

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2017-2018**

AGENCY CONTACT INFORMATION

Agency Name: **City of Emeryville**

Date: 12/26/2018

Primary Point of Contact

Name: Susan Hsieh

Title: Finance Director

Phone: 510-596-4352

Email: shsieh@emeryville.org

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 for all programs**
- * **Table 1 - Summary of Revenue, Expenditures, and Changes in Fund Balance**
- * **Table 2 - Detailed Summary of Expenditures and Accomplishments**

**MEASURE B AND MEASURE BB
Annual Program Compliance Report Fiscal Year 2017-2018**

TABLE 1: SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE

DIRECTIONS: Complete the sections below based on the Measure B and BB Audited Financial Statements, for the applicable DLD programs for your agency. Values must match financial statements and total reported expenditures on Table 2.

A. 2000 MEASURE B Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 207,380	\$ 765,578	\$ -	\$ 52,009	\$ 1,024,967
Revenue	\$ 38,863	\$ 310,599	\$ -	\$ 32,584	\$ 382,046
Interest	\$ 1,596	\$ 11,564	\$ -	\$ 905	\$ 14,065
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 333 <small>TRUE</small>	\$ 61,858 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 43,494 <small>TRUE</small>	\$ 105,685
End of Year Fund Balance	\$ 247,506	\$ 1,025,883	\$ -	\$ 42,004	\$ 1,315,393

Notes

B. 2014 MEASURE BB Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 51,454	\$ 294,966	\$ -	\$ 5,479	\$ 351,899
Revenue	\$ 31,530	\$ 290,436	\$ -	\$ 33,342	\$ 355,308
Interest	\$ 671	\$ 5,015	\$ -	\$ 46	\$ 5,732
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 15,528 <small>TRUE</small>	\$ 67,466 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 31,194 <small>TRUE</small>	\$ 114,188
End of Year Fund Balance	\$ 68,127	\$ 522,951	\$ -	\$ 7,673	\$ 598,751

Notes

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

GENERAL COMPLIANCE REPORTING

1. Indicate the adoption year of the most current Bicycle/Pedestrian Master Plans, as applicable.

	Adoption Year
Bicycle Master Plan	N/A
Pedestrian Master Plan	N/A
Bike/Ped Master Plan	2012

If the plans are over five-years past the last adoption year, specify when your agency's will perform its next update.
Indicate N/A, if not applicable.

The Bike - Ped Master Plan was updated in 2017.

2a. How much of the program balance is encumbered into active contracts and projects?

		\$ Encumbered
MB Balance	\$ 247,506	\$ -
MBB Balance	\$ 68,127	\$ -
Total	\$ 315,633	\$ -

2b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.

Indicate N/A, if not applicable.

It was necessary to accrue several years of revenue to fund the below project. The FY 18/19 Annual Report will indicate these funds have been fully expended.

2c. Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.

Project Title	Brief Project Description	DLD Amount	Project Status
Doyle/Powell, 40th/Harlan Traffic Signals	New Traffic Signals on Bike Facilities to enable crossings of arterials	\$ 385,000	Underway
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

3. Confirm all expenditures were governing body approved (Yes/No).

Yes

4. Confirm the completion of the publicity requirements in the table below (Yes/No).

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
Article	Yes	Yes	Yes	
Website	Yes	Yes	Yes	
Signage	Yes	Yes	Yes	

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

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, and Table 1 values.

No.	Project Category <i>(Drop-down Menu)</i>	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures
1	Bike/Ped	Other	Other	Administrative	Annual Measure B Fiscal Audit	Funding Source Requirement	100%	Other		\$ 333	\$ 335
2	Bicycle	Other	Education and Promotion	Administrative	Annual Bike to Work Day Promotions	Bike Community Outreach and Education	100%	Other		\$ -	\$ 3,856
3	Bicycle	Construction	Signage and Wayfinding	Capital	Bike Facility Signage Project	Improved Wayfinding for Cyclists	100%	Other		\$ -	\$ 10,044
4	Bicycle	PS&E	Signage and Wayfinding	Administrative	Bike Facility Signage Project	Improved Wayfinding for Cyclists	100%	Other	Staff time for plan and mapping development	\$ -	\$ 1,292
Total Percentage of Capital vs Administrative Costs				63%							
a. Total Capital				\$ 10,044							
b. Total Administrative				\$ 5,817							
									TOTAL	\$ 333	\$ 15,528
									Match to Table 1?	TRUE	TRUE

Is the total percentage of Capital vs Program Administration (outreach, staffing, administrative support) Costs GREATER THAN 50%? If not, explain how capital investments will increase in the future.

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

GENERAL COMPLIANCE REPORTING

1. What is agency's current Pavement Condition Index (PCI)?

PCI =

Use PCI from the most recent MTC's VitalSigns linked here:

<http://www.vitalsigns.mtc.ca.gov/street-pavement-condition>

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.

2a. How much of the balance identified here is encumbered into active contracts and projects?

		\$ Encumbered
MB Balance	\$ 1,025,883	\$ 1,025,883
MBB Balance	\$ 522,951	\$ 522,951
Total	\$ 1,548,834	\$ 1,548,834

2b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.

Indicate N/A, if not applicable.

All fund balances have been encumbered and will be expended during the 18/19 fiscal year.

2c. Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.

Project Title	Brief Project Description	DLD Amount	Project Status
Annual Street Rehabilitation	Grind, pave and slurry various City streets.	\$ 1,548,834	Underway
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

3. Confirm all expenditures were governing body approved (Yes/No).

4. Confirm the completion of the publicity requirements in the table below (Yes/No).

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
Article	Yes	Yes	Yes	
Website	Yes	Yes	Yes	
Signage	Yes	Yes	Yes	

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

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 and Table 1 values

No.	Project Category <i>(Drop-down Menu)</i>	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures
1	Other	Other	Other	Administrative	Measure B/BB Annual Compliance Audit	Funding Source Requirement	100%	Other	Compliance Audit	\$ 2,933	\$ 2,933
2	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Pavement and Safety Improvements at UPRR crossing	Public Safety	3	Intersections		\$ -	\$ 6,853
3	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Annual Street Rehab Project	Street Maintenance	0.3	Lane Miles		\$ -	\$ 57,680
4	Streets/Rds	Maintenance/Operatic	Street Resurfacing/Maint	Capital	Materials for Miscellaneous Callout Repairs	Street Maintenance	100%	Other		\$ 6,544	\$ -
5	Bike/Ped	Construction	Pedestrian Crossing Imp	Capital	Safe Routes to School - San Pablo Ave	Bike-Ped Crossign Safety	3	Intersections		\$ 14,724	\$ -
6	Streets/Rds	Operations	Signals	Capital	Traffic Signal Equipment	Improved Traffic Movement	5	Intersections		\$ 3,228	\$ -
7	Streets/Rds	Construction	Signals	Capital	Traffic Signal Equipment	Improved Corridor Mobility	2	Intersections		\$ 10,479	\$ -
8	Streets/Rds	Maintenance/Operatic	Signals	Capital	PASS Joint Agreement	Regional Traffic Interconnect	32	Intersections		\$ 22,100	\$ -
9	Bike only	Construction	Bike Parking	Capital	Bike Rack Program	Bike Infrastructure Expansion	10	Other	10 Bike racks were purchased and ins	\$ 1,850	\$ -
Percentage of Capital vs Administrative Costs				95%							
a. Total Capital				\$ 123,458							
b. Total Administrative				\$ 5,866							
									TOTAL	\$ 61,858	\$ 67,466
									Match to Table 1?	TRUE	TRUE

If your agency did not expend greater than 50% of total costs on Capital Investments, explain how capital investments will increase in the future over Program Administration (outreach, staffing, administrative support). Indicate N/A if not applicable.

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

In this fiscal year, how much of Measure BB LSR funds were expended on bike/pedestrian improvements?	\$ 10,120
Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:	15.0%
Meets minimum 15% threshold?	TRUE

If your agency did not meet the 15% minimum expenditure requirement this fiscal year, explain why.

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18**

GENERAL COMPLIANCE REPORTING

1a. How much of the balance identified here is encumbered into active contracts and projects?

		\$ Encumbered
MB Balance	\$ 42,004	\$ 27,000
MBB Balance	\$ 7,673	\$ -
Total	\$ 49,677	\$ 27,000

1b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.

Indicate N/A, if not applicable.

Our Measure B fund balance had gradually grown over several years. We spent about \$10,000 of it this year on the 8 To Go program and plan to continue to do so until the balance is depleted. We will also spend our Measure BB balance on 8 To Go as well.

1c. Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.

Project Title	Brief Project Description	DLD Amount	Project Status
8 To Go	Paratransit services for residents of the 94608 Zip Code	\$ 61,900	Underway
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

4. Confirm all expenditures were governing body approved (Yes/No).

Yes

5. Confirm the completion of the publicity requirements in the table below (Yes/No).

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
Article	Yes	Yes	Yes	
Website	Yes	Yes	Yes	
Signage	Yes	Yes	Yes	

Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2017-18

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 and Table 1 values.

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 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Other Fund Expenditures	Total Cost
1	Senior and Disabled Services	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.	4968	Number of One-Way Unduplicated Trips		\$ 9,365	\$ -	\$ -	\$ 9,365
2	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	4142	Other (describe in Column J)	Meals Delivered	\$ 311	\$ -	\$ -	\$ 311
3	Senior and Disabled Services	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)	162	Number of One-Way Unduplicated Trips		\$ 3,246	\$ -	\$ -	\$ 3,246
4	Senior and Disabled Services	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	\$ 500	\$ -	\$ -	\$ 500
5	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	2281	Number of One-Way Unduplicated Trips		\$ 29,739	\$ 30,861	\$ -	\$ 60,600
6	Other	Other	Other	Finance - Audit Fees	Fees to prepare audited financial statements				\$ 333	\$ 333	\$ -	\$ 666
TOTAL									\$ 43,494	\$ 31,194	\$ -	\$ 74,688
Match to Table 1?									TRUE	TRUE		



DLD Recipient Self-Certification

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Confirmation of Use of Direct Local Distribution Funds

For the 2000 Measure B and 2014 Measure BB Direct Local Distribution (DLD) funds, pursuant to the California Public Utilities Code 180001 (e), funds generated by the transportation sales tax are to be used to supplement and not replace existing local revenues used for transportation purposes.

The City of Emeryville confirms that DLD funds are supplementing and not replacing existing local revenues used for transportation purposes.

A handwritten signature in blue ink, appearing to read "Christine Daniel", followed by the date "12/19/18". The signature is written over a horizontal line.

Christine Daniel
City Manager

Date