

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2019-2020**

AGENCY CONTACT INFORMATION

Agency Name: **City of Emeryville**

Date: 12/22/2020

Primary Point of Contact

Name: Brad Farmer

Title: Finance Director

Phone: 510-596-4352

Email: bfarmer@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 2019-2020**

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	\$ 38,436	\$ 387,058	\$ -	\$ 46,128	\$ 471,622
Revenue	\$ 38,624	\$ 320,239	\$ -	\$ 31,502	\$ 390,365
Interest	\$ 989	\$ 2,942	\$ -	\$ 1,420	\$ 5,351
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 5,554 <small>TRUE</small>	\$ 4,988 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 16,333 <small>TRUE</small>	\$ 26,875
End of Year Fund Balance	\$ 72,495	\$ 705,251	\$ -	\$ 62,717	\$ 840,463

Notes

A restatement of \$350,000 related to expenditures for street resurfacing projects to the local streets and roads 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	\$ 79,911	\$ 302,727	\$ -	\$ 12,533	\$ 395,171
Revenue	\$ 31,447	\$ 300,506	\$ -	\$ 31,956	\$ 363,909
Interest	\$ 593	\$ 4,405	\$ -	\$ 574	\$ 5,572
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 90,411 <small>TRUE</small>	\$ 12,908 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 32,392 <small>TRUE</small>	\$ 135,711
End of Year Fund Balance	\$ 21,540	\$ 594,730	\$ -	\$ 12,671	\$ 628,941

Notes

A restatement of \$164,241 related to expenditures for street resurfacing projects to the local streets and roads fund balance.

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2019-20**

GENERAL COMPLIANCE REPORTING

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

	Adoption Year
Bicycle Master Plan	2017
Pedestrian Master Plan	2017
Bike/Ped Master Plan	2022

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	\$ 72,495	
MBB Balance	\$ 21,540	\$ 10,000
Total	\$ 94,035	\$ 10,000

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 Rehabilitation Project	Resurface streets and construct traffic calming with pedestrian/bicycle mobility	\$ 50,000	Underway
Intersection traffic signals at Powell/Dovle and 40th/Harlan	Provides intersection crossing improvements for bikes and peds	\$ 10,000	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 2019-20**

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 19-20	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	Construction	Other	Capital	Bike Ped Improvements	Bike Fix-it Station Purchase	1	Other	Bicycle repair infrastructure enables bicycle usage	\$ 4,637	\$ -			
2	Bike/Ped	Other	Other	Administrative	Compliance Reporting	Bike Ped Compliance Audit				\$ 917	\$ -			
3	Bicycle	Operations	Education and Promotion	Administrative	Bike to Work Day Contribution	Bicycle Use Promotion/Education	1	Other	Contribution to regional event promoting bicycle use	\$ -	\$ 2,500			
4	Bike/Ped	Construction	Signals	Capital	Intersection Signalization (Powell/Doyle & 40th/Harlan)	Intersection safety for all modes	2	Intersections	New signals installed at heavy traffic corridor intersections	\$ -	\$ 86,994			
5	Bike/Ped	Other	Other	Administrative	Compliance Reporting	Bike Ped Compliance Audit				\$ -	\$ 917			
6										\$ -	\$ -			
7										\$ -	\$ -			
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				95%								TOTAL	\$ 5,554	\$ 90,411
a. Total Capital				\$ 91,631								Match to Table 1?	TRUE	TRUE
b. Total Administrative				\$ 4,334										

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.

Yes.

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2019-20**

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	\$ 705,251	\$ 600,000
MBB Balance	\$ 594,730	\$ 207,525
Total	\$ 1,299,981	\$ 807,525

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 Rehabilitation Project	Annual Street Rehabilitation/Resurfacing with bike/ped traffic calming and enhancements	\$ 922,525	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 2019-20**

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 19-20	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	Streets/Rds	Operations	Signals	Capital	I-80 SMART Corridor Operations	Ramp Metering/Incident Management	1	Units	SMART Corridor Annual Operational Costs	\$ 4,071	\$ -			
2	Other	Other	Other	Administrative	Compliance Reporting	LSR Compliance Audit				\$ 917	\$ -			
3	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Annual Paving Project	CIP Professional Services	1	Units	Project development costs for annual paving - ongoing	\$ -	\$ 46			
4	Bike/Ped	Construction	Bike Parking	Capital	Bike Rack Installation	Bike Rack Installation enables bicycle use	30	Units		\$ -	\$ 11,945			
5	Other	Other	Other	Administrative	Compliance Reporting	LSR Compliance Audit				\$ -	\$ 917			
6										\$ -	\$ -			
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				90%								TOTAL	\$ 4,988	\$ 12,908
a. Total Capital				\$ 16,063								Match to Table 1?	TRUE	TRUE
b. Total Administrative				\$ 1,833										

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.

Yes.

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?	\$ 11,945
Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:	92.5%
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 2019-20**

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	\$ 62,717	\$ 22,221
MBB Balance	\$ 12,671	\$ -
Total	\$ 75,388	\$ 22,221

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

Fund Balance is larger than expected due to the COVID-19 Pandemic. Group trips were shut down in March, eliminating all expenditures after that time. Demand for paratransit decreased and we decreased service levels as a result. The bus purchase originally scheduled for FY 19/20 was also delayed as a result of the pandemic.

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>	\$ 4,221	Underway
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	
Website			Yes	
Signage			Yes	

Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2019-20

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 19-20	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%			\$ 917	\$ 917	\$ -	\$ 1,834
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.	3336	Number of One-Way Unduplicated Trips		\$ 7,013	\$ -	\$ -	\$ 7,013
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)	33	Number of One-Way Unduplicated Trips		\$ 995	\$ -	\$ -	\$ 995
4		Operations	Same Day/Taxi Program	Lyft/Uber Reimbursement	Reimburse seniors over 70 years old in Emeryville for 90% of their TNC fares, up to \$80 per quarter (\$320/year)	200	Number of One-Way Unduplicated Trips		\$ 2,709	\$ -	\$ -	\$ 2,709
5		Operations	Meal Delivery	Meals on Wheels Reimbursement	Reimburse mileage costs at Federal reimbursement rate to volunteers who deliver meals	11601	Other	Meals Delivered	\$ 90	\$ -	\$ -	\$ 90
6		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)	500	Other	Value of tickets provided to end user	\$ 500	\$ -	\$ -	\$ 500
7		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	2330	Number of One-Way Unduplicated Trips		\$ 4,109	\$ 31,475	\$ 50,000	\$ 85,584
8									\$ -	\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -	\$ -
10									\$ -	\$ -	\$ -	\$ -
11									\$ -	\$ -	\$ -	\$ -
12									\$ -	\$ -	\$ -	\$ -
13									\$ -	\$ -	\$ -	\$ -
14									\$ -	\$ -	\$ -	\$ -
15									\$ -	\$ -	\$ -	\$ -
16									\$ -	\$ -	\$ -	\$ -
17									\$ -	\$ -	\$ -	\$ -
18									\$ -	\$ -	\$ -	\$ -
19									\$ -	\$ -	\$ -	\$ -
20									\$ -	\$ -	\$ -	\$ -
TOTAL									\$ 16,333	\$ 32,392	\$ 50,000	\$ 98,725
Match to Table 1?									TRUE	TRUE		