

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Period - Fiscal Year 2023-24**

AGENCY CONTACT INFORMATION

Agency Name: **City of Emeryville**

Date: 12/5/2024

Primary Point of Contact

Name:	Lilybell Nakamura
Title:	Acting Finance Director
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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.

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**

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	\$ 115,412	\$ 213,225	\$ -	\$ -	\$ 328,637
Measure B Revenue		\$ -	\$ -	\$ -	\$ -
Interest	\$ 4,073	\$ 7,789	\$ -	\$ -	\$ 11,862
GASB 31 Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 1,116 <small>TRUE</small>	\$ 2,239 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ - <small>TRUE</small>	\$ 3,355
End of Year Fund Balance	\$ 118,369	\$ 218,775	\$ -	\$ -	\$ 337,144

*DLD Recipient verifies amounts above agrees to DLD Recipient's audited financial statements; and
DLD Recipient verifies end of the year Fund Balance reflects what is stated on the audited financial statements.*

Notes

B. 2014 MEASURE BB Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 137,806	\$ 1,571,039	\$ -	\$ 84,808	\$ 1,793,653
Measure BB Revenue	\$ 84,103	\$ 734,567	\$ -	\$ 73,145	\$ 891,815
Interest	\$ 5,649	\$ 51,981	\$ -	\$ 2,983	\$ 60,613
GASB 31 Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 12,596 <small>TRUE</small>	\$ 1,283,109 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 82,302 <small>TRUE</small>	\$ 1,378,007
End of Year Fund Balance	\$ 214,962	\$ 1,074,478	\$ -	\$ 78,634	\$ 1,368,074

*DLD Recipient verifies amounts above agrees to DLD Recipient's audited financial statements; and
DLD Recipient verifies end of the year Fund Balance reflects what is stated on the audited financial statements.*

Notes

C. TIMELY USE OF FUNDS MONITORING

Policy: RECIPIENT may not hold an end of fiscal year fund balance of greater than four-times their annual DLD revenue received for that same fiscal year, by respective Measure B and Measure BB Program. The Cities of Albany, Emeryville, and Piedmont are excluded from this requirement.

Measure B RECIPIENT must expend all Measure B DLD funds and all interest earned thereon by June 30, 2026.

This autopopulated section provides a tool to monitor a RECIPIENT's compliance to this policy.

	Total Annual Revenue (A)	Maximum Allowed Balance (4x Annual) (B) = (A) * 4	Current DLD Balance (C)	Current Balance Over / Under Maximum Allowed (D) = (C) - (B)
Measure BB	\$ 891,815	\$ 3,567,260	\$ 1,368,074	\$ (2,199,186)
Measure B	Measure B Balance must be exhausted June 30, 2026.		\$ 337,144	

Exemption Requests: RECIPIENT must demonstrate that extraordinary circumstances have occurred, and provide a timely expenditure plan that would justify the exemption.

For Exemption consideration, answer the follow:

- 1) Explain and justify why there is a excess balance beyond the maximum allowed.
- 2) Describe an Expenditure Plan, activities, and estimated timeframe to draw down balances.

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2023-24**

GENERAL COMPLIANCE REPORTING

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

	Adoption Year
Bicycle Master Plan	2023
Pedestrian Master Plan	2023
Bike/Ped Master Plan	2023

1b. If the plans are over five-years past the last adoption year, specify the status of the current update.

Indicate N/A, if not applicable.

N/A

1c. Describe which how your bike/pedestrian master plan is being implemented in the reporting fiscal year i.e. which projects being implemented and transportation benefits/needs addressed.

Traffic signal improvements completed this year that improve bicycle detection by upgrading video detection systems at 14 intersection. The new camera systems also provide passive detection of pedestrians and create shorter cycle lengths which is all in accordance with the City's ATP goals and policies. Bike-Pedestrian Counter Install promotes our Greenway trail for users and allows us to monitor usage of bike/ped facilities in the city.

2. Describe how your reported DLD expenditures specifically addressed safety.

Improved bicycle detection allows bicyclists and pedestrians to be properly detected at intersections to make safe movements. Installing the latest technology in video detection systems plays a critical role in improving safety by providing better awareness, reducing the risk of accidents, encouraging safer cycling, and pedestrian crossing conditions in urban areas.

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

Encumbered value should be less than or equal to the end of year balance.

		\$ Encumbered	
MB Balance	\$ 118,369	\$	1,158
MBB Balance	\$ 214,962	\$	47,914
Total	\$ 333,331	\$	49,072

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

Project is under way, see 2c below.

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2023-24**

GENERAL COMPLIANCE REPORTING

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
Sustainable Streetscapes 2024	Annual Paving Project in Triangle Neighborhood, Shellmound Street, Hollis	\$ 333,331	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	

5. Describe how the current DLD investments promoted safety and/or local vision zero efforts.

Enhanced striping in crosswalks and in bike lanes improves the visibility of bikes and pedestrians. Buffered bike lanes and protected intersection improvements provide physical separation from vehicles which improves safety.

Bicycle and Pedestrian Direct Local Distribution Program

Reporting Period - Fiscal Year 2023-24

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year. Performance reporting/quantity complete and other fund expenditures should be consistent with reporting data sent to other agencies (regional/state/federal reporting).
 - Expenditure total must correspond to your Audited Financial Statements, and Table 1 values.

No.	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 23-24	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	High Injury Network Proximity	Measure B DLD Expenditures	Measure BB DLD Expenditures	
1	Other	Other	Administrative	Compliance Audit	Funding Source Compliance Audit	1	Other		2. Proximate (w/in 1-mile)		\$ 1,116	\$ 1,116	
2	Planning/Scoping	Education and Promotion	Administrative	Bike East Bay Promotional Services	Promotes Bike to Work Day	1	Other	Annual cost for promoting BTWD	2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 2,500	
3	Maintenance	Signals	Capital	Traffic Signal O&M Upgrades	Bike-Pedestrian Counter Install/Upgrading Video Detection/Maintaining passive pedestrian signal detection	14	Intersections		2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 8,980	
4											\$ -	\$ -	
5											\$ -	\$ -	
6											\$ -	\$ -	
7											\$ -	\$ -	
8											\$ -	\$ -	
9											\$ -	\$ -	
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22											\$ -	\$ -	
23											\$ -	\$ -	
24											\$ -	\$ -	
25											\$ -	\$ -	
											TOTAL		
											Match to Table 1?		
a. Total Capital			65%	\$ 8,980								\$ 1,116	\$ 12,596
b. Total Administrative				\$ 4,732								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.

In FY24/25, the entire Measure B and BB balances will be used for a capital project (Sustainable Streetscapes 2024) which is a project full of Bike/Ped improvements.

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2023-24**

GENERAL COMPLIANCE REPORTING

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 2023-24

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year. Performance reporting/quantity complete and other fund expenditures should be consistent with reporting data sent to other agencies (regional/state/federal reporting).
 - Expenditure total must correspond to your Audited Financial Statements and Table 1 values

No.	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 23-24	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	High Injury Network Proximity	Measure B DLD Expenditures	Measure BB DLD Expenditures	
1	Other	Other	Administrative	Compliance Audit	Funding Source Compliance Audit	1	Other		2. Proximate (w/in 1-mile)		\$ 1,116	\$ 1,116	
2	Construction	Streetscape / Complete Streets	Capital	Sustainable Streetscapes	Maintenance of roadway and construct bicycle facilities	1	Intersections		2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ 1,123	\$ 190,031	
3	Maintenance	Street Resurfacing/Maintenance	Capital	Street Maintenance	Maintenance of roadway and bicycle facilities	1	Other	Citywide street maintenance-salaries	2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 17,174	
4	PS&E	Streetscape / Complete Streets	Capital	Sustainable Streetscapes	Maintenance of roadway and bicycle facilities	1	# of Plans developed		2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 238,942	
5	PS&E	Pedestrian Improvements	Capital	Quiet Zone	Design of Rail Safety Improvements on the City's at-grade Roadway Crossing	1	# of Plans developed		2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 177,899	
6	PS&E	Streetscape / Complete Streets	Administrative	Sustainable Streetscapes	Maintenance of roadway and bicycle facilities	1	# of Plans developed		2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 144	
7	Construction	Signals	Capital	Quiet Zone	Rail Safety, intersection upgrades, and sidewalk improvements on the City's at-grade Roadway Crossing	4	Intersections		2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 506,124	
8	Maintenance	Pedestrian Improvements	Capital	Sidewalk Offset Repair	Improve pedestrian access/ADA compliance	1	Other	City wide project	2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 107,779	
9	Construction	Bike Paths and Lanes	Capital	Greenway signage and bike repair station improvements	Install bike-ped usage signage, repair bike stations	0.5	Lane Miles	Greenway-wide repair station parts replacement and info signage	2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ -	\$ 43,900	
10											\$ -	\$ -	
11											\$ -	\$ -	
12											\$ -	\$ -	
13											\$ -	\$ -	
14											\$ -	\$ -	
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23											\$ -	\$ -	
24											\$ -	\$ -	
25											\$ -	\$ -	
TOTAL											\$ 2,239	\$ 1,283,109	
Match to Table 1?											TRUE	TRUE	
a. Total Capital			100%	\$ 1,282,972									
b. Total Administrative				\$ 2,376									

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

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?

\$ 850,000

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

66.2%

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 2023-24**

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	\$ -	\$ -
MBB Balance	\$ 78,634	\$ 1,158
Total	\$ 78,634	\$ 1,158

1b. Why is there a fund balance? *Indicate N/A, if not applicable.*

Group trips program is not as vibrant and travel expenses are less since moving to an EV vehicle. We hope to account for more group trips moving forward and draw this fund balance down.

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 Shuttle Service for 94608	\$ 50,000	Underway
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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

Yes

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

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

Paratransit Direct Local Distribution Program

Reporting Period - Fiscal Year 2023-24

TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year. Performance reporting/quantity complete and other fund expenditures should be consistent with reporting data sent to other agencies (regional/state/federal reporting).

- Expenditure total must correspond to your Audited Financial Statements and Table 1 values.

No.	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Project Name	Project Description/Benefits	Quantity Completed in FY 23-24	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	Measure B DLD Expenditures	Measure BB DLD Expenditures	Other Fund Expenditures	Total Cost
1	Other	Program Administration	Finance - Audit Fees	Fees to prepare audited financial statements	100%			1. Direct (in EPC)	\$ -	\$ 1,116	\$ -	\$ 1,116
2	Operations	Group Trips	Accessible Group Trips Program	Provide ADA-accessible transportation for group trips throughout the Bay Area for Seniors and People with Disabilities	150	Number of One-Way Unduplicated Trips		1. Direct (in EPC)	\$ -	\$ 1,175	\$ -	\$ 1,175
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)	50	Number of One-Way Unduplicated Trips		1. Direct (in EPC)	\$ -	\$ -	\$ -	\$ -
4	Operations	Same Day/Taxi Program	Lyft/Uber Reimbursement	Reimburse seniors over 70 years old in Emeryville for 90% of their taxi fares, up to \$80 per quarter (\$320/year)	150	Number of One-Way Unduplicated Trips		1. Direct (in EPC)	\$ -	\$ 2,528	\$ -	\$ 2,528
5	Operations	Meal Delivery	Meals on Wheels Reimbursement	Reimburse mileage costs at Federal reimbursement rate to volunteers who deliver meals		Other		1. Direct (in EPC)	\$ -	\$ -	\$ -	\$ -
6	Operations	Scholarship/Subsidized Fare	Subsidized East Bay Paratransit Fare	Sell EBP tickets at 10% of cost to EBP certified customers in Emeryville. Customers can purchase a maximum of \$40 worth of tickets per quarter (\$160/year)	25	Other		1. Direct (in EPC)	\$ -	\$ 392	\$ -	\$ 392
7	Operations	City-based Door-to-Door	8 to Go Shuttle Service	Provide seniors and people with disabilities rides 9-4, M-F throughout the 94608 zip code area	3600	Number of One-Way Unduplicated Trips		1. Direct (in EPC)	\$ -	\$ 77,091	\$ 50,000	\$ 127,091
8									\$ -	\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -	\$ -
10									\$ -	\$ -	\$ -	\$ -
11									\$ -	\$ -	\$ -	\$ -
12									\$ -	\$ -	\$ -	\$ -
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18									\$ -	\$ -	\$ -	\$ -
19									\$ -	\$ -	\$ -	\$ -
20									\$ -	\$ -	\$ -	\$ -
TOTAL									\$ -	\$ 82,302	\$ 50,000	\$ 132,302
Match to Table 1?									TRUE	TRUE		