

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2018-2019**

AGENCY CONTACT INFORMATION

Agency Name: **City of Emeryville**

Date: 12/17/2019

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.

Additionally, 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. By submit this report, the agency confirms that DLD funds are supplementing and not replacing existing local revenues used for transportation purposes.

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 2018-2019**

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	\$ 171,534	\$ 1,025,883	\$ -	\$ 42,004	\$ 1,239,421
Revenue	\$ 42,183	\$ 360,927	\$ -	\$ 35,067	\$ 438,177
Interest	\$ 2,514	\$ 6,014	\$ -	\$ 1,679	\$ 10,207
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 177,795 <small>TRUE</small>	\$ 1,355,766 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 32,622 <small>TRUE</small>	\$ 1,566,183
End of Year Fund Balance	\$ 38,436	\$ 37,058	\$ -	\$ 46,128	\$ 121,622

Notes

A restatement of \$75,972 related to expenditures spent for the Bicycle/Pedestrian fund balance.

B. 2014 MEASURE BB Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 68,127	\$ 522,951	\$ -	\$ 7,673	\$ 598,751
Revenue	\$ 34,356	\$ 326,019	\$ -	\$ 36,138	\$ 396,513
Interest	\$ 1,383	\$ 3,583	\$ -	\$ -	\$ 4,966
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 23,955 <small>TRUE</small>	\$ 714,067 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 31,278 <small>TRUE</small>	\$ 769,300
End of Year Fund Balance	\$ 79,911	\$ 138,486	\$ -	\$ 12,533	\$ 230,930

Notes

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

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. A future update is planned for 2022.

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

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
MB Balance	\$ 38,436	\$ -
MBB Balance	\$ 79,911	\$ -
Total	\$ 118,347	\$ -

2b. Why is there a fund balance? *Indicate N/A, if not applicable.*

In order to fund projects that are of efficient scale and impact it is necessary to accrue multiple years worth of revenue.

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
Powell Doyle Traffic Signal	New Traffic Signal at Bikeway	\$ 96,955	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 2018-19**

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 18-19	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		\$ 551	\$ 551		
2	Bicycle	Other	Education and Promotion	Administrative	Annual Bike to Work Day Promotion	Bike Community Outreach and Education	100%	Other			\$ 4,136		
3	Bike/Ped	Maintenance	Streetscape / Complete Streets	Capital	Crosswalk Signage and Striping	Improved safety for Bikes-Peds	3	Intersections			\$ 5,060		
4	Bicycle	Construction	Streetscape / Complete Streets	Administrative	Sidewalk Improvement - ADA Transition Plan Design	Improved mobility for those with accessibility needs	1	# of Plans developed			\$ 14,208		
5	Bicycle	Construction	Streetscape / Complete Streets	Capital	Bike Boulevard Signage	Improved Cyclist Wayfinding	100%	Other		\$ 202	\$ -		
6	Bicycle	Construction	Streetscape / Complete Streets	Capital	Street Rehabilitation	Class II bikeway striping and paving	1	Lane Miles		\$ 70,000	\$ -		
7	Bike/Ped	Construction	Streetscape / Complete Streets	Capital	Traffic Signal safety equipment and signage	Improved Safety for Bike-Peds	4	Intersections		\$ 107,042	\$ -		
8										\$ -	\$ -		
9										\$ -	\$ -		
10										\$ -	\$ -		
11										\$ -	\$ -		
12										\$ -	\$ -		
13										\$ -	\$ -		
14										\$ -	\$ -		
15										\$ -	\$ -		
16										\$ -	\$ -		
17										\$ -	\$ -		
18										\$ -	\$ -		
19										\$ -	\$ -		
20										\$ -	\$ -		
21										\$ -	\$ -		
22										\$ -	\$ -		
23										\$ -	\$ -		
24										\$ -	\$ -		
25										\$ -	\$ -		
Total Percentage of Capital vs Administrative Costs				90%							TOTAL	\$ 177,795	\$ 23,955
a. Total Capital				\$ 182,304							Match to Table 1?	TRUE	TRUE
b. Total Administrative				\$ 19,446									

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 2018-19**

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 program fund balance is encumbered into active contracts/projects?

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
MB Balance	\$ 37,058	\$ -
MBB Balance	\$ 138,486	\$ -
Total	\$ 175,544	\$ -

2b. Why is there a fund balance? Indicate N/A, if not applicable.

In order to fund projects that are of efficient scale and impact it is necessary to accrue multiple years worth of revenue.

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 Rehab FY 2020-2021	Street Rehabilitation Project	\$ 175,544	Planned
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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	

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

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 18-19	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	Annual Measure B/BB Fiscal Audit	Funding Source Requirement	100%	Other		\$ 551	\$ 551		
2	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Street Rehab EPW 107-04	Pavement Condition Improvement ar	1.04	Lane Miles		\$ 500,000	\$ 505,165		
3	Streets/Rds	Maintenance	Street Resurfacing/Maint	Capital	Street Maintenance Program	Routine Maintenance of City Streets i	5	Lane Miles		\$ 850,000	\$ 205,351		
4	Streets/Rds	Maintenance	Pedestrian Improvemen	Capital	Street Maintenance Supplies	General Maintenance of City Streets	100%	Other		\$ 1,235	\$ -		
5	Streets/Rds	Operations	Signals	Capital	Traffic Signal Interconnect Setup and Service	Improved traffic operations	100%	Other		\$ 3,980	\$ -		
6	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	PTAP Round 20 - Pavement Condition Survey	Street Inventory information that guid	100%	Other		\$ -	\$ 3,000		
7										\$ -	\$ -		
8										\$ -	\$ -		
9										\$ -	\$ -		
10										\$ -	\$ -		
11										\$ -	\$ -		
12										\$ -	\$ -		
13										\$ -	\$ -		
14										\$ -	\$ -		
15										\$ -	\$ -		
16										\$ -	\$ -		
17										\$ -	\$ -		
18										\$ -	\$ -		
19										\$ -	\$ -		
20										\$ -	\$ -		
21										\$ -	\$ -		
22										\$ -	\$ -		
23										\$ -	\$ -		
24										\$ -	\$ -		
25										\$ -	\$ -		
Percentage of Capital vs Administrative Costs				100%							TOTAL	\$ 1,355,766	\$ 714,067
a. Total Capital				\$ 2,068,731							Match to Table 1?	TRUE	TRUE
b. Total Administrative				\$ 1,102									

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?	\$ 187,247
Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:	26.2%
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 2018-19**

GENERAL COMPLIANCE REPORTING

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

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered	
MB Balance	\$ 46,128	\$	31,598
MBB Balance	\$ 12,533	\$	-
Total	\$ 58,661	\$	31,598

2b. Why is there a fund balance? *Indicate N/A, if not applicable.*

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 Shuttle	Paratransit services for residents of the 94608 <i>Zip Code</i>	\$ 13,598	Ongoing
Group Trips - New Bus Purchase	New Bus for Group Trips Program	\$ 18,000	Planned
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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 2018-19

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 18-19	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	Other	Other	Other	Finance - Audit Fees	Fees for prepare audited financial statements	100%			\$ 551	\$ 551	\$ -	\$ 1,102
2	Senior and Disabled Services	Operations	Group Trips	Accessible Group Trip Program	Provide ADA-accessible transportation for group trips throughout the Bay Area and State for Seniors and People with Disabilities.	2,362	Number of One-Way Unduplicated Trips		\$ 8,185	\$ -	\$ -	\$ 8,185
3		Operations	Same Day/Taxi Program	Taxi Reimbursement	Reimburse seniors over 70 years old in Emeryville for 90% of their taxi fares, up to \$80 per quarter (\$320/year)	361	Number of One-Way Unduplicated Trips		\$ 5,416	\$ -	\$ -	\$ 5,416
4		Operations	Meal Delivery	Meals on Wheels Reimbursement	Reimburse mileage costs at Federal reimbursement rate to volunteers who deliver meals	4,963	Other	Meals Delivered	\$ 179	\$ -	\$ -	\$ 179
5		Operations	Scholarship/Subsidized Fare	Subsidized EBP Fare	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)	320	Other	Value of tickets provided to end user	\$ -	\$ -	\$ -	\$ -
6		Operations	City-based Door-to-Door	8 To Go Shuttle	Provide seniors and people with disabilities rides 9-5, M-F throughout the 94608 zip code area	2,487	Number of One-Way Unduplicated Trips		\$ 18,291	\$ 30,727	\$ -	\$ 49,018
7									\$ -	\$ -	\$ -	\$ -
8									\$ -	\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -	\$ -
10									\$ -	\$ -	\$ -	\$ -
11									\$ -	\$ -	\$ -	\$ -
12									\$ -	\$ -	\$ -	\$ -
13									\$ -	\$ -	\$ -	\$ -
14									\$ -	\$ -	\$ -	\$ -
15									\$ -	\$ -	\$ -	\$ -
16									\$ -	\$ -	\$ -	\$ -
17									\$ -	\$ -	\$ -	\$ -
18									\$ -	\$ -	\$ -	\$ -
19									\$ -	\$ -	\$ -	\$ -
20									\$ -	\$ -	\$ -	\$ -
TOTAL									\$ 32,622	\$ 31,278	\$ -	\$ 63,900
Match to Table 1?									TRUE	TRUE		