

PROGRAM COMPLIANCE REPORT COVER SHEET
Reports are due December 31, 2008

Agency Name:	City of Emeryville
Date Submitted:	December 22, 2008

Report Checklist (Check all that apply)

- Annual Program Compliance Report - Mass Transit Funds
- Annual Program Compliance Report - Local Streets and Roads Funds
- Annual Program Compliance Report - Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report - Paratransit Funds
- Table 1 – Summary of Program Expenditure Accomplishments Excel workbook

List any additional attachments included in the report (Check all that apply)

- Attachment A: Mass Transit Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Bicycle and Pedestrian Attachments
- Attachment D: Paratransit Attachments
- Other Attachments: List Additional Attachments as needed

Note: *Instructions for filling out and submitting this report are included on page 2. Please review instructions carefully to insure reports are submitted as required.*

An authorized representative of the reporting agency must sign below, affirming that the statements in the report package are true and complete to the best of their knowledge. The hard copy submittal must have the original signatures; whereas the electronic version should include the name and title of signator.

Signature: _____

Print Name/Title of Agency Manager: Patrick O'Keeffe, City Manager

Date:

Signature: _____

Print Name/Title of Agency Finance Manager: Karan Reid , Accounting Manager

Date:

End-of-Year Program Compliance Submittal Requirements

Measure B fund recipients are required to submit to the Alameda County Transportation Improvement Authority (ACTIA) one electronic and one hard copy version of two reports for end-of-year compliance: the **End-of-Year Program Compliance Report** and the **Compliance Audit Report**.

End-of-Year Program Compliance Report

The End-of-Year Program Compliance Report includes two parts that are both available for download on the ACTIA Web site at www.actia2022.com:

1. A PDF Compliance Report form
2. Table 1 - Summary of Program Expenditure Accomplishments Excel workbook

Electronic submission: After completing the PDF Compliance Report form, submit one copy of the report electronically, as noted below by clicking on the 'Submit by E-mail' button on the top right hand corner of the first page of the PDF Compliance Report form. Depending on the version of Adobe Acrobat you use, you may need to e-mail Table 1 - Summary of Program Expenditure Accomplishments Excel worksheet separately. *Do not include attachments with the electronic version.*

Hard copy submission: The End-of-Year Program Compliance Report cover sheet must have the signatures of the City Manager and the City Finance Manager, or the appropriate equivalent for other agencies. All other attachments, such as photos, articles, newsletters, signage, etc., must be included with the hard copy. Clearly label additional attachments according to the convention provided on the Compliance report form cover sheet. Ensure the attachments are easily readable when reproduced in black and white, and insert them at the back of the report. One hard copy of the **End-of-Year Program Compliance Report** and the **Table 1 Excel workbook** with wet signatures and attachments must be postmarked by **December 31, 2008** and mailed as noted below.

Compliance Audit Report

Electronic submission: Submit one copy of the **Compliance Audit Report** electronically. Submit the report by attaching the file to an e-mail and send as noted below.

Hard copy submission: One hard copy of the **Compliance Audit Report**, signed by an independent auditor, must be postmarked no later than **December 27, 2008** and mailed as noted below.

Mail Complete Reports to:

ACTIA
Attn: End-of-Year Program Compliance
1333 Broadway, Suite 300
Oakland, CA 94612

E-mail Reports to:

grants@actia20.com

ACTIA must receive all electronic files by their respective due dates as noted above. If you submit a draft copy in error or encounter a problem submitting the report, notify Tess Lengyel either by e-mail or phone at (510) 267-6111. All mailed documents must be postmarked on or before their respective due dates noted above.

Mass Transit Programs Report Summary

Mass Transit Program
 Agency Contact Name:
 Phone Number:
 Fax:
 E-mail:

1. **ACTIA Mass Transit Program Funds** received/expended (accrual basis).
 These numbers should be the same as those reported in your compliance
 audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (maximum 200 words)

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Mass Transit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment A.

Yes No

List date(s) of publication(s):

3. **Web Site Address(es):**

Your Web site should describe Mass Transit projects and programs funded by Measure B, with updated and accurate information, and also a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment A.

4. **Was Signage used in the Mass Transit projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment A.

Yes No

Describe signage: (maximum 50 words)

5. **Mass Transit Programs / Projects Description**

Describe the projects and/or programs implemented with measure B Mass Transit Funds in fiscal year 2007/2008 by completing the Table 1, 'Mass Transit' tab, in the Excel workbook. Include photographs in Attachment A.

Please continue to Question 6, 'Future Planned Mass Transit Programs/Projects', on the next page.

6. Future Planned Mass Transit Programs/Projects

Describe the planned Mass Transit programs and projects to be implemented with Measure B funds and the projected schedule.
(maximum 550 words)

Local Streets and Roads Programs Report Summary

Local Streets and Roads
 Agency Contact Name:

Phone Number:

Fax:

E-mail:

1. ACTIA Local Streets and Roads Program Funds received/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text" value="451,998"/>	\$ <input type="text" value="211,211"/>	\$ <input type="text" value="13,294"/>	\$ <input type="text" value="468,479"/>	\$ <input type="text" value="208,024"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

Due to the increasing size of the projects which utilize Measure B funding it is necessary for the City to accrue larger balances which are later expended on larger projects. As demonstrated above and as anticipated for future projects it is necessary to aggregate 150%-200% of the City's Measure B annual revenue to fund projects of a size compatible with the City's Capital Improvement Program.

It is anticipated that the 2007/2008 Local Streets and Roads ending balance will be exhausted with the cost of the Fall 2008 slurry seal project.

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Local Streets and Roads projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment B.

Yes No

List date(s) of publication(s):

3. **Web Site Address(es):**

Your Web site should describe Local Streets and Roads projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment B.

4. **Was Signage used in the Local Streets and Roads projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment B.

Yes No

Describe signage: (maximum 50 words)

5. **Certified Number of Road-miles within City's jurisdiction:**

This figure should be consistent with the number of miles reported to State and Federal Agencies.

6. **Jurisdiction Population:**

This figure should reflect population as of January 1, 2008.

7. **Local Streets and Roads Programs/Projects Description**

Describe the projects and programs implemented with Measure B Local Streets and Roads funds in fiscal year 2007/2008 by completing the Table 1, 'Local Streets and Roads' tab, in the Excel workbook. Include photographs in Attachment B.

Please continue to Question 6, 'Future Planned Local Streets and Roads Programs/Projects', on the next page.

8. Future Planned Local Streets and Roads Programs/Projects

Describe the planned Local Streets and Roads programs and projects to be implemented with Measure B funds and the projected schedule.
(maximum 550 words)

Capital Improvement Program
Annual Slurry Seal Ongoing Project

The City's slurry seal program was started in 2001 as a cost-effective way of prolonging the life of city streets and maximize the value of the investment that has already been made in improving these streets. By sealing the pavement surface, the slurry protects against deterioration caused by ultraviolet light and stormwater runoff. This program includes pothole patching and base repairs, crack sealing, Type II slurry application, asphalt-rubber chipseal application, and thermoplastic striping. The ongoing project schedule is as follows:

FY08/09: Shellmound Street (40th Street Bridge to 64th Street), Christie Avenue (64th to 65th, Powell to Shellmound Street), 64th Street (Christie to Shellmound), LaCoste Street (64th to 65th), 65th Street (LaCoste to Christie), WB W. MacArthur (Adeline to Emery), Shellmound Way.

FY09/10: Hollis Street (Powell to northern City Limits), Stanford Avenue (Hollis to Powell), EB W.MacArthur (Adeline to Peralta) portions of 45th, 53rd, and 54th Streets.

FY10/11: 40th Street (Halleck to Adeline), Hollis Street (40th to City Limits), Emery Street (40th to W. MacArthur, Doyle Street (Powell to 55th, 47th to 45th), Peladeau Street (Powell to Stanford), Beaudry Street (Powell to 55th), Vallejo Street (Powell to 55th)

Bicycle and Pedestrian Safety Programs Report Summary

Bicycle and Pedestrian Safety
 Program Agency Contact Name:

Phone Number:

Fax:

E-mail:

1. ACTIA Bicycle and Pedestrian Safety Program Funds recieved/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text" value="79,669"/>	\$ <input type="text" value="23,536"/>	\$ <input type="text" value="2,343"/>	\$ <input type="text" value="8,527"/>	\$ <input type="text" value="97,021"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

In 2007/2008 the City of Emeryville used Measure B Bike/Ped funds to purchase and install bike and pedestrian facility signage. The City did not spend all of the funds because the City was short-staffed during the period. The City is now fully staffed and expects to accelerate the implementation of bike/ped projects in the future and draw down the fund balance. Several Bike and Pedestrian projects are in the design phase and will be constructed during the next two fiscal years.

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Bicycle and Pedestrian Safety projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment C.

Yes No

List date(s) of publication(s):

Fall 2007 and Winter/Spring of 2009

3. **Web Site Address(es):**

Your Web site should describe Bicycle and Pedestrian Safety projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment C.

http://www.ci.emeryville.ca.us/publicworks/measure_b.html

4. **Was Signage** used in the Bicycle and Pedestrian Safety projects and programs indicating the use of Measure B funds. If 'Yes' include photos of signage in Attachment C.

Yes No

Describe Signage: (maximum 50 words)

Large sheetmetal signs and smaller magnetized vehicle placards have been fabricated for use during future Measure B funded construction projects.

5. **Bicycle and Pedestrian Safety Programs / Projects Description**

Describe the programs and/or projects implemented with Measure B Bicycle and Pedestrian Safety funds in fiscal year 2007/2008 by completing Table 1, 'Bike-Ped Safety' tab, in the Excel workbook. Include photographs in Attachment C.

ACTIA uses the data in Table 1 to monitor compliance with the Master Program Fund Agreement requirement that "Once approved by the City Council or Board of Supervisors, a list of high priority bike and pedestrian projects shall be submitted to ACTIA prior to construction."

If funds were expended on any projects that were not approved by your Governing Board in advance (as indicated in Table 1), please explain how the project was prioritized with public input, and include this explanation in Attachment C.

Please continue to Question 6, 'Future Planned Bicycle and Pedestrian Safety Programs/Projects', on the next page.

6. Future Planned Bicycle and Pedestrian Safety Programs/Projects

Provide a list of planned future programs and/or projects that will be implemented with Measure B Bicycle and Pedestrian Safety funds and that have been approved by your Governing Board. Explain how the planned projects and programs received Governing Board approval by including the resolution date(s), document type(s) approved(e.g. Bike and/or Pedestrian Plan, Capital Improvement Plan, etc.), and the time period of the project list (if any) covered by the resolution(s).

As per the Master Program Fund Agreement, all programs and projects that use Measure B Bicycle and Pedestrian Safety funds must receive governing board approval and the project list must be submitted to ACTIA prior to construction. A complete response to this question will fulfill this requirement. Projects may also be added at other times during the year, via written communication with ACTIA. *(maximum 550 words)*

Proposed Draft of Projects For Calendar Year 2009:

Bicycle Boulevard: 53rd Street - Signs/Stencils

Bicycle Boulevard: 59th Street - Signage

Bicycle Boulevard: Doyle Street - Signage

Bicycle Boulevard: 65th Street - Signs/Stencils

All of the above boulevards have been approved by the City Council

Paratransit Programs Report Summary

Paratransit Program
 Agency Contact Name:
 Phone Number:
 Fax:
 E-mail:

- 1. ACTIA Paratransit Program funds** received/expended (accrual basis).
 These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text" value="17,726"/>	\$ <input type="text" value="25,472"/>	\$ <input type="text" value="521"/>	\$ <input type="text" value="29,171"/>	\$ <input type="text" value="14,548"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

In FY07/08, through additional services and the purchase of the 22-passenger bus, Emeryville was able to spend all received revenues plus \$3,178 of the balance from FY06/07/ In FY08/09, all revenue and a continued drawdown on the unspent balance will come from additional group trips, reimbursement of mileage for meals-on-wheels delivery, and a scholarship fund for people unable to afford fee based transportation programming.

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Paratransit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment D.

Yes No

List date(s) of publication(s):

Monthly Senior Center (50+) Newsletters, City News and Activity Guide (3x/year)

3. **Web Site address(es):**

Your Web site should describe Paratransit projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment D.

<http://www.ci.emeryville.ca.us/seniorcenter/paratransit.html>

4. **Was Signage used in the Paratransit projects and programs** indicating the use of Measure B funds? If 'Yes', include photos of signage in Attachment D.

Yes No

Describe signage: (maximum 50 words)

The 'Go-Van-Go' 22-passenger bus has ACTIA signage on the only magnet friendly area of the bus, the steel front driver's side door. When the final detailing is completed on the bus (painted logos) and text, the ACTIA signage will also be painted on to the bus.

5. **Paratransit Programs/Projects Description**

Describe the program and/or projects implemented with Measure B Paratransit funds in fiscal year 2007/2008 by completing Table 1, 'Paratransit' tab, in the Excel workbook. Include photographs in Attachment D.

Please continue to Question 6, 'Future Planned Paratransit Programs/Projects', on the next page.

6. **Future Planned Paratransit Programs/Projects**

Describe the planned Paratransit programs and projects to be implemented with Measure B funds and the projected schedule.

(maximum 550 words)

The following list contains the future planned Paratransit programs/projects and projected schedule:

- Scholarship Fund for Group Trips (all year)
- Group Trips (all year, see below)
 - 6-8 trips per month using 'Go-Van-Go' (22 people per trip)
 - 2 overnight trips per month using charter buses (48 people per trip)
- Meal on Wheels Mileage Reimbursement (all year)
- Taxi Reimbursement Program (all year)
- Discounted East Bay Paratransit Tickets (all year)