



# MEASURE B PROGRAM COMPLIANCE REPORT

## Signature Cover Sheet *Fiscal Year 2012-13*

Agency Name:

Revision Number:

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

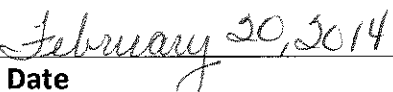
By signing below, the agency manager and finance manager, or their designees certify the compliance information reported are true and complete to the best of their knowledge, and the **audited dollar figures matches exactly to the Measure B revenues and expenditures reported in the compliance report and Tables 1-3.**

X   
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Print Name: Fred Diaz  
Title of Agency Manager: City Manager

X   
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

for Print Name: David Persselin  
Title of Finance Manager: Finance Director



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# BICYCLE AND PEDESTRIAN PROGRAM

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## Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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 Fremont
Contact Name:	Rene Dalton
Title:	Associate Transportation Engineer
Phone Number:	(510) 494-4535
E-mail Address:	<a href="mailto:rdalton@fremont.gov">rdalton@fremont.gov</a>

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 audited financial statements and compliance reports. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements 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 2012-2013 (FY 12-13).
- 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 13-14 thru FY 16-17.

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, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

The balance is allocated thru the City's Capital budget plan, and plans to spend the funds as outlined in the CIP plan (see Table #3 and additional attachment of CIP Plan)

5. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

Trying to spend down the funds as per the new Measure B requirements and deadlines, so the City of Fremont did expend more in FY 12/13 than revenues received in 12/13, so fund balance was drawn down in 12/13.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, 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, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Yes, the City of Fremont does have reserve funds identified as per the Reserve Fund Guidance. The process to allocate these funds is per our CIP plan and process and the timeframe listed in Table 3 correlates with when we estimate we should be designing and constructing those projects.

The City plans to use the reserves and would not need additional agency approvals.



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.**

none
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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
Capital Improvement Plan –CIP	13/14 – 17/18	June 11, 2013

9. **Verify Complete Streets Policy Adoption.** 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.

<b>Governing Board Approval Date</b>	<b>Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.</b>
City of Fremont Complete Streets Policy Resolution dated June 11, 2013 enclosed with this compliance report.	

- 9a. **Describe how your agency is implementing the Complete Streets Policy.**

The City implements its Complete Streets Policy in accordance to the City’s adopted Complete Streets Policy Resolution dated June 11, 2013. All design, maintenance/operations and Planning projects or documents are subject to implementation in accordance to Sections B(1), B(2) and B(3) of the resolution.
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**10. Did your agency publish article(s) 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 #14 - 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)
Fremont City News	Winter 2012	Yes

**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 #14 - Additional Information.*

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

Website Address	Printout Attached? (Y/N)
<a href="http://www.fremont.gov/index.aspx?NID=646">http://www.fremont.gov/index.aspx?NID=646</a>	Yes

**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 #14 - Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Deep Creek Intersection Improvements, PWC8698	Yes
E. Warren Ave Sidewalk Improvements, PWC8706	Yes
Alder & Nicolet Avenue Sidewalk Improvements, PWC8736	Yes



**13a. Describe your agency's effectiveness at meeting your planned FY 12-13 expenditures reported in the last compliance report and reasons for any variations.** Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. **Did you expend the planned? Did you expend more than anticipated?**

For Bike and Ped we did not have any Planned FY 12/13 expenditures.

**13b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.**

N/A

**13c. If your agency expended more than the planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.**

There were a few adjustments made in the Capital reserve area on Table 3 due to closing out of a few projects and moving remaining balances to other projects, they are described in Table 3.



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





# LOCAL STREETS AND ROADS (LSR) PROGRAM

## Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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 Fremont
Contact Name:	Craig Covert
Title:	Associate Civil Engineer
Phone Number:	(510) 494-4785
E-mail Address:	ccover@fremont.gov

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 audited financial statements and compliance report. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements 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 2012-2013 (FY 12-13).
  
- 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 13-14 thru FY 16-17.

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, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

The balance is allocated through the City’s Capital budget plan, and plans to spend the funds as outlined in the CIP plan (see Table #3 and additional attachment with CIP Plan).

5. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

Yes, the City is spending down the Measure B funds per the new requirements and deadlines. The City of Fremont expended more in FY 12/13 than the revenues received in 12/13, resulting in a fund balance drawdown in 12/13.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, 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, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Yes, the City of Fremont has identified reserve funds per the Reserve Fund Guidance. The funds are allocated through the City of Fremont CIP plan and process. The timeframe listed in Table 3 correlates with the City schedule for designing and constructing the projects.

The City plans to use all of the reserve funds and additional agency approvals are not required.



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.**

None
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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
Capital Improvement Plan –CIP	13/14 – 17/18	June 11, 2013

9. **Verify Complete Streets Policy Adoption.** 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.

<b>Governing Board Approval Date</b>	<b>Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.</b>
The City of Fremont Complete Streets Policy Resolution, dated June 11, 2013, is enclosed with this compliance report.	

- 9a. **Describe how your agency is implementing the Complete Streets Policy.**

The City implements its Complete Streets Policy in accordance with the above Complete Streets Policy Resolution. All design, maintenance/operations and planning projects or documents are subject to implementation in accordance to Sections B(1), B(2) and B(3) of the resolution.
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**10. Complete the table below to describe your jurisdiction’s road miles and conditions.**

<b>Jurisdiction’s Information</b>	
<b>Current Population</b> This figure should reflect the population as of January 1, 2013. Refer to the California Department of Finance’s Population Estimates: <a href="http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls">http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls</a>	219,926
<b>Certified number of road-miles</b> This figure must be consistent with the number of miles reported to state and federal agencies.	493
<b>Average Pavement Condition Index (PCI) for agency’s local streets and roads</b> This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pavement Condition Index Summary.  <a href="http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf">http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf</a>	63

**11. Did your agency publish an article(s) 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 #15 - 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>
City News, the City of Fremont’s community newsletter that reaches approximately 80,000 households	August, 2013	Y
City News	Mid-March, 2014 Projected	Y (Draft Copy)

**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 #15 - 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)
<a href="http://www.fremont.gov/index.aspx?nid=993">http://www.fremont.gov/index.aspx?nid=993</a>	Y

**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 #15 - Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Signs at various locations as described in Attachment B - Signs are placed on the street segments where the improvements are funded through ACTIA.	Y
Magnetic signs placed on City inspector's vehicles	Y



**14a. Describe your agency's effectiveness at meeting your planned FY 12-13 expenditures reported in the last compliance report and reasons for any variations.** Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. **Did you expend the planned funds? Did you expend more than anticipated?**

The City of Fremont was effective at meeting the planned FY 12-13 expenditures as all planned project funds were spent. Additionally, planned project and capital reserve funds were spent beyond the planned FY 12-13 amounts.

**14b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.**

N/A

**14c. If your agency expended more than planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.**

Per items 5 and 14a above, the City is spending down the Measure B funds per the new requirements and deadlines. For the planned projects, funds were transferred from the operational reserve. For the capital reserve funds, funds are transferred from the planned expenditures in future fiscal years.



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



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# PARATRANSIT PROGRAM

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## Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Paratransit Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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: Contact Name: Title:	City of Fremont Shawn Fong Management Analyst II
Phone Number:	(510) 574-2033
E-mail Address:	Sfong@fremont.gov

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 audited financial statements and compliance report. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements 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 2012-2013 (FY 12-13).
- 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 13-14 thru FY 16-17.

1. **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, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

The FY12/13 Measure B pass-through balance is divided into an operations fund reserve for the City’s Paratransit Program and as an undesignated fund reserve. This operations funds reserve is used to address such issues as revenue fluctuations and increases in service costs that result from increased service demand. The undesignated fund may be used for match funding, project development or evaluation studies. Both the operations fund reserve and undesignated fund reserve are within the prescribed limits set by the Alameda County Transportation Commission.

5. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

Not applicable.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, 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, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

Operational reserve and undesignated fund balances at the end of FY12/13 were reallocated to the annual planned paratransit program for FY13/14. New operational and undesignated fund reserves were established for FY13/14 based on the projected amount of Measure B funds the City will receive and the allowable limits set forth by the Alameda County Transportation Commission. It is anticipated that some of the operational reserve will be spent during FY13/14 because of higher than projected expenditures. Any remaining balance at the end of FY13/14 in the operational or undesignated fund reserves will be reallocated to the FY14/15 planned paratransit program services. The annual plan for the Fremont Paratransit Program is reviewed each year; the Fremont City Council appropriates funding for planned projects during the annual budget approval process in May and during the course of the fiscal year as adjustments may be needed.

**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> )	\$83,584
Customer Service and Outreach Activities	\$91,266
Trip Provision ( <i>direct or contracted taxis, vans, shuttles, etc.</i> )	\$469,245
<b>TOTAL Operating Expenses:</b>	<b>\$644,095</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.

Cancelled Trip Reservations ( <i>percent</i> )	Passenger No-shows ( <i>percent</i> )	On-time Pickups ( <i>percent</i> )	Late Pickups ( <i>percent</i> )	Missed Trips, Provider No-shows* ( <i>percent</i> )	Average Ride Time ( <i>minutes</i> )
9.2%	4.7%	99.25%	0.75%	0%	20

\*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.

The Riders' Guide provided to each enrolled participant details the procedures for submitting complaints, commendations or suggestions. Customers can provide feedback to City staff in writing or by telephone. Complaints and commendations are documented by City staff. Service compliments are relayed to named parties. All complaints are investigated by program staff and a response is typically provided to the consumer within 7 days of receipt of complaint.

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

None.



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 12-13	Number of Riders on Wait List	Number of Accidents and Incidents*
2041	583	0	0

\*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 an article(s) that highlight Paratransit 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) in Attachment D: Paratransit Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)
The Extra Mile	Spring 2013	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 #14 - 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://www.fremont.gov/index.aspx?NID=221">http://www.fremont.gov/index.aspx?NID=221</a>	Y

**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 #14 - Additional Information.*

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

Signage Description	Photos attached? (Y/N)
All vehicles used for the Fremont Paratransit Program have a decal on the rear of the vehicle that includes the slogan "Your Measure B Tax Dollars Help Fund the Operations of this Vehicle!"	Y

**13a. Describe your agency’s effectiveness at meeting your planned FY 12-13 expenditures reported in the last compliance report and reasons for any variations.** Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. **Did you expend the planned funds? Did you expend more than anticipated?**

The City of Fremont expended more than anticipated in its planned expenditures for FY12/13 Paratransit Program services.

**13b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.**

Not applicable.



**13c. If your agency expended more than planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.**

Going into FY12/13, the City had \$363,000 in its operational reserve to cover paratransit program activities as necessary. \$106,858 from the operational reserve fund was used to cover additional expenditures incurred by the paratransit program.

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

[Empty response box for question 14]