



Measure B End-of-Year Program Compliance Report Revised Submittals Revised Reports due February 20, 2013

Agency Name: City of Pleasanton

REVISION NUMBER: 1

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

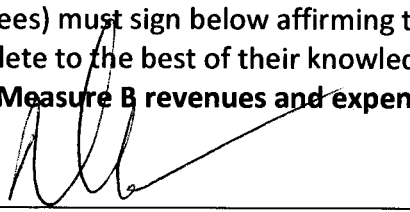
- Annual Program Compliance Report – Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report – Local Streets and Roads Funds
- Annual Program Compliance Report – Mass Transit Funds
- Annual Program Compliance Report – Paratransit Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures,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

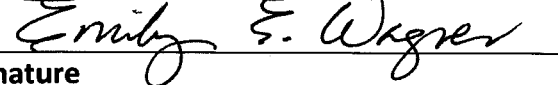
Certification of True and Accurate Reporting

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 

Signature
Nelson Fialho
City Manager

2/19/13
Date

X 

Signature
Emily E. Wagner
Director of Finance

2/20/13
Date



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

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 or phone (510) 208-7419.

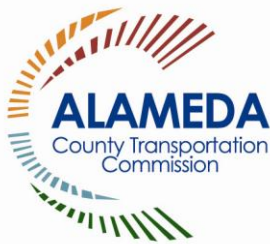
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End-of-Year Program Compliance Reporting Requirements

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) 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.

INDEPENDENT AUDIT REPORT: Due Thursday December 27, 2012

Electronic submission: Submit one copy of the Independent Audit Report via email to 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. 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 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
Nelson Fialho
City Manager

Date

X

Signature
Emily E. Wagner
Director of Finance

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 Pleasanton Traffic Engineering Division
Contact Name:	Janis Stephen
Title:	Assistant Engineer II, Traffic
Phone Number:	(925) 931-5671
E-mail Address:	jstephen@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 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.**

In previous years, reserve funds had been accumulated for the City of Pleasanton's share of the Alamo Canal Trail at I-580 Undercrossing project. It has been determined that the City of Pleasanton's cost share for that project will be less than previously anticipated. Table 3 identifies the projects that will be funded using MB reserves as follows: Test paving segments along the Arroyo Mocho Trail west of Santa Rita Road, Paving of the Arroyo Mocho Trail from Santa Rita Road to the eastern City limit at El Charro Road, Bicycle and Pedestrian Improvements at the Foothill Road/I-580 Interchange, Valley Avenue Bicycle and Pedestrian Trail relocation, and Hopyard Road Bicycle Lanes.

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)?

N/A

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.**

The undesignated funds will provide a funding source for projects that improve bicycle and pedestrian access/facilities and miscellaneous studies. Table 3 states that this is a revolving fund and not subject to an expenditure deadline.

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.**

No projects were funded without governing board approval.

- 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
Pedestrian and Bicycle Master Plan	FY 2010-2015	Feb 16, 2010
Capital Improvement Plan Mid Term Update	FY 2013	Jun 19, 2012
Resolutions	FY 2012-2015	Nov 27, 2012

- 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.

The City of Pleasanton’s Complete Streets Policy was approved by the City Council on December 4, 2012.

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)
Your Measure B Funding At Work	November 2012	Y
Complete Streets Policy	December 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)
http://www.ci.pleasanton.ca.us/services/recreation/alamo-canal-trail-extension.html	Y

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

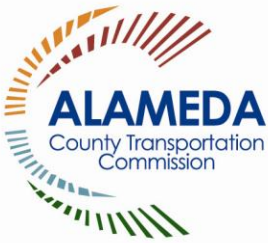
Yes No. *If no, explain in Question #13 Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Alamo Canal Trail project by other jurisdictions	N
Bikeways map was not a construction project	Y

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

The City of Pleasanton bikeways map was not a construction project, therefore there was no signage associated with this project. The newsletter "Your Measure B Funding At Work" that was sent out to Pleasanton residents stated that Measure B funding was used to create the Bikeways Map. The City of Pleasanton Website also states that Measure B funding was used for the Bikeways Map. The Alamo Canal Trail Undercrossing project was partially funded by the City of Pleasanton; however the construction of the project was managed by other agencies. Construction was completed in October 2012 and at this time no signage was available regarding the funding of the project.



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 Pleasanton
Contact Name:	Steve Kirkpatrick
Title:	City Engineer
Phone Number:	925 931-5675
E-mail Address:	Skirkpatrick@cityofpleasantonca.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 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 Measure B funding is setup to be used in our annual local streets and road maintenance projects. The project funding source is based on the previous year's balance to ensure the projects are fully funded. This allows for the variations in the revenue stream while ensuring that funding is available when the projects go out for construction. Starting FY 12-13, the City will be expending the reserve fund down to be in compliance with the 50% of annual contributions for operating fund reserve. An additional \$435,000 is going to be designated to the Capital Fund Reserve to fund road rehabilitation for Old Stanley Blvd after the overhead utilities are undergrounded.

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)?

N/A

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.**

The City does not have any undesignated Measure B funds at this time. Measure B funds are designated every two years through the Capital Improvement Program budget process that includes a four year outlook of expenditures. A mid-year budget update is completed yearly to adjust for any unused funds or variations to funding and re-designate funds. The authorization for the expenditure of the funds is completed through the City Council approval process which takes 45 to 60 days after opening of bids.

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.**

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 Plan	FY 11-12 thru 14-15	6/15/2012

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.

The City of Pleasanton's Complete Streets Policy was approved by the City Council on December 4, 2012.
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10. Complete the table below to describe your jurisdiction’s road miles and conditions.

Jurisdiction’s Information	
<p>Current Population</p> <p>This figure should reflect the population as of January 1, 2012. Refer to the California Department of Finance’s Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php</p>	71,269
<p>Certified number of road-miles</p> <p>This figure must be consistent with the number of miles reported to state and federal agencies.</p>	207
<p>Average pavement condition index (PCI) for agency’s local streets</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 http://www.mtc.ca.gov/library/pothole_report/Pothole_Report_2011.pdf.</p>	77

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.

Publication	Date Published	Copy Attached? (Y/N)
Your Measure B Funding At Work	November 2012	Y
Alameda CTC Newsletter	November 2012	Y

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.pleasanton.ca.us/government/departments/works/index.html	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 #14 Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Measure B signage on equipment.	Y
Project ID signage.	Y

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)

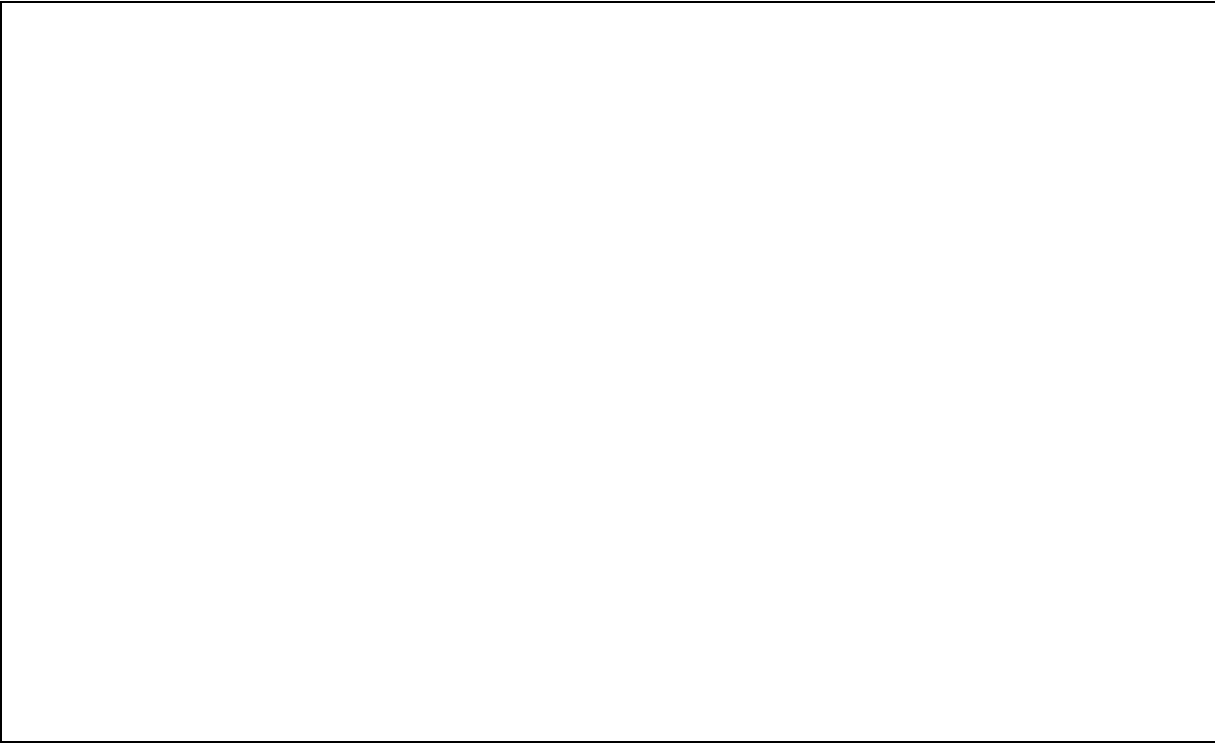
9. Did your agency use signage that indicates use of Measure B funds for its Mass Transit projects and programs?

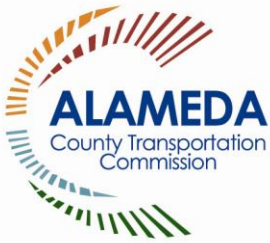
Yes No. *If no, explain in Question #10 Additional Information.*

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:	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 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.**

The City of Pleasanton's ending FY11/12 Measure B Pass-through balance was zero.

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)?

N/A

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.**

The City of Pleasanton does not have any undesignated Measure B funds.

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>	\$51,445
Customer Service and Outreach Activities	\$27,865
Trip Provision <i>(direct or contracted taxis, vans, shuttles, etc.)</i>	\$601,592
TOTAL Operating Expenses:	\$680,902

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>
6.6%	1.0%	98.79%	1.21%	0%	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.

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 web site, 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 is provided feedback on the final action.

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

The most common complaint expressed by PPS riders is the lack of same day door- to- door service. Staff continues to educate the riders on the Downtown Route Service which is available Tuesday, Thursday, and Friday and requires no reservations and is an affordable option. The second issue is the frustration that some riders’ face when they want to book an appointment during the most impacted time of the day. Staff tries to accommodate all requests, but with limited resources not everyone can be accommodated. With the current MOU established with Livermore Amador Valley Transit Authority (LAVTA), any ADA eligible riders can request service during our impacted times and complete their ride.

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*
817	224	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 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)
Pleasanton Senior Center Monthly Newsletter – Feb 2012	February 2012	Y
Pleasanton PPS Door-to-Door and DTR brochures	June 2012	Y
Around Town with PPS - rider newsletter Spring 2012	Spring 2012	Y
The Independent Newspaper Article Paratransit Sunday Service	September 15, 2011	Y
Downtown Route Bus Schedule	December 2011	Y
Community Services Activities Guide	Summer 2012	Y
Transportation Open House Flyer	September 2011	Y
Your Measure B Funding At Work	November 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)
http://ci.pleasanton.ca.us/services/recreation/transportation.html	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 #13 Additional Information.*

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

Signage Description	Photos attached? (Y/N)
PPS uses magnetic ACTIA signs on the buses. City staff also designed Alameda CTC signage using the new Alameda CTC logo. As noted in question #10, PPS publications all include the Alameda CTC logo and/or the ACTIA logo.	Y

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

Tables 8a and 9 refer to Paratransit Door-to-Door statistics only.

For FY 11-12, the following Downtown Route (DTR) Statistics were accomplished:

- 3,803 DTR trips provided
- 101 unduplicated riders used the program
- 41 outreach meetings were completed
- 38 people received travel training with 74 hours of service donated
- 1,129 lift assisted rides were provided
- 20,798 miles were driven