

**PROGRAM COMPLIANCE REPORT COVER SHEET**  
**Reports are due December 31, 2008**

<b>Agency Name:</b>	City of Oakland
<b>Date Submitted:</b>	December 23, 2008

**Report Checklist (Check all that apply)**

- Annual Program Compliance Report - Mass Transit Funds
- Annual Program Compliance Report - Local Streets and Roads Funds
- Annual Program Compliance Report - Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report - Paratransit Funds
- Table 1 – Summary of Program Expenditure Accomplishments Excel workbook

**List any additional attachments included in the report (Check all that apply)**

- Attachment A: Mass Transit Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Bicycle and Pedestrian Attachments
- Attachment D: Paratransit Attachments
- Other Attachments: List Additional Attachments as needed

**Note:** *Instructions for filling out and submitting this report are included on page 2. Please review instructions carefully to insure reports are submitted as required.*

An authorized representative of the reporting agency 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; whereas the electronic version should include the name and title of signator.

**Signature:** \_\_\_\_\_

**Print Name/Title of Agency Manager:** Mike Neary, Deputy Director, Community & Economic +

**Date:**

**Signature:** \_\_\_\_\_

**Print Name/Title of Agency Finance Manager:** Tom Sheets, Community & Economic +

**Date:**

## End-of-Year Program Compliance Submittal Requirements

Measure B fund recipients are required to submit to the Alameda County Transportation Improvement Authority (ACTIA) one electronic and one hard copy version of two reports for end-of-year compliance: the **End-of-Year Program Compliance Report** and the **Compliance Audit Report**.

### End-of-Year Program Compliance Report

The End-of-Year Program Compliance Report includes two parts that are both available for download on the ACTIA Web site at [www.actia2022.com](http://www.actia2022.com):

1. A PDF Compliance Report form
2. Table 1 - Summary of Program Expenditure Accomplishments Excel workbook

**Electronic submission:** After completing the PDF Compliance Report form, submit one copy of the report electronically, as noted below by clicking on the 'Submit by E-mail' button on the top right hand corner of the first page of the PDF Compliance Report form. Depending on the version of Adobe Acrobat you use, you may need to e-mail Table 1 - Summary of Program Expenditure Accomplishments Excel worksheet separately. *Do not include attachments with the electronic version.*

**Hard copy submission:** The End-of-Year Program Compliance Report cover sheet must have the signatures of the City Manager and the City Finance Manager, or the appropriate equivalent for other agencies. All other attachments, such as photos, articles, newsletters, signage, etc., must be included with the hard copy. Clearly label additional attachments according to the convention provided on the Compliance report form cover sheet. Ensure the attachments are easily readable when reproduced in black and white, and insert them at the back of the report. One hard copy of the **End-of-Year Program Compliance Report** and the **Table 1 Excel workbook** with wet signatures and attachments must be postmarked by **December 31, 2008** and mailed as noted below.

### Compliance Audit Report

**Electronic submission:** Submit one copy of the **Compliance Audit Report** electronically. Submit the report by attaching the file to an e-mail and send as noted below.

**Hard copy submission:** One hard copy of the **Compliance Audit Report**, signed by an independent auditor, must be postmarked no later than **December 27, 2008** and mailed as noted below.

#### Mail Complete Reports to:

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

#### E-mail Reports to:

[grants@actia20.com](mailto:grants@actia20.com)

ACTIA must receive all electronic files by their respective due dates as noted above. If you submit a draft copy in error or encounter a problem submitting the report, notify Tess Lengyel either by e-mail or phone at (510) 267-6111. All mailed documents must be postmarked on or before their respective due dates noted above.

**Mass Transit Programs Report Summary**

Mass Transit Program  
 Agency Contact Name:   
 Phone Number:   
 Fax:   
 E-mail:

1. **ACTIA Mass Transit Program Funds** received/expended (accrual basis).  
 These numbers should be the same as those reported in your compliance  
 audit.

<b>06/07 UNSPENT BALANCE</b>	<b>07/08 REVENUES</b>	<b>INTEREST/ OTHER INCOME</b>	<b>EXPENDED</b>	<b>07/08 ENDING BALANCE</b>
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Mass Transit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment A.

Yes  No

**List date(s) of publication(s):**

3. **Web Site Address(es):**

Your Web site should describe Mass Transit projects and programs funded by Measure B, with updated and accurate information, and also a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment A.

4. **Was Signage used in the Mass Transit projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment A.

Yes  No

**Describe signage:** (maximum 50 words)

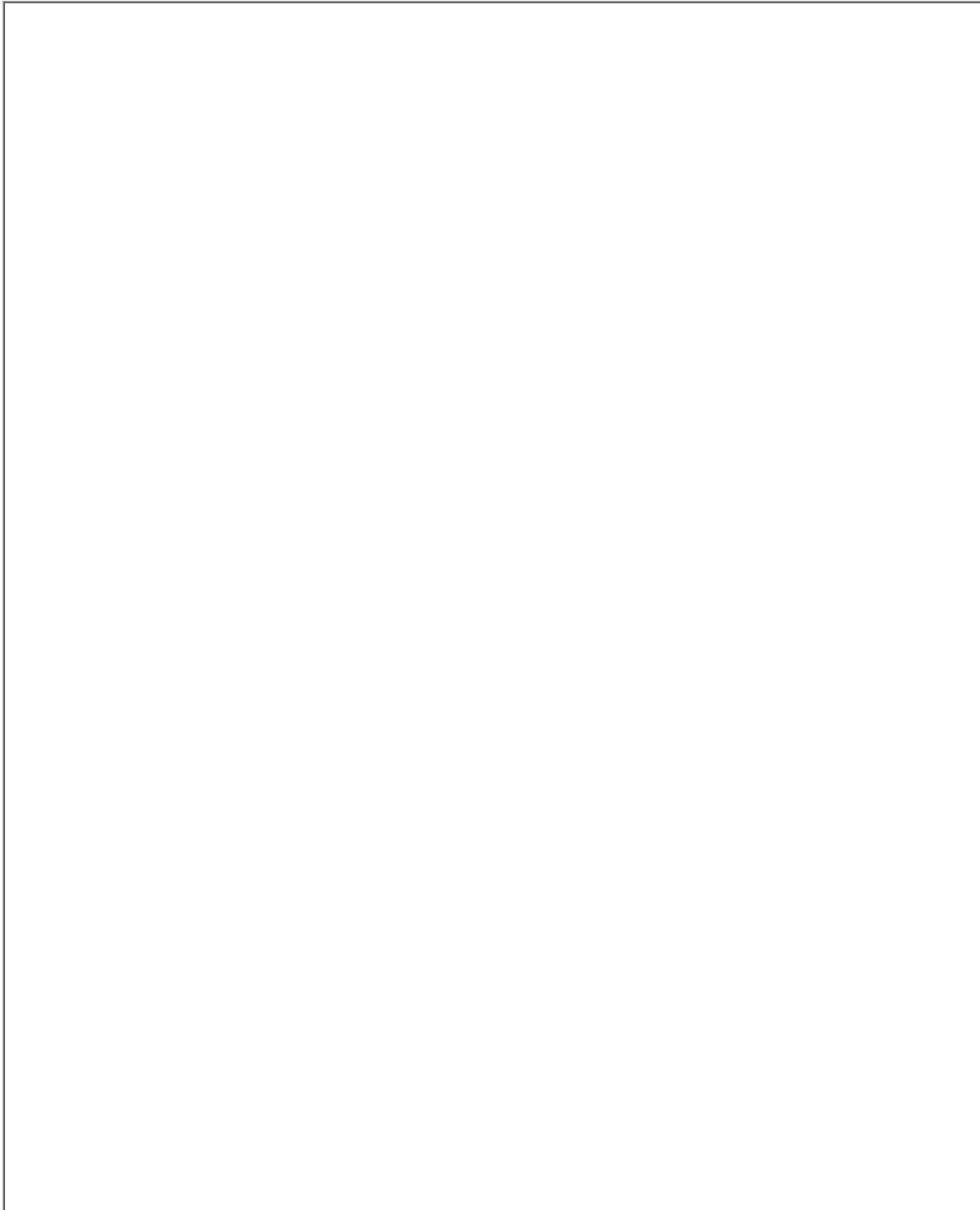
5. **Mass Transit Programs / Projects Description**

Describe the projects and/or programs implemented with measure B Mass Transit Funds in fiscal year 2007/2008 by completing the Table 1, 'Mass Transit' tab, in the Excel workbook. Include photographs in Attachment A.

*Please continue to Question 6, 'Future Planned Mass Transit Programs/Projects', on the next page.*

**6. Future Planned Mass Transit Programs/Projects**

Describe the planned Mass Transit programs and projects to be implemented with Measure B funds and the projected schedule.  
(maximum 550 words)



## Local Streets and Roads Programs Report Summary

Local Streets and Roads  
 Agency Contact Name:

Phone Number:

Fax:

E-mail:

**1. ACTIA Local Streets and Roads Program Funds** received/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

<b>06/07 UNSPENT BALANCE</b>	<b>07/08 REVENUES</b>	<b>INTEREST/ OTHER INCOME</b>	<b>EXPENDED</b>	<b>07/08 ENDING BALANCE</b>
\$ <input type="text" value="18,266,679"/>	\$ <input type="text" value="9,332,511"/>	\$ <input type="text" value="757,328"/>	\$ <input type="text" value="13,562,963"/>	\$ <input type="text" value="14,793,555"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (*maximum 200 words*)

Oakland expended more revenues than received in 07/08.

In addition to the revenues expensed of \$13,562,963, Oakland had \$1,302,250 committed for outstanding contract obligations plus \$10,357,100 appropriated to fund a variety of projects. Thus the total amount "spent" and committed for funding in FY 07-08 amounts to \$25,222,313.

Most capital projects in Oakland span multiple years and involve a planning/feasibility phase, environmental phase, design phase, and construction phase. In addition, many projects funded by Measure B also rely on competitive grant funds from federal, state and/or regional agencies which must be secured to match the Measure B dollars. Often it takes more than one year to assemble the funding package for a given project.

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Local Streets and Roads projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment B.

Yes  No

List date(s) of publication(s):

3. **Web Site Address(es):**

Your Web site should describe Local Streets and Roads projects and programs funded by Measure B, with updated and accurate information, and a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment B.

4. **Was Signage used in the Local Streets and Roads projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment B.

Yes  No

Describe signage: (maximum 50 words)

Contractors performing work (e.g. street resurfacing) on City projects funded with Measure B Local Street and Road funds affix the ACTIA magnetized signs on their equipment. Also, City inspectors have these magnetized signs on their vehicles. In addition, ACTIA's signs are posted on streets where major work is underway. Finally, ACTIA signs are posted in the Transportation Services Division's reception area at 250 Frank Ogawa Plaza.

For photographs (including signage) and information on ACTIA funded Local Streets and Roads projects.

5. **Certified Number of Road-miles within City's jurisdiction:**

*This figure should be consistent with the number of miles reported to State and Federal Agencies.*

6. **Jurisdiction Population:**

*This figure should reflect population as of January 1, 2008.*

7. **Local Streets and Roads Programs/Projects Description**

Describe the projects and programs implemented with Measure B Local Streets and Roads funds in fiscal year 2007/2008 by completing the Table 1, 'Local Streets and Roads' tab, in the Excel workbook. Include photographs in Attachment B.

*Please continue to Question 6, 'Future Planned Local Streets and Roads Programs/Projects', on the next page.*

**8. Future Planned Local Streets and Roads Programs/Projects**

Describe the planned Local Streets and Roads programs and projects to be implemented with Measure B funds and the projected schedule.

*(maximum 550 words)*

Please refer to Table 1 for projects that will continue in FY 08/09. Also, please see the following link for projects programmed in the City of Oakland's Capital Improvement Program for FY 08/09 with Measure B funds.

[http://www.oaklandnet.com/cedahome\\_com/SiteData/cedahome/InetPub/wwwroot/main/dcsd\\_currentprojects\\_measure\\_b.asp](http://www.oaklandnet.com/cedahome_com/SiteData/cedahome/InetPub/wwwroot/main/dcsd_currentprojects_measure_b.asp)

Please note that the annual amount programmed is subject to change depending on actual revenues.



## **Bicycle and Pedestrian Safety Programs Report Summary**

Bicycle and Pedestrian Safety  
 Program Agency Contact Name:

Phone Number:

Fax:

E-mail:

**1. ACTIA Bicycle and Pedestrian Safety Program Funds** recieved/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

<b>06/07 UNSPENT BALANCE</b>	<b>07/08 REVENUES</b>	<b>INTEREST/ OTHER INCOME</b>	<b>EXPENDED</b>	<b>07/08 ENDING BALANCE</b>
\$ <input type="text" value="3,516,744"/>	\$ <input type="text" value="1,135,186"/>	\$ <input type="text" value="129,149"/>	\$ <input type="text" value="1,306,168"/>	\$ <input type="text" value="3,474,911"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (*maximum 200 words*)

Oakland expended more than it received in FY 2007/08.

In addition to the revenues expensed of \$1,306,168, Oakland had \$587,323 committed for outstanding contract obligations plus \$2,271,471 appropriated to fund a variety of projects. Thus the total amount "spent" and committed for funding in FY 07-08 amounts to \$4,164,962.

Most capital projects in Oakland span multiple years and involve a planning/feasibility phase, environmental phase, design phase, and construction phase. In addition, many projects funded by Measure B also rely on competitive grant funds from federal, state and/or regional agencies which must be secured to match the Measure B dollars. Often it takes more than one year to assemble the funding package for a given project.

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Bicycle and Pedestrian Safety projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment C.

Yes  No

**List date(s) of publication(s):**

ACTIA Reports (July 08, Fall 07), Oakland Business Review (October 07)

3. **Web Site Address(es):**

Your Web site should describe Bicycle and Pedestrian Safety projects and programs funded by Measure B, with updated and accurate information, and a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment C.

[http://www.oaklandnet.com/cedahome\\_com/SiteData/cedahome/InetPub/wwwroot/main/dcsd\\_curren](http://www.oaklandnet.com/cedahome_com/SiteData/cedahome/InetPub/wwwroot/main/dcsd_curren)

4. **Was Signage** used in the Bicycle and Pedestrian Safety projects and programs indicating the use of Measure B funds. If 'Yes' include photos of signage in Attachment C.

Yes  No

**Describe Signage:** (maximum 50 words)

Contractors performing work (e.g. bike lane installation) on City projects funded with Measure B Local Street and Road funds affix the ACTIA magnetized signs on their equipment. Also, City inspectors have these magnetized signs on their vehicles. In addition, ACTIA's signs are posted on streets where major

5. **Bicycle and Pedestrian Safety Programs / Projects Description**

Describe the programs and/or projects implemented with Measure B Bicycle and Pedestrian Safety funds in fiscal year 2007/2008 by completing Table 1, 'Bike-Ped Safety' tab, in the Excel workbook. Include photographs in Attachment C.

ACTIA uses the data in Table 1 to monitor compliance with the Master Program Fund Agreement requirement that "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."

If funds were expended on any projects that were not approved by your Governing Board in advance (as indicated in Table 1), please explain how the project was prioritized with public input, and include this explanation in Attachment C.

*Please continue to Question 6, 'Future Planned Bicycle and Pedestrian Safety Programs/Projects', on the next page.*

**6. Future Planned Bicycle and Pedestrian Safety Programs/Projects**

Provide a list of planned future programs and/or projects that will be implemented with Measure B Bicycle and Pedestrian Safety funds and that have been approved by your Governing Board. Explain how the planned projects and programs received Governing Board approval by including the resolution date(s), document type(s) approved (e.g. Bike and/or Pedestrian Plan, Capital Improvement Plan, etc.), and the time period of the project list (if any) covered by the resolution(s).

As per the Master Program Fund Agreement, all programs and projects that use Measure B Bicycle and Pedestrian Safety funds must receive governing board approval and the project list must be submitted to ACTIA prior to construction. A complete response to this question will fulfill this requirement. Projects may also be added at other times during the year, via written communication with ACTIA. *(maximum 550 words)*

Please refer to Table 1 for projects that will continue in FY 08/09. Also, please see the following link for projects programmed in the City of Oakland's Capital Improvement Program for FY 08/09 with Measure B funds.

[http://www.oaklandnet.com/cedahome\\_com/SiteData/cedahome/InetPub/wwwroot/main/dcsd\\_currentprojects\\_measure\\_b.asp](http://www.oaklandnet.com/cedahome_com/SiteData/cedahome/InetPub/wwwroot/main/dcsd_currentprojects_measure_b.asp)

Please note that the annual amount programmed is subject to change depending on actual revenues.

## **Paratransit Programs Report Summary**

Paratransit Program  
 Agency Contact Name:   
 Phone Number:   
 Fax:   
 E-mail:

**1. ACTIA Paratransit Program funds** received/expended (accrual basis).  
 These numbers should be the same as those reported in your compliance audit.

<b>06/07 UNSPENT BALANCE</b>	<b>07/08 REVENUES</b>	<b>INTEREST/ OTHER INCOME</b>	<b>EXPENDED</b>	<b>07/08 ENDING BALANCE</b>
\$ <input type="text" value="131"/>	\$ <input type="text" value="971,359"/>	\$ <input type="text" value="179,314"/>	\$ <input type="text" value="1,113,746"/>	\$ <input type="text" value="37,058"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

In 2007/08, the City of Oakland received Measure B funds, City of Oakland funds and client fares to support its base program (taxi scrip, van voucher and senior shuttle). The City also received Measure B GAP funds to provide additional medical return trips. Those funds were used in addition to providing trips to reduce the waiting list and build a small reserve. The balance of \$37,058 represents the unused portion of funds set aside as "reserve" to hedge against a possible shortfall in estimated revenues. ACTIA encourages and allows for this reserve. The City of Oakland intends to maintain a small reserve.

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Paratransit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment D.

Yes  No

**List date(s) of publication(s):**

ACTIA Reports, July 2008

3. **Web Site address(es):**

Your Web site should describe Paratransit projects and programs funded by Measure B, with updated and accurate information, and a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment D.

<http://oaklandhumanservices.org/services/seniorsdisabled/oped.htm>; <http://www.bayareacs.org/transp>

4. **Was Signage used in the Paratransit projects and programs** indicating the use of Measure B funds? If 'Yes', include photos of signage in Attachment D.

Yes  No

**Describe signage:** (maximum 50 words)

Magnetic signs are attached to the shuttle vehicles and the wheelchair accessible vans (approximately 20 vehicles). There are also signs in the paratransit office and a program banner with the ACTIA logo used for events.

The Paratransit Program also purchased neck wallets for clients with both the ACTIA logo and the City of Oakland logo.

5. **Paratransit Programs/Projects Description**

Describe the program and/or projects implemented with Measure B Paratransit funds in fiscal year 2007/2008 by completing Table 1, 'Paratransit' tab, in the Excel workbook. Include photographs in Attachment D.

Please continue to Question 6, 'Future Planned Paratransit Programs/Projects', on the next page.

## 6. Future Planned Paratransit Programs/Projects

Describe the planned Paratransit programs and projects to be implemented with Measure B funds and the projected schedule.

*(maximum 550 words)*

Oakland Paratransit will continue to provide the following subsidized services for riders unable to use public transit

- \* Taxi scrip for ambulatory riders
- \* Van vouchers for riders with wheelchairs
- \* Senior Shuttle for community residents living in senior housing units
- \* Limited number of group trips for pre-scheduled groups to activities.

With Measure B Gap grants, OPED will begin several pilot projects:

- \* Grocery Return Trip vouchers provide bonus voucher for the difficult return trips.
- \* Out of ADA Service Area vouchers provide additional rides for individuals not able to ride the ADA Paratransit service to or from their home.
- \* 21 day ADA referral program for rider until certified with the ADA Paratransit Program
- \* Taxi Up & Go Program collaborating with the City of Oakland Senior Companion Program to provide escorted trips for frail, vulnerable populations.