



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*)

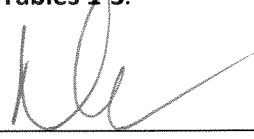
- Annual Program Compliance Report – Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report – Local Streets and Roads Funds
- Annual Program Compliance Report – Mass Transit Funds
- Annual Program Compliance Report – Paratransit Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures,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

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

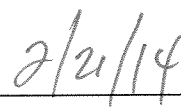
- Attachment A: Bicycle and Pedestrian Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Mass Transit Attachments
- Attachment D: Paratransit Attachments
- Other Attachments (*clearly label additional attachments as needed*)

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 

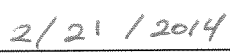
Signature
 Nelson Fialho
 City Manager



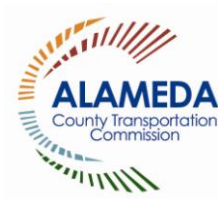
Date

X 

Signature
 Emily E. Wagner
 Director of Finance



Date



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BICYCLE AND PEDESTRIAN PROGRAM

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 Pleasanton
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 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.**

As shown in Table 3, reserve funds of \$1,229,943 have been accumulated in order to fund projects that cannot be funded with a single year of Measure B funding. The Arroyo Mocho trail paving projects and the Foothill Road @ I-580 bicycle and pedestrian improvements project will use the accumulated Measure B reserve funding.

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)?

N/A

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.**

Projects that are designated to use Measure B reserve funding were approved by the City Council. The Arroyo Mocho Paving Projects have substantially completed the environmental review process and are in final design. Some design related costs will be incurred in FY 13/14. Project construction is anticipated in FY 14/15. The Foothill Road @ I-580 Bicycle and Pedestrian Improvement Project began construction in FY 13/14.

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.**

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
Pedestrian and Bicycle Master Plan	2010-2015	Feb 16, 2010
Capital Improvement Plan	2013/14 to 2016/17	June 4, 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.

Governing Board Approval Date	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
December 4, 2012	

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

The Complete Streets Policy is being implemented through design review of development projects as well as review of capital improvement projects and traffic calming projects.
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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)
Newsletter included with Pleasanton utility bills	Fall 2013	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)
http://www.cityofpleasantonca.gov/services/traffic/BPTCProjects.html	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)
Alameda CTC Bike Project Signs – Valley Avenue Trail Project	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?**

Actual FY 12/13 expenditures were less than expected.

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

The Valley Avenue Bicycle and Pedestrian Trail relocation project which was expected to be completed in FY 12/13 actually completed construction in August 2013. This means that payment of a portion of the project costs occurs in FY 13/14. The project was planned to expend \$112,500 in FY 12/13 and in actuality \$20,064 was expended in FY 12/13 and \$68,211 was expended in FY 13/14.

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.

N/A



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 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 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 Measure B funding is programmed in our four year Capital Improvement Program Budget adopted by the City Council and carries some 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 variations in the revenue stream while ensuring that funding is available when the projects go to construction. For FY 12-13, the annual Measure B balance was reduced and Measure B funds were moved out of old projects that have not moved forward to expend the funds in accordance with time of use for funds.

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)?

The City had a Measure B fund balance from previous year’s allocations placed in projects that have been delayed for various reasons. The funds have since been re-allocated to active projects to reduce the City’s Measure B fund balance and ensure the funds are used in a timely fashion.

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.**

The City previously placed \$435,000 of funds in reserve for the Old Stanley Blvd project, but that project has been delayed. In FY 12-13, the Measure B funds were transferred out of the Old Stanley Blvd. project and moved to the I-580/Foothill Road Interchange project that is under active construction for FY 13-14. FY 12-13 funding was placed in reserves per the City’s Capital Improvement Program budget, to be expended on FY14-15 projects.



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 Program FY 13/14 through FY 16/17	FY 13-14 thru FY 16-17	6/4/2013

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.

Governing Board Approval Date	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
December 4, 2012	

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

During the design and review stages of Capital Improvement Projects the City traffic engineering department provides consultation and ensures consistency with the Complete Streets Policy. The City standards are being updated to reflect complete street concepts. Roadway & Pedestrian related projects that affect public travel are reviewed by the Bicycle, Pedestrian and trails Committee.

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

Jurisdiction’s Information	
Current Population This figure should reflect the population as of January 1, 2013. Refer to the California Department of Finance’s Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls	71,871
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	207
Average Pavement Condition Index (PCI) for agency’s local streets and roads This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pavement Condition Index Summary. http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf	77

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.

Publication	Date Published	Copy Attached? (Y/N)
Newsletter included with Pleasanton utility bills	Fall 2013	Y
Alameda CTC Newsletter	Nov 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 #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)
http://www.cityofpleasantonca.gov/pdf/measureb13.pdf	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)
On Equipment	Y
On Project ID Signs	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 was effective at meeting the intended FY 12-13 expenditures and started reducing reserve funds. The City has allocated all the remaining reserve funds to active CIPs and is on track to fully use all Measure B reserve funds.

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

The only project in which funding was allocated and funds not expended was for the I-580 / Foothill project CIP 095034. The project was delayed by the Caltrans approval process and started construction October 2013.

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.

The operational reserve funds for Annual Street Resurfacing on Various City Streets were used to fund expanded resurfacing project, CIP 125003. The operational reserve fund for Annual Slurry Seal was used to expand the scope of the slurry seal project for FY 12/13, CIP 125004.



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 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:	Pleasanton Paratransit Services (PPS) Pam Deaton 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 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 City of Pleasanton's ending Measure B pass-through balance was zero for FY 12-13.

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)?

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

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.**

The City of Pleasanton does not have any reserve 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>)	\$49,393.00
Customer Service and Outreach Activities	\$26,460.53
Trip Provision (<i>direct or contracted taxis, vans, shuttles, etc.</i>)	\$512,158.26
TOTAL Operating Expenses:	\$588,011.79

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>)
7.2%	.02%	97.97%	2.03%	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, the 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.

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

The most common issue is the frustration that some riders’ face when they want to book an out-of-town appointment during the most impacted time of day. For FY 13-14, staff has reallocated Saturday staff time to weekdays, between 10 am to 2 pm to try and accommodate the last minute ride requests during this peak ride time. PPS riders also 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 which requires no reservations and is an affordable option.

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*
837	147	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)
Pleasanton Senior Center Monthly Newsletter	December 2012	Yes
Pleasanton PPS DTR Brochure	December 2012	Yes
Around Town with PPS – rider newsletter	Spring 2013	Yes
Downtown Route Bus Schedule	December 2012	Yes
Transit Fair Flyer	May 2013	Yes
Community Services Activities Guide	Fall '12-Winter '13	Yes
Pleasanton Paratransit Service Rider’s Guide	July 2012	Yes



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)
http://www.cityofpleasantonca.gov/services/recreation/transportation.html	Yes

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

- Yes No. *If no, explain in Question #14 - 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.	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 expended the planned funds? Did you expend more than anticipated?

The City of Pleasanton Paratransit Services staff was effective at meeting our planned FY 12-13 expenditures. For FY 12-13 the following Door-to-Door and Downtown Route statistics were accomplished:

DTR Accomplishments

- 2,696 DTR trips provided
- 77 unduplicated riders served
- 41 outreach meetings completed
- 42 people travel trained
- 693 lift assisted rides provided

- 10,037 miles driven
- Door-to-Door Accomplishments
- 10,790 trips provided
 - 287 unduplicated riders served
 - 3,725 lift assisted rides provided
 - 97.97% on-time performance
 - 147 new riders
 - 60% of riders over 80 years of age
 - 40,858 miles drive

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

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 category, please describe any adjustments to the reserves to finance the surplus amount.

N/A

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

N/A