

## Measure B Expenditures Across All Programs FY 13-14 Report Card

### City of Emeryville

#### FY 13-14 Planned Projects

Program	Planned Expenditures FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Unspent Percentage
Bicycle and Pedestrian	\$ 29,798	\$ 6,755	\$ 23,043	77%
Local Streets and Roads (Local Transportation)	\$ 257,734	\$ 11,159	\$ 246,575	96%
Paratransit	\$ 26,350	\$ 21,256	\$ 5,094	19%
<b>Totals:</b>	<b>\$ 313,882</b>	<b>\$ 39,170</b>	<b>\$ 274,712</b>	<b>88%</b>

#### FY 13-14 Capital Fund Reserve (FY 13-16 Capital Reserve Window)

Program	Planned FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Unspent Percentage
Bicycle and Pedestrian	\$ 63,167	\$ -	\$ 63,167	100%
Local Streets and Roads (Local Transportation)	\$ -	\$ -	\$ -	-
Paratransit	\$ -	\$ -	\$ -	-
<b>Totals:</b>	<b>\$ 63,167</b>	<b>\$ -</b>	<b>\$ 63,167</b>	<b>100%</b>

#### FY 13-14 Capital Fund Reserve (FY 14-17 Capital Reserve Window)

Program	Planned FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Unspent Percentage
Bicycle and Pedestrian	\$ -	\$ -	\$ -	-
Local Streets and Roads (Local Transportation)	\$ -	\$ -	\$ -	-
Paratransit	\$ -	\$ -	\$ -	-
<b>Totals:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

#### FY 13-14 Operations Fund Reserve

Program	Planned FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Unspent Percentage
Bicycle and Pedestrian	\$ 6	\$ -	\$ 6	100%
Local Streets and Roads (Local Transportation)	\$ -	\$ -	\$ -	-
Paratransit	\$ 8,270	\$ -	\$ 8,270	100%
<b>Totals:</b>	<b>\$ 8,276</b>	<b>\$ -</b>	<b>\$ 8,276</b>	<b>100%</b>

#### FY 13-14 Undesignated Fund Reserve

Program	Planned FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Unspent Percentage
Bicycle and Pedestrian	\$ -	\$ -	\$ -	-
Local Streets and Roads (Local Transportation)	\$ -	\$ -	\$ -	-
Paratransit	\$ 4,000	\$ -	\$ 4,000	100%
<b>Totals:</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>100%</b>

**TABLE 1  
BICYCLE AND PEDESTRIAN PROGRAM  
Measure B Revenues and Expenditures**

AGENCY NAME : **City of Emeryville**  
DATE : **2/19/2015**

Column A	Column B	Column C	Column D	Column E
<b>Measure B Direct Local Distribution Program Fund Balance FY 13-14</b>				
<b>Beginning</b>	<b>MB Revenues and Expenditures</b>			<b>Ending</b>
<b>FY 13-14 Beginning of Year MB Fund Balance</b>	<b>FY 13-14 MB Direct Local Distribution Program Revenue</b>	<b>FY 13-14 MB Interest</b>	<b>FY 13-14 MB Direct Local Distribution Program Expenditures</b> <i>(Must match Table 2: Column L)</i>	<b>FY 13-14 End of Year MB Fund Balance</b>
\$ 118,685	\$ 29,542	\$ 1,143	\$ 6,755	\$ 142,615
<b>VERIFICATION CHECK:</b> Values to the bottom right are automatically drawn from Table 1 and Table 2 <i>(corresponding expenditures fund totals)</i> to ensure accurate reporting. These numbers must match each other.			<b>Total from Table 1:</b> \$ 6,755	
			<b>Total from Table 2:</b> \$ 6,755	

Column F	Column G	Column H
<b>Other Measure B Funds FY 13-14</b>		
<b>Other MB Expenditures Countywide Discretionary Grant Fund</b> <i>(Must match Table 2: Column M)</i>	<b>Other MB from Local Streets and Roads Direct Local Distribution Program Expenditures</b> <i>(Must match Table 2: Column N)</i>	<b>Total Other MB Expenditures</b>
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Column I	Column J
<b>Non-Measure B Funds FY 13-14</b>	
<b>List the specific types of non-Measure B Funding.*</b>	
<b>Non-MB Funding Source</b>	<b>Non-MB Expenditures</b> <i>(Must match Table 2: Column O + P)</i>
Vehicle Registration Fee Fund**	
<b>Total Non-MB:</b>	\$ -
<b>Total Non-MB Table 1:</b>	\$ -
<b>Total Non-MB Table 2:</b>	\$ -

**Column Descriptions**

**MB Unspent Balance:** Value must match the agency's audited financial statement for the starting MB balance reported in FY 13-14. If there is a variance, explain in the additional information section below.

**MB Direct Local Distribution Program Revenue:** Value is the actual MB revenues for FY 13-14.

**MB Interest:** Value is the MB Interest earned on unspent funds.

**MB Expenditures:** Value must match the agency's audited financial statement AND total sum of MB Direct Local Distribution Program expenditures calculated on Table 2: Column L.

**Other Measure B Discretionary Grant Fund**  
This includes Measure B Bicycle/Pedestrian grant expenditures.  
  
Dollar figures entered into Table 1 must match with Table 2 Column M.

**Other Measure B: Local Streets & Roads**  
This includes expenditures from Local Streets and Roads Direct Local Distribution Program funds used for Bicycle/Pedestrian projects.  
  
Dollar figures entered into Table 1 must match with Table 2 Column N.  
  
Do not include Measure B Capital Project Expenses.

**Additional Information:** Use the Box Below to clarify revenues and expenditures.

**VERIFICATION CHECK:** Values to the bottom right are automatically drawn from Table 1 and Table 2 *(Column O & P)* to ensure accurate reporting. These numbers must match each other.

Non-Measure B Funding includes any non-Measure B funding sources such as state, federal, or local funding.

\*\*Report Vehicle Registration Fee (VRF) expenditures for Bike/Pedestrian Programs in this line. Inputted VRF values must match reported VRF expenditures in the VRF Local Streets and Road Compliance Reporting Form (completed separately) i.e. Table 2 (Column L).

**TABLE 2**  
**BICYCLE AND PEDESTRIAN PROGRAM**  
**Measure B Expenditures and Accomplishments (FY 2013-14)**

AGENCY NAME: **City of Emeryville**  
DATE: **2/19/2015**

Project Description								Status	Deliverables				Expenditures FY 13-14					Approvals and Plans		
Index No.	Local Project ID Number	Project Category	Project Phase	Project Type	Project Name	Project Description	Project Benefits	Project Status	Quantity Completed in FY 13-14	Units for Quantity	Description	Estimated Completed Quantity Funded by Measure B	MB Bike/Ped Direct Local Distribution Program Expenditures	Other MB Bike/Ped Expenditures Countywide Discretionary Grant Fund	Other MB Bike/Ped Expenditures From LSR Direct Local Distribution Program	Non-MB Funding Expenditures (Vehicle Registration Fee)	Non-MB Funding Expenditures (federal & state grants, city/local funds, etc.)	Total Project Cost	Did the Governing Board Approve this Project?	Is this Project in a Countywide Bicycle or Pedestrian Plan, if so which one?
		(Drop-down Menu)	(Drop-down Menu)	(Drop-down Menu)			(describe project's benefit to the implementation area)	(at the end of FY 13-14)		(Drop-down Menu)	(other details about unit or quantity)	(auto calculates)				(Vehicle Registration Fee)	(federal & state grants, city/local funds, etc.)	(L+M+N+O+P=Q)	(Drop-down Menu)	(Drop-down Menu)
1	ON-BTWD	Bicycle	Operations	Education and Promotion	2014 Bike to Work Day	Promotion of Biking to Work	Education and support for veteran and novice bicycle commuters	Continuing/Ongoing	100	Other (describe in Column J)	percent	100	\$ 3,957					\$ 3,957	Yes	Both Plans
2	EPW 102-13	Bike and Ped	PS&E	Pedestrian Crossing Improvements	San Pablo Avenue Safe Routes to Transit Traffic Signal Timing Design	Improving bicycle and pedestrian safety on San Pablo Avenue	Improved Bike/Ped Safety	Closed-Out in FY 13-14	50	Other (describe in Column J)	percent	50	\$ 2,028					\$ 2,028	Yes	Both Plans
3	ON-AAPB	Bike and Ped	Other	Other (describe in Column E)	Annual Compliance Audit	Annual Compliance Audit	Necessary for Compliance	Continuing/Ongoing	100	Other (describe in Column J)	percent	100	\$ 771					\$ 771	Yes	Neither Plan
<b>TOTALS:</b>													<b>\$ 6,755</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,755</b>		

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

**Additional Information:** Use the Box Below to clarify expenses or to provide additional information.

\* Column K: (Total Measure B Dollars Spent X Total Quantity) / Total Project Cost = Total Measure B-Funded Quantity  
\*\* Columns L-N: The dollar figures inputted must be consistent with your agency's Audited Financial Statements.

Pull Down Menu Options							
Bicycle	Scoping, Feasibility, Planning	Bike Parking	Initiated/Planning in FY 13-14	Bike Parking Spaces (indicate # of racks or lockers in Column J)	Yes	Bike Plan	
Bike and Ped	Environmental	Bikeways (non-Class I)	Continuing/Ongoing	Intersections	No	Ped Plan	
Pedestrian	PS&E	Bridges and Tunnels	Closed-Out in FY 13-14	Lane Miles		Both Plans	
	Right-of-Way	Education and Promotion	Closing-Out in FY 14-15	Linear Feet		Neither Plan	
	Construction	Master Plan		Number of People/Passengers			
	Maintenance	Multituse Paths (Class I)		Number of One-way Unduplicated Trips			
	Operations	Pedestrian Crossing Improvements		Square Feet			
	Project Completion/Closeout	Safety Improvements		Vehicles Purchased			
	Other	Sidewalks and Ramps		Other (describe in Column J)			
		Signage and Wayfinding					
		Signals					
		Staffing					
		Streetscape / Complete Streets (describe in Column E)					
		Traffic Calming					
		Other (describe in Column E)					

**Cell: C11****Comment:** Project Category:

Bicycle: Bicycle project.  
 Bike/Pedestrian: Bicycle and pedestrian project.  
 Pedestrian: Pedestrian project.

**Cell: D11****Comment:** Project Phase:

Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning.  
 Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).  
 Right-of-Way: Preparing documentation needed to secure or dispose of property rights for project.  
 Plans, Specifications and Engineering (PS&E): Development of the preliminary engineering and engineering estimates.  
 Construction: Construction of a new capital project,  
 Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure.  
 Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; corridor system management or program administration.  
 Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.  
 Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).

**Cell: E11****Comment:** Project Type:

Bike Parking: Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure.  
 Bikeways (non-Class I): Bike lanes (Class II), bike boulevards, side paths, bike routes (Class III), at-grade bike crossings. Includes bikeway maintenance.  
 Bridges and Tunnels: Bicycle-pedestrian crossings above or below grade.  
 Education and Promotion: Marketing, education, information, outreach, promotional campaigns, and programs.  
 Master Plan: Bicycle and/or pedestrian master plan development.  
 Multiuse Paths (Class I): Pathways (Class I) for bicyclists, pedestrians, and other non-motorized modes. Includes maintenance of multiuse paths.  
 Pedestrian Crossing Improvements: At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes, or reconfiguration specifically benefiting pedestrians.  
 Safety Improvements: Infrastructure improvements for bicyclists and pedestrians not covered by other project types on the list.  
 Sidewalks and Ramps: New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access.  
 Signage: Warning, regulatory, way finding, or informational signage. Includes signage maintenance.  
 Signals: New traffic signals or crossing signals for pedestrians and/or bicyclist, signal upgrades, countdown signals, audible signals, and video detection.  
 Staffing: Salary and benefits for staff to support projects, programs, or services.  
 Streetscape / Complete Streets: Improvements that are part of a complete streets or streetscaping improvement project. Describe project in the Project Description and specific accomplished improvements in the deliverables section.  
 Traffic Calming: Infrastructure primarily aimed at slowing down motor vehicle traffic.  
 Other: Use if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe the type under Project Description (Column E).

**Cell: I11****Comment:** Project Status:

Choose project status on June 30, 2014:  
 - Planning in FY 13-14,  
 - Initiated in FY 13-14,  
 - Continuing or Ongoing, or  
 - Closed Out in FY 13-14.

**Cell: J11**

**Comment:** Quantity Complete includes itemizations such as square feet, lane miles, linear feet, etc.

**Cell: K11****Comment:** Units for Quantity:

Select from the drop-down menu and add any details about the unit or quantity in Column J.

Bike Parking Spaces: Number of bike parking spaces created. Indicate Number of racks or lockers installed in Column J.

Lane Miles: Measurement to describe length of roadway, street improvements, and bicycle facilities.

Linear Feet: Measurement to describe sidewalk and pedestrian facilities improvement lengths.

Square Feet: Measurement to describe building, floor plan specifications, landscaping, etc.

**Cell: M11**

**Comment:** Completed Quantity funded by Measure B: This column auto-calculates based on the following.

$$\frac{(\text{Total Measure B Dollars Spent} \times \text{Total Quantity})}{\text{Total Project Cost}} = \text{Total Measure B-Funded Quantity}$$

**Cell: O11**

**Comment:** Report Measure B Bike/Ped Countywide Discretionary Grant Funds here:

**Cell: P11**

**Comment:** Other MB Bike/Ped

If the agency expended Local Streets and Roads Program Direct Local Program Distributions on a Bike/Ped Improvement (jointly funded with MB Bike/Ped Funds) indicate the amount in this column.

Figures indicated here should match LSR Table 2's Direct Local Program Distribution Expenditure for that project(s).

**Cell: T11**

**Comment:** Governing Board Approval

All Measure B funded projects must have governing board approval i.e. approval as part of a Capital Improvement Program, Budgetary document, grant/resolution, bike/pedestrian plan, etc.

**TABLE 3**  
**BICYCLE AND PEDESTRIAN PROGRAM**  
**Measure B Planned Projects and Fund Reserves**

AGENCY NAME: City of Emeryville  
DATE: 2/19/2015

**General Directions**

There are FOUR Sections on this worksheet to be completed by the local agency. Complete the EVEN Boxes first, and then the ODD Boxes.

1. In the EVEN Numbered Boxes, enter the FY 13-14 Actual Expenditures that occurred.
2. In the ODD Numbered Boxes, allocate the Total Measure B FY 14-15 Funds Available (Box 1, Total in ORANGE) to planned and reserve projects/categories.

Note Box 1-3 are auto populated for reference based on information inputted in Box 4-11

**DASHBOARD SUMMARY - AUTO CALCULATED REFERENCE TABLES**

BOX 1	
Total Measure B Available in FY 14-15	
FY 13-14 MB Ending Direct Local Distribution Balance	\$ 142,615
<b>FY 13-14 Balances</b>	
Planned Project Balance <sup>1</sup>	\$ 23,043
FY 13-16 Capital Reserve Window Balance <sup>2</sup>	\$ 117,345
FY 14-17 Capital Reserve Window Balance <sup>2</sup>	\$ -
FY 13/14 Operational Reserve Balance <sup>3</sup>	\$ 6
FY 13/14 Undesignated Reserve Balance <sup>4</sup>	\$ -
FY 13/14 Actual vs. Projected Revenue <sup>5</sup>	\$ 2,220
<b>Sub-total<sup>6</sup></b>	<b>\$ 142,614</b>
Subtract FY 13-16 Capital Reserve Commitment	\$ (117,345)
Subtract FY 14-17 Capital Reserve Commitment	\$ -
<b>FY 14-15 Uncommitted Rollover Funds</b>	<b>\$ 25,269</b>
<b>FY 14-15 MB Projected Revenue</b>	<b>\$ 29,635</b>
<b>Total FY 14-15 Measure B Funds Available<sup>7</sup></b>	<b>\$ 54,904</b>

- Box 1 Notes:**
1. Auto populated from Box 4's Balance, only shows positive balances.
  2. Last Year's Identified Capital Reserve Total subtract FY 13/14 Expenditures
  3. Auto populated from Box 8's Operation Balance.
  4. Auto populated from Box 10's Undesignated Balance.
  5. Amount is Actual Distributions subtract Last Year's provided Revenue Projections.
  6. Sub-total Balance should match FY 13-14 MB Ending Balance, noted in the top of Box 1.
  7. Funds Available to Allocate to planned and reserve (ODD Numbered Boxes) project/categories. This amount should equal the total in Box 3.

BOX 2				
Total Measure B FY 13-14 Planned vs. Actual Expenditures				
	Planned	Actual	Unspent	% Unspent
MB Planned Projects	\$ 29,798	\$ 6,755	\$ 23,043	77%
MB FY 13-16 Capital Reserve Window	\$ 63,167	\$ -	\$ 63,167	100%
MB FY 14-17 Capital Reserve Window	\$ -	\$ -	\$ -	-
MB Operation Reserve	\$ 6	\$ -	\$ 6	100%
MB Undesignated Reserve	\$ -	\$ -	\$ -	-

Unspent MB Capital Fund Reserve Dollars must be explained and reallocated within the respective Windows.

Prepopulated projection  
This amount must equal Box 3.

BOX 2a					
CAPITAL RESERVE TRACKING					
REALLOCATION VERIFICATION TOOL					
Window	Original Allocation <sup>1</sup>	Expended FY 13-14	Amount To Allocate <sup>2</sup>	Amount Allocated <sup>3</sup>	Remaining to Allocate <sup>4</sup>
FY 13-16	\$ 117,345	\$ -	\$ 117,345	\$ 117,345	\$ -
FY 14-17	\$ -	\$ -	\$ -	\$ -	\$ -

**Box 2a 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 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.
5. Alameda CTC may request additional information to determine recipient's compliance with the Timely Use of Funds Policies.

BOX 3					
Total Measure B FY 14-15 Available Fund Allocation Summary					
Category	FY 14-15	FY 15-16	FY 16-17	FY 17-18	TOTAL
MB Planned Projects	\$ 54,904				\$ 54,904
MB Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
MB Operational Reserve	\$ -				\$ -
MB Undesignated Reserve	\$ -				\$ -
<b>TOTAL Measure B</b>	<b>\$ 54,904</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,904</b>

Max. Allocation	% Allocated	Max. % Allowed
\$ 14,818	0%	50%
\$ 2,964	0%	10%

Total amount must equal Box 1.

BOX 3a	
MB FY 14/15 Allocation Verification	
BOX 1: Available MB Funds	\$ 54,904
BOX 3: Allocated MB Funds	\$ 54,904
<b>Remaining Amount</b>	<b>\$ 0</b>

Remaining Amount should reflect ZERO to indicate identification of all available Measure B Funds.

**SECTION 1: Measure B Planned Projects (unreserved funds)**

BOX 4							
MEASURE B PLANNED PROJECTS (unreserved funds)							
FY 13-14 PLANNED VS ACTUAL EXPENDITURES							
Index No.	Local Project No.	Project Name	Phase	TRACKING FY 13-14 (Prior Year's) PLAN			Provide an explanation for positive or negative balance & fund reallocation. Indicate N/A if no balance or reallocation.
				Planned FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	
1	ON-BTWD	2014 Bike to Work Day	Phases Operations	\$ 4,000	\$ 3,957	\$ 43	The positive balance represents estimated costs versus actual costs and will be applied to the planned project balance.
				\$ -	\$ -	\$ -	
			<b>Total</b>	<b>\$ 4,000</b>	<b>\$ 3,957</b>	<b>\$ 43</b>	1%
2	Bike/Ped #2	Markings	Phases Maintenance	\$ 5,000	\$ -	\$ 5,000	This project was eliminated and unspent funds have been reallocated to the Ongoing Ped-Bike Plan Implementation Project.
				\$ -	\$ -	\$ -	
			<b>Total</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	100%
3	EPW 102-13	SR2T	Phases PS&E	\$ 11,761	\$ 2,028	\$ 9,734	The funds needed for this project were over estimated and unspent funds have been reallocated to the Ongoing Ped-Bike Plan Implementation Project.
				\$ -	\$ -	\$ -	
			<b>Total</b>	<b>\$ 11,761</b>	<b>\$ 2,028</b>	<b>\$ 9,734</b>	83%
4	EPW 101-13	SR2S	Phases PS&E	\$ 9,037	\$ -	\$ 9,037	The project schedule did not allow for expenditure of the project funds. These funds will be used in the upcoming fiscal year for this project.
				\$ -	\$ -	\$ -	
			<b>Total</b>	<b>\$ 9,037</b>	<b>\$ -</b>	<b>\$ 9,037</b>	100%
5	ON-AAPB	Annual Compliance Audit	Phases Other	\$ -	\$ 771	\$ (771)	Audit Fees; un planned funds supported by remaining funds from Box 4 projects.
				\$ -	\$ -	\$ -	
			<b>Total</b>	<b>\$ -</b>	<b>\$ 771</b>	<b>\$ (771)</b>	

TOTAL FY 13-14 PLANNED VS ACTUAL EXPENDITURES			
\$ 29,798	\$ 6,755	\$ 23,043	77% Unspent

BOX 5						
FY 14-15 MEASURE B PLANNED PROJECTS (unreserved funds)						
Index No.	Local Project No.	Project Name	Phase	Planned Projects FY 14-15	Governing Body Approved? (Yes or No)	Describe the Project's Status as of June 30, 2014.
1	ON-BTWD	2015 Bike to Work Day	Phases Other	\$ 5,000	Yes	This is an ongoing project.
				\$ -		
			<b>Total</b>	<b>\$ 5,000</b>		
2	ON-AAPB	2015 Annual Audit-Ped/Bike	Phases Other	\$ 1,000	Yes	This is an ongoing project.
				\$ -		
			<b>Total</b>	<b>\$ 1,000</b>		
3	ON-PBP	Pedestrian Bike Plan Implementation	Phases Construction	\$ 36,904	Yes	This is an ongoing project.
				\$ -		
			<b>Total</b>	<b>\$ 36,904</b>		
4	EPW 101-13	San Pablo Avenue Safe Routes to School	Phases PS&E	\$ 12,000	Yes	This project is in the design phase.
				\$ -		
			<b>Total</b>	<b>\$ 12,000</b>		
5			Phases	\$ -		
				\$ -		
			<b>Total</b>	<b>\$ -</b>		

TOTAL FY 14-15 PLANNED PROJECTS	
\$ 54,904	



**TABLE 3**  
**BICYCLE AND PEDESTRIAN PROGRAM**  
**Measure B Planned Projects and Fund Reserves**

AGENCY NAME: City of Emeryville  
 DATE: 2/19/2015

**General Directions**

There are FOUR Sections on this worksheet to be completed by the local agency. Complete the EVEN Boxes first, and then the ODD Boxes.  
 1. In the EVEN Numbered Boxes, enter the FY 13-14 Actual Expenditures that occurred.  
 2. In the ODD Numbered Boxes, allocate the Total Measure B FY 14-15 Funds Available (Box 1, Total in ORANGE) to planned and reserve projects/categories.

Note Box 1-3 are auto populated for reference based on information inputted in Box 4-11

**SECTION 3: Measure B Operation Fund Reserve**

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

Directions

For previously identified Operation 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 report expenses in Box 8 and in Box 4.

To establish a new annual reserve, complete Box 9.

BOX 8 MEASURE B OPERATION FUND RESERVE FY 13-14 PLANNED VS ACTUAL EXPENDITURES				
	Planned Op Reserve FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Describe reason for fund balance & any funds reallocated to projects in Box 4.
FY 13-14 Operation Fund Reserve	\$ 6	\$ -	\$ 6	Prior Year rounding adjustment. Reserve not required.
<b>TOTAL FY 13-14 OPERATION FUND RESERVE</b>	<b>\$ 6</b>	<b>\$ -</b>	<b>\$ 6</b>	100% Unspent Percentage

BOX 9 FY 14-15 MEASURE B OPERATION FUND RESERVE	
FY 14-15 Operation Fund Reserve	\$ -
<b>TOTAL FY 14-15 OPERATION FUND RESERVE</b>	<b>\$ -</b>

**SECTION 4: Measure B Undesignated Fund Reserve**

The Undesignated Fund Reserve may be established to address 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 report expenses in Box 8 and in Box 4.

To establish a new annual reserve, complete Box 11.

BOX 10 MEASURE B UNDESIGNATED FUND RESERVE FY 13-14 PLANNED VS ACTUAL EXPENDITURES				
	Planned Undesignated FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Describe reason for fund balance & any funds reallocated to projects in Box 4.
FY 13-14 Undesignated Fund Reserve	\$ -	\$ -	\$ -	
<b>TOTAL FY 13-14 UNDESIGNATED FUND RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	- Unspent Percentage

BOX 11 FY 14-15 MEASURE B UNDESIGNATED FUND RESERVE	
FY 14-15 Undesignated Fund Reserve	\$ -
<b>TOTAL FY 14-15 UNDESIGNATED FUND RESERVE</b>	<b>\$ -</b>

**City of Emeryville**  
**MEASURE B CAPITAL FUND RESERVE EXPENDITURE TRACKING SUMMARY**  
**Bicycle/Pedestrian Program**

This Form is automatically populated from Table 3. This is an informational summary of established Capital Fund Reserve Windows, adjustments, and expenditure timelines.

<b>FY 13-16 Capital Fund Reserve Window</b>	<b>Window Expires: June 30, 2016</b> <i>(End of FY 15/16)</i>
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**Original Start Amount**    \$    127,167

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total
Last Year's Plan	N/A	\$ 63,167	\$ -	\$ -	\$ 63,167
Adjustment	N/A	\$ (63,167)	\$ 117,345	\$ -	\$ 54,178
<b>Revised Plan</b>	<b>\$ 9,822</b>	<b>\$ -</b>	<b>\$ 117,345</b>	<b>\$ -</b>	<b>\$ 117,345</b>

<b>FY 13-16 Window Expenditure Summary</b>	
<b>Original Start</b>	<b>\$ 127,167</b>
Spent in FY 12/13	\$ (9,822)
Spent in FY 13/14	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
<b>Remaining</b>	<b>\$ 117,345</b>

<b>FY 14-17 Capital Fund Reserve Window</b>	<b>Window Expires: June 30, 2017</b> <i>(End of FY 16/17)</i>
---	--

**Original Start Amount**    \$    -

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total
Last Year's Plan	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revised Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>FY 14-17 Window Expenditure Summary</b>	
<b>Original Start</b>	<b>\$ -</b>
Spent in FY 13/14	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
Spent in FY 16/17	TBD
<b>Remaining</b>	<b>\$ -</b>

<b>FY 15-18 Capital Fund Reserve Window</b>	<b>Window Expires: June 30, 2018</b> <i>(End of FY 17/18)</i>
---	--

**Original Start Amount**    \$    -

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total
<b>Identified Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>FY 15-18 Window Expenditure Summary</b>	
<b>Original Start</b>	<b>\$ -</b>
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
Spent in FY 16/17	TBD
Spent in FY 17/18	TBD
<b>Remaining</b>	<b>\$ -</b>

<b>ALL WINDOW SUMMARY</b>											
Reserve Window		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		-\$9,822	\$0	\$117,345					\$ 127,167	\$ (9,822)
FY 14-17			\$0	\$0					\$ -	\$ -	\$ -
FY 15-18				\$0					\$ -	\$ -	\$ -
FY 16-19				Future Potential Reserve Window					TBD	TBD	TBD



**TABLE 1  
LOCAL STREETS AND ROADS PROGRAM  
Measure B Revenues and Expenditures**

AGENCY NAME: **City of Emeryville**  
DATE: **2/19/2015**

Column A	Column B	Column C	Column D	Column E
<b>Measure B Direct Local Distribution Program Fund Balance FY 13-14</b>				
<b>Beginning</b>		<b>MB Revenues and Expenditures</b>		<b>Ending</b>
<b>FY 13-14 Beginning of Year MB Fund Balance</b>	<b>FY 13-14 MB Direct Local Distribution Program Revenue</b>	<b>FY 13-14 MB Interest</b>	<b>FY 13-14 MB Direct Local Distribution Program Expenditures</b> <i>(Must match Table 2: Column L)</i>	<b>FY 13-14 End of Year MB Fund Balance</b>
\$ 18,865	\$ 247,908	\$ 182	\$ 11,159	\$ 255,796
<b>VERIFICATION CHECK:</b> Values to the bottom right are automatically drawn from Table 1 and Table 2 ( <i>corresponding expenditures fund totals</i> ) to ensure accurate reporting. These numbers must match each other.		<b>Total from Table 1:</b>	\$ 11,159	
		<b>Total from Table 2:</b>	\$ 11,159	

Column F	Column G	Column H	Column I
<b>Other MB from Bike/Ped Direct Local Distribution Program Expenditures and/or Grants</b> <i>(Must match Table 2: Column M)</i>	<b>Other MB from Mass Transit Direct Local Distribution Program Expenditures and/or Grants</b> <i>(Must match Table 2: Column N)</i>	<b>Other MB from Paratransit Direct Local Distribution Program Expenditures and/or Grants</b> <i>(Must match Table 2: Column O)</i>	<b>Total Other MB Expenditures</b>
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

Column J	Column K
<b>Non-Measure B Funds FY 13-14</b>	
<b>List the specific types of non-Measure B Funding including VRF.*</b>	
<b>Non-MB Funding Source</b>	<b>Non-MB Expenditures</b> <i>(Must match Table 2: Column P+Q)</i>
Vehicle Registration Fee Fund**	\$ 2,340
<b>Total Non-MB:</b>	\$ <b>2,340</b>
<b>Total Non-MB Table 1:</b>	\$ 2,340
<b>Total Non-MB Table 2:</b>	\$ 2,340

**Column Descriptions**

**MB Unspent Balance:** Value must match the agency's audited financial statement for the starting MB balance reported in FY 13-14. If there is a variance, explain in the additional information section below.

**MB Direct Local Distribution Program Revenue:** Value is the actual MB revenues for FY 13-14.

**MB Interest:** Value is the MB Interest earned on unspent funds.

**MB Expenditures:** Value must match the agency audit report figure AND total sum of MB Direct Local Distribution Program expenditures calculated on Table 2: Column L.

**Other Direct Local Distribution Program Expenditures from Bike/Ped, Mass Transit and Paratransit Programs and/or grants:** This includes expenditures from these three programs that shared/used LSR funds to implement a jointly funded project(s) i.e. LSR + Bike/Ped Direct Local Program Distribution Funds. Dollar figures entered into Table 1 Column F-H must match with Table 2 Column M-O. Do not include Measure B Capital Project Expenses.

**VERIFICATION CHECK:** Values to the bottom right are automatically drawn from Table 1 and Table 2 (Sum of Column P and Column Q) to ensure accurate reporting. Table 1's non-Measure B expenditures values must match the sum of Table 2's non-Measure B expenditures.

\* Non-Measure B Funding includes any non-Measure B funding sources such as state, federal, or local funding.  
\*\*Report Vehicle Registration Fee (VRF) expenditures for Local Streets and Roads in this section. Inputted VRF values must match reported VRF expenditures in the VRF Local Streets and Road Compliance Reporting Form (*completed separately*) i.e. Table 2 (Column L).

**Additional Information:** Use the Box Below to clarify revenues and expenditures.

**TABLE 2  
LOCAL STREETS AND ROADS PROGRAM  
Measure B Expenditures and Accomplishments (FY 2013-14)**

AGENCY NAME : **City of Emeryville**  
DATE: **2/19/2015**

Project Description							Status	Deliverables			Expenditures FY 13-14						Approvals			
Index	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K*	Column L**	Column M**	Column N**	Column O**	Column P***	Column Q***	Column R	Column S	
Index No.	Local Project ID Number	Project Category	Project Phase	Project Type	Project Name	Project Description	Project Benefits <i>(describe project's benefit to the implementation area)</i>	Project Status <i>(at the end of FY 13-14)</i>	Quantity Completed in FY 13-14	Units for Quantity <i>(Drop-down Menu)</i>	Description <i>(other details about unit or quantity)</i>	Estimated Completed Quantity Funded by Measure B <i>(auto calculates)</i>	MB LSR Direct Local Distribution Program Expenditures	Other MB Expenditures from Bike/Ped Direct Local Distribution Program and/or grants	Other MB Expenditures from Mass Transit Direct Local Distribution Program and/or grants	Other MB Expenditures from Paratransit Direct Local Distribution Program and/or grants	Non-MB Funding Expenditures Vehicle Registration Fee	Non-MB Funding Expenditures <i>(federal &amp; state grants, city/local funds, etc.)</i>	Total Project Cost <i>(L+M+N+O+P+Q=R)</i> <i>(auto calculates)</i>	Did the Governing Board Approve this Project? <i>(Drop-down Menu)</i>
1	ON-SMM	Streets and Roads	Maintenance	Street Resurfacing and Maintenance	Ongoing City Crew Street Maintenance Materials	Street paint and cracksealing materials	Maintaining PCI	Continuing or Ongoing	19	Lane Miles		19	\$ 10,388						\$ 10,388	Yes
2	ON-AALSR	Other	Other	Other (describe in Column E)	Annual Compliance Audit	Annual Compliance Audit	Necessary for Compliance	Continuing or Ongoing	100	Other (describe in Column J)	percent	100	\$ 771						\$ 771	Yes
3	ON-AAVRF	Streets and Roads	Other	Other (describe in Column E)	2014 Annual Compliance Audit-VRF	2013-2014 Annual Audit Costs	Necessary to Maintain Compliance	Continuing or Ongoing	100	Other (describe in Column J)	percent	0					\$ 2,340		\$ 2,340	Yes
<b>TOTALS:</b>												<b>\$ 11,159</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,340</b>	<b>\$ -</b>	<b>\$ 13,499</b>		

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

**Additional Information:** Use the Box Below to clarify expenses or to provide additional information.

\* Column K: (Total Measure Dollars Spent X Total Quantity) / Total Project Cost = Total MB-Funded Quantity  
\*\* Columns L-O: The dollar figures inputted must be consistent with your agency's Audited Financial Statements.

Pull Down Menu Options					
Bike only	Scoping, Feasibility, Planning	Bike Parking	Planning in FY 13-14	Bike Parking Spaces	Yes
Ped only	Environmental	Bikeways and Multiuse Paths	Initiated in FY 13-14	Intersections	No
Bike/Ped	PS&E	Bridges and Tunnels	Continuing or Ongoing	Lane Miles	
Mass Transit	Right-of-Way	Education and Promotion	Closed Out in FY 13-14	Linear Feet	
Paratransit	Construction	Equipment and New Vehicles		Number of People/Passengers	
Streets and Roads	Maintenance	Operations		Number of One-Way Unduplicated Trips	
Other	Operations	Pedestrian Crossing Improvements		Square Feet	
	Project Completion/Closeout	Sidewalks and Ramps		Vehicles Purchased	
	Other	Signage		Other (describe in Column J)	
		Signals			
		Staffing			
		Street Resurfacing and Maintenance			
		Streetscape / Complete Streets (describe in Column E)			
		Traffic Calming			
		Welfare to Work Operations			
		Other (describe in Column E)			

**Cell: C11**

**Comment:** Project Category:  
 Bicycle: Bicycle project.  
 Bike/Pedestrian: Bicycle and pedestrian project.  
 Pedestrian: Pedestrian project.

**Cell: D11**

**Comment:** Project Phase:  
 Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning.  
 Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).  
 Right-of-Way: Preparing documentation needed to secure or dispose of property rights for project.  
 Plans, Specifications and Engineering (PS&E): Development of the preliminary engineering and engineering estimates.  
 Construction: Construction of a new capital project,  
 Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure.  
 Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; or corridor system management.  
 Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.  
 Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).

**Cell: E11**

**Comment:** Project Type:  
 Bike Parking: Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure.  
 Bikeways (non-Class I): Bike lanes (Class II), bike boulevards, side paths, bike routes (Class III), at-grade bike crossings. Includes bikeway maintenance.  
 Bridges and Tunnels: Bicycle-pedestrian crossings above or below grade.  
 Education and Promotion: Marketing, education, information, outreach, promotional campaigns, and programs.  
 Master Plan: Bicycle and/or pedestrian master plan development.  
 Multiuse Paths (Class I): Pathways (Class I) for bicyclists, pedestrians, and other non-motorized modes. Includes maintenance of multiuse paths.  
 Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; corridor system management or program management.  
 Pedestrian Crossing Improvements: At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes, or reconfiguration specifically benefiting pedestrians.  
 Safety Improvements: Infrastructure improvements for bicyclists and pedestrians not covered by other project types on the list.  
 Sidewalks and Ramps: New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access.  
 Signage: Warning, regulatory, way finding, or informational signage. Includes signage maintenance.  
 Signals: New traffic signals or crossing signals for pedestrians and/or bicyclist, signal upgrades, countdown signals, audible signals, and video detection.  
 Staffing: Salary and benefits for staff to support projects, programs, or services.  
 Streetscape / Complete Streets: Improvements that are part of a complete streets or streetscaping improvement project. Describe project in the Project Description and specific accomplished improvements in the deliverables section.  
 Traffic Calming: Infrastructure primarily aimed at slowing down motor vehicle traffic.  
 Other: Use if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe the type under Project Description (Column E).

**Cell: I11**

**Comment:** Project Status:  
 Choose project status on June 30, 2014:  
 - Planning in FY 13-14,  
 - Initiated in FY 13-14,  
 - Continuing or Ongoing, or  
 - Closed Out in FY 13-14.

**Cell: J11**

**Comment:** Quantity Complete includes itemizations such as square feet, lane miles, linear feet, etc.

**Cell: K11**

**Comment:** Units for Quantity:  
 Select from the drop-down menu and add any details about the unit or quantity in Column J.

Lane Miles: Measurement to describe length of roadway, street improvements, and bicycle facilities.

Linear Feet: Measurement to describe sidewalk and pedestrian facilities improvement lengths.

Square Feet: Measurement to describe building, floor plan specifications, landscaping, etc.

**Cell: M11**

**Comment:** Completed Quantity funded by Measure B: This column auto-calculates based on the following.

$$(\text{Total Measure Dollars Spent} \times \text{Total Quantity}) / \text{Total Project Cost} = \text{Total MB-Funded Quantity}$$

**Cell: U11**

**Comment:** Governing Board Approval

All Measure B funded projects must have governing board approval i.e. approval as part of a Capital Improvement Program, Budgetary document, grant/resolution, bike/pedestrian plan, etc.



**TABLE 3**  
**LOCAL STREETS AND ROADS PROGRAM**  
**Measure B Planned Projects and Fund Reserves**

AGENCY NAME: City of Emeryville  
 DATE: 2/19/2015

General Directions

There are FOUR Sections on this worksheet to be completed by the local agency. Complete the EVEN Boxes first, and then the ODD Boxes.  
 1. In the EVEN Numbered Boxes, enter the FY 13-14 Actual Expenditures that occurred.  
 2. In the ODD Numbered Boxes, allocate the Total Measure B FY 14-15 Funds Available (Box 1, Total in ORANGE) to planned and reserve projects/categories.

Note Box 1-3 are auto populated for reference based on information inputted in Box 4-11

**SECTION 3: Measure B Operation Fund Reserve**

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

Directions

For previously identified Operation 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 report expenses in Box 8 and in Box 4.

To establish a new annual reserve, complete Box 9.

BOX 8 MEASURE B OPERATION FUND RESERVE FY 13-14 PLANNED VS ACTUAL EXPENDITURES				
	Planned Op Reserve FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Describe reason for fund balance & any funds reallocated to projects in Box 4.
FY 13-14 Operation Fund Reserve	\$ -	\$ -	\$ -	
<b>TOTAL FY 13-14 OPERATION FUND RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	- Unspent Percentage

BOX 9 FY 14-15 MEASURE B OPERATION FUND RESERVE	
FY 14-15 Operation Fund Reserve	\$ -
<b>TOTAL FY 14-15 OPERATION FUND RESERVE</b>	<b>\$ -</b>

**SECTION 4: Measure B Undesignated Fund Reserve**

The Undesignated Fund Reserve may be established to address 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 report expenses in Box 8 and in Box 4.

To establish a new annual reserve, complete Box 11.

BOX 10 MEASURE B UNDESIGNATED FUND RESERVE FY 13-14 PLANNED VS ACTUAL EXPENDITURES				
	Planned Undesignated FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Describe reason for fund balance & any funds reallocated to projects in Box 4.
FY 13-14 Undesignated Fund Reserve	\$ -	\$ -	\$ -	
<b>TOTAL FY 13-14 UNDESIGNATED FUND RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	- Unspent Percentage

BOX 11 FY 14-15 MEASURE B UNDESIGNATED FUND RESERVE	
FY 14-15 Undesignated Fund Reserve	\$ -
<b>TOTAL FY 14-15 UNDESIGNATED FUND RESERVE</b>	<b>\$ -</b>

**City of Alameda**  
**MEASURE B CAPITAL FUND RESERVE EXPENDITURE TRACKING SUMMARY**  
**Local Streets and Roads Program**

This Form is automatically populated from Table 3. This is an informational summary of established Capital Fund Reserve Windows, adjustments, and expenditure timelines.

<b>FY 13-16 Capital Fund Reserve Window</b>	<b>Window Expires: June 30, 2016</b> <i>(End of FY 15/16)</i>
---	--

Original Start Amount \$ -

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total
Last Year's Plan	N/A	\$ -	\$ -	\$ -	\$ -
Adjustment	N/A	\$ -	\$ -	\$ -	\$ -
<b>Revised Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 13-16 Window Expenditure Summary	
Original Start	\$ -
Spent in FY 12/13	\$ -
Spent in FY 13/14	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
<b>Remaining</b>	<b>\$ -</b>

<b>FY 14-17 Capital Fund Reserve Window</b>	<b>Window Expires: June 30, 2017</b> <i>(End of FY 16/17)</i>
---	--

Original Start Amount \$ -

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total
Last Year's Plan	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revised Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 14-17 Window Expenditure Summary	
Original Start	\$ -
Spent in FY 13/14	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
Spent in FY 16/17	TBD
<b>Remaining</b>	<b>\$ -</b>

<b>FY 15-18 Capital Fund Reserve Window</b>	<b>Window Expires: June 30, 2018</b> <i>(End of FY 17/18)</i>
---	--

Original Start Amount \$ -

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total
Identified Plan	\$ -	\$ -	\$ -	\$ -	\$ -

FY 15-18 Window Expenditure Summary	
Original Start	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
Spent in FY 16/17	TBD
Spent in FY 17/18	TBD
<b>Remaining</b>	<b>\$ -</b>

ALL WINDOW SUMMARY										
Reserve Window	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	\$0	\$0	\$0					\$ -	\$ -	\$ -
FY 14-17		\$0	\$0					\$ -	\$ -	\$ -
FY 15-18			\$0					\$ -	\$ -	\$ -
FY 16-19			Future Potential Reserve Window					TBD	TBD	TBD

**TABLE 1  
PARATRANSIT PROGRAM  
Measure B Revenues and Expenditures**

AGENCY NAME: City of Emeryville  
DATE: 2/19/2015

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
<b>Measure B Direct Local Distribution Program Fund Balance FY 13-14</b>					<b>Other Measure B Expenditures</b>					<b>Non-Measure B Funds FY 13-14</b>	
<b>Starting MB Balance</b>		<b>MB Revenues and Expenditures</b>			<b>Ending MB Balance</b>		<b>List the specific types of non-Measure B Funding</b>				
<b>FY 13-14 Beginning of Year MB Fund Balance</b>	<b>FY 13-14 MB Direct Local Distribution Program Revenue</b>	<b>FY 13-14 MB Interest</b>	<b>FY 13-14 MB Direct Local Distribution Program Expenditures <small>(Must match Table 2: Column L)</small></b>	<b>FY 13-14 End of Year MB Fund Balance</b>	<b>Other MB Expenditure MSL Fund <small>(Must match Table 2: Column M)</small></b>	<b>Other MB Expenditure Paratransit Gap Grant <small>(Must match Table 2: Column N)</small></b>	<b>Other MB Expenditure Stabilization Fund <small>(Must match Table 2: Column O)</small></b>	<b>Other MB from Local Streets and Roads Direct Local Distribution Program Expenditures <small>(Must match Table 2: Column P)</small></b>	<b>Total Other MB Expenditures</b>	<b>Non-MB Funding Source</b>	<b>Expenditures <small>(Must Match Table 2: Column Q and R)</small></b>
\$ 15,472	\$ 24,024	\$ 149	\$ 21,256	\$ 18,389	\$ -	\$ 68,718	\$ -	\$ -	\$ 68,718	Taxi Program Staff Time	\$ 888
		<b>Total from Table 1:</b>	\$ 21,256		\$ -	\$ 68,718	\$ -	\$ -		Meals on Wheels Staff Time	\$ 8,000
		<b>Total from Table 2:</b>	\$ 21,256		\$ -	\$ 68,718	\$ -	\$ -		Meals on Wheels Donations	\$ 181
<b>VERIFICATION CHECK:</b> Values to the bottom right are automatically drawn from Table 1 and Table 2 (corresponding expenditures fund totals) to ensure accurate reporting. These numbers must match each other.											

**Column Descriptions**

<b>MB Unspent Balance:</b> Value must match the local agency's audited financial statement for the starting MB balance reported in FY 13-14. If there is a variance, explain in the additional information section below.	<b>MB Direct Local Distribution Program Revenue:</b> Value is the actual MB revenues for FY 13-14.	<b>MB Interest:</b> Value is the MB Interest earned on unspent funds.	<b>MB Expenditures:</b> Value must match the agency's audited financial statement AND total sum of MB Direct Local Distribution Program expenditures calculated on Table 2: Column L.	<b>Other Measure B: Minimum Service Level Fund</b> The Minimum Service Level expenditure figured entered into Table 1 must match with Table 2 Column M.	<b>Other Measure B: Paratransit Gap Grant Fund</b> The Paratransit Gap Grant expenditure figured entered into Table 1 must match with Table 2 Column N.	<b>Other Measure B: Stabilization Fund</b> The Stabilization Fund expenditure figured entered into Table 1 must match with Table 2 Column O.	<b>Other Measure B: Local Streets &amp; Roads (LSR)</b> The Measure B LSR includes expenditures from LSR Direct Local Distribution Program funds used for Paratransit activities. The Local Streets and Roads expenditure figured entered into Table 1 must match with Table 2 Column P. Do not include Measure B Capital Project expenses.
--	---	--	--	--	--	---	--

**VERIFICATION CHECK:** Values to the bottom right are automatically drawn from Table 1 and Table 2 (sum of column Q and R) to ensure accurate reporting. Table 1's non-Measure B expenditures values must match the sum of Table 2's non-Measure B expenditures.

\* Non-Measure B Funding includes any non-Measure B funding sources such as state, federal, or local funding.

\*\*Report Fare expenditures in this section. Inputted Fare expenditures must match reported Fare expenditures from Table 2 (Column R).

**Additional Information:** Use the Box Below to clarify revenues and expenditures.

<b>Total Non-MB:</b>	<b>\$ 284,009</b>
<b>Total Non-MB Table 1:</b>	<b>\$ 284,009</b>
<b>Total Non-MB Table 2:</b>	<b>\$ 284,009</b>

**TABLE 2**  
**PARATRANSIT PROGRAM**  
**Measure B Expenditures and Accomplishments (FY 2013-14)**

AGENCY NAME: City of Emeryville  
DATE: 6/30/2014

Index		Column A	Column B	Column C	Column D	Column E	Column F	Status	Column H	Column I	Column J	Column K*	Expenditures FY 13-14							Column S	
Index No.	Local Project ID Number	Project Category <i>(Drop-down Menu)</i>	Project/Program Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Service/Program/Project Name	Project Description	Project Benefits/Needs This Service Meets <i>(describe project's benefit to the implementation area e.g. medical, grocery, recreation, regional trips, etc.)</i>	Project Status <i>(at the end of FY 13-14)</i> <i>(Drop-down Menu)</i>	Quantity Completed in FY 13-14	Quantity Type Description <i>(Drop-down Menu)</i>	Description <i>(other details about unit or quantity)</i>	Estimated Completed Quantity Funded by Measure B <i>(auto calculates)</i>	Column L** MB Paratransit Direct Local Distribution Program Expenditures	Column M** Other MB Paratransit Expenditures MSL Fund	Column N** Other MB Paratransit Expenditures Paratransit Gap Grant Fund	Column O** Other MB Paratransit Expenditures Stabilization Fund	Column P** Other MB Expenditures from LSR Direct Local Distribution Program	Column Q Non-MB Funding Expenditures <i>(federal &amp; state grants, city/local funds, etc.)</i>	Column R Non-MB Fares <i>(cash fares, scrip/voucher purchases, fares retained by vendors or paid by third-party sponsors)</i>	Column S Total Project Cost <i>(L+M+N+O+P+Q+R+S)</i> <i>(auto calculates)</i>	
1		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	meal deliveries	Continuing or Ongoing	3,766	Meals Delivered	number of meals delivered in FY12-13	118.7140097	\$ 266						\$ 8,000	\$ 181	\$ 8,447
2		Senior and Disabled Services	Operations	Group Trips	Group Trips Program	Provide ADA-accessible transportation for group trips throughout the Bay Area and State for Seniors and People with Disabilities.	recreation, regional trips	Continuing or Ongoing	7,608	Trips (one-way)	3,804 r/t travelers were served in	418.6958656	\$ 15,864						\$ 142,028	\$ 130,369	\$ 288,261
3		Senior and Disabled Services	Operations	Same Day/Taxi Program	Taxi Reimbursement Program	Reimburse seniors over 60 years old in Emeryville for 90% of their taxi fares, up to \$80 per quarter (\$320/year)	medical, travel, recreation, groceries, etc	Continuing or Ongoing	196	Trips (one-way)	Taxi trips provided per reimbursement receipts	153.8990145	\$ 3,246						\$ 888		\$ 4,134
4		Senior and Disabled Services	Operations	Scholarship/Subsidized Fare	Eat Bay Paratransit Reduced Price Tickets	Sell EBP tickets at 10% of cost to EBP certified customers in Emeryville. Customers can purchase a maximum of \$80 worth of tickets per quarter (\$320/year)	medical, travel, recreation, groceries, etc	Continuing or Ongoing	1,000	Scholarships Provided	purchased and provided 1,000 EBP tickets (\$1/each)	487.0920604	\$ 1,000						\$ 888	\$ 165	\$ 2,053
5		Senior and Disabled Services	Operations	Scholarship/Subsidized Fare	Scholarship Program	Provides scholarships to seniors and people with disabilities to those who can't afford the group trips	recreation, regional trips	Continuing or Ongoing	0	Scholarships Provided	Program was instead funded through a private source		\$ -								\$ -
6		Senior and Disabled Services	Operations	City-based Door-to-Door	8-To-Go City Door-to-Dorr Shuttle Program	Provide seniors and people with disabilities rides 9-5, M-F throughout the 94608 zip code area	medical, travel, recreation, groceries, etc	Continuing or Ongoing	2,544	Trips (one-way)	8-To-Go trip provided	2490.092857	\$ 109		\$ 68,718				\$ 1,490		\$ 70,316
7		Other	Other	Management/Overhead/Staffing	Auditing Fees							0	\$ 771								\$ 771
<b>TOTALS:</b>												\$ 21,256	\$ -	\$ 68,718	\$ -	\$ -	\$ 151,804	\$ 132,205	\$ 373,983		

Note: Definitions for each drop-down menu appear as Comments (scroll over the column title or in the Review mode, choose "Show All Comments"). The document is set up to print Comments at the end.

\* Column K: (Total Measure Dollars Spent X Total Quantity) / Total Project Cost = Total MB-Funded Quantity  
\*\* Columns L-R: The dollar figures inputted must be consistent with your agency's Audited Financial Statements.

**Column A Project Category Note:**  
Disabled Services: Services primarily created for mobility for people with disabilities.  
Meals on Wheels: Delivery of meals.  
Senior & Disabled Services: Transportation services for seniors and people with disabilities.  
Senior Services: Services primarily created for senior mobility.  
Other: Use Other if none of the above apply, and define other by selecting Project Type (Column C) and providing Project Description (Column E).

**Column J Note:**  
If trip services were provided, describe the type and estimated quantities of the trips which were delivered. This includes passenger trips, same-day trips, taxi-trips, lift-assisted, group trips, etc.

**Additional Information:** Use the Box Below to clarify expenses or to provide additional information.

Pull Down Menu Options				
Disabled Services	Scoping, Feasibility, Planning	ADA-mandated Services	Planning in FY 13-14	Consumers Trained
Meals on Wheels	Environmental	Capital Expenditure/Purchase	Initiated in FY 13-14	Contacts Made (outreach program only)
Senior and Disabled Services	PS&E	City-based Door-to-Door	Continuing or Ongoing	Meals Delivered
Senior Services	Right-of-Way	Customer Service and Outreach	Closed Out in FY 13-14	Trips (one-way)
Other	Construction	Group Trips		Scholarships Provided
	Maintenance	Management/Overhead/Staffing		Other (describe in Column J)
	Operations	Meal Delivery		
	Project Completion/Closeout	Mobility Management/Travel Training		
	Other	Same Day/Taxi Program		
		Scholarship/Subsidized Fare		
		Shuttle or Fixed-route Trips		
		Volunteer Driver Program		
		Other (describe in Column E)		



**Cell: C12**

**Comment:** Project Category:  
 Disabled Services: Services primarily created for mobility for people with disabilities.  
 Meals on Wheels: Delivery of meals.  
 Senior & Disabled Services: Transportation services for seniors and people with disabilities.  
 Senior Services: Services primarily created for senior mobility.  
 Other: Use Other if none of the above apply, and define other by selecting Project Type (Column C) and providing Project Description (Column E).

**Cell: D12**

**Comment:** Project Phase:  
 Scoping, Feasibility, Planning: Early capital project phases, such as project scoping, feasibility studies, and planning.  
 Environmental: Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).  
 Right-of-Way: Preparing documentation needed to secure or dispose of property rights for project.  
 Plans, Specifications and Engineering (PS&E): Development of the preliminary engineering and engineering estimates.  
 Construction: Construction of a new capital project,  
 Maintenance: Maintenance, repairs, renovation, or upgrade of existing facility or infrastructure.  
 Operations: Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment; intelligent transportation systems; corridor system management or program administration.  
 Project Completion/Closeout: Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.  
 Other: Use if none of the above apply, and define the project phase by selecting Project Type (Column C) and describe the phase under Project Description (Column E).

**Cell: E12**

**Comment:** Project Type:  
 ADA-mandated Services: Includes mandated public transportation service for people unable to independently use the fixed route bus service.  
 Capital Expenditure or Purchase: Expenditure or purchase of equipment, vehicles, or facilities.  
 City-based Door-to-Door: Pre-scheduled, accessible, door-to-door service provided by the city. Provides similar level of service to mandated ADA services; designed to fill gaps not met by ADA-mandated providers and/or relieve ADA-mandated providers of some trips.  
 Customer Service and Outreach: Staffing and benefits for customer service as well as costs associated with marketing, education, outreach, and promotional campaigns and programs.  
 Group Trips: One-way passenger trips considered group trips. Includes vehicle operation and contracts. See Individual Demand-response Trips.  
 Management/Overhead/Staffing: Staffing and benefits to manage programs, projects, and services.  
 Meal Delivery: Costs associated with vehicle operation, scheduling, dispatching, vehicle maintenance, and supervision for the purpose of delivering meals, whether provided in-house, through contracts, via taxicab, or by grantees.  
 Mobility Management/Travel Training: Covers a wide range of activities, such as travel training, trip planning, and brokerage. Does not include provision of trips. This is considered "non-trip provision".  
 Same Day/Taxi Program: Provides a same day, curb-to-curb service intended for situations when consumers cannot make their trip on a pre-scheduled basis; allows eligible consumers to use taxis at a reduced fare.  
 Scholarship/Subsidized Fare Program: Program to subsidize any services for customers who are low-income and can demonstrate finance need.  
 Shuttle or Fixed-route Trips: Shuttle or fixed-route bus service, for example. Includes vehicle operation and contracts.  
 Volunteer Driver Program: Pre-scheduled, door-through-door services that are generally not accessible; rely on volunteers to drive eligible consumers for critical trip needs, such as medical trips. May also have an escort component.  
 Other: Use if none of the above apply. Describe the Type under Project Description (Column E).

**Cell: I12**

**Comment:** Project Status:  
 Choose project status on June 30, 2014:  
 - Planning in FY 13-14,  
 - Initiated in FY 13-14,  
 - Continuing or Ongoing, or  
 - Closed Out in FY 13-14.

**Cell: J12**

**Comment:** Quantity Completed includes itemizations such as the total number of one-way passenger trips, consumers trained, meals delivered, tickets purchased, etc.

**Cell: K12**

**Comment:** Quantity Type Description:  
 Consumers Trained: Individuals who received travel trainings related to mobility management/travel training programs.  
 Contacts Made: Individuals contacted during public outreach events related to mobility management/travel training programs.  
 Meals Delivered: Number of meals delivered to individuals.  
 Scholarships Provided: Number of scholarship/scrip vouchers distributed.  
 Trips: Any type of one-way trip, including taxi, same day service, passenger trips, accessibility trips, etc.  
 Other: If Trip Type is not applicable to your program, choose Other and provide a description in Column K.

**Cell: M12**

**Comment:** Completed Quantity funded by Measure B: This column auto-calculates based on the following.

$$\text{(Total Measure Dollars Spent X Total Quantity)} / \text{Total Project Cost} = \text{Total MB-Funded Quantity}$$



**TABLE 3  
PARATRANSIT PROGRAM  
Measure B Planned Projects and Fund Reserves**

AGENCY NAME: City of Emeryville  
DATE: 6/30/2014

**General Directions**  
There are FOUR Sections on this worksheet to be completed by the local agency. Complete the EVEN Boxes first, and then the ODD Boxes.  
1. In the EVEN Numbered Boxes, enter the FY 13-14 Actual Expenditures that occurred.  
2. In the ODD Numbered Boxes, allocate the Total Measure B FY 14-15 Funds Available (Box 1, Total in ODD) to planned and reserve projects/categories.  
*Note: Box 1, 3 are auto populated for reference based on information inputted in Box 4, 11*

**SECTION 3: Measure B Operation Fund Reserve**

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

Directions

For previously identified Operation 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 report expenses in Box 8 and in Box 4.

To establish a new annual reserve, complete Box 9.

BOX 8 MEASURE B OPERATION FUND RESERVE FY 13-14 PLANNED VS ACTUAL EXPENDITURES				
	Planned Op Reserve FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Describe reason for fund balance & any funds reallocated to projects in Box 4.
FY 13-14 Operation Fund Reserve	\$ 8,270	\$ -	\$ 8,270	
<b>TOTAL FY 13-14 OPERATION FUND RESERVE</b>	<b>\$ 8,270</b>	<b>\$ -</b>	<b>\$ 8,270</b>	100% Unspent Percentage

BOX 9 FY 14-15 MEASURE B OPERATION FUND RESERVE	
FY 14-15 Operation Fund Reserve	\$ 10,139
<b>TOTAL FY 14-15 OPERATION FUND RESERVE</b>	<b>\$ 10,139</b>

**SECTION 4: Measure B Undesignated Fund Reserve**

The Undesignated Fund Reserve may be established to address 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 report expenses in Box 8 and in Box 4.

To establish a new annual reserve, complete Box 11.

BOX 10 MEASURE B UNDESIGNATED FUND RESERVE FY 13-14 PLANNED VS ACTUAL EXPENDITURES				
	Planned Undesignated FY 13-14	Actual Expenditures FY 13-14	Unspent Amount FY 13-14	Describe reason for fund balance & any funds reallocated to projects in Box 4.
FY 13-14 Undesignated Fund Reserve	\$ 4,000	\$ -	\$ 4,000	
<b>TOTAL FY 13-14 UNDESIGNATED FUND RESERVE</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ 4,000</b>	100% Unspent Percentage

BOX 11 FY 14-15 MEASURE B UNDESIGNATED FUND RESERVE	
FY 14-15 Undesignated Fund Reserve	\$ 6,000
<b>TOTAL FY 14-15 UNDESIGNATED FUND RESERVE</b>	<b>\$ 6,000</b>

**City of Emeryville**  
**MEASURE B CAPITAL FUND RESERVE EXPENDITURE TRACKING SUMMARY**  
**Paratransit Program**

This Form is automatically populated from Table 3. This is an informational summary of established Capital Fund Reserve Windows, adjustments, and expenditure timelines.

**FY 13-16 Capital Fund Reserve Window** **Window Expires: June 30, 2016**  
*(End of FY 15/16)*

Original Start Amount \$ -

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total
Last Year's Plan	N/A	\$ -	\$ -	\$ -	\$ -
Adjustment	N/A	\$ -	\$ -	\$ -	\$ -
<b>Revised Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 13-16 Window Expenditure Summary	
Original Start	\$ -
Spent in FY 12/13	\$ -
Spent in FY 13/14	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
<b>Remaining</b>	<b>\$ -</b>

**FY 14-17 Capital Fund Reserve Window** **Window Expires: June 30, 2017**  
*(End of FY 16/17)*

Original Start Amount \$ -

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total
Last Year's Plan	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revised Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 14-17 Window Expenditure Summary	
Original Start	\$ -
Spent in FY 13/14	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
Spent in FY 16/17	TBD
<b>Remaining</b>	<b>\$ -</b>

**FY 15-18 Capital Fund Reserve Window** **Window Expires: June 30, 2018**  
*(End of FY 17/18)*

Original Start Amount \$ -

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total
Identified Plan	\$ -	\$ -	\$ -	\$ -	\$ -

FY 15-18 Window Expenditure Summary	
Original Start	\$ -
Spent in FY 14/15	TBD
Spent in FY 15/16	TBD
Spent in FY 16/17	TBD
Spent in FY 17/18	TBD
<b>Remaining</b>	<b>\$ -</b>

ALL WINDOW SUMMARY										
Reserve Window	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	\$0	\$0	\$0					\$ -	\$ -	\$ -
FY 14-17		\$0	\$0					\$ -	\$ -	\$ -
FY 15-18			\$0					\$ -	\$ -	\$ -
FY 16-19			Future Potential Reserve Window					TBD	TBD	TBD