

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2014-2015**

AGENCY CONTACT INFORMATION

Agency Name: **City of Emeryville**

Date: 12/11/2015 (Revised Feb. 12, 2016)

Primary Point of Contact

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Title: Finance Supervisor

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Agency's Certification of True and Accurate Reporting by Submission

By submitting this Compliance Report to the Alameda County Transportation Commission, the submitting agency certifies the compliance information reported is true and complete to the best of their knowledge, and the dollar figures in the agency's Audited Financial Statement matches exactly to the revenues and expenditures reported herein.

Program Compliance Report Structure

This Reporting Form is broken into the following sections for the Measure B and BB Direct Local Distribution Programs applicable to the recipient agency.

- * **Cover - Agency Contact**
- * **General Compliance Reporting**
- * **Table 1 - Revenue and Expenditures**
- * **Table 2 - Detailed Summary of Expenditures and Accomplishments**
- * **Table 3 - Annual Implementation Plan and Fund Reserves**
- * **Measure B/BB Tracking Summary** *(auto populated from Table 3)*
- * **FY 14-15 Expenditure Summary** *(auto populated from Table 3)*

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**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

GENERAL COMPLIANCE REPORTING

Complete the questions below to confirm/document completion of the Master Programs Funding Agreements Reporting Requirements.

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

Specify the adoption year of the most current Bicycle and Pedestrian Master Plans, as applicable.

	Adoption Year
Bicycle Master Plan	
Pedestrian Master Plan	
Bicycle and Pedestrian Master Plan	2012

Describe the your agency's plan to ensure a Bicycle and/or Pedestrian Master Plans will be adopted by the December 31, 2015 deadline, or updated. Indicate N/A, if not applicable.

N/A

- 2. Bicycle and Pedestrian Master Plans Core Elements.**

Required core elements for pedestrian plans are described in the Toolkit for Improving Walkability linked below.

http://www.alamedactc.org/files/managed/Document/11852/ACTIA_Ped_Toolkit_UPDATE_FINAL_EL_web_2009.pdf

Alameda CTC is currently developing guidelines that outline required core elements for bicycle plans. Until these guidelines are developed, bicycle plans should demonstrate that they contain the core elements from the California Streets and Highways Code Section 891.2 linked below.

http://www.dot.ca.gov/hq/LocalPrograms/bta/PDFs/Sec891_2.pdf

Which core elements are included in your agency's Bicycle and Pedestrian Master Plan(s)? A link or separate attachments to your Master Plan(s) core elements may be provided in response to this question.

www.ci.emeryville.ca.us/923/Pedestrian-Bicycle-Plan

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

GENERAL COMPLIANCE REPORTING

Publicity Requirements

Complete the questions below. Attach a copy of the article, example photos of posted signage, and website printouts.

3. Did your agency publish an article highlighting Measure B/BB funded activities?	Measure B	Yes/No Yes
	Measure BB	No

List Publication(s) and Date of Publication	Measure B or BB?	If no article was published, explain below.
City of Emeryville Fall Activity Guide	Measure B	No Measure BB funds were expended during the reporting year.

4. Did your agency publish an website information highlighting Measure B/BB funded activities?	Measure B	Yes/No Yes
	Measure BB	No

Website link(s)	Measure B or BB?	If no website information published, explain below.
www.ci.emeryville.ca.us/354/Measure-B	Measure B	No Measure BB funds were expended during the reporting year.

5. Did your agency post signage highlighting Measure B/BB funded activities?	Measure B	Yes/No No
	Measure BB	No

Estimated # of Measure B Signs Posted

Estimated # of Measure BB Signs Posted

Project(s) associated with signage.	If no signage posted, explain below.
n/a	Measure B expenditures were largely for design phase and vendor purchases where signage is not applicable.

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 1: REVENUE AND EXPENDITURES

Complete the questions below based on the Measure B and BB Audited Financial Statements.

- All values must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures calculated on Table 2 and 3 for the fiscal year.

MEASURE B

Beginning of Year Balance	\$ 142,615
Revenue	\$ 30,685
Interest	\$ 178
Expenditures	\$ 31,331
End of Year Fund Balance	\$ 142,147

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

Measure B Funds will be aggregated for use on the implementation of the City of Emeryville Bike-Ped Plan.

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

N/A

MEASURE BB

	Amount
Beginning of Year Balance	\$ -
Revenue	\$ 4,988
Interest	\$ -
Expenditures	\$ -
End of Year Fund Balance	\$ 4,988

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

Measure BB funds will be aggregated for future use on the City of Emeryville Capital Improvement Program Annual Street Rehabilitation Project.

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

N/A

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.
 - Expenditure total must correspond to your Audited Financial Statements.
 - Expenditures must match the total expenditures reported on Table 1 and 3 for the fiscal year.

No.	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/Benefits	Quantity Completed in FY 14-15	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Governing Board Approved?
1	Bicycle	Operations	Education and Promotion	Bike To Work Day	Bicycle Commuting Promotional and Educational Event	100	Other (describe in Column J)	Percent :Bike East Bay sponsorship, volunteer t-shirts, bike safety promotional items	\$ 3,914	\$ -	Yes
2	Pedestrian	Construction	Streetscape / Complete Streets	Bike-Ped Plan Implementation-Bus Stop Benches	Provides seating at Bus Stops	4	Other (describe in Column J)	locations	\$ 15,490	\$ -	Yes
3	Pedestrian	PS&E	Pedestrian Crossing	Safe Routes to School Pedestrian Crossings	Improved Safety for Pedestrians	3	Intersections		\$ 10,169	\$ -	Yes
4	Bike/Ped	Maintenance	Streetscape / Complete Streets	Maintenance of Bike-Ped Infrastructure	Maintains current infrastructure	100	Other (describe in Column J)	percent: Bike Facility Striping	\$ 1,108	\$ -	Yes
5	Bike/Ped	Other	Other (describe in Column J)	Annual Measure B Audit	Funding Source Compliance	1	Other (describe in Column J)	One-time lump sum cost for annual audit	\$ 650	\$ -	Yes
TOTAL									\$ 31,331	\$ -	
Match to Table 1?									TRUE	TRUE	

Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15

TABLE 3a: MEASURE B ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-3 are auto populated for reference/evaluation purposes; based on information inputted in Box 4-11.

1. Complete the EVEN Boxes first (starting with Box 4) with the fiscal year's expenditures, and then proceed to the ODD Boxes.
2. In the EVEN Numbered Boxes, enter the FY 14-15 Actual Expenditures that occurred.
3. In the ODD Numbered Boxes, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE B DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1	
MB Funds Available for FY 15-16 Allocation	
FY 14-15 MB End of Year Fund Balance (From Table 1)	\$ 142,147
FY 14-15 Summary of End of Year Balance	
FY 14-15 Planned Project Balance ¹	\$ 39,063
FY 13-16 Capital Reserve Window Balance ²	\$ 101,856
FY 14-17 Capital Reserve Window Balance ³	\$ -
FY 15-18 Capital Reserve Window Balance ³	\$ -
FY 14-15 Operations Reserve Balance ³	\$ -
FY 14-15 Undesignated Reserve Balance ⁴	\$ -
FY 14/15 Actual vs. Projected Revenue ⁵	\$ 1,228
Sub-total⁶	\$ 142,147
Subtract FY 13-16 Capital Reserve Commitment	\$ (101,856)
Subtract FY 14-17 Capital Reserve Commitment	\$ -
Subtract FY 15-18 Capital Reserve Commitment	\$ -
FY 14-15 Uncommitted Rollover Balance	\$ 40,291
FY 15-16 MB Projected Revenue	\$ 31,379
Total FY 15-16 MB Funds Available⁷	\$ 71,670

- Box 1 Notes**
1. Auto populated from Box 4's Balance, only shows positive balances.
 2. Last Year's identified Capital Reserve commitment subtract FY 14/15 Expenditures.
 3. Auto populated from Box 8's Operation Balance.
 4. Auto populated from Box 10's Undesignated Balance.
 5. Amount is Actual Distributions/Interest subtract Last Year's provided revenue projections.
 6. Sub-total Balance should match FY 14-15 Ending Balance, noted in the top of Box 1. Box will turn GREEN if true.
 7. Funds available (not previously committed in a Capital Fund Reserve) to allocate to FY 15-16 planned and/or reserves categories (ODD Numbered Boxes).

BOX 2a				
FY 14-15 MB Planned vs. Actual Expenditures				
	Planned	Actual	Unspent	% Unspent
Planned	\$ 54,904	\$ 15,841	\$ 39,063	71%
FY 13-16 Cap	\$ 117,345	\$ 15,489	\$ 101,856	87%
FY 14-17 Cap	\$ -	\$ -	\$ -	-
FY 15-18 Cap	\$ -	\$ -	\$ -	-
Operations	\$ -	\$ -	\$ -	-
Undesignated	\$ -	\$ -	\$ -	-

BOX 2b						
CAPITAL RESERVE TRACKING						
REALLOCATION VERIFICATION TOOL						
Window	Original Allocation ¹	Expended FY 14-15	Amount To Allocate ²	Amount Allocated ³	Remaining to Allocate ⁴	All funds available by window allocated?
FY 13-16	\$ 117,345	\$ 15,489	\$ 101,856	\$ 101,856	\$ -	TRUE
FY 14-17	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE

- Box 2b Notes**
1. Original identified is the amount set in prior year's compliance report.
 2. Unspent fund balance originally committed to the reserves that must be reallocated within the respective reserve windows.
 3. Amount re-identified by recipient in the Capital Reserve Box 6 and 7.
 4. Remaining amount should be zero to indicate identification of all originally identified Capital Reserve Funds. +/- \$1 differences acceptable.

BOX 3					
FY 15-16 Allocation Summary of Available MB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 57,289	\$ -	\$ -	\$ -	\$ 57,289
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ 14,381	\$ -	\$ -	\$ -	\$ 14,381
Undesignated Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Measure B	\$ 71,670	\$ -	\$ -	\$ -	\$ 71,670

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 15,690	46%	50%	TRUE
\$ 3,138	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 3a		
MB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 71,670	All funds available for FY 15-16 Allocated ?
BOX 3: Allocated Funds	\$ 71,670	
Remaining Amount	\$ -	TRUE

Remaining amount must reflect ZERO to indicate identification of all available Measure B funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 4							
PLANNED PROJECTS (unreserved funds)							
FY 14-15 PLANNED VS ACTUAL EXPENDITURES							
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Provide an explanation for positive or negative fund balances.
1	ON-BTWD	2015 Bike to Work Day	\$ 5,000	\$ 3,914	\$ 1,086	22%	Cost fell below the original estimate
2	ON-AAPB	2015 Annual Audit Bike/Ped	\$ 1,000	\$ 650	\$ 350	35%	Actual cost was below estimate
3	ON-PBP	Pedestrian Bike Plan Implementation	\$ 36,904	\$ -	\$ 36,904	100%	This is an ongoing project where costs were less than anticipated for the fiscal year in question. Reported in the Capital Reserve
4	PW 101-13	San Pablo Avenue Safe Routes to School	\$ 12,000	\$ 10,169	\$ 1,831	15%	Cost fell below the original estimate
5	N/A	Maintenance of Bike-Ped Infrastructure		\$ 1,108	\$ (1,108)	-	Maintenance funds as needed.

TOTAL FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
	\$ 54,904	\$ 15,841	\$ 39,063	71%

BOX 5					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	ON-BTWD	2016 Bike toWork Day	\$ 5,000	Yes	In Preliminary Planning Stage
2	ON-PBP	Pedestrian Bike Plan Implementation	\$ 50,289	Yes	In Planning Stage
3	ON-MAINT	Bike Ped Infrastructure Maintenance	\$ 1,000	Yes	This is an Ongoing Project
4	ON-AUDIT	Annual Fiscal Audit	\$ 1,000	Yes	This is a recurring audit
5			\$ -		

TOTAL FY 15-16 PLANNED PROJECTS	
	\$ 57,289

SECTION 2: CAPITAL FUND RESERVE

BOX 6						
CAPITAL FUND RESERVE						
FY 14-15 PLANNED VS ACTUAL EXPENDITURES						
No.	Local ID No.	Project Name	Reserve Window	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance
1	ON-PBP	Pedestrian Bicycle Plan Implementation	Prior Yr's Plan for FY 13-16 Window	\$ 117,345		
			Actual / Confirm Plan for FY 13-16		\$ 15,489	\$ (15,489)
			FY 14-17 Window		\$ -	\$ -
			FY 15-18 Window		\$ -	\$ -
			FY 16-19 Window		\$ -	\$ -
			Total	\$ 117,345	\$ 15,489	\$ (15,489)

TOTAL FY 14-15 CAPITAL RESERVE PLANNED VS. ACTUAL				
	\$ 117,345	\$ 15,489	\$ (15,489)	-

BOX 7a				
CAPITAL FUND RESERVE				
FY 15-16 through FY 18-19				
FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
\$ 101,856				\$ 101,856
\$ -	\$ -			\$ -
\$ -	\$ -	\$ -		\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 101,856	\$ -	\$ -	\$ -	\$ 101,856

BOX 7b	
CAPITAL FUND RESERVE	
Fund Adjustments and Project Status	
1) Explain unexpended funds in FY 14-15 and any reallocation.	
It is necessary to aggregate funding from multiple years so that a project of cost effective size can be constructed.	
2) Describe changes to the reserve for this project.	
3) Describe project status as of June 30, 2015.	
This is an ongoing project that will utilize funding as needed.	

Summary of Capital Fund Reserve - Funds Used and Identified from FY 14-15 through FY 18-19						
Window	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 13-16	\$ 15,489					\$ 15,489
FY 14-17	\$ -					\$ -
FY 15-18	\$ -					\$ -
FY 16-19	\$ -					\$ -
Total	\$ 15,489	\$ 101,856	\$ -	\$ -	\$ -	\$ 117,345

SECTION 3: OPERATIONS FUND RESERVE

The Operation Fund Reserve may be established to address operational fluctuations. Maximum 50% of annual revenue.

Directions

For previously identified Operations Fund Reserve, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 9.

BOX 8 FY 14-15 OPERATIONS FUND RESERVE PLANNED VS ACTUAL EXPENDITURES				
Planned Operations FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ -	\$ -	\$ -	-	

BOX 9 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ 14,381

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

For previously identified Undesignated Fund Reserves, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 11.

BOX 10 UNDESIGNATED FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
Planned Undesignated FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ -	\$ -	\$ -	-	

BOX 11 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3b: MEASURE BB ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-2 are auto populated for reference/evaluation purposes; based on information inputted in Box 3-6.

1. Starting with Box 4, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE BB DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1 MBB Funds Available for FY 15-16 Allocation	
FY 14-15 MBB End of Year Fund Balance ¹	\$ 4,988
FY 15-16 MBB Projected Revenue ²	\$ 25,623
Total FY 15-16 MBB Funds Available³	\$ 30,611

- Box 1 Notes**
- Auto populated from Table 1 End of Year Fund Balance
 - Projected FY 15-16 Measure BB Revenue as of 5/21/15.
 - Funds available to allocate to FY 15-16 planned and/or reserves categories.

BOX 2 FY 15-16 Allocation Summary of Available MBB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 30,611				\$ 30,611
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 30,611	\$ -	\$ -	\$ -	\$ 30,611

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 12,812	0%	50%	TRUE
\$ 2,562	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 2a MBB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 30,611	All funds available for FY 15-16 Allocated ?
BOX 2: Allocated Funds	\$ 30,611	
Remaining Amount	\$ -	

Remaining amount must reflect ZERO to indicate identification of all available Measure BB funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 3 FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	ON-PBP	Pedestrian Bike Plan Implementation	\$ 30,611	Yes	In Planning Stage

TOTAL FY 15-16 PLANNED PROJECTS	\$ 30,611
----------------------------------------	------------------

SECTION 2: CAPITAL FUND RESERVE

BOX 4 CAPITAL FUND RESERVE FY 15-16 through FY 18-19							
No.	Local ID No.	Project Name	Reserve Window	FY 15-16	FY 16-17	FY 17-18	FY 18-19
1			FY 16-19 Window	\$ -	\$ -	\$ -	\$ -

BOX 4a CAPITAL FUND RESERVE Project Status	
1) Describe project status as of June 30, 2015.	

Summary of Capital Fund Reserve - FY 14-15 through FY 18-19				
FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 3: OPERATIONS FUND RESERVE

The Operation Fund Reserve may be established to address operational fluctuations. Maximum 50% of annual revenue.

Directions
To establish a new annual undesignated reserve, complete Box 9.

BOX 5 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions
To establish a new annual undesignated reserve, complete Box 11.

BOX 6 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

AUTOPOPULATED TRACKING SUMMARY
Bicycle/Pedestrian Program

1. Capital Fund Reserves

This summary is automatically populated from Table 3 to capture the status of the Capital Fund Reserve Windows, expenditures, and balances.

MEASURE B Capital Fund Reserve Summary											
Reserve Window	Original Reserve Commitment	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20	Original Amount	Expended To Date	Remaining Balance
FY 13-16	\$ 127,167	\$ (9,822)	\$ -	\$ (15,489)	\$ 101,856				\$ 127,167	\$ (25,311)	\$ 101,856
FY 14-17	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
FY 15-18	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MEASURE BB Capital Fund Reserve Summary											
Reserve	Original Reserve Commitment	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20	Original Amount	Expended To Date	Remaining Balance
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2. Overall Implementation Plan

Provides a summary of Measure B and BB allocations - comprised of End-of Year Fund balances + Projected Annual Revenue.

Total Measure B Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 57,289				\$ 57,289
FY 13-16 Capital Reserve	\$ 101,856				\$ 101,856
FY 14-17 Capital Reserve	\$ -	\$ -			\$ -
FY 15-18 Capital Reserve	\$ -	\$ -	\$ -		\$ -
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ 14,381				\$ 14,381
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 173,526	\$ -	\$ -	\$ -	\$ 173,526

Total Measure BB Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 30,611				\$ 30,611
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 30,611	\$ -	\$ -	\$ -	\$ 30,611

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

GENERAL COMPLIANCE REPORTING

Complete the questions below to confirm/document completion of the Master Programs Funding Agreements Reporting Requirements.

1. What is your agency's Pavement Condition Index?

PCI =

Use 2013 Data from MTC's Street Fight Report ->

http://mtc.ca.gov/news/street_fight/pci.htm

If your PCI falls below a score of 60 (fair condition), specify what actions are being implemented to increase the PCI.

Indicate N/A, if not applicable.

Publicity Requirements

Complete the questions below. Attach a copy of the article, example photos of posted signage, and website printouts.

2. Did your agency publish an article highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	No

List Publication(s) and Date of Publication

Measure B or BB?

If no article was published, explain below.

City of Emeryville Activity Guide (August 2015)	Measure B

No Measure BB funds were expended during the reporting year.

3. Did your agency publish an website information highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	No

Website link(s)

Measure B or BB?

If no website information published, explain below.

www.ci.emeryville.ca.us/354/Measure-B	Measure B

No Measure BB funds were expended during the reporting year.

4. Did your agency post signage highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	No

Estimated # of Measure B Signs Posted

Estimated # of Measure BB Signs Posted

Project(s) associated with signage.

Christie Avenue Bay Trail Project

If no signage posted, explain below.

No Measure BB funds were expended during the reporting year.

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 1: REVENUE AND EXPENDITURES

Complete the questions below based on the Measure B and BB Audited Financial Statements.

- All values must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures calculated on Table 2 and 3 for the fiscal year.

MEASURE B

Beginning of Year Balance	\$ 255,796
Revenue	\$ 271,146
Interest	\$ 2,347
Expenditures	\$ 15,457
	\$ -
End of Year Fund Balance	\$ 513,832

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

Measure B funding has been accrued in order to fund the City's Annual Street Rehabilitation Project which will be complete in December 2015 and exhaust the End of Year Fund Balance.

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

N/A

MEASURE BB

	Amount
Beginning of Year Balance	\$ -
Revenue	\$ 50,806
Interest	\$ -
Expenditures	\$ -
End of Year Fund Balance	\$ 50,806

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

Measure BB funding has been accrued in order to fund the City's Annual Street Rehabilitation Project which will be complete in December 2015 and exhaust the End of Year Fund Balance.

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

N/A

Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.

- Expenditure total must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures reported on Table 1 and 3 for the fiscal year.

No.	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/Benefits	Quantity Completed in FY 14-15	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Governing Board Approved?
1	Streets/Rds	Maintenance	Street Resurfacing/Maintenance	Digout Repairs	Vehicular Safety, PMI improvement	40	Square Feet		\$ 8,391	\$ -	Yes
2	Streets/Rds	Maintenance	Traffic Calming	Street and Curb Painting Supplies	Improved Striping Visibility	20	Intersections		\$ 6,416	\$ -	Yes
3	Other	Other	Other (describe in Column J)	Annual Measure B/VRF Audit	Funding Source Compliance	1	Other (describe in Column J)	One-time lump sum cost for annual audit	\$ 650	\$ -	Yes
TOTAL									\$ 15,457	\$ -	
Match to Table 1?									TRUE	TRUE	

A minimum of 15% of Measure BB LSR fund are required to be expended on bike/pedestrian improvements.

How much of Measure BB LSR funds were expended on bike/pedestrian improvements?

\$ -	Meets minimum 15% threshold?
------	-------------------------------------

Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:

-	TRUE
---	------

If your agency did not meet the 15% minimum expenditure requirement, explain why in the box below

No Measure BB funds were expended.

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3a: MEASURE B ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-3 are auto populated for reference/evaluation purposes; based on information inputted in Box 4-11.

1. Complete the EVEN Boxes first (starting with Box 4) with the fiscal year's expenditures, and then proceed to the ODD Boxes.
2. In the EVEN Numbered Boxes, enter the FY 14-15 Actual Expenditures that occurred.
3. In the ODD Numbered Boxes, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE B DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1	
MB Funds Available for FY 15-16 Allocation	
FY 14-15 MB End of Year Fund Balance (From Table 1)	\$ 513,832
FY 14-15 Summary of End of Year Balance	
FY 14-15 Planned Project Balance ¹	\$ 489,036
FY 13-16 Capital Reserve Window Balance ²	\$ -
FY 14-17 Capital Reserve Window Balance ²	\$ -
FY 15-18 Capital Reserve Window Balance ²	\$ -
FY 14-15 Operations Reserve Balance ³	\$ -
FY 14-15 Undesignated Reserve Balance ⁴	\$ -
FY 14/15 Actual vs. Projected Revenue ⁵	\$ 24,797
Sub-total⁶	\$ 513,833
Subtract FY 13-16 Capital Reserve Commitment	\$ -
Subtract FY 14-17 Capital Reserve Commitment	\$ -
Subtract FY 15-18 Capital Reserve Commitment	\$ -
FY 14-15 Uncommitted Rollover Balance	\$ 513,833
FY 15-16 MB Projected Revenue	\$ 257,744
Total FY 15-16 MB Funds Available⁷	\$ 771,577

BOX 2a				
FY 14-15 MB Planned vs. Actual Expenditures				
	Planned	Actual	Unspent	% Unspent
Planned	\$ 504,493	\$ 15,457	\$ 489,036	97%
FY 13-16 Cap	\$ -	\$ -	\$ -	-
FY 14-17 Cap	\$ -	\$ -	\$ -	-
FY 15-18 Cap	\$ -	\$ -	\$ -	-
Operations	\$ -	\$ -	\$ -	-
Undesignated	\$ -	\$ -	\$ -	-

BOX 2b						
CAPITAL RESERVE TRACKING REALLOCATION VERIFICATION TOOL						
Window	Original Allocation ¹	Expended FY 14-15	Amount To Allocate ²	Amount Allocated ³	Remaining to Allocate ⁴	All funds available by window allocated?
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 14-17	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE

BOX 3					
FY 15-16 Allocation Summary of Available MB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 771,577				\$ 771,577
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 771,577	\$ -	\$ -	\$ -	\$ 771,577

Max. Allocation	Allocated	Max. % Allowed	Allocation under max.?
\$ 128,872	0%	50%	TRUE
\$ 25,774	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 3a	
MB FY 15-16 Allocation Verification	
BOX 1: Available Funds	\$ 771,577
BOX 3: Allocated Funds	\$ 771,577
Remaining Amount	\$ -

All funds available for FY 15-16 Allocated ?

Remaining amount must reflect ZERO to indicate identification of all available Measure B funds. +/- \$1 differences acceptable.

- Box 1 Notes**
1. Auto populated from Box 4's Balance, only shows positive balances.
 2. Last Year's identified Capital Reserve commitment subtract FY 14/15 Expenditures.
 3. Auto populated from Box 8's Operation Balance.
 4. Auto populated from Box 10's Undesignated Balance.
 5. Amount is Actual Distributions/interest subtract Last Year's provided revenue projections.
 6. Sub-total Balance should match FY 14-15 Ending Balance, noted in the top of Box 1. Box will turn GREEN if true.
 7. Funds available (not previously committed in a Capital Fund Reserve) to allocate to FY 15-16 planned and/or reserves categories (ODD Numbered Boxes).
- \$ (1)
- Box 2b Notes**
1. Original identified is the amount set in prior year's compliance report.
 2. Unspent fund balance originally committed to the reserves that must be reallocated within the respective reserve windows.
 3. Amount re-identified by recipient in the Capital Reserve Box 6 and 7.
 4. Remaining amount should be zero to indicate identification of all originally identified Capital Reserve Funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 4							
PLANNED PROJECTS (unreserved funds)							
FY 14-15 PLANNED VS ACTUAL EXPENDITURES							
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Provide an explanation for positive or negative fund balances.
1	EPW-101-14	Hollis Street Rehabilitation	\$ 483,493	\$ -	\$ 483,493	100%	Design of this project was not completed in time for the project to be awarded during the 14-15 fiscal year
2	ON-SMM	Street Maintenance Materials (ongoing)	\$ 20,000	\$ 6,416	\$ 13,584	68%	The cost of this ongoing project was overestimated.
3	ON-AALSR	Annual Audit - LSR	\$ 1,000	\$ 650	\$ 350	35%	The actual cost was less than projected
4	ON-DO	Digout Repairs		\$ 8,391	\$ (8,391)	-	

TOTAL FY 14-15 PLANNED VS ACTUAL EXPENDITURES	\$ 504,493	\$ 15,457	\$ 489,036	97%
------------------------------------------------------	------------	-----------	------------	-----

BOX 5					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	EPW 104-15	Annual Street Rehabilitation	\$ 749,677	Yes	Project is ready to bid and scheduled for completion in December 2015
2	ON-MAINT	Street Maintenance Materials (ongoing)	\$ 20,000	Yes	
3	ON-AUDIT	Annual Audit - LSR	\$ 1,900	Yes	
4			\$ -		

TOTAL FY 15-16 PLANNED PROJECTS	\$ 771,577
----------------------------------------	------------

SECTION 2: CAPITAL FUND RESERVE

BOX 6 CAPITAL FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES						
No.	Local ID No.	Project Name	Reserve Window	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance
1			FY 13-16 Window		\$ -	\$ -
			FY 14-17 Window		\$ -	\$ -
			FY 15-18 Window		\$ -	\$ -
			FY 16-19 Window		\$ -	\$ -
			Total	\$ -	\$ -	\$ -

BOX 7a CAPITAL FUND RESERVE FY 15-16 through FY 18-19			
FY 15-16	FY 16-17	FY 17-18	FY 18-19
\$ -			
\$ -	\$ -		
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

BOX 7b CAPITAL FUND RESERVE Fund Adjustments and Project Status
1) Describe project status as of June 30, 2015.

TOTAL FY 14-15 CAPITAL RESERVE PLANNED VS. ACTUAL	Planned	Actual	Unspent	Unspent %
	\$ -	\$ -	\$ -	-

Summary of Capital Fund Reserve - Funds Used and Identified from FY 14-15 through FY 18-19						
Window	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 13-16	\$ -	\$ -				\$ -
FY 14-17	\$ -	\$ -	\$ -			\$ -
FY 15-18	\$ -	\$ -	\$ -	\$ -		\$ -
FY 16-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 3: OPERATIONS FUND RESERVE

The Operation Fund Reserve may be established to address operational fluctuations. Maximum 50% of annual revenue.

Directions

For previously identified Operations Fund Reserve, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 9.

BOX 8 FY 14-15 OPERATIONS FUND RESERVE PLANNED VS ACTUAL EXPENDITURES				
Planned Operations FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ -	\$ -	\$ -	-	

BOX 9 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

For previously identified Undesignated Fund Reserves, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 11.

BOX 10 UNDESIGNATED FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
Planned Undesignated FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ -	\$ -	\$ -	-	

BOX 11 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3b: MEASURE BB ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-2 are auto populated for reference/evaluation purposes; based on information inputted in Box 3-6.

1. Starting with Box 4, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE BB DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1 MBB Funds Available for FY 15-16 Allocation	
FY 14-15 MBB End of Year Fund Balance ¹	\$ 50,806
FY 15-16 MBB Projected Revenue ²	\$ 242,575
Total FY 15-16 MBB Funds Available³	\$ 293,381

Box 1 Notes

1. Auto populated from Table 1 End of Year Fund Balance
2. Projected FY 15-16 Measure BB Revenue as of 5/21/15.
3. Funds available to allocate to FY 15-16 planned and/or reserves categories.

BOX 2 FY 15-16 Allocation Summary of Available MBB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 293,381				\$ 293,381
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 293,381	\$ -	\$ -	\$ -	\$ 293,381

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 121,288	0%	50%	TRUE
\$ 24,258	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 2a MBB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 293,381	All funds available for FY 15-16 Allocated ?
BOX 2: Allocated Funds	\$ 293,381	
Remaining Amount	\$ -	

Remaining amount must reflect ZERO to indicate identification of all available Measure BB funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 3 FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	ON-STREET	Annual Street Rehabilitation	\$ 293,381	Yes	This project is in the planning phase

TOTAL FY 15-16 PLANNED PROJECTS	\$ 293,381
----------------------------------------	-------------------

SECTION 2: CAPITAL FUND RESERVE

BOX 4 CAPITAL FUND RESERVE FY 15-16 through FY 18-19							
No.	Local ID No.	Project Name	Reserve Window	FY 15-16	FY 16-17	FY 17-18	FY 18-19
1			FY 16-19 Window	\$ -	\$ -	\$ -	\$ -

BOX 4a CAPITAL FUND RESERVE Project Status					
1) Describe project status as of June 30, 2015.					

Summary of Capital Fund Reserve - FY 14-15 through FY 18-19					
FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total	
\$ -	\$ -	\$ -	\$ -	\$ -	

SECTION 3: OPERATIONS FUND RESERVE

The Operation Fund Reserve may be established to address operational fluctuations. Maximum 50% of annual revenue.

Directions

To establish a new annual undesignated reserve, complete Box 9.

BOX 5 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

To establish a new annual undesignated reserve, complete Box 11.

BOX 6 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

AUTOPOPULATED TRACKING SUMMARY
Local Streets and Roads Program

1. Capital Fund Reserves

This summary is automatically populated from Table 3 to capture the status of the Capital Fund Reserve Windows, expenditures, and balances.

MEASURE B Capital Fund Reserve Summary											
Reserve Window	Original Reserve Commitment	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20	Original Amount	Expended To Date	Remaining Balance
FY 13-16	\$ 299,292	\$ 299,292	\$ -	\$ -	\$ -				\$ 299,292	\$ 299,292	\$ 598,584
FY 14-17	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
FY 15-18	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MEASURE BB Capital Fund Reserve Summary											
Reserve	Original Reserve Commitment	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20	Original Amount	Expended To Date	Remaining Balance
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2. Overall Implementation Plan

Provides a summary of Measure B and BB allocations - comprised of End-of Year Fund balances + Projected Annual Revenue.

Total Measure B Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 771,577				\$ 771,577
FY 13-16 Capital Reserve	\$ -				\$ -
FY 14-17 Capital Reserve	\$ -	\$ -			\$ -
FY 15-18 Capital Reserve	\$ -	\$ -	\$ -		\$ -
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 771,577	\$ -	\$ -	\$ -	\$ 771,577

Total Measure BB Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 293,381				\$ 293,381
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 293,381	\$ -	\$ -	\$ -	\$ 293,381

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

GENERAL COMPLIANCE REPORTING

Publicity Requirements

Complete the questions below. Attach a copy of the article, example photos of posted signage, and website printouts.

1. Did your agency publish an article highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	No

List Publication(s) and Date of Publication

Measure B or BB?

City News and Activity Guide Fall 2014	Measure B
City News and Activity Guide Winter/Spring 2015	Measure B

If no article was published, explain below.

The article did not credit Measure BB specifically. The article credits Measure B and A-CTC. Future articles will include Measure BB as well. Measure BB funds have not technically been used yet for the programs.

2. Did your agency publish an website information highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	No

Website link(s)

Measure B or BB?

www.ci.emeryville.ca.us/180/Transportation-Paratransit-3	Both

If no website information published, explain below.

The website did not credit Measure BB specifically. The website credits Measure B and ACTC. Future website will include Measure BB as well. Measure BB funds have not technically been used yet for the programs.

3. Did your agency post signage highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	No

Estimated # of Measure B Signs Posted

Estimated # of Measure BB Signs Posted

Project(s) associated with signage.

Signs are posted on both of our vehicles for which Measure B and BB dollars are used.

If no signage posted, explain below.

No Signage has been received to post. Existing signs credit A-CTC and Measure B. Measure BB funds have not technically been used for the programs.

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 1: REVENUE AND EXPENDITURES

Complete the questions below based on the Measure B and BB Audited Financial Statements.

- All values must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures calculated on Table 2 and 3 for the fiscal year.

MEASURE B

Beginning of Year Balance	\$ 18,389
Revenue	\$ 24,985
Interest	\$ 17
Expenditures	\$ 27,089
	\$ -
End of Year Fund Balance	\$ 16,302

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

N/A

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

N/A

MEASURE BB

	Amount
Beginning of Year Balance	\$ -
Revenue	\$ 5,212
Interest	\$ -
Expenditures	\$ -
End of Year Fund Balance	\$ 5,212

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

Expenditures have not yet been used for Measure BB

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

N/A

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.

- Expenditure total must correspond to your Audited Financial Statements.

- Expenditures must match the total expenditures reported on Table 1 and 3 for the fiscal year.

No.	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/Benefits	Quantity Completed in FY 14-15	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Governing Board Approved?
1	Senior and D	Operations	Group Trips	Accessible Group Trips Program	Provide ADA-accessible transportation for group trips throughout the Bay Area and State for Seniors and People with Disabilities.	7,058	Number of One-Way Unduplicated Trips	3,529 Round Triip Passengers were served	\$ 22,426	\$ -	Yes
2	Meals on W	Operations	Meal Delivery	Meals on Wheels Delivery Driver Mileage Reimbursement	Reimburse milage costs at Federal reimbursement rate to volunteers who deliver meals	4524	Other (describe in Column J)	Meals Delivered	\$ 313	\$ -	Yes
3	Senior and D	Operations	Same Day/Taxi Program	Taxi Reimbursement Program	Reimburse seniors over 70 years old in Emeryville for 90% of their taxi fares, up to \$80 per quarter (\$320/year)	160	Number of One-Way Unduplicated Trips		\$ 3,200	\$ -	Yes
4	Senior and D	Operations	Scholarship/Subsidized Fare	East Bay Paratransit Reduced Price Tickets	Sell EBP tickets at 25% of cost to EBP certified customers in Emeryville. Customers can purchase a maximum of \$20 worth of tickets per quarter (\$80/year)	500	Other (describe in Column J)	Value in Dollars Provided	\$ 501	\$ -	Yes
5	Senior and D	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	2690	Number of One-Way Unduplicated Trips		\$ -	\$ -	Yes
6	Other	Other	Other	Finance - Audit Fees	Fees to prepare audited financial statements	1	Other (describe in Column J)		\$ 649	\$ -	Yes
TOTAL									\$ 27,089	\$ -	
Match to Table 1?									TRUE	TRUE	

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3a: MEASURE B ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-3 are auto populated for reference/evaluation purposes; based on information inputted in Box 4-11.

1. Complete the EVEN Boxes first (starting with Box 4) with the fiscal year's expenditures, and then proceed to the ODD Boxes.
2. In the EVEN Numbered Boxes, enter the FY 14-15 Actual Expenditures that occurred.
3. In the ODD Numbered Boxes, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE B DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1	
MB Funds Available for FY 15-16 Allocation	
FY 14-15 MB End of Year Fund Balance (From Table 1)	\$ 16,302
FY 14-15 Summary of End of Year Balance	
FY 14-15 Planned Project Balance ¹	\$ (739)
FY 13-16 Capital Reserve Window Balance ²	\$ -
FY 14-17 Capital Reserve Window Balance ²	\$ -
FY 15-18 Capital Reserve Window Balance ²	\$ -
FY 14-15 Operations Reserve Balance ³	\$ 10,139
FY 14-15 Undesignated Reserve Balance ⁴	\$ 6,000
FY 14/15 Actual vs. Projected Revenue ⁵	\$ 902
Sub-total⁶	\$ 16,302
Subtract FY 13-16 Capital Reserve Commitment	\$ -
Subtract FY 14-17 Capital Reserve Commitment	\$ -
Subtract FY 15-18 Capital Reserve Commitment	\$ -
FY 14-15 Uncommitted Rollover Balance	\$ 16,302
FY 15-16 MB Projected Revenue	\$ 28,820
Total FY 15-16 MB Funds Available⁷	\$ 45,122

BOX 2a				
FY 14-15 MB Planned vs. Actual Expenditures				
	Planned	Actual	Unspent	% Unspent
Planned	\$ 26,350	\$ 27,089	\$ (739)	-
FY 13-16 Cap	\$ -	\$ -	\$ -	-
FY 14-17 Cap	\$ -	\$ -	\$ -	-
FY 15-18 Cap	\$ -	\$ -	\$ -	-
Operations	\$ 10,139	\$ -	\$ 10,139	100%
Undesignated	\$ 6,000	\$ -	\$ 6,000	100%

BOX 2b						
CAPITAL RESERVE TRACKING REALLOCATION VERIFICATION TOOL						
Window	Original Allocation ¹	Expended FY 14-15	Amount To Allocate ²	Amount Allocated ³	Remaining to Allocate ⁴	All funds available by window allocated?
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 14-17	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE

BOX 3					
FY 15-16 Allocation Summary of Available MB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 45,122	\$ -	\$ -	\$ -	\$ 45,122
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Measure B	\$ 45,122	\$ -	\$ -	\$ -	\$ 45,122

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 14,410	0%	50%	TRUE
\$ 2,882	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 3a	
MB FY 15-16 Allocation Verification	
BOX 1: Available Funds	\$ 45,122
BOX 3: Allocated Funds	\$ 45,122
Remaining Amount	\$ -

All funds available for FY 15-16 Allocated ?

Remaining amount must reflect ZERO to indicate identification of all available Measure B funds. +/- \$1 differences acceptable.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Box 1 Notes</p> <ol style="list-style-type: none"> 1. Auto populated from Box 4's Balance, only shows positive balances. 2. Last Year's identified Capital Reserve commitment subtract FY 14/15 Expenditures. 3. Auto populated from Box 8's Operation Balance. 4. Auto populated from Box 10's Undesignated Balance. 5. Amount is Actual Distributions/interest subtract Last Year's provided revenue projections. 6. Sub-total Balance should match FY 14-15 Ending Balance, noted in the top of Box 1. Box will turn GREEN if true. 7. Funds available (not previously committed in a Capital Fund Reserve) to allocate to FY 15-16 planned and/or reserves categories (ODD Numbered Boxes). | <p>Box 2b Notes</p> <ol style="list-style-type: none"> 1. Original identified is the amount set in prior year's compliance report. 2. Unspent fund balance originally committed to the reserves that must be reallocated within the respective reserve windows. 3. Amount re-identified by recipient in the Capital Reserve Box 6 and 7. 4. Remaining amount should be zero to indicate identification of all originally identified Capital Reserve Funds. +/- \$1 differences acceptable. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 4							
PLANNED PROJECTS (unreserved funds)							
FY 14-15 PLANNED VS ACTUAL EXPENDITURES							
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Provide an explanation for positive or negative fund balances.
1	N/A	Group Taxi Program	\$ 16,000	\$ 22,426	\$ (6,426)	-	Unforeseen Extended Maintenance on Bus. Additionl Charters had to be hired to ensure continuity in the program.
2	N/A	Taxi Reimbursement Program	\$ 3,500	\$ 3,200	\$ 300	9%	Program anticipated an increase in demand. However, demand remained steady.
3	N/A	Meal Delivery Reimbursement Program	\$ 350	\$ 313	\$ 37	11%	We are continuing to educate our volunteer drivers of this option.
4	N/A	Subsidized EBP Tickets Program	\$ 500	\$ 501	\$ (1)	-	\$.50 was spent for parking while picking the tickets up.
5	N/A	8-to-Go City Based Door to Door Program	\$ 5,000	\$ -	\$ 5,000	100%	Funds were instead drawn from the account associated with the Gap Grant.
6	N/A	Finance - Audit Fees	\$ 1,000	\$ 649	\$ 351	35%	Fees to prepare Audited Financial Statements
TOTAL FY 14-15 PLANNED VS ACTUAL EXPENDITURES			\$ 26,350	\$ 27,089	\$ (739)	-	

BOX 5					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1		Group Trips Program	\$ 18,000		
2		Taxi Reimbursement Program	\$ 3,320		
3		Meal Delivery Reimbursement Program	\$ 500		
4		Subsidized EBP Program	\$ 1,000		
5		8-To-Go City Based Door to Door Program	\$ 5,000		
6		Finance - Audit Fees	\$ 1,000		
TOTAL FY 15-16 PLANNED PROJECTS			\$ 45,122		

SECTION 2: CAPITAL FUND RESERVE

BOX 6 CAPITAL FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES							BOX 7a CAPITAL FUND RESERVE FY 15-16 through FY 18-19				BOX 7b CAPITAL FUND RESERVE Fund Adjustments and Project Status	
No.	Local ID No.	Project Name	Reserve Window	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	FY 15-16	FY 16-17	FY 17-18	FY 18-19	1) Describe project status as of June 30, 2015.	
1			FY 13-16 Window		\$ -	\$ -	\$ -					
			FY 14-17 Window		\$ -	\$ -	\$ -					
			FY 15-18 Window		\$ -	\$ -	\$ -					
			FY 16-19 Window		\$ -	\$ -	\$ -					
			Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Summary of Capital Fund Reserve - Funds Used and Identified from FY 14-15 through FY 18-19						
Window	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 13-16	\$ -	\$ -				\$ -
FY 14-17	\$ -	\$ -	\$ -			\$ -
FY 15-18	\$ -	\$ -	\$ -	\$ -		\$ -
FY 16-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 3: OPERATIONS FUND RESERVE

The Operation Fund Reserve may be established to address operational fluctuations. Maximum 50% of annual revenue.

Directions

For previously identified Operations Fund Reserve, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 9.

BOX 8 FY 14-15 OPERATIONS FUND RESERVE PLANNED VS ACTUAL EXPENDITURES				
Planned Operations FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 10,139	\$ -	\$ 10,139	100%	

BOX 9 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

For previously identified Undesignated Fund Reserves, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 11.

BOX 10 UNDESIGNATED FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
Planned Undesignated FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 6,000	\$ -	\$ 6,000	100%	

BOX 11 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

**Transit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3b: MEASURE BB ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-2 are auto populated for reference/evaluation purposes; based on information inputted in Box 3-6.

1. Starting with Box 4, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE BB DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1 MBB Funds Available for FY 15-16 Allocation	
FY 14-15 MBB End of Year Fund Balance ¹	\$ 5,212
FY 15-16 MBB Projected Revenue ²	\$ 28,681
Total FY 15-16 MBB Funds Available³	\$ 33,893

- Box 1 Notes
- Auto populated from Table 1 End of Year Fund Balance
 - Projected FY 15-16 Measure BB Revenue as of 5/21/15.
 - Funds available to allocate to FY 15-16 planned and/or reserves categories.

BOX 2 FY 15-16 Allocation Summary of Available MBB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 33,893				\$ 33,893
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 33,893	\$ -	\$ -	\$ -	\$ 33,893

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 14,341	0%	50%	TRUE
\$ 2,868	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 2a MBB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 33,893	All funds available for FY 15-16 Allocated ?
BOX 2: Allocated Funds	\$ 33,893	
Remaining Amount	\$ -	

Remaining amount must reflect ZERO to indicate identification of all available Measure BB funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 3 FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	N.A.	8 To Go Service Operations	\$ 28,681		Project is currently operating
2	N.A.	Capital Replacement: 8 To Go Shuttle	\$ 5,212		Shuttle will be replaced in FY 15-16
TOTAL FY 15-16 PLANNED PROJECTS			\$ 33,893		

SECTION 2: CAPITAL FUND RESERVE

BOX 4 CAPITAL FUND RESERVE FY 15-16 through FY 18-19								BOX 4a CAPITAL FUND RESERVE Project Status	
No.	Local ID No.	Project Name	Reserve Window	FY 15-16	FY 16-17	FY 17-18	FY 18-19	1) Describe project status as of June 30, 2015.	
1			FY 16-19 Window	\$ -	\$ -	\$ -	\$ -		

Summary of Capital Fund Reserve - FY 14-15 through FY 18-19					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 16-19 Window	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 3: OPERATIONS FUND RESERVE

The Operation Fund Reserve may be established to address operational fluctuations. Maximum 50% of annual revenue.

Directions
To establish a new annual undesignated reserve, complete Box 9.

BOX 5 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions
To establish a new annual undesignated reserve, complete Box 11.

BOX 6 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

AUTOPOPULATED TRACKING SUMMARY

Paratransit Program

1. Capital Fund Reserves

This summary is automatically populated from Table 3 to capture the status of the Capital Fund Reserve Windows, expenditures, and balances.

MEASURE B Capital Fund Reserve Summary											
Reserve Window	Original Reserve Commitment	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20	Original Amount	Expended To Date	Remaining Balance
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FY 14-17	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
FY 15-18	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MEASURE BB Capital Fund Reserve Summary											
Reserve	Original Reserve Commitment	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20	Original Amount	Expended To Date	Remaining Balance
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2. Overall Implementation Plan

Provides a summary of Measure B and BB allocations - comprised of End-of Year Fund balances + Projected Annual Revenue.

Total Measure B Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 45,122				\$ 45,122
FY 13-16 Capital Reserve	\$ -				\$ -
FY 14-17 Capital Reserve	\$ -	\$ -			\$ -
FY 15-18 Capital Reserve	\$ -	\$ -	\$ -		\$ -
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 45,122	\$ -	\$ -	\$ -	\$ 45,122

Total Measure BB Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 33,893				\$ 33,893
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 33,893	\$ -	\$ -	\$ -	\$ 33,893

Measure B Expenditures Across All Programs FY 14-15 Report Card

Measure B

FY 14-15 Planned Projects

Program	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Amount FY 14-15	Unspent Percentage
Bicycle and Pedestrian	\$ 54,904	\$ 15,841	\$ 39,063	71%
Local Streets and Roads	\$ 504,493	\$ 15,457	\$ 489,036	97%
Paratransit	\$ 26,350	\$ 27,089	\$ (739)	-
Totals:	\$ 585,747	\$ 58,387	\$ 527,360	90%

Is the agency's unspent balance less than 30%? FALSE