

**TABLE 1
BICYCLE AND PEDESTRIAN PROGRAM
Measure B Revenues and Expenditures**

AGENCY NAME : **City of Emeryville**
DATE : **12/17/2013 (revised 2/24/14)**

Column A	Column B	Column C	Column D	Column E
Measure B Pass-through Funds FY 12-13				
Starting MB Balance	MB Pass-through Revenues and Expenditures			Ending MB Balance
FY 11-12 Pass-through + Interest Unspent MB Fund Balance	FY 12-13 MB Pass-through Fund Revenue	FY 12-13 MB Pass-through Fund Interest	FY 12-13 MB Pass-through Fund Expenditures <i>(Must match Table 2: Column L)</i>	Ending MB Pass-through Fund Balance
\$ 113,259	\$ 28,722	\$ 326	\$ 23,622	\$ 118,685
VERIFICATION CHECK: Values to the bottom right are automatically drawn from Table 1 and Table 2 <i>(corresponding expenditures fund totals)</i> to ensure accurate reporting. These numbers must match each other.			Total from Table 1: \$ 23,622 Total from Table 2: \$ 23,622	

Column F	Column G	Column H
Other Measure B Funds FY 12-13		
Other MB Expenditures Discretionary Grant Fund <i>(Must match Table 2: Column M)</i>	Other MB Expenditures Local Streets and Roads Fund <i>(Must match Table 2: Column N)</i>	Total Other MB Expenditures
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Column I	Column J
Non-Measure B Funds FY 12-13	
List the specific types of non-Measure B Funding.*	
Non-MB Funding Source	Non-MB Expenditures <i>(Should match Table 2: Column O)</i>
Total Non-MB:	\$ -
Total Non-MB Table 1:	\$ -
Total Non-MB Table 2:	\$ -

Column Descriptions

MB Unspent Balance: Value must match the local agency's audit report figure for the ending MB balance reported in FY 11-12.

MB Pass-through Revenue: Value is the actual MB revenues for FY 12-13.

MB Pass-through Interest: Value is the MB Pass-through Interest earned on unspent funds during FY 12-13.

MB Expenditures: Value must match the agency audit report figure AND total sum of MB pass-through expenditures calculated on Table 2: Column L.

Other Measure B Discretionary Grant Fund This includes Measure B Bicycle/Pedestrian grant expenditures. Dollar figures entered into Table 1 must match with Table 2 Column M AND the value listed in the agency's audit report.

Other Measure B: Local Streets & Roads This includes expenditures from Local Streets and Roads pass-through funds used for Bicycle/Pedestrian projects. Dollar figures entered into Table 1 must match with Table 2 Column N AND the value listed in the agency's audit report. Do not include Measure B Capital Project Expenses.

NOTES

- 1) The numbers on Table 1 must be consistent with your Audited Financial Statements.**
- 2) The expenditures inputted in Table 1 must match expenditures calculated on Table 2.**

VERIFICATION CHECK: Values to the bottom right are automatically drawn from Table 1 and Table 2 *(Column O)* to ensure accurate reporting. These numbers must match each other.

Non-Measure B Funding includes any non-Measure B funding sources such as state, federal, or local funding.

Additional Information: Use the Box Below to clarify revenues and expenditures.

Actual MB Bike/Ped distributions were \$28,724 compared to the audited financials of \$28,722. The \$2 difference is a result of rounding.

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TABLE 2
BICYCLE AND PEDESTRIAN PROGRAM
Measure B Expenditures and Accomplishments (FY 2012-13)

AGENCY NAME: **City of Emeryville**
DATE: **12/17/2013 (revised 2/24/14)**

Project Description							Status	Deliverables				Expenditures FY 12-13					Approvals and Plans			
Index No.	Local Project ID Number	Project Category	Project Phase	Project Type	Project Name	Project Description	Project Benefits	Project Status	Quantity Completed in FY 12-13	Units for Quantity	Description	Estimated Completed Quantity Funded by Measure B FY 12-13	MB Pass-through Bike/Ped Expenditures	Other MB Bike/Ped Expenditures Countywide Discretionary Fund	Other MB Bike/Ped Expenditures Local Streets and Roads Fund	Non-MB Funding Expenditures	Total Project Cost in FY 12-13	Enter the Contract amount if \$50K or more of this Project was for an Individual Contract	Did the Governing Board Approve this Project?	Is this Project in a Countywide Bicycle or Pedestrian Plan, if so which one?
		(Drop-down Menu)	(Drop-down Menu)	(Drop-down Menu)			(describe project's benefit to the implementation area)	(at the end of FY 12-13)		(Drop-down Menu)	(other details about unit or quantity)	(auto calculates)				(federal & state grants, city/local funds, etc.)	(L+M+N+O=P)		(Drop-down Menu)	(Drop-down Menu)
1	Bike/Ped #1	Bicycle	Project Completion/Closeout	Education and Promotion	Bike To Work Day 2013 Promotion and Supplies	Event Promotion	Promotes the benefits of biking to work	Closed-Out in FY 12-13	1	Other (describe in Column J)	Purchase Supplies for Event	1.0	\$ 3,636				\$ 3,636		Yes	Neither Plan
2	Bike/Ped #2	Bicycle	Project Completion/Closeout	Education and Promotion	Bike To Work Day 2012 Promotion and Supplies	Event Promotion	Promotes the benefits of biking to work	Closed-Out in FY 12-13	1	Other (describe in Column J)	Purchase Supplies for Event	1.0	\$ 2,500				\$ 2,500		Yes	Neither Plan
3	Bike/Ped #3	Bicycle	Construction	Multiuse Paths (Class I)	Install Fix-It Stations	Install Fix-It Stations	Multiuse Trail Amenity	Closed-Out in FY 12-13	3	Other (describe in Column J)	Each Station	3.0	\$ 3,484				\$ 3,484		Yes	Neither Plan
4	Bike/Ped #4	Bike and Ped	Construction	Multiuse Paths (Class I)	Share the Path Markings	Path Markings	Multiuse Path Safety	Closed-Out in FY 12-13	14	Other (describe in Column J)	Each location has a pair of markings	14.0	\$ 4,717				\$ 4,717		Yes	Neither Plan
5	Bike/Ped #5	Bicycle	Project Completion/Closeout	Education and Promotion	Bike Network Map	Map Publishing	Bike System Guidance	Closed-Out in FY 12-13	1	Other (describe in Column J)	Bulk Publishing	1.0	\$ 205				\$ 205		Yes	Neither Plan
6	Bike/Ped #6	Bike and Ped	PS&E	Pedestrian Crossing Improvements	Safet Routes to Transit	San Pablo Avenue Crossing Improvements	Safety	Continuing/Ongoing	1	Other (describe in Column J)	Traffic Study	1.0	\$ 9,080				\$ 9,080		Yes	Neither Plan
TOTALS:												\$ 23,622	\$ -	\$ -	\$ -	\$ 23,622	\$ -			

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

* Column K: (Total Measure B Dollars Spent X Total Quantity) / Total Project Cost = Total Measure B-Funded Quantity
** Columns L-N: The dollar figures inputted must be consistent with your agency's Audited Financial Statements.

Additional Information: Use the Box Below to clarify expenses or to provide additional information.

Pull Down Menu Options

Bicycle	Scoping, Feasibility, Planning	Bike Parking	Planning in FY 12-13	Bike Parking Spaces	Yes	Bike Plan
Bike and Ped	Environmental	Bikeways (non-Class I)	Initiated in FY 12-13	Intersections	No	Ped Plan
Pedestrian	PS&E	Bridges and Tunnels	Continuing/Ongoing	Lane Miles		Both Plans
	Right-of-Way	Education and Promotion	Closed-Out in FY 12-13	Linear Feet		Neither Plan
	Construction	Master Plan		Number of People/Passengers		
	Maintenance	Multiuse Paths (Class I)		Number of One-way Unduplicated Trips		
	Operations	Pedestrian Crossing Improvements		Square Feet		
	Project Completion/Closeout	Safety Improvements		Vehicles Purchased		
	Other	Sidewalks and Ramps		Other (describe in Column J)		
		Signage				
		Signals				
		Staffing				
		Traffic Calming				
		Other (describe in Column E)				

Cell: C11

Comment: Project Category:
 Bicycle: Bicycle project.
 Bike/Pedestrian: Bicycle and pedestrian project.
 Pedestrian: Pedestrian project.

Cell: D11

Comment: Project Phase:
 Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning.
 Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).
 Right-of-Way: Preparing documentation needed to secure or dispose of property rights for project.
 Plans, Specifications and Engineering (PS&E): Development of the preliminary engineering and engineering estimates.
 Construction: Construction of a new capital project,
 Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure.
 Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; or corridor system management.
 Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.
 Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).

Cell: E11

Comment: Project Type:
 Bike Parking: Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure.
 Bikeways (non-Class I): Bike lanes (Class II), bike boulevards, side paths, bike routes (Class III), at-grade bike crossings. Includes bikeway maintenance.
 Bridges and Tunnels: Bicycle-pedestrian crossings above or below grade.
 Education and Promotion: Marketing, education, information, outreach, promotional campaigns, and programs.
 Master Plan: Bicycle and/or pedestrian master plan development.
 Multiuse Paths (Class I): Pathways (Class I) for bicyclists, pedestrians, and other non-motorized modes. Includes maintenance of multiuse paths.
 Pedestrian Crossing Improvements: At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes, or reconfiguration specifically benefiting pedestrians.
 Safety Improvements: Infrastructure improvements for bicyclists and pedestrians not covered by other project types on the list.
 Sidewalks and Ramps: New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access.
 Signage: Warning, regulatory, way finding, or informational signage. Includes signage maintenance.
 Signals: New traffic signals or crossing signals for pedestrians and/or bicyclist, signal upgrades, countdown signals, audible signals, and video detection.
 Staffing: Salary and benefits for staff to support projects, programs, or services.
 Traffic Calming: Infrastructure primarily aimed at slowing down motor vehicle traffic.
 Other: Use if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe the type under Project Description (Column E).

Cell: I11

Comment: Project Status:
 Choose project status on June 30, 2013:
 - Planning in FY 12/13,
 - Initiated in FY 12/13,
 - Continuing or Ongoing, or
 - Closed Out in FY 12/13.

Cell: J11

Comment: Quantity Complete includes itemizations such as square feet, lane miles, linear feet, etc.

Cell: K11

Comment: Units for Quantity:
 Select from the drop-down menu and add any details about the unit or quantity in Column J.

 Lane Miles: Measurement to describe length of roadway, street improvements, and bicycle facilities.

 Linear Feet: Measurement to describe sidewalk and pedestrian facilities improvement lengths.

 Square Feet: Measurement to describe building, floor plan specifications, landscaping, etc.

Cell: M11

Comment: Completed Quantity funded by Measure B FY 12-13: This column auto-calculates based on the following.

 (Total Measure B Dollars Spent X Total Quantity) / Total Project Cost = Total Measure B-Funded Quantity

TABLE 3
BICYCLE AND PEDESTRIAN PROGRAM
Measure B Planned Projects and Fund Reserves

AGENCY NAME: City of Emeryville
DATE: 12/17/2013 (revised 2/24/14)

5 (6)

Directions
There are FOUR Sections on this worksheet to be completed by the local agency.
1) In the EVEN Numbered Boxes, enter the FY 12-13 Planned and Reserve Activities, and the Actual Expenditures that occurred in FY 12-13.
2) In the ODD Numbered Boxes, allocate the Total FY 13-14 Measure B Funds Available (Box 1, Total in Green) to these four sections designated for FY 13-14.

AUTO CALCULATED REFERENCE TABLES

Auto Box 1 - Provides a Summary of Measure B Funds Available in FY 13-14. The total in the GREEN box is the amount to be allocated to the FY 13-14 through FY 16-17 Planned Projects and Fund Reserves (ODD numbered boxes).
Auto Box 2 - Provides a tracking summary comparison of Measure B FY 12-13 Planned Expenditures and Actual Expenditures.
Auto Box 3 - Total Measure B Summary for FY 13-14 through FY 16-17 using the available Measure B funds available (GREEN box).

BOX 1		BOX 2			
Total Measure B Available in FY 13-14		Total Measure B FY 12-13 Planned vs. Actual Expenditures			
FY 12-13 Measure B Ending Pass-through Balance <i>(From Table 1, Column E)</i>	\$ 118,685				
Reported FY 12/13 Balances					
FY 12/13 Planned Project Balance	\$ -	MB Planned Projects	\$ 13,800	FY 12-13 Actual Expenditures	\$ 13,800
FY 12/13 Capital Reserve Balance	\$ (9,822)	MB Capital Reserve	\$ -	FY 12-13 Unspent Amount	\$ (9,822)
FY 13/14-15/16 Capital Reserve (original)	\$ 127,167			% Unspent	#DIV/0!
FY 12/13 Operational Reserve Balance	\$ -				
FY 12/13 Undesignated Reserve Balance	\$ -				
FY 12/13 Actual vs Projected Revenue Variance	\$ 1,334				
Remaining (rollover) Measure B Balance	\$ 118,679				
subtract FY 13-16 reserve window commitments	\$ 117,345				
FY 13-14 Uncommitted rollover amount	\$ 1,334				
FY 13-14 Measure B Projected Pass-through Revenue	\$ 28,464				
Total FY 13-14 Measure B Funds Available	\$ 29,798				

BOX 3					
Total Measure B FY 13-14 Funding Allocation Summary					
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	TOTAL
MB Planned Projects	\$ 29,798				\$ 29,798
MB Capital Reserve	\$ -				\$ -
MB Operational Reserve	\$ -				\$ -
MB Undesignated Reserve	\$ -				\$ -
TOTAL MEASURE B	\$ 29,798	\$ -	\$ -	\$ -	\$ 29,798

NOTE:
Alameda CTC may request additional information to determine recipient's compliance with the Reserve and Timely Use of Fund Policies.

5 (0)

SECTION 1: Measure B Planned Projects (unreserved funds)

Box 4							
FY 12-13 MEASURE B PLANNED PROJECTS (unreserved funds)							
Index	Local Project ID Number	Project Name	Phase	TRACKING FY 12-13 (Prior Year's) PLAN			
				Planned FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	Reason for positive or negative balance?
1	Bike/Ped #1	Bike to Work Day	Operations	\$ 3,800	\$ 3,636	\$ 164	Estimated cost vs. actual
			Total	\$ 3,800	\$ 3,636	\$ 164	
2	Bike/Ped #4	Bike Path Pavement Markings	Construction	\$ 5,000	\$ 4,717	\$ 283	Estimated cost vs. actual
			Total	\$ 5,000	\$ 4,717	\$ 283	
3	Bike/Ped #3	Fix-it Stations	Construction	\$ 5,000	\$ 3,484	\$ 1,516	Estimated cost vs. actual
			Total	\$ 5,000	\$ 3,484	\$ 1,516	
4	Bike/Ped #2	Bike To Work Day 2012 Promotion and Supplies	Project Completion/Closeout	\$ -	\$ 1,758	\$ (1,758)	Used remaining FY 12/13 planned balance to fund this project. Note this project also contains \$742 in expenses that are reported from the Capital Reserve.
			Total	\$ -	\$ 1,758	\$ (1,758)	
5	Bike/Ped #5	Bike Network Map	Project Completion/Closeout	\$ -	\$ 205	\$ (205)	Used remaining FY 12/13 planned balance to fund this project.
			Total	\$ -	\$ 205	\$ (205)	
6			Phases				
			Total	\$ -	\$ -	\$ -	
7			Phases				
			Total	\$ -	\$ -	\$ -	
8			Phases				
			Total	\$ -	\$ -	\$ -	
9			Phases				
			Total	\$ -	\$ -	\$ -	
10			Phases				
			Total	\$ -	\$ -	\$ -	
11			Phases				
			Total	\$ -	\$ -	\$ -	
12			Phases				
			Total	\$ -	\$ -	\$ -	
13			Phases				
			Total	\$ -	\$ -	\$ -	
TOTAL FY 12-13 PLANNED VS ACTUAL EXPENDITURES				\$ 13,800	\$ 13,800	\$ -	0% Unspent Percentage

Box 5							
FY 13-14 MEASURE B PLANNED PROJECTS (unreserved funds)							
Index	Local Project ID Number	Project Name	Phase	Planned Projects FY 13-14	Governing Body Approved? (Yes or No)	Describe the Project's Status	
1	Bike/Ped #1	Bike to Work Day	Operations	\$ 4,000	Yes	City Council will approve Capital Improvement Program in Spring 2014	
			Total	\$ 4,000			
2	Bike/Ped #2	Markings	Maintenance	\$ 5,000	Yes	City Council will approve Capital Improvement Program in Spring 2014	
			Total	\$ 5,000			
3	Bike/Ped #3	SR2T	PS&E	\$ 11,761	Yes	City Council will approve Capital Improvement Program in Spring 2014	
			Total	\$ 11,761			
4	Bike Ped #4	SR25	PS&E	\$ 9,037	Yes	City Council will approve Capital Improvement Program in Spring 2014	
			Total	\$ 9,037			
5			Phases				
			Total	\$ -			
6			Phases				
			Total	\$ -			
7			Phases				
			Total	\$ -			
8			Phases				
			Total	\$ -			
9			Phases				
			Total	\$ -			
10			Phases				
			Total	\$ -			
11			Phases				
			Total	\$ -			
12			Phases				
			Total	\$ -			
13			Phases				
			Total	\$ -			
TOTAL FY 13-14 PLANNED PROJECTS				\$ 29,798			

TABLE 3
BICYCLE AND PEDESTRIAN PROGRAM
Measure B Planned Projects and Fund Reserves

AGENCY NAME: City of Emeryville
DATE: 12/17/2013 (revised 2/24/14)

5 (6)

Directions
There are FOUR Sections on this worksheet to be completed by the local agency.
1) In the EVEN Numbered Boxes, enter the FY 12-13 Planned and Reserve Activities, and the Actual Expenditures that occurred in FY 12-13.
2) In the ODD Numbered Boxes, allocate the Total FY 13-14 Measure B Funds Available (Box 1, Total in Green) to these four sections designated for FY 13-14.

SECTION 2: Measure B Capital Fund Reserve

Table with columns for Index, Local Project ID Number, Project Name, Original and Revised Plans, Phase, and FY 12-13 (PRIOR YEAR'S) PLAN. Rows include projects like Bikeway Signage, Bicycle and Pedestrian Facilities Construction, Bike Parking, Bike To Work Day 2012 Promotion and Supplies, and Safe Routes to Transit.

Table with columns for FY 13-14, FY 14-15, FY 15-16, FY 16-17, Original FY 13-16 Window Total, New FY 14-17 Window Total, and Total By Phase, Original FY 13-16 + FY 14-17 Window. Includes descriptive text boxes for project status.

Fiscal Year FY 12-13 through FY 15-16 Window Totals
\$ 9,822 \$ 63,167 \$ 37,000 \$ 17,178 \$ 127,167

FY 12-13 Planned vs Actual Expenses
TOTAL CAPITAL FUND RESERVE \$ - \$ 9,822 \$ (9,822) #DIV/0! Unspent Percentage

Fiscal Year FY 13-14 through FY 16-17 Window Totals
\$ - \$ - \$ - \$ - \$ -

TABLE 3
BICYCLE AND PEDESTRIAN PROGRAM
Measure B Planned Projects and Fund Reserves

AGENCY NAME: City of Emeryville
DATE: 12/17/2013 (revised 2/24/14)

5 (6)

Directions
There are FOUR Sections on this worksheet to be completed by the local agency.
1) In the EVEN Numbered Boxes, enter the FY 12-13 Planned and Reserve Activities, and the Actual Expenditures that occurred in FY 12-13.
2) In the ODD Numbered Boxes, allocate the Total FY 13-14 Measure B Funds Available (Box 1, Total in Green) to these four sections designated for FY 13-14.

SECTION 3: Measure B Operation Reserve

Box 8 FY 12-13 MEASURE B OPERATION RESERVE							
Index	Local Project ID Number	Project Name	Phase	TRACKING FY 12-13 (Prior Year's) PLAN			Reason for positive or negative balance?
				Planned Op Reserve FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	
1			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
2			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
3			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
4			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
5			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
6			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
7			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
8			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
9			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
10			Phases			\$ -	
					\$ -		
			Total	\$ -	\$ -	\$ -	
TOTAL OPERATION FUND RESERVE				\$ -	\$ -	\$ -	#DIV/0! Unspent Percentage

Box 9 FY 13-14 MEASURE B OPERATION RESERVE						
Index	Local Project ID Number	Project Name	Phase	Planned Projects FY 13-14	Governing Body Approved? (Yes or No)	Describe the Project's Status
1			Phases			
			Total	\$ -		
2			Phases			
			Total	\$ -		
3			Phases			
			Total	\$ -		
4			Phases			
			Total	\$ -		
5			Phases			
			Total	\$ -		
6			Phases			
			Total	\$ -		
7			Phases			
			Total	\$ -		
8			Phases			
			Total	\$ -		
9			Phases			
			Total	\$ -		
10			Phases			
			Total	\$ -		
TOTAL FY 13-14 OPERATION FUND RESERVE				\$ -		

SECTION 4: Measure B Undesignated Reserve

Box 10 FY 12-13 MEASURE B UNDESIGNATED RESERVE					
Index	Undesignated Funds (Up to 10% of the annual year's revenue)	TRACKING FY 12-13 (Prior Year's) PLAN			Identify projects where undesignated funds were used.
		Planned Undesignated FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	
1		\$ -	\$ -	\$ -	
TOTAL FY 12-13 UNDESIGNATED RESERVE		\$ -	\$ -	\$ -	#DIV/0! Unspent Percentage

Box 11 FY 13-14 MEASURE B UNDESIGNATED RESERVE			
Index	Undesignated Funds (Up to 10% of the annual year's revenue)	Undesignated FY 13-14	Identify Potential Funding usage.
1		\$ -	
TOTAL FY 13-14 UNDESIGNATED RESERVE		\$ -	

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**TABLE 1
LOCAL STREETS AND ROADS PROGRAM
Measure B Revenues and Expenditures**

AGENCY NAME : **City of Emeryville**
DATE : **12/17/2013 (revised 2/24/14)**

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Measure B Pass-through Funds FY 12-13					Other Measure B Expenditures		Non-Measure B Funds FY 12-13	
Starting MB Balance	MB Pass-through Revenues and Expenditures			Ending MB Balance			List the specific types of non-Measure B Funding including	
FY 11-12 Pass-through + Interest Unspent MB Fund Balance	FY 12-13 MB Pass-through Fund Revenues	FY 12-13 MB Pass-through Fund Interest	MB Pass-through Fund Expenditures (Should match Table 2: Column L)	Ending MB Pass-through Fund Balance	Other MB Expenditures (Should match Table 2: Column M)	Total Other MB Expenditures	Non-MB Expenditures (Should match Table 2: Column N)	
\$ 299,291	\$ 238,217	\$ 866	\$ 519,509	\$ 18,865		\$ -	Vehicle Registration Fee Fund** \$ 87,471	
VERIFICATION CHECK: Values to the bottom right are automatically drawn from Table 1 and Table 2 (corresponding expenditures fund totals) to ensure accurate reporting. These numbers must match each other.			Total from Table 1: \$ 519,509		\$ -			
			Total from Table 2: \$ 519,509		\$ -			
Column Descriptions								
<u>MB Unspent Balance:</u> Value must match the local agency's audit report figure for the ending MB balance reported in FY 11-12.	<u>MB Pass-through Revenue:</u> Value is the actual MB revenues for FY 12-13.	<u>MB Pass-through Interest:</u> Value is the MB Pass-through Interest earned on unspent funds during FY 12-13.	<u>MB Expenditures:</u> Value must match the agency audit report figure AND total sum of MB pass-through expenditures calculated on Table 2: Column L.	<u>Other MB Expenditures:</u> Value must match the agency audit report figure AND other Measure B expenditures calculated on Table 2: Column M. Do not include Measure B Capital Project Expenses.				
NOTES								
1) The numbers on Table 1 must be consistent with your Audited Financial Statements.								
2) The expenditures inputted in Table 1 must match expenditures calculated on Table 2.								
Additional Information: Use the Box Below to clarify revenues and expenditures.								
Actual MB Local Streets & Roads distributions were \$238,219 compared to the audited financials of \$238,217. The \$2 difference is a result of rounding.								
					VERIFICATION CHECK: Values to the bottom right are automatically drawn from Table 1 and Table 2 (Sum of Column N and Column O) to ensure accurate reporting. Table 1's non-Measure B expenditures values must match the sum of Table 2's non-Measure B expenditures.			
							Total Non-MB:	\$ 87,471
							Total Non-MB Table 1:	\$ 87,471
							Total Non-MB Table 2:	\$ 87,471

* Non-Measure B Funding includes any non-Measure B funding sources such as state, federal, or local funding.

**Report Vehicle Registration Fee (VRF) revenues and expenditures for Local Streets and Roads in this section. Inputted VRF values must match reported VRF expenditures in the VRF Local Streets and Road Compliance Reporting Form (completed separately) i.e. Table 2 (Column N).

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**TABLE 2
LOCAL STREETS AND ROADS PROGRAM
Measure B Expenditures and Accomplishments (FY 2012-13)**

AGENCY NAME: **City of Emeryville**
 DATE: **12/13/2013 (revised 2/24/14)**

Project Description							Status	Deliverables			Expenditures FY 12-13					Approvals			
Index	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K*	Column L**	Column M**	Column N***	Column O	Column P	Column Q	Column R	
Index No.	Local Project ID Number <i>(Drop-down Menu)</i>	Project Category <i>(Drop-down Menu)</i>	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Project Name	Project Description	Project Benefits <i>(describe project's benefit to the implementation area)</i>	Project Status <i>(at the end of FY 12-13)</i> <i>(Drop-down Menu)</i>	Quantity Completed in FY 12-13	Units for Quantity <i>(Drop-down Menu)</i>	Description <i>(other details about unit or quantity)</i>	Estimated Completed Quantity Funded by Measure B FY 12-13 <i>(auto calculates)</i>	MB Pass-through LSR Expenditures	Other MB LSR Expenditures	Non-MB Funding Expenditures Vehicle Registration Fee	Non-MB Funding Expenditures <i>(federal & state grants, city/local funds, etc.)</i>	Total Project Cost in FY 12-13 <i>(L+M+N+O=P)</i> <i>(auto calculates)</i>	Enter the Contract amount if \$50K or more of this Project was for an Individual Contract	Did the Governing Board Approve this Project? <i>(Drop-down Menu)</i>
1	EPW 103-12	Streets and Roads	Construction	Street Resurfacing and Maintenance	2012 Street Rehabilitation Project	Cape Seal Various Streets	Improved PCI	Closed Out in FY 12-13	376,506	Square Feet		376506.0	\$ 340,853				\$ 340,853	\$ 516,169	Yes
2	EPW 102-12	Streets and Roads	Construction	Street Resurfacing and Maintenance	2012 Slurry Seal Project	Slurry Seal various streets	PCI Increase	Closed Out in FY 12-13	372,411	Square Feet		250006.4	\$ 178,656	\$ -	\$ 87,471	\$ -	\$ 266,127	\$ 266,128	Yes
TOTALS:												\$ 519,509	\$ -	\$ 87,471	\$ -	\$ 606,980			

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

Additional Information: Use the Box Below to clarify expenses or to provide additional information.

* Column K: (Total Measure Dollars Spent X Total Quantity) / Total Project Cost = Total MB-Funded Quantity
 ** Columns L-N: The dollar figures inputted must be consistent with your agency's Audited Financial Statements.
 *** Column N: The dollar figures inputted must be consistent with your agency's Audited Financial Statements.

Pull Down Menu Options			
Bike/Ped	Scoping, Feasibility, Planning	Bike Parking	Planning in FY 12-13
Mass Transit	Environmental	Bikeways and Multiuse Paths	Initiated in FY 12-13
Paratransit	PS&E	Bridges and Tunnels	Continuing or Ongoing
Streets and Roads	Right-of-Way	Education and Promotion	Closed Out in FY 12-13
Other	Construction	Equipment and New Vehicles	
	Maintenance	Operations	
	Operations	Pedestrian Crossing Improvements	
	Project Completion/Closeout	Sidewalks and Ramps	
	Other	Signage	
		Signals	
		Staffing	
		Street Resurfacing and Maintenance	
		Traffic Calming	
		Welfare to Work Operations	
	Other (describe in Column E)		
		Bike Parking Spaces	
		Intersections	
		Lane Miles	
		Linear Feet	
		Number of People/Passengers	
		Number of One-Way Unduplicated Trips	
		Square Feet	
		Vehicles Purchased	
		Other (describe in Column J)	

Cell: C11

Comment: Project Category:
 Bicycle: Bicycle project.
 Bike/Pedestrian: Bicycle and pedestrian project.
 Pedestrian: Pedestrian project.

Cell: D11

Comment: Project Phase:
 Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning.
 Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).
 Right-of-Way: Preparing documentation needed to secure or dispose of property rights for project.
 Plans, Specifications and Engineering (PS&E): Development of the preliminary engineering and engineering estimates.
 Construction: Construction of a new capital project,
 Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure.
 Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; or corridor system management.
 Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.
 Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).

Cell: E11

Comment: Project Type:
 Bike Parking: Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure.
 Bikeways (non-Class I): Bike lanes (Class II), bike boulevards, side paths, bike routes (Class III), at-grade bike crossings. Includes bikeway maintenance.
 Bridges and Tunnels: Bicycle-pedestrian crossings above or below grade.
 Education and Promotion: Marketing, education, information, outreach, promotional campaigns, and programs.
 Master Plan: Bicycle and/or pedestrian master plan development.
 Multiuse Paths (Class I): Pathways (Class I) for bicyclists, pedestrians, and other non-motorized modes. Includes maintenance of multiuse paths.
 Pedestrian Crossing Improvements: At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes, or reconfiguration specifically benefiting pedestrians.
 Safety Improvements: Infrastructure improvements for bicyclists and pedestrians not covered by other project types on the list.
 Sidewalks and Ramps: New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access.
 Signage: Warning, regulatory, way finding, or informational signage. Includes signage maintenance.
 Signals: New traffic signals or crossing signals for pedestrians and/or bicyclist, signal upgrades, countdown signals, audible signals, and video detection.
 Staffing: Salary and benefits for staff to support projects, programs, or services.
 Traffic Calming: Infrastructure primarily aimed at slowing down motor vehicle traffic.
 Other: Use if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe the type under Project Description (Column E).

Cell: I11

Comment: Project Status:
 Choose project status on June 30, 2013:
 - Planning in FY 12/13,
 - Initiated in FY 12/13,
 - Continuing or Ongoing, or
 - Closed Out in FY 12/13.

Cell: J11

Comment: Quantity Complete includes itemizations such as square feet, lane miles, linear feet, etc.

Cell: K11

Comment: Units for Quantity:
 Select from the drop-down menu and add any details about the unit or quantity in Column J.

Lane Miles: Measurement to describe length of roadway, street improvements, and bicycle facilities.

Linear Feet: Measurement to describe sidewalk and pedestrian facilities improvement lengths.

Square Feet: Measurement to describe building, floor plan specifications, landscaping, etc.

Cell: M11

Comment: Completed Quantity funded by MB FY 12-13: This column auto-calculates based on the following.

(Total Measure Dollars Spent X Total Quantity) / Total Project Cost = Total MB-Funded Quantity

TABLE 3
LOCAL STREETS AND ROADS PROGRAM
Measure B Planned Projects and Fund Reserves

AGENCY NAME: City of Emeryville
 DATE: (revised 2/24/14)

Directions
 There are FOUR Sections on this worksheet to be completed by the local agency.
 1) In the EVEN Numbered Boxes, enter the FY 12-13 Planned and Reserve Activities, and the Actual Expenditures that occurred in FY 12-13.
 2) In the ODD Numbered Boxes, allocate the Total FY 13-14 Measure B Funds Available (Box 1, Total in Green) to these four sections designated for FY 13-14.

SECTION 3: Measure B Operation Reserve

Box 8 FY 12-13 MEASURE B OPERATION RESERVE							
Index	Local Project ID Number	Project Name	Phase	TRACKING FY 12-13 (Prior Year's) PLAN			Reason for positive or negative balance?
				Planned Op Reserve FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	
1			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
2			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
3			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
4			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
5			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
6			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
7			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
8			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
9			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
10			Phases	\$ -	\$ -	\$ -	
			Total	\$ -	\$ -	\$ -	
TOTAL OPERATION FUND RESERVE				\$ -	\$ -	\$ -	#DIV/0! Unspent Percentage

Box 9 FY 13-14 MEASURE B OPERATION RESERVE						
Index	Local Project ID Number	Project Name	Phase	Planned Projects FY 13-14	Governing Body Approved? (Yes or No)	Describe the Project's Status
1			Phases			
			Total	\$ -		
2			Phases			
			Total	\$ -		
3			Phases			
			Total	\$ -		
4			Phases			
			Total	\$ -		
5			Phases			
			Total	\$ -		
6			Phases			
			Total	\$ -		
7			Phases			
			Total	\$ -		
8			Phases			
			Total	\$ -		
9			Phases			
			Total	\$ -		
10			Phases			
			Total	\$ -		
TOTAL FY 13-14 OPERATION FUND RESERVE				\$ -		

SECTION 4: Measure B Undesignated Reserve

Box 10 FY 12-13 MEASURE B UNDESIGNATED RESERVE					
Index	Undesignated Funds (Up to 10% of the annual year's revenue)	TRACKING FY 12-13 (Prior Year's) PLAN			Identify projects where undesignated funds were used.
		Planned Undesignated FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	
1		\$ -	\$ -	\$ -	
TOTAL FY 12-13 UNDESIGNATED RESERVE		\$ -	\$ -	\$ -	#DIV/0! Unspent Percentage

Box 11 FY 13-14 MEASURE B UNDESIGNATED RESERVE			
Index	Undesignated Funds (Up to 10% of the annual year's revenue)	Undesignated FY 13-14	Identify Potential Funding usage.
1		\$ -	
TOTAL FY 13-14 UNDESIGNATED RESERVE		\$ -	

Alameda CTC Programs Annual Compliance Report 2012-2013 Reporting Year

TABLE 1

PARATRANSIT PROGRAM
Measure B Revenues and Expenditures

AGENCY NAME: **City of Emeryville**
DATE: **12/17/2013 (revised 2/24/14)**

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column K	Column L	Column O
Measure B Pass-through Funds FY 12-13					Other Measure B Expenditures					Non-Measure B Funds FY 12-13	
Starting MB Balance	MB Pass-through Revenues and Expenditures			Ending MB Balance						List the specific types of non-Measure B Funding	
FY 11-12	FY 12-13	FY 12-13	MB Pass-through Fund Expenditures	Ending MB Pass-through Fund Balance	Other MB Expenditure MSL Fund	Other MB Expenditure Paratransit Gap Grant	Other MB Expenditure Stabilization Fund	Other MB Expenditure Local Streets and Roads	Total Other MB Expenditures	Non-MB Funding Source	Expenditures
Pass-through + Interest Unspent MB Fund Balance	MB Pass-through Fund Revenues	MB Pass-through Fund Interest	(Should match Table 2: Column L)		(Should match Table 2: Column M)	(Should match Table 2: Column N)	(Should match Table 2: Column O)	(Should match Table 2: Column P)		Taxi Program Staff Time	\$ 838
\$ 6,475	\$ 24,391	\$ 18	\$ 15,412	\$ 15,472	\$ -	\$ 71,602	\$ -	\$ -	\$ 71,602	Meals on Wheels Staff Time	\$ 8,000
VERIFICATION CHECK: Values to the bottom right are automatically drawn from Table 1 and Table 2 (corresponding expenditures fund totals) to ensure accurate reporting. These numbers must match each other.			Total from Table 1:	\$ 15,412	\$ -	\$ 71,602	\$ -	\$ -		Meals on Wheels Donations	\$ 2,524
			Total from Table 2:	\$ 15,412	\$ -	\$ 71,602	\$ -	\$ -		EBP Program Staff Time	\$ 838

Column Descriptions

<u>MB Unspent Balance:</u>	<u>MB Pass-through Revenue:</u>	<u>MB Pass-through Interest:</u>	<u>MB Expenditures:</u>	<u>Other Measure B: Minimum Service Level Fund</u>	<u>Other Measure B: Paratransit Gap Grant Fund</u>	<u>Other Measure B: Stabilization Fund</u>	<u>Other Measure B: Local Streets & Roads</u>
Value must match the agency audit report figure for the ending MB balance reported in FY 11-12.	Value is the actual MB revenues for FY 12-13.	Value is the MB Pass-through Interest earned on unspent funds during FY 12-13.	Value must match the agency audit report figure AND total sum of MB pass-through expenditures calculated on Table 2: Column L.	The Minimum Service Level expenditure figured entered into Table 1 must match with Table 2 Column M AND the value listed in the agency's audit report.	The Paratransit Gap Grant expenditure figured entered into Table 1 must match with Table 2 Column N AND the value listed in the agency's audit report.	The Stabilization Fund expenditure figured entered into Table 1 must match with Table 2 Column O AND the value listed in the agency's audit report.	The Measure B Local Streets and Roads includes expenditures from Local and Streets and Roads pass-through funds used for Paratransit activities. The Local Streets and Roads expenditure figured entered into Table 1 must match with Table 2 Column P AND the value listed in the agency's audit report. Do not include Measure B Capital Project expenses.

NOTE:

- 1) The numbers on Table 1 must be consistent with your Audited Financial Statements.**
- 2) The expenditures inputted in Table 1 must match expenditures calculated on Table 2.**

VERIFICATION CHECK: Values to the bottom right are automatically drawn from Table 1 and Table 2 (sum of column Q and R) to ensure accurate reporting. Table 1's non-Measure B expenditures values must match the sum of Table 2's non-Measure B expenditures.

* Non-Measure B Funding includes any non-Measure B funding sources such as state, federal, or local funding.

**Report Fare revenues and expenditures in this section. Inputted Fare expenditures must match reported Fare expenditures from Table 2 (Column R).

Additional Information: Use the Box Below to clarify revenues and expenditures.

Actual MB Paratransit distributions were \$24,392 compared to the audited financials of \$24,391. The \$1 difference is a result of rounding.

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TABLE 2
PARATRANSIT PROGRAM
Measure B Expenditures and Accomplishments (FY 2012-13)

AGENCY NAME: City of Emeryville
DATE: 12/17/2013 (revised 2/24/14)

Index		Project Description						Status	Deliverables				Expenditures FY 12-13							Column T	
Index No.	Local Project ID Number	Project Category <i>Drop-down Menu</i>	Project/Program Phase <i>Drop-down Menu</i>	Project Type <i>Drop-down Menu</i>	Service/Program/Project Name	Project Description	Project Benefits/Needs This Service Meets <i>(describe project's benefit to the implementation area e.g. medical, grocery, recreation, regional trips, etc.)</i>	Project Status <i>(at the end of FY 12-13)</i> <i>Drop-down Menu</i>	Quantity Completed in FY 12-13 <i>(numerical value only)</i>	Quantity Type Description <i>Drop-down Menu</i>	Description <i>(other details about unit or quantity)</i>	Estimated Quantity Completed by Measure B FY 12-13 <i>(auto calculates)</i>	Column L**	Column M**	Column N**	Column O**	Column P**	Column Q	Column R	Column S <i>(L+M+N+O+P+Q+R+S)</i> <i>(auto calculates)</i>	Enter the Contract amount if \$50K or more of this Project was for an Individual Contract
1	MOW 12-13	Meals on Wheels	Operations	Meal Delivery	Meals on Wheels Delivery Driver Mileage Reimbursement	Reimburse mileage costs at Federal reimbursement rate to volunteers who deliver meals	meal deliveries	Continuing or Ongoing	5,313	Meals Delivered	number of meals delivered in FY12-13	163.4	\$ 334					\$ 8,000	\$ 2,524	\$ 10,858	
2	Trips 12-13	Senior and Disabled Services	Operations	Group Trips	Group Trips Program	Provide ADA-accessible transportation for group trips throughout the Bay Area and State for Seniors and People with Disabilities.	recreation, regional trips	Continuing or Ongoing	6,942	Trips (one-way)	3,471 r/t travelers were served in	276.6	\$ 10,926					\$ 137,496	\$ 125,814	\$ 274,236	
3	Taxi 12-13	Senior and Disabled Services	Operations	Same Day/Taxi Program	Taxi Reimbursement Program	Reimburse seniors over 60 years old in Emeryville for 90% of their taxi fares, up to \$80 per quarter (\$320/year)	medical, travel, recreation, groceries, etc	Continuing or Ongoing	177	Trips (one-way)	177 taxi trips provided per reimbursement receipts	137.7	\$ 2,934					\$ 838	\$ -	\$ 3,772	
4	EBP 12-13	Senior and Disabled Services	Operations	Scholarship/Subsidized Fare	East Bay Paratransit Reduced Price Tickets	Sell EBP tickets at 10% of cost to EBP certified customers in Emeryville. Customers can purchase a maximum of \$80 worth of tickets per quarter (\$320/year)	medical, travel, recreation, groceries, etc	Continuing or Ongoing	1,218	Scholarships Provided	purchased and provided 1,218 EBP tickets (\$1/each)	610.3	\$ 1,218					\$ 838	\$ 375	\$ 2,431	
5	Scholarship 12-13	Senior and Disabled Services	Operations	Scholarship/Subsidized Fare	Scholarship Program	Provides scholarships to seniors and people with disabilities to those who can't afford the group trips	recreation, regional trips	Continuing or Ongoing	0	Scholarships Provided	staff did not launch the program in FY12-13, will try for next fiscal year	#DIV/0!	\$ -					\$ -	\$ -	\$ -	
6	A13-0044	Senior and Disabled Services	Operations	City-based Door-to-Door	8-To-Go City Door-to-Door Shuttle Program	Provide seniors and people with disabilities rides 9-5, M-F throughout the 94608 zip code area	medical, travel, recreation, groceries, etc	Continuing or Ongoing	3,638	Trips (one-way)	8-To-Go trip provided	3,638.0			\$ 71,602					\$ 71,602	
7												#DIV/0!								\$ -	
8												#DIV/0!								\$ -	
9												#DIV/0!								\$ -	
10												#DIV/0!								\$ -	
11												#DIV/0!								\$ -	
12												#DIV/0!								\$ -	
13												#DIV/0!								\$ -	
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18												#DIV/0!								\$ -	
19												#DIV/0!								\$ -	
20												#DIV/0!								\$ -	
21												#DIV/0!								\$ -	
22												#DIV/0!								\$ -	
23												#DIV/0!								\$ -	
24												#DIV/0!								\$ -	
25												#DIV/0!								\$ -	
TOTALS:												\$ 15,412	\$ -	\$ 71,602	\$ -	\$ -	\$ 147,172	\$ 128,713	\$ 362,899		

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

* Column K: (Total Measure Dollars Spent X Total Quantity) / Total Project Cost = Total MB-Funded Quantity
** Columns L-R: The dollar figures inputted must be consistent with your agency's Audited Financial Statements.

Column A Project Category Note:
Disabled Services: Services primarily created for mobility for people with disabilities.
Meals on Wheels: Delivery of meals.
Senior & Disabled Services: Transportation services for seniors and people with disabilities.
Senior Services: Services primarily created for senior mobility.
Other: Use Other if none of the above apply, and define other by selecting Project Type (Column C) and providing Project Description (Column E).

Column J Note:
If trip services were provided, describe the type and estimated quantities of the trips which were delivered such as passenger trips, same-day trips, taxi-trips, lift-assisted, group trips, etc.

Additional Information: Use the Box Below to clarify expenses or to provide additional information.

Pull Down Menu Options	
Disabled Services	Scoping, Feasibility, Planning
Meals on Wheels	Environmental
Senior and Disabled Services	PS&E
Senior Services	Right-of-Way
Other	Construction
	Maintenance
	Operations
	Project Completion/Closeout
	Other
ADA-mandated Services	Capital Expenditure/Purchase
City-based Door-to-Door	Customer Service and Outreach
Group Trips	Management/Overhead/Staffing
Meal Delivery	Mobility Management/Travel Training
Same Day/Taxi Program	Scholarship/Subsidized Fare
Shuttle or Fixed-route Trips	Volunteer Driver Program
Other (describe in Column E)	
Planning in FY 12-13	Consumers Trained
Initiated in FY 12-13	Contacts Made (outreach program only)
Continuing or Ongoing	Meals Delivered
Closed Out in FY 12-13	Trips (one-way)
	Scholarships Provided
	Other (describe in Column J)

Cell: C12**Comment:** Project Category:

Disabled Services: Services primarily created for mobility for people with disabilities.
 Meals on Wheels: Delivery of meals.
 Senior & Disabled Services: Transportation services for seniors and people with disabilities.
 Senior Services: Services primarily created for senior mobility.
 Other: Use Other if none of the above apply, and define other by selecting Project Type (Column C) and providing Project Description (Column E).

Cell: D12**Comment:** Project Phase:

Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning.
 Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).
 Right-of-Way: Preparing documentation needed to secure or dispose of property rights for project.
 Plans, Specifications and Engineering (PS&E): Development of the preliminary engineering and engineering estimates.
 Construction: Construction of a new capital project,
 Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure.
 Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; or corridor system management.
 Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.
 Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).

Cell: E12**Comment:** Project Type:

ADA-mandated Services: Includes mandated public transportation service for people unable to independently use the fixed route bus service.
 Capital Expenditure or Purchase: Expenditure or purchase of equipment, vehicles, or facilities.
 City-based Door-to-Door: Pre-scheduled, accessible, door-to-door service provided by the city. Provides similar level of service to mandated ADA services; designed to fill gaps not met by ADA-mandated providers and/or relieve ADA-mandated providers of some trips.
 Customer Service and Outreach: Staffing and benefits for customer service as well as costs associated with marketing, education, outreach, and promotional campaigns and programs.
 Group Trips: One-way passenger trips considered group trips. Includes vehicle operation and contracts. See Individual Demand-response Trips.
 Management/Overhead/Staffing: Staffing and benefits to manage programs, projects, and services.
 Meal Delivery: Costs associated with vehicle operation, scheduling, dispatching, vehicle maintenance, and supervision for the purpose of delivering meals, whether provided in-house, through contracts, via taxicab, or by grantees.
 Mobility Management/Travel Training: Covers a wide range of activities, such as travel training, trip planning, and brokerage. Does not include provision of trips. This is considered "non-trip provision".
 Same Day/Taxi Program: Provides a same day, curb-to-curb service intended for situations when consumers cannot make their trip on a pre-scheduled basis; allows eligible consumers to use taxis at a reduced fare.
 Scholarship/Subsidized Fare Program: Program to subsidize any services for customers who are low-income and can demonstrate finance need.
 Shuttle or Fixed-route Trips: Shuttle or fixed-route bus service, for example. Includes vehicle operation and contracts.
 Volunteer Driver Program: Pre-scheduled, door-through-door services that are generally not accessible; rely on volunteers to drive eligible consumers for critical trip needs, such as medical trips. May also have an escort component.
 Other: Use if none of the above apply. Describe the Type under Project Description (Column E).

Cell: I12**Comment:** Project Status:

Choose project status on June 30, 2013:
 - Planning in FY 12/13,
 - Initiated in FY 12/13,
 - Continuing or Ongoing, or
 - Closed Out in FY 12/13.

Cell: J12

Comment: Quantity Completed includes itemizations such as the total number of one-way passenger trips, consumers trained, meals delivered, tickets purchased, etc.

Cell: K12**Comment:** Quantity Type Description:

Consumers Trained: Individuals who received travel trainings related to mobility management/travel training programs.
 Contacts Made: Individuals contacted during public outreach events related to mobility management/travel training programs.
 Meals Delivered: Number of meals delivered to individuals.
 Scholarships Provided: Number of scholarship/scrip vouchers distributed.
 Trips: Any type of one-way trip, including taxi, same day service, passenger trips, accessibility trips, etc.
 Other: If Trip Type is not applicable to your program, choose Other and provide a description in Column K.

Cell: M12

Comment: Completed Quantity funded by MB FY 12-13: This column auto-calculates based on the following.

$(\text{Total Measure Dollars Spent} \times \text{Total Quantity}) / \text{Total Project Cost} = \text{Total MB-Funded Quantity}$

TABLE 3
PARATRANSIT PROGRAM
Measure B Planned Projects and Fund Reserves

AGENCY NAME: **City of Emeryville**
DATE: **12/17/2013** (revised 2/24/14)

Directions
There are FOUR Sections on this worksheet to be completed by the local agency.
1) In the EVEN Numbered Boxes, enter the FY 12-13 Planned and Reserve Activities, and the Actual Expenditures that occurred in FY 12-13.
2) In the ODD Numbered Boxes, allocate the Total FY 13-14 Measure B Funds Available (Box 1, Total in Green) to these four sections designated for FY 13-14.

AUTO CALCULATED REFERENCE TABLES

Auto Box 1 - Provides a Summary of Measure B Funds Available in FY 13-14. The total in the GREEN box is the amount to be allocated to the FY 13-14 through FY 16-17 Planned Projects and Fund Reserves (ODD numbered boxes).
Auto Box 2 - Provides a tracking summary comparison of Measure B FY 12-13 Planned Expenditures and Actual Expenditures.
Auto Box 3 - Total Measure B Summary for FY 13-14 through FY 16-17 using the available Measure B funds available (GREEN box).

BOX 1	
Total Measure B Available in FY 13-14	
FY 12-13 Measure B Ending Pass-through Balance (From Table 1, Column E)	\$ 15,472
Reported FY 12/13 Balances	
FY 12/13 Planned Project Balance	\$ 7,735
FY 12/13 Capital Reserve Balance	\$ -
FY 13/14-15/16 Capital Reserve (original)	\$ -
FY 12/13 Operational Reserve Balance	\$ 8,330
FY 12/13 Undesignated Reserve Balance	\$ -
FY 12/13 Actual vs Projected Revenue Variance	\$ (593)
Remaining (roll-over) Measure B Balance	\$ 15,472
subtract FY 12-13 reserve window commitments	\$ -
FY 13-14 Uncommitted rollover amount	\$ 15,472
FY 13-14 Measure B Projected Pass-through Revenue	\$ 23,148
Total FY 13-14 Measure B Funds Available	\$ 38,620

BOX 2				
Total Measure B FY 12-13 Planned vs. Actual Expenditures				
FY 12-13 Reported Planned	FY 12-13 Actual Expenditures	FY 12-13 Unspent Amount	% Unspent	
MB Planned Projects	\$ 23,147	\$ 15,412	\$ 7,735	33%
MB Capital Reserve	\$ -	\$ -	\$ -	#DIV/0!
Total	\$ 23,147	\$ 15,412	\$ 7,735	33%

Any unspent FY 12-13 Measure B Capital Fund Reserve Amount will require a request to reallocate the funds to outer years of the FY 12-13 through FY 15-16 Reserve Window (Blue lines).

Allocate Amount to FY 13-14 through FY 16-17 Reserve Window (ODD Numbered Boxes). This amount should equal the total in Box 3.

BOX 3					
Total Measure B FY 13-14 Funding Allocation Summary					
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	TOTAL
MB Planned Projects	\$ 26,350				\$ 26,350
MB Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
MB Operational Reserve	\$ 8,270				\$ 8,270
MB Undesignated Reserve	\$ 4,000				\$ 4,000
TOTAL MEASURE B	\$ 38,620	\$ -	\$ -	\$ -	\$ 38,620

	Max. Allocation	% Sponsor Allocated	Max. % Allowed
MB Operational Reserve	\$ 11,574	36%	50%
MB Undesignated Reserve	\$ 2,315	17%	10%

Must equal to FY 13-14 Measure B Funds Available (Green Box, Total Box 1).

NOTE:
Alameda CTC may request additional information to determine recipient's compliance with the Reserve and Timely Use of Fund Policies.

SECTION 1: Measure B Planned Projects (unreserved funds)

BOX 4							
FY 12-13 MEASURE B PLANNED PROJECTS (unreserved funds)							
Index	Local Project ID Number	Project Name	Phase	TRACKING FY 12-13 (Prior Year's) PLAN			Reason for positive or negative balance?
				Planned FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	
1	N/A	Group Trips Program	Operations	\$ 19,247	\$ 10,926	\$ 8,321	did not need as much support from measure b this year for the group trips to be affordable and fully executable
2	N/A	Taxi Reimbursement Program	Operations	\$ 3,000	\$ 2,934	\$ 66	we were within 0.2% of projected our budget for a highly variable program, great news!
3	N/A	Meal Delivery Reimbursement Program	Operations	\$ 200	\$ 334	\$ (134)	we had more drivers request reimbursements than predicted based on past reimbursement totals
4	N/A	Subsidized EBP Tickets Program	Operations	\$ 500	\$ 1,218	\$ (718)	staff miscoded the additional purchases as the city will continue to offer unlimited EBP vouchers, but will only seek \$500 in support from measure b
5	N/A	Scholarship Program	Operations	\$ 200	\$ -	\$ 200	staff did not launch the scholarship program, but is planning to launch it in 2014.
6				\$ -	\$ -	\$ -	
7				\$ -	\$ -	\$ -	
TOTAL FY 12-13 PLANNED VS ACTUAL EXPENDITURES				\$ 23,147	\$ 15,412	\$ 7,735	33% Unspent Percentage

BOX 5						
FY 13-14 MEASURE B PLANNED PROJECTS (unreserved funds)						
Index	Local Project ID Number	Project Name	Phase	Planned Projects FY 13-14	Governing Body Approved? (Yes or No)	Describe the Project's Status
2	N/A	Taxi Reimbursement Program	Operations	\$ 3,000	No	ongoing, please note on governing body approved section that these planned projects and the overall paratransit program does not need governing body approval in the City of Emeryville, so we won't be seeking this approval.
3	N/A	Meal Delivery Reimbursement Program	Operations	\$ 350	No	ongoing, please note on governing body approved section that these planned projects and the overall paratransit program does not need governing body approval in the City of Emeryville, so we won't be seeking this approval.
4	N/A	Subsidized EBP Tickets Program	Operations	\$ 500	No	ongoing, please note on governing body approved section that these planned projects and the overall paratransit program does not need governing body approval in the City of Emeryville, so we won't be seeking this approval.
5	N/A	Scholarship Program	Operations	\$ 500	No	will re-launch in 2014 and target those who aren't going on trips because they can't afford them. please note on governing body approved section that these planned projects and the overall paratransit program does not need governing body approval in the City of Emeryville, so we won't be seeking this approval.
6	N/A	8-To-Go City Based Door-to-Door Program	Operations	\$ 10,000	Yes	Make up the shortfall of funding for the 8-To-Go shuttle program due to increased operational fees with the shuttle provider (Emeryville Transportation Management Association) between applying for and accepting Cycle 5 funding
7				\$ -		
TOTAL FY 13-14 PLANNED PROJECTS				\$ 26,350		

SECTION 2: Measure B Capital Fund Reserve

BOX 6						
Capital Fund Reserves FY 12-13 Planned vs Actual Expenditures						
Index	Local Project ID Number	Project Name	Original and Revised Plans	Phase	FY 12-13 (PRIOR YEAR'S) PLAN	
					Planned FY 12-13	Actual Expenditures FY 12-13
1			Actual (Revised) Plan		\$ -	\$ -
			New FY 14-17 Window		\$ -	\$ -
			Actual (Revised) Plan		\$ -	\$ -
			New FY 14-17 Window		\$ -	\$ -
			New Phase Line		\$ -	\$ -
			Tracking	Total Project Cost	\$ -	\$ -
			Tracking	FY 13-16 Plan	\$ -	\$ -
2			Actual (Revised) Plan		\$ -	\$ -
			New FY 14-17 Window		\$ -	\$ -
			Actual (Revised) Plan		\$ -	\$ -
			New FY 14-17 Window		\$ -	\$ -
			New Phase Line		\$ -	\$ -
			Tracking	Total Project Cost	\$ -	\$ -
			Tracking	FY 13-16 Plan	\$ -	\$ -
YEARLY TOTALS						
					FY 14-17 Plan	\$ -
					Total Per Fiscal Year	\$ -

BOX 7									
Capital Fund Reserves FY 13-14 through FY 16-17 Planned Capital Reserve Expenditures									
FY 13-14	FY 14-15	FY 15-16	FY 16-17	Original FY 13-16 Window Total	New FY 14-17 Window Total	Total By Phase, Original FY 13-16 + FY 14-17 Window	Describe the Project Status		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1) If requesting an adjustment, explain how and why the FY 12-13 Capital Reserve Plan was adjusted. Provide an explanation on any unspent funds and its reallocation. 2) Specify Measure B adjustments to FY 13-16 Window and usage of FY 14-17 revenue.		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
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\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

Fiscal Year FY 12-13 through FY 15-16 Window Totals				
\$ -	\$ -	\$ -	\$ -	\$ -

FY 12-13 Planned vs Actual Expenses			
TOTAL CAPITAL FUND RESERVE	\$ -	\$ -	\$ -

Fiscal Year FY 13-14 through FY 16-17 Window Totals				
\$ -	\$ -	\$ -	\$ -	\$ -

#DIV/0! Unspent Percentage

TABLE 3
PARATRANSIT PROGRAM
Measure B Planned Projects and Fund Reserves

AGENCY NAME: City of Emeryville
DATE: 12/17/2013 (revised 2/24/14)

Directions
There are FOUR Sections on this worksheet to be completed by the local agency.
1) In the EVEN Numbered Boxes, enter the FY 12-13 Planned and Reserve Activities, and the Actual Expenditures that occurred in FY 12-13.
2) In the ODD Numbered Boxes, allocate the Total FY 13-14 Measure B Funds Available (Box 1, Total in Green) to these four sections designated for FY 13-14.

SECTION 3: Measure B Operation Reserve

Box 8 FY 12-13 MEASURE B OPERATION RESERVE							
Index	Local Project ID Number	Project Name	Phase	TRACKING FY 12-13 (Prior Year's) PLAN			Reason for positive or negative balance?
				Planned Op Reserve FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	
1	N/A	Paratransit Operations	Operations	\$ 8,330	\$ -	\$ 8,330	#####
			Total	\$ 8,330	\$ -	\$ 8,330	
2			Phases				
			Total	\$ -	\$ -	\$ -	
3			Phases				
			Total	\$ -	\$ -	\$ -	
4			Phases				
			Total	\$ -	\$ -	\$ -	
5			Phases				
			Total	\$ -	\$ -	\$ -	
6			Phases				
			Total	\$ -	\$ -	\$ -	
7			Phases				
			Total	\$ -	\$ -	\$ -	
8			Phases				
			Total	\$ -	\$ -	\$ -	
9			Phases				
			Total	\$ -	\$ -	\$ -	
10			Phases				
			Total	\$ -	\$ -	\$ -	
TOTAL OPERATION FUND RESERVE				\$ 8,330	\$ -	\$ 8,330	100% Unspent Percentage

Box 9 FY 13-14 MEASURE B OPERATION RESERVE						
Index	Local Project ID Number	Project Name	Phase	Planned Projects FY 13-14	Governing Body Approved? (Yes or No)	Describe the Project's Status
1	N/A	Paratransit Operations	Operations	\$ 8,270	No	To-Go shuttle funding and unreserved non-capital 'rainy day' funding. Also note, \$1,855 is being re-added to the Operational Reserve that was missed from FY11/12 compliance report due to accounting
			Total	\$ 8,270		
2			Phases			
			Total	\$ -		
3			Phases			
			Total	\$ -		
4			Phases			
			Total	\$ -		
5			Phases			
			Total	\$ -		
6			Phases			
			Total	\$ -		
7			Phases			
			Total	\$ -		
8			Phases			
			Total	\$ -		
9			Phases			
			Total	\$ -		
10			Phases			
			Total	\$ -		
TOTAL FY 13-14 UNDESIGNATED RESERVE				\$ 8,270		

SECTION 4: Measure B Undesignated Reserve

Box 10 FY 12-13 MEASURE B UNDESIGNATED RESERVE					
Index	Undesignated Funds (Up to 10% of the annual year's revenue)	TRACKING FY 12-13 (Prior Year's) PLAN			Identify projects where undesignated funds were used.
		Planned Undesignated FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	
1		\$ -	\$ -	\$ -	
TOTAL FY 12-13 UNDESIGNATED RESERVE		\$ -	\$ -	\$ -	#DIV/0! Unspent Percentage

Box 11 FY 13-14 MEASURE B UNDESIGNATED RESERVE			
Index	Undesignated Funds (Up to 10% of the annual year's revenue)	Undesignated FY 13-14	Identify Potential Funding usage.
1		\$ 4,000	8-To-Go Shuttle Funding
TOTAL FY 13-14 UNDESIGNATED RESERVE		\$ 4,000	

Measure B Expenditures Across All Programs FY 12-13 Report Card

City of Emeryville

FY 12- 13 Planned Projects

Program	Planned Expenditures FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	Unspent Percentage
Bicycle and Pedestrian	\$ 13,800	\$ 13,800	\$ -	0%
Local Streets and Roads (Local Transportation)	\$ 229,355	\$ 220,217	\$ 9,138	4%
Paratransit	\$ 23,147	\$ 15,412	\$ 7,735	33%
Totals:	\$ 266,302	\$ 249,429	\$ 16,873	6%

FY 12- 13 Capital Fund Reserve

Program	Planned FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	Unspent Percentage
Bicycle and Pedestrian	\$ -	\$ 9,822	\$ (9,822)	#DIV/0!
Local Streets and Roads (Local Transportation)	\$ 299,292	\$ 299,292	\$ -	0%
Paratransit	\$ -	\$ -	\$ -	#DIV/0!
Totals:	\$ 299,292	\$ 309,114	\$ (9,822)	-3%

FY 12- 13 Operations Fund Reserve

Program	Planned FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	Unspent Percentage
Bicycle and Pedestrian	\$ -	\$ -	\$ -	#DIV/0!
Local Streets and Roads (Local Transportation)	\$ -	\$ -	\$ -	#DIV/0!
Paratransit	\$ 8,330	\$ -	\$ 8,330	100%
Totals:	\$ 8,330	\$ -	\$ 8,330	100%

FY 12- 13 Undesignated Fund Reserve

Program	Planned FY 12-13	Actual Expenditures FY 12-13	Unspent Amount FY 12-13	Unspent Percentage
Bicycle and Pedestrian	\$ -	\$ -	\$ -	#DIV/0!
Local Streets and Roads (Local Transportation)	\$ -	\$ -	\$ -	#DIV/0!
Paratransit	\$ -	\$ -	\$ -	#DIV/0!
Totals:	\$ -	\$ -	\$ -	#DIV/0!

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