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BICYCLE AND PEDESTRIAN PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2013 through June 30, 2014?

- 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 Pleasanton
Contact Name:	Matt Nelson
Title:	Associate Traffic Engineer
Phone Number:	925-931-5671
E-mail Address:	manelson@cityofpleasantonca.gov

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 2013-2014 (FY 13-14).
- 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 defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency's ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify larger anticipated projects that will use these funds within the next year. Indicate N/A if not applicable.

Complete Table 3 Summary of Planned Projects and Reserve Funds.

The Measure B fund balances are being held in order to complete the Arroyo Mocho Trail and the Valley Avenue trail relocation. The projects funding sources are based on the previous year's allocations to ensure the projects are fully funded. This allows for variation in the revenue stream while ensuring that funding is available when the projects go to construction.

5. Did your agency expend MORE THAN the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? Indicate N/A if not applicable.

\$31,749 of previous year's Measure B Funds were expended in FY 13-14. Most of this amount was in the reserve for the project number 145043 and the Arroyo Mocho trail Improvements.

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The majority of Measure B funds are applied toward the Arroyo Mocho Trail project which is completing its design phase and is planned for construction in the summer of 2015. Due to the construction season and duration of the project, the project is awarded in one fiscal year and built the following fiscal year. Fiscal Year funds are placed in a separate project fund until expended and the project fund acts like an individual reserve. In addition, project 155043 is currently under construction.

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 Q of Table 2: Governing Board Approval**), list them below and explain why your agency expended funds without agency approval.

N/A

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 Program FY 13/14 through FY 16/17	FY 13-14 thru FY 16-17	6/4/2013
2014/15 Mid-Term Update -Operating Budget and Capital Improvement Program	FY 14-15	6/17/2014
Capital Improvement Program FY 15/16 through FY 18/19	FY 15-16 thru FY 18-19	June 2015

- 9a. **Verify Bicycle/Pedestrian Master Plan Adoption.** Per Section 7 of the Master Programs Fund Agreement Bicycle/Pedestrian Safety Program Implementation Guidelines, Alameda CTC requires local jurisdictions to have current individual or combined Bicycle and Pedestrian Master Plans (**updated every five years**) or demonstrate these plans will be adopted by December 31, 2015.

Does your agency have current Bicycle and Pedestrian Master Plans, and if so, when were these last adopted by your governing board? If not, describe the steps your agency is taking to ensure a Bicycle and Pedestrian Master Plans will be adopted by the December 31, 2015 deadline.

Yes the City of Pleasanton Pedestrian and Bicycle Master Plan was adopted January 2010. The process had begun to update the Master Plan in 2015.

- 9b. Bicycle and Pedestrian Master Plans must include core elements to ensure the plans are effective and facilitate countywide planning.

- Required core elements for **pedestrian plans** are described in the *Toolkit for Improving Walkability in* http://www.alamedactc.org/files/managed/Document/11852/ACTIA_Ped_Toolkit_UPDATE_FINAL_EL_web_2009.pdf



- Alameda CTC is currently developing guidelines that outline required core elements for **bicycle plans**; these guidelines will apply to plans for which plan development commences after guidelines are completed. Until these guidelines are developed, bicycle plans should demonstrate that they contain the core elements from the California Streets and Highways Code Section 891.2 (see link below for a checklist of these items): http://www.dot.ca.gov/hq/LocalPrograms/bta/PDFs/Sec891_2.pdf

Which core elements are included in your agency’s Bicycle and Pedestrian Master Plan(s)?

Note that links to appendices of the plan document that demonstrate compliance with required core elements may be provided in response to this question.

The estimated number of existing bicycle commuters in the plan area.

A map and description of existing and proposed bikeways.

A description of bicycle safety and education programs conducted in the area included within the plan.

A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation.

A description of the projects proposed in the plan and a listing of their priorities for implementation.

A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.

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

- Yes. *If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment A: Bicycle and Pedestrian Program Attachments.*

Publication	Date Published <i>(Month/Year)</i>	Confirm Copy Attached? (Y/N)
Your Measure B Dollars at Work	Nov 2014	Y

- No. *If no, explain in the box below.*

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

- Yes. *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	Confirm Printout
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	Copy Attached? (Y/N)
http://www.cityofpleasantonca.gov/gov/depts/cd/engineering/projects/regional/default.asp	Y

No. *If no, explain in the box below.*

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

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

Signage Location / Project	Confirm Photos Attached? (Y/N)
115016 – Valley Ave Bike & Ped Trail Relocation	Y
095034 – Foothill Road & I-580	Y

No. *If no, explain in the box below.*

13a. Describe your agency’s effectiveness at meeting your planned FY 13-14 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 your agency expend the amount planned?**

The City met its goal of expending all of the Measure B funds and is working towards spending down the reserve fund balance. The City re-allocated funding from projects that were delayed to active construction projects. The Arroyo Mocho Trail and Bernal Ave sidewalk improvements projects did not start construction before the end of the fiscal year and funds were re-allocated.

13b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned.
Indicate N/A if not applicable.

135043 – Project is currently under construction and expected to be completed in FY 14-15.

13c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. *Indicate N/A if not applicable.*

095034 – Project bids came in above engineers estimate and required additional funding. Funds from other CIPs were allocated toward the project.

115043 – Repair work completed on the Arroyo Mocho Trail. Funds from other CIPs were allocated toward the project.

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

[Empty response box for question 14]



LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2013 through June 30, 2014?

- 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 Pleasanton
Contact Name:	Adam Nelkie
Title:	Senior Civil Engineer
Phone Number:	925 931-5675
E-mail Address:	anelkie@cityofpleasantonca.gov

3. Complete the Excel Worksheets Tables 1 to 3 for the Local Streets and Road 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 2013-2014 (FY 13-14).
- 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 defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency's ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify anticipated projects that will use these funds within the next year. Indicate N/A if not applicable. **Complete Table 3 Summary of Planned Projects and Reserve Funds.**

The Measure B funding is programmed in our four year Capital Improvement Program Budget adopted by City Council and carries some of the previous year's allocation to the following year. The project funding source is based on the previous year's balance to ensure the projects are fully funded. This allows for variation in the revenue stream while ensuring that funding is available when the projects go to construction.

5. Did your agency expend MORE THAN the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? Indicate N/A if not applicable.

\$572,775 of previous year's Measure B Funds were expended in FY 13-14. Most of this amount was in the reserve for project number 095034, I-580 and Foothill Road Interchange Improvements.

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The majority of Measure B funds are applied toward our Pavement Program that typically is under construction during the summer months while school is out of session. Due to the construction season and duration of the project, the typical pavement project is awarded one fiscal year and built the following fiscal year. Fiscal Year funds are placed in a separate project fund until expended and the project fund acts like an individual reserve.

All Capital Improvement projects, including large projects that require multiple years of funding to achieve full funding, need to be included and described in the Capital Improvement Program budget, which requires adoption by the City Council.



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 T of Table 2: Governing Board Approval), list them below and explain why your agency expended funds without agency approval.**

N/A

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 Program FY 13/14 through FY 16/17	FY 13-14 thru FY 16-17	6/4/2013
2014/15 Mid-Term Update -Operating Budget and Capital Improvement Program	FY 14-15	6/17/2014
Capital Improvement Program FY 15/16 through FY 18/19	FY 15-16 thru FY 18-19	June 2015

10. **Complete the table below to describe your jurisdiction's road miles and conditions.**

Jurisdiction's Information	
CURRENT POPULATION Refer to the California Department of Finance's Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls	73,067
CERTIFIED NUMBER OF ROAD-MILES Consistent with the amount reported to state and federal agencies.	207
PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014	77
If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI.	

Indicate N/A if not applicable.	
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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. If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments.

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Your Measure B Dollars at Work	Nov 2014	Y

- No. If no, explain in the box below.

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

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

Website Address	Confirm Printout Copy Attached? (Y/N)
http://www.cityofpleasantonca.gov/gov/depts/cd/engineering/projects/regional/default.asp	Y

- No. If no, explain in the box below.

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

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

Signage Location / Project	Confirm Photos Attached? (Y/N)
095034 – Foothill Road & I-580	y
135009 – Varies locations on equipment	y

No. If no, explain in the box below.

14a. Describe your agency’s effectiveness at meeting your planned FY 13-14 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 your agency expend the amount planned?**

The City met its goal at expending all of the Measure B funds and working on spending down the reserve fund balance. The City re-allocated funding from projects that were delayed to active construction projects. The Annual Resurfacing and Annual Sidewalk projects did not start construction before the end of the fiscal year and funds were re-allocated.

14b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned. Indicate N/A if not applicable.

135003 – Project did not start construction until after the fiscal year. The project was delayed to complete another street resurfacing project 125024 to have adequate staff available for inspection.

135012 – Project funds were re-allocated to 095034 to cover a budget shortfall when bids came in above the engineer’s estimate. Project 135012 is expected to be completed in FY 14-15.

14c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. *Indicate N/A if not applicable.*

095034 – Project bids came in above engineers estimate and required additional funding. Funds from other CIPs were allocated toward the project. In addition, fund types were exchange to ensure timely use of measure B and VRF funds.

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

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Paratransit Funds in the reporting period of July 1, 2013 through June 30, 2014?

- Yes (Complete the Paratransit section)
 NO (Do not complete the Paratransit section)

2. Complete the below contact information.

CONTACT INFORMATION	
Paratransit Program Agency:	Pleasanton Paratransit Services (PPS)
Contact Name:	Pam Deaton
Title:	Recreation Supervisor
Phone Number:	(925) 931-5367
E-mail Address:	pdeaton@cityofpleasantonca.gov

3. Complete the Excel Worksheets Tables 1 to 3 for the Paratransit 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 2013-2014 (FY 13-14).
- 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 defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency's ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify anticipated projects that will use these funds within the next year. *Indicate N/A if not applicable.*

Complete Table 3 Summary of Planned Projects and Reserve Funds.

The City of Pleasanton's Measure B local distribution balance was zero for FY 13-14.

5. Did your agency expend MORE THAN the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? *Indicate N/A if not applicable.*

This is not applicable to the City of Pleasanton's Paratransit Services (PPS) budget.

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The City of Pleasanton does not have any reserve funds in the Paratransit Services' budget.

7. List the amount of the FY 13-14 Total Operating Expenses allocated to the following categories.

Category	Expense Amount
Management (<i>oversight, planning, budgeting, etc.</i>)	
Customer Service and Outreach Activities	
Trip Provision (<i>direct or contracted taxis, vans, shuttles, etc.</i>)	\$95,392
TOTAL Operating Expenses:	\$95,392

8a. List the total number of trips provided and services provided in FY 13/14.

Trips / Service Types	Quantity <i>(match to Table 2, Excel Form)</i>
Number of One-way unduplicated trips	
ADA Mandated Paratransit	0
Door-to-Door Program / Van Services	9,672
Taxi Program	0
Fixed-Route Services	2,249
Group Trips	27
Volunteer Driver Program	0
Other: Outreach and Education	95 contacts
Number of contacts through Mobility Management/Travel Training	69 people
Number of Scholarships provided	0
Number of Meals Delivered	0

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

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>
7.1%	0.14%	98%	2%	0%	N/A

**Includes very late pickups*

8c. 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.

Customer complaints/commendations are directed to the PPS Supervisor, who deals with the issues on a one-on-one basis. Suggestions/concerns come from a variety of sources, including: the annual evaluation tool, phone calls, City of Pleasanton website, letters, walk-in customer feedback, and suggestions from the PPS Task Force. Staff issues are dealt with directly by the Supervisor on a

one-on-one basis and are documented in personnel files and are used in evaluations. All other issues are reviewed by the Supervisor and PPS staff with a final plan for action approved by the Community Services Manager. Throughout this process the customer is kept informed and provided feedback on the final action.

8d. Describe any common or recurring complaints your program has received and any program changes as a result. Did the number of complaints increase or decrease compared to the prior year?

PPS riders complain about the lack of same day door-to-door services. Staff continues to educate the riders about the Downtown Route Service which is available Tuesday, Thursday and Friday and requires no reservation and is an affordable option.

Number of Registered Riders (as of 6/30/14)	Number of Riders Added to Program in FY 13-14	Number of Riders on Wait List	Number of Accidents and Incidents*
646	152	0	1

9. Does your agency have service quality data available about ridership? If so, enter the data in the applicable boxes below.

**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. If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment D: Paratransit Program Attachments.

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Around Town with PPS - rider newsletter – Spring 2014	March 2014	yes
Community Services Activities Guide – Spring 2014	March 2014	yes
Pleasanton Senior Center Monthly Newsletter	October 2013	yes
PPS Travel Training Flyer	March 2014	yes
Pleasanton Senior Center Transit Fair Flyer	March 2014	yes

<i>Pleasanton Weekly</i> – Editorial - “A new lease on life for Pleasanton’s paratransit service”	Sept 2013	yes
<i>Times-Herald</i> - “Shuttle adds new stops”	Sept 2013	yes
City of Pleasanton’s Website – “Pleasanton’s Popular Paratransit Shuttle Introduces New Changes”	Sept 2013	yes

No. If no, explain in the box below.

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

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

Website Address	Confirm Printout Copy Attached? (Y/N)
http://cityofpleasantonca.gov/services/recreation/transportation.html	yes

No. If no, explain in the box below.

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

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

Signage Location / Project	Confirm Photos Attached? (Y/N)
PPS uses magnetic ACTC signs on the buses. As noted in question #10, PPS publications all include the Alameda CTC logo.	yes

No. If no, explain in the box below.

13a. Describe your agency’s effectiveness at meeting your planned FY 13-14 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 amount planned?**

The City of Pleasanton Paratransit Services’ staff was effective at meeting our planned FY 13-14 expenditures. Staff spent the allocated Measure B dollars. For FY 13-14 the following Door-to-Door and Downtown Route statistics were accomplished:

DTR accomplishments

- 2,249 DTR trips provided
- 69 Unduplicated riders served
- 95 Outreach meetings completed
- 69 People travel trained
- 1,035 Lift assisted rides provided
- 9,683 Miles driven

Door-to-Door accomplishments

- 9,672 Trips provided
- 288 Unduplicated riders served
- 4,266 Lift assisted rides provided
- 98% on time-performance
- 152 new riders
- 57% of riders over 80 years of age

13b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned.

Indicate N/A if not applicable.

The City of Pleasanton Paratransit Services’ staff spent all the planned Measure B funds.

13c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. Indicate N/A if not applicable.

The City of Pleasanton Paratransit Services' staff did not spend more than the planned Measure B allocations.

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

N/A