and VRF funds. This fund may be a revolving fund and is not subject to an expenditure timeframe.

3. **Undesignated Fund Reserve:** RECIPIENT may establish and maintain a specific reserve for transportation needs over a fiscal year, such as matching funds for grants, project development work, studies for transportation purposes, or contingency funds for a project or program. This fund may not contain more than 10 percent of annual pass-through revenues.



# End-of-Year Program Compliance Report

## Reports due December 31, 2012

Agency Name: \_\_\_\_\_

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

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

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

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

### Certification of True and Accurate Reporting

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

X  
\_\_\_\_\_  
**Signature**  
Christine Daniel  
City Manager

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

X  
\_\_\_\_\_  
**Signature**  
Danielle K. Habr  
Public Works Department Acting  
Administrative & Fiscal Services Manager

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



## Bicycle and Pedestrian Program Compliance Report Summary

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2011 through June 30, 2012?

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

2. Complete the below contact information.

CONTACT INFORMATION	
Bicycle/Pedestrian Program Agency:	City of Berkeley Transportation Division
Contact Name:	Matt Nichols
Title:	Principal Planner
Phone Number:	510-981-7068
E-mail Address:	mnichols@cityofberkeley.info

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

- Table 1: Measure B Revenues and Expenditures**  
The values entered into Table 1 must match your agency’s audit and compliance report. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your independent audit report and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**  
This table describes actual expenditures and activities incurred for FY 2011-2012 (FY 11-12).
- Table 3: Summary of Planned Projects and Reserve Funds**



This table describes your agency's plan to expend any remaining Measure B funds within the four-year time table of the funding agreement through FY 12-13 thru FY 15-16.

4. **If your agency's ending MB Pass-through balance was greater than zero, why do you have this reserve?** For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

A balance of \$427,790 remained at the end of FY 2012. This reserve has been programmed in FY 2013: a) for construction of the West Street multi-use Pathway (\$171,054); b) as the required 10% local matching funds (\$92,529) for an \$898,660 Caltrans Safe Routes to School grant; and c) as the required match (\$33,084) for a \$498,820 Safe Routes to Transit grant. These projects had not completed construction as of 6/2012.

In addition to capital projects, the reserve is also budgeted for FY 2013 planning activities: a) \$20K for a Bicycle Plan Update through a bicycle planning consultant contract; b) \$12,377 for education – purchase of Berkeley Bike/Walk Map for free public distribution; and c) \$19K for promotion – (\$14K - \$7K per year for 2 fiscal years) sponsorship of Alameda County Bike to Work Day and (\$5K) for City's first Sunday Streets event. The remaining \$79,746 reserve has been allocated to personnel costs for bike/ped-related staff activities, including planning, capital project management, annual bicycle parking and bike count programs, and administration of bike/ped contracts and programs.

5. **If applicable, why were the reported expenditures in FY 11-12 more than the amount of Measure B funds the agency received in FY 11-12?** For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)?

FY 10-11 balance was used for the West Street Multi-Use Pathway, Safe Routes to Schools, and Safe Routes to Transit projects, and Transportation Bike/Ped Planning personnel and equipment, and administrative support staff for bicycle and pedestrian programs.

6. **Describe undesignated funds.** If your agency has undesignated Measure B funds, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Not applicable

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

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

All projects were approved.

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

Document Type	Time Period	Resolution Date
Not applicable		

- 9. Per Section 6 of the Master Programs Fund Agreement, Alameda CTC requires local jurisdictions to have developed and adopted a Complete Streets policy by June 30, 2013.

**Does your agency have an adopted Complete Streets policy, and if so, when was it adopted by your governing board? If not, please describe your agency's plan to develop and adopt a Complete Streets policy by the June 30, 2013 deadline.**

Yes, adopted 12/11/12. See:  
[http://www.cityofberkeley.info/Clerk/City\\_Council/2012/12Dec/City\\_Council\\_12-11-2012\\_-\\_Regular\\_Meeting\\_Annotated\\_Agenda.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2012/12Dec/City_Council_12-11-2012_-_Regular_Meeting_Annotated_Agenda.aspx), Item 26.

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

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

If yes, include a copy of the article(s) as Attachment A: Bicycle and Pedestrian Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)
Alameda CTC Reports	November 2012	Y

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

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

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

Website Address	Printout Attached? (Y/N)
<a href="http://www.cityofberkeley.info/Public_Works/Transportation/West_Street_Pathway_Project_Information.aspx">http://www.cityofberkeley.info/Public_Works/Transportation/West_Street_Pathway_Project_Information.aspx</a>	Y
<a href="http://www.cityofberkeley.info/bikeparking/">http://www.cityofberkeley.info/bikeparking/</a>	Y

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

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

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

Signage Description	Photos attached? (Y/N)

Sign posted at construction area	Y
Magnetic sign on project inspector vehicle	Y

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

Table 1, Columns F and J, include \$75,500 in discretionary grant fund revenue without expenditures because this was the outstanding receivable for the Ed Roberts Campus project's expenditures reported in previous fiscal years' compliance reports.



# Local Streets and Roads (LSR) Program Compliance Report Summary

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2011 through June 30, 2012?

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

2. Complete the below contact information.

CONTACT INFORMATION	
LSR Program Agency:	City of Berkeley
Contact Name:	Wendy Wong
Title:	Assistant Public Works Engineer
Phone Number:	510-981-6428
E-mail Address:	wwong@cityofberkeley.info

3. Complete the Excel Worksheets Tables 1 to 3 for Local Streets and Roads.

(Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**  
The values entered into Table 1 must match your agency’s audit and compliance report. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your independent audit report and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**  
This table describes actual expenditures and activities incurred for FY 2011-2012 (FY 11-12).
- Table 3: Summary of Planned Projects and Reserve Funds**  
This table describes your agency’s plan to expend any remaining Measure B funds within the four-year time table of the funding agreement through FY 12-13 thru FY 15-16.

4. **If your agency's ending MB Pass-through balance was greater than zero, why do you have this reserve?** For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

The Street Rehabilitation FY 2012 (\$573,934), West Street Bike Boulevard (\$732,948) and Russell/Acton Traffic Calming (\$86,613) projects had not completed construction as of 6/30/12. The remaining \$497,116 reserve has been budgeted for the Street Rehabilitation FY 2013 project.

5. **If applicable, why were the reported expenditures in FY 11-12 more than the amount of Measure B funds the agency received in FY 11-12?** For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)?

FY10-11 funds were expended for the following projects that had started but not completed construction as of 6/30/11: a) Street Rehabilitation FY 2010; b) Street Rehabilitation FY 2011; c) Sacramento Street Overlay; and d) Sacramento Street Rehabilitation.

6. **Describe undesignated funds.** If your agency has undesignated Measure B funds, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Not applicable

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

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

Not applicable
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8. **Describe the governing board approval for future planned projects and/or programs.** List the document type, time period, and resolution approval date. Examples include a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc.

Document Type	Time Period	Resolution Date
5-Year Street Plan Update	2013-2017	11/27/12

9. Per Section 6 of the Master Programs Fund Agreement, Alameda CTC requires local jurisdictions to have developed and adopted a Complete Streets policy by June 30, 2013.

**Does your agency have an adopted Complete Streets policy, and if so, when was it adopted by your governing board? If not, please describe your agency's plan to develop and adopt a Complete Streets policy by the June 30, 2013 deadline.**

<p>Yes, adopted 12/11/12  See: <a href="http://www.cityofberkeley.info/Clerk/City_Council/2012/12Dec/City_Council_12-11-2012_-_Regular_Meeting_Annotated_Agenda.aspx">http://www.cityofberkeley.info/Clerk/City_Council/2012/12Dec/City_Council_12-11-2012_-_Regular_Meeting_Annotated_Agenda.aspx</a>, Item 26.</p>
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**10. Complete the table below to describe your jurisdiction’s road miles and conditions.**

<b>Jurisdiction’s Information</b>	
<p><b>Current Population</b></p> <p>This figure should reflect the population as of January 1, 2012. Refer to the California Department of Finance’s Population Estimates:  <a href="http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php">http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php</a></p>	114,821
<p><b>Certified number of road-miles</b></p> <p>This figure must be consistent with the number of miles reported to state and federal agencies.</p>	221.83
<p><b>Average pavement condition index (PCI) for agency’s local streets</b></p> <p>This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pothole Report for the year 2010, table “PCI for Bay Area Jurisdictions, 2006-2010” (pages 15-18). For more information, visit  <a href="http://www.mtc.ca.gov/library/pothole_report/Pothole_Report_2011.pdf">http://www.mtc.ca.gov/library/pothole_report/Pothole_Report_2011.pdf</a>.</p>	59

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

Yes                       No. *If no, explain in Question #14 Additional Information.*

If yes, include a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments and list the publication(s) and date(s) below.

<b>Publication</b>	<b>Date Published</b>	<b>Copy Attached? (Y/N)</b>
<b>2012 Annual Report</b>	September 2012	Yes



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

Yes                       No. *If no, explain in Question #14 Additional Information.*

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

Website Address	Printout Attached? (Y/N)
http://www.ci.berkeley.ca.us/Public_Works/Sidewalks-Streets-Utility/Measure_B_Sales_Tax_Funding_for_Local_Streets.aspx	Yes

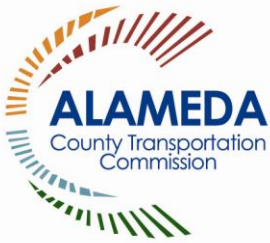
**13. Did your agency use signage that indicates use of Measure B funds for its Local Streets and Roads projects and programs?**

Yes                       No. *If no, explain in Question #14 Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Magnetic sign on project inspector vehicle	Yes

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



# Mass Transit Program Compliance Report Summary

1. Did your agency receive Measure B Mass Transit Funds in the reporting period of July 1, 2011 through June 30, 2012?

- Yes (Complete the Mass Transit section.)
- No (Do not complete the Mass Transit section and continue on.)

2. Complete the below contact information.

CONTACT INFORMATION	
Mass Transit Program Agency: Contact Name: Title:	
Phone Number:	
E-mail Address:	

3. Complete the Excel Worksheets Tables 1 to 3 for Mass Transit.

(Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**  
The values entered into Table 1 must match your agency’s audit and compliance report. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your independent audit report and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**  
This table describes actual expenditures and activities incurred for FY 2011-2012 (FY 11-12).
- Table 3: Summary of Planned Projects and Reserve Funds**  
This table describes your agency’s plan to expend any remaining Measure B funds within the four-year time table of the funding agreement through FY 12-13 thru FY 15-16.

4. **If your agency's ending MB Pass-through balance was greater than zero, why do you have this reserve?** For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

5. **If applicable, why were the reported expenditures in FY 11-12 more than the amount of Measure B funds the agency received in FY 11-12?** For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)?

6. **Describe undesignated funds.** If your agency has undesignated Measure B funds, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds.**

**7. Did your agency publish articles that highlight Mass Transit projects and programs funded by Measure B in an agency or Alameda CTC newsletter?**

Yes                       No. *If no, explain in Question #10 Additional Information.*

If yes, include a copy of the article(s) as Attachment C: Mass Transit Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)

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

Yes                       No. *If no, explain in Question #10 Additional Information.*

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

Website Address	Printout Attached? (Y/N)

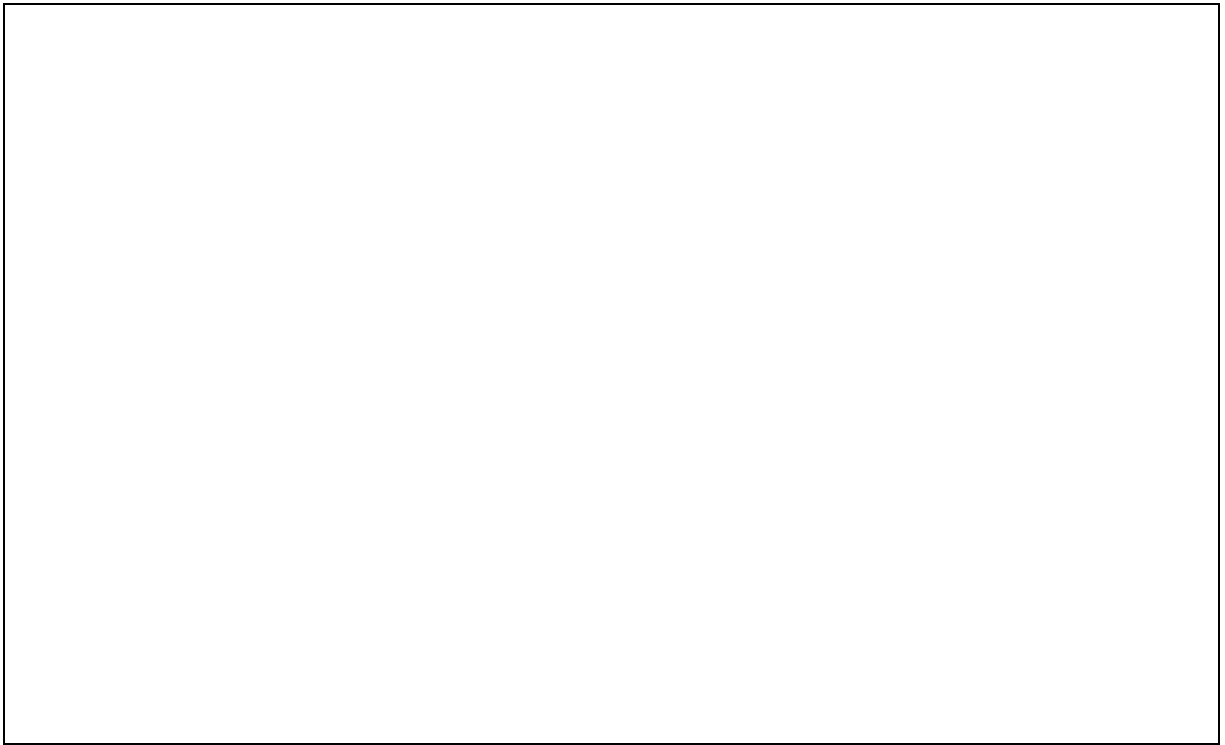
**9. Did your agency use signage that indicates use of Measure B funds for its Mass Transit projects and programs?**

Yes                       No. *If no, explain in Question #10 Additional Information.*

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

Signage Description	Photos attached? (Y/N)

**10. Provide additional information, if necessary, to further explain Measure B expenditures for the Mass Transit Program**

A large, empty rectangular box with a thin black border, intended for providing additional information to explain Measure B expenditures for the Mass Transit Program.



# Paratransit Program Compliance Report Summary

1. Did your agency receive Measure B Paratransit Funds in the reporting period of July 1, 2011 through June 30, 2012?

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

2. Complete the below contact information.

CONTACT INFORMATION	
Paratransit Program Agency:	Berkeley Paratransit Services
Contact Name:	Leah Talley
Title:	Manager of Aging Services
Phone Number:	510-981-5178
E-mail Address:	LTalley@cityofberkeley.info

3. Complete the Excel Worksheets Tables 1 to 3 for Paratransit.

(Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**  
The values entered into Table 1 must match your agency’s audit and compliance report. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your independent audit report and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**  
This table describes actual expenditures and activities incurred for FY 2011-2012 (FY 11-12).
- Table 3: Summary of Planned Projects and Reserve Funds**  
This table describes your agency’s plan to expend any remaining Measure B funds within the four-year time table of the funding agreement through FY 12-13 thru FY 15-16.

4. **If your agency's ending MB Pass-through balance was greater than zero, why do you have this reserve?** For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

We did not spend down our reserves from the previous year and added to them this year because we continue to take cost containment measures such as firmly adhering to policies for replenishing scrip in the Medical Return Trip Program and replacing lost scrip. We believe additional enrollment due to expansion of program eligibility will create higher levels of spending in fiscal year 2013. In July 2012 Berkeley Paratransit Services eliminated the income qualification for seniors of the age of 80 and those who are certified as disabled by East Bay Paratransit. This shift has resulted in increased enrollment this year. From July through December of FY13, 86 new participants have enrolled, which exceeds the enrollment for the entire previous fiscal year (81). We will continue to outreach about new program guidelines during FY13.

5. **If applicable, why were the reported expenditures in FY 11-12 more than the amount of Measure B funds the agency received in FY 11-12?** For instance, if your agency faced a funding shortage, how did you use reserve Measure B funds from a previous fiscal year(s)?

Not applicable

6. **Describe undesignated funds.** If your agency has undesignated Measure B funds, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? **Refer to Reserve Fund guidance (page iv), and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Not applicable

7. **List the amount of the Total Operating Expenses allocated to the following.**

Category	Expense Amount Indicate zero if none.
Management <i>(oversight, planning, budgeting, etc.)</i>	\$26,051
Customer Service and Outreach Activities	\$77,869
Trip Provision <i>(direct or contracted taxis, vans, shuttles, etc.)</i>	\$186,522
<b>TOTAL Operating Expenses:</b>	<b>\$290,442</b>



**8a. Complete the table below with available service quality data for reservations and trips. If no data is available, skip this question and complete 8b and 8c.**

<b>Cancelled Trip Reservations</b> <i>(percent)</i>	<b>Passenger No-shows</b> <i>(percent)</i>	<b>On-time Pickups</b> <i>(percent)</i>	<b>Late Pickups</b> <i>(percent)</i>	<b>Missed Trips, Provider No-shows*</b> <i>(percent)</i>	<b>Average Ride Time</b> <i>(minutes)</i>
n/a	n/a	n/a	n/a	n/a	n/a

\*Includes very late pickups

**8b. Describe your complaint and commendation process.** Describe the process from beginning to end, including instructions you provide to customers for filing complaints or commendations, your document procedures, and your follow up.

We have a dedicated paratransit line where customers can call and leave a message at any time regarding concerns they have about their paratransit services. Customers are provided this number at enrollment and on our website and other publications. We have had a limited number of complaints; however, we have initiated a complaint log to accurately capture and track follow up on consumer complaints. Complaints to taxi companies are followed up by our staff working in the paratransit program; complaints that scrip have not been received are followed up by our staff working in the paratransit program. If complaints cannot be resolved by staff, supervisors are brought in to assist with complaint resolution.

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

In FY12, we move our program base to the North Berkeley Senior Center, and expanded customer service hours from 3 hours per day to 40 hours per week. The general areas of complaint were:

- \*Taxi was late or slow.
- \*Taxi driver was impolite.
- \*Complaint that scrip did not arrive on time.

We continue to work with our taxi providers to follow up on individual complaints. For customers who have difficulty with their mail, we hold their scrip for pick up at the North Berkeley Senior Center. With longer hours open for customer service, we are able to provide more access for easy pick-up of scrip and vouchers.

In FY12, we also experienced a sporadic phone issue when the voicemail would stop working due to infrastructure problems; we worked with our IT department to resolve the

concerns, and worked with the City of Berkeley's 311 line to direct callers who had difficulty.

9. 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 11-12	Number of Riders on Wait List	Number of Accidents and Incidents*
725	81	0	none

\*Report incidents resulting in any of the following: a fatality other than a suicide, injuries requiring immediate medical attention away from the scene for two or more persons, property damage equal to or exceeding \$7,500, an evacuation due to life safety reasons, or a collision at a grade crossing.

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

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

If yes, include a copy of the article(s) in Attachment D: Paratransit Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)
Nugget Newsletter	September 2011	Y
Nugget Newsletter	June 2012	Y

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

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

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

Website Address	Printout Attached? (Y/N)
<a href="http://cityofberkeley.info/ContentDisplay.aspx?id=3992">http://cityofberkeley.info/ContentDisplay.aspx?id=3992</a>	Yes
<a href="http://cityofberkeley.info/Health_Human_Services/Division_on_Aging/Transportation_Services.aspx">http://cityofberkeley.info/Health_Human_Services/Division_on_Aging/Transportation_Services.aspx</a>	Yes

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

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

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

Signage Description	Photos attached? (Y/N)
A magnetic sign hangs in the North Berkeley Senior Center	Yes

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

Table 1, Columns H and N, include \$19,317 in discretionary grant fund revenue without expenditures because this was the outstanding receivable for the Ed Roberts Campus project's expenditures reported in previous fiscal years' compliance reports.