

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2014-2015**

AGENCY CONTACT INFORMATION

Agency Name: **City of Hayward**

Date: 12/15/2015 (Revised Feb 2016)

Primary Point of Contact

Name:	Karyn Neklason
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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.

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**
- * **Table 1 - Revenue and Expenditures**
- * **Table 2 - Detailed Summary of Expenditures and Accomplishments**
- * **Table 3 - Annual Implementation Plan and Fund Reserves**
- * **Measure B/BB Tracking Summary** *(auto populated from Table 3)*
- * **FY 14-15 Expenditure Summary** *(auto populated from Table 3)*

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**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

GENERAL COMPLIANCE REPORTING

Complete the questions below to confirm/document completion of the Master Programs Funding Agreements Reporting Requirements.

- 1. Verify Bicycle/Pedestrian Master Plan Adoption.** Per Section 7 of the Master Programs Fund Agreement Bicycle/Pedestrian Safety Program Implementation Guidelines, Alameda CTC requires local jurisdictions to have current individual or combined Bicycle and Pedestrian Master Plans (updated every five years) or demonstrate these plans will be adopted by December 31, 2015.

Specify the adoption year of the most current Bicycle and Pedestrian Master Plans, as applicable.

	Adoption Year
Bicycle Master Plan	2007
Pedestrian Master Plan	
Bicycle and Pedestrian Master Plan	

Describe the your agency's plan to ensure a Bicycle and/or Pedestrian Master Plans will be adopted by the December 31, 2015 deadline, or updated. Indicate N/A, if not applicable.

The Bicycle Master Plan was adopted in November of 2007 as noted above. The City had hired consultants to complete a downtown specific plan with the Bicycle and Pedestrian Master Plans included and then expand the plan beyond the downtown area. Unfortunately, the contract with those consultants had to be terminated. New consultants need to be located and contracted with to begin the process of producing the master plans again. This work should begin early in 2016.

- 2. Bicycle and Pedestrian Master Plans Core Elements.**

Required core elements for pedestrian plans are described in the Toolkit for Improving Walkability linked below.

http://www.alamedactc.org/files/managed/Document/11852/ACTIA_Ped_Toolkit_UPDATE_FINAL_EL_web_2009.pdf

Alameda CTC is currently developing guidelines that outline required core elements for bicycle plans. Until these guidelines are developed, bicycle plans should demonstrate that they contain the core elements from the California Streets and Highways Code Section 891.2 linked below.

http://www.dot.ca.gov/hq/LocalPrograms/bta/PDFs/Sec891_2.pdf

Which core elements are included in your agency's Bicycle and Pedestrian Master Plan(s)? A link or separate attachments to your Master Plan(s) core elements may be provided in response to this question.

The existing Bicycle Master Plan includes the development of an implementation strategy, providing needed facilities, enhancing the quality of life in Hayward, integrating the Hayward bicycle network into regional bicycle routes, and maximizing funding sources.

Publicity Requirements

Complete the questions below. Attach a copy of the article, example photos of posted signage, and website printouts.

- 3. Did your agency publish an article highlighting Measure B/BB funded activities?**
- | | Yes/No |
|------------|--------|
| Measure B | No |
| Measure BB | No |

List Publication(s) and Date of Publication

Measure B or BB?

If no article was published, explain below.

List Publication(s) and Date of Publication	Measure B or BB?

An article highlighting Measure BB funding will take place once that funding and projects begin. An article was not published for Measure B due to staff changes.

- 4. Did your agency publish a website information highlighting Measure B/BB funded activities?**
- | | Yes/No |
|------------|--------|
| Measure B | Yes |
| Measure BB | No |

Website link(s)

Measure B or BB?

If no website information published, explain below.

Website link(s)	Measure B or BB?
http://user.govoutreach.com/hayward/faq.php?cid=111	Measure B

Measure BB will be included in the website information during the FY 2015-FY 2016 fiscal year. FY 2016 information will be added to the website for Measure B projects.

- 5. Did your agency post signage highlighting Measure B/BB funded activities?**
- | | Yes/No |
|------------|--------|
| Measure B | Yes |
| Measure BB | No |

Estimated # of Measure B Signs Posted

Estimated # of Measure BB Signs Posted

Project(s) associated with signage.

Contractors prominently displayed magnetic signs which clearly showed that the project was being constructed through the use of Measure B funds (See included photos). The project completed during FY 2015 included

If no signage posted, explain below.

Measure BB signs will be posted on vehicles when those projects are under way.

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 1: REVENUE AND EXPENDITURES

Complete the questions below based on the Measure B and BB Audited Financial Statements.

- All values must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures calculated on Table 2 and 3 for the fiscal year.

MEASURE B

Beginning of Year Balance	\$ 416,071
Revenue	\$ 444,520
Interest	\$ 2,588
Expenditures	\$ 512,470
End of Year Fund Balance	\$ 350,709

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

MEASURE BB

	Amount
Beginning of Year Balance	\$ -
Revenue	\$ 72,265
Interest	\$ -
Expenditures	\$ -
End of Year Fund Balance	\$ 72,265

Expenses = Table 2?

TRUE

If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.

If not applicable, indicate N/A.

Revenues were received for April, May and June of 2015 after June 30 and the start of the new fiscal year. All funds are planned to be expended in FY 2016.

Additional information on revenues, interest, expenditures, restatements, etc. (optional)

Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15

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.

- Expenditures must match the total expenditures reported on Table 1 and 3 for the fiscal year.

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 14-15	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Governing Board Approved?
1	Bike/Ped	Project Completion/Closeout	Pedestrian Crossing	05130 -Industrial Blvd. Pedestrian/Bicycle Bridge Relocaiton	Relocation of the City's Pedestrian Bridge as a part of the County's Floodwall Improvement Project. Project will remove commercial and industrial properties from the floodplain in areas on both sides of the channel and residential properties on the north side	N/A		Relocation of Pedestrian/Bicycle Bridge	\$ 74,517	\$ -	Yes
2	Bike/Ped	Scoping, Feasibility, Planning	Sidewalks and Ramps	05268 -New Sidewalks FY16: Hayward Boulevard	Installation of new sidewalks along portions of Hayward Boulevard. Project will provide increased pedestrian safety on this route, which passes by nearby schools and is heavily utilized.	0	Linear Feet	Quantity complete will be identified when constructed.	\$ 62,306	\$ -	Yes
3	Bike/Ped	Other	Signals	05175 - Pedestrian Traffic Signal Modifications and Improvements	Installation of countdown timers and ADA-compliant push buttons as well as audible traffic signals. Project will provide increased pedestrian safety and greater accommodation for non-vehicular modes of travel.	N/A		As noted earlier, monies from this on-going, annual project are utilized to either replace or add countdown timers, ADA-compliant push buttons, and audible traffic signals throughout the City.	\$ 17,096	\$ -	Yes
4	Bike/Ped	Project Completion/Closeout	Sidewalks and Ramps	05154 - New Sidewalks FY14	Installation of new sidewalks. Project will provide increased pedestrian safety on this route.	N/A			\$ 189	\$ -	Yes
5	Bike/Ped	Operations	Staffing	05260 - Project Predesign Services	City engineering costs associated with the predesign of bicycle and pedestrian projects, including preliminary survey, design, and cost estimates. Project provides for the ability to fund staff costs that are associated with future bicycle and pedestrian-related projects	N/A			\$ 42,290	\$ -	Yes
6	Bike/Ped	Project Completion/Closeout	Sidewalks and Ramps	05269 - New Sidewalks FY15 - Laurel Avenue	Installation of new sidewalks along portions of Laurel Avenue. Project will provide increased pedestrian safety on this route.	201	Linear Feet		\$ 316,072	\$ -	Yes
TOTAL									\$ 512,470	\$ -	
Match to Table 1?									TRUE	TRUE	

Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15

TABLE 3a: MEASURE B ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-3 are auto populated for reference/evaluation purposes, based on information inputted in Box 4-11.
1. Complete the EVEN Boxes first (starting with Box 4) with the fiscal year's expenditures, and then proceed to the ODD Boxes.
2. In the EVEN Numbered Boxes, enter the FY 14-15 Actual Expenditures that occurred.
3. In the ODD Numbered Boxes, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE B DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1	
MB Funds Available for FY 15-16 Allocation	
FY 14-15 MB End of Year Fund Balance (From Table 1)	\$ 350,709
FY 14-15 Summary of End of Year Balance	
FY 14-15 Planned Project Balance ¹	\$ 66,296
FY 13-16 Capital Reserve Window Balance ²	\$ -
FY 14-17 Capital Reserve Window Balance ²	\$ -
FY 15-18 Capital Reserve Window Balance ²	\$ -
FY 14-15 Operations Reserve Balance ³	\$ 213,731
FY 14-15 Undesignated Reserve Balance ⁴	\$ 51,036
FY 14/15 Actual vs. Projected Revenue ⁵	\$ 19,646
Sub-total⁶	\$ 350,709
Subtotal FY 13-16 Capital Reserve Commitment	\$ -
Subtotal FY 14-17 Capital Reserve Commitment	\$ -
Subtotal FY 15-18 Capital Reserve Commitment	\$ -
FY 14-15 Uncommitted Rollover Balance	\$ 350,709
FY 15-16 MB Projected Revenue	\$ 452,213
Total FY 15-16 MB Funds Available⁷	\$ 802,922

BOX 2a				
FY 14-15 MB Planned vs. Actual Expenditures				
	Planned	Actual	Unspent	% Unspent
Planned	\$ 512,104	\$ 445,808	\$ 66,296	13%
FY 13-16 Cap	\$ -	\$ -	\$ -	-
FY 14-17 Cap	\$ 66,662	\$ 66,662	\$ -	-
FY 15-18 Cap	\$ -	\$ -	\$ -	-
Operations	\$ 213,731	\$ -	\$ 213,731	100%
Undesignated	\$ 51,036	\$ -	\$ 51,036	100%

BOX 2b						
CAPITAL RESERVE TRACKING						
REALLOCATION VERIFICATION TOOL						
Window	Original Allocation ¹	Expended FY 14-15	Amount To Allocate ²	Amount Allocated ³	Remaining to Allocate ⁴	All funds available by window allocated?
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 14-17	\$ 66,662	\$ 66,662	\$ -	\$ -	\$ -	TRUE
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE

BOX 3					
FY 15-16 Allocation Summary of Available MB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 802,922	\$ -	\$ -	\$ -	\$ 802,922
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Measure B	\$ 802,922	\$ -	\$ -	\$ -	\$ 802,922

Max. Allocation	Allocated	Max. % Allowed	Allocation under max.?
\$ 226,107	0%	50%	TRUE
\$ 45,221	0%	10%	TRUE

BOX 3a		
MB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 802,922	All funds available for FY 15-16 Allocated?
BOX 3: Allocated Funds	\$ 802,922	
Remaining Amount	\$ -	TRUE

Remaining amount must reflect ZERO to indicate identification of all available Measure B funds. +/- \$1 differences acceptable.

Box 1 Notes:
1. Auto populated from Box 4's Balance, only shows positive balances.
2. Last Year's Identified Capital Reserve commitment subtract FY 14/15 Expenditures.
3. Auto populated from Box 8's Operation Balance.
4. Auto populated from Box 10's Undesignated Balance.
5. Amount is Actual Distributions/Interest subtract Last Year's provided revenue projections.
6. Sub-total Balance should match FY 14-15 Ending Balance, noted in the top of Box 1. Box will turn GREEN if true.
7. Funds available (not previously committed in a Capital Fund Reserve) to allocate to FY 15-16 planned and/or reserves categories (ODD Numbered Boxes).

Box 2b 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 re-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. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 4						
PLANNED PROJECTS (unreserved funds)						
FY 14-15 PLANNED VS ACTUAL EXPENDITURES						
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent
1	05175	Pedestrian Traffic Signal Improvements	\$ 20,000	\$ 17,096	\$ 2,904	15%
2	05260	Project predesign Services	\$ 20,000	\$ 42,290	\$ (22,290)	-
3	05268	New Sidewalks FY 16 - Hayward Blvd	\$ 103,694	\$ 62,306	\$ 41,388	40%
4	05269	New Sidewalks FY 15 - Laurel Avenue	\$ 118,410	\$ 249,410	\$ (131,000)	-
5	05271	Pedestrian Master Plan / Update Bicycle Master Plan	\$ 200,000	\$ -	\$ 200,000	100%
6	05130	Industrial Blvd Pedestrian Bicycle Bridge Relocation	\$ 50,000	\$ 74,517	\$ (24,517)	-
7	05154	New Sidewalks FY14		\$ 189	\$ (189)	-
TOTAL FY 14-15 PLANNED VS ACTUAL EXPENDITURES			\$ 512,104	\$ 445,808	\$ 66,296	13%

BOX 5					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	05175	Pedestrian Traffic Signal Improvements	\$ 26,197	Yes	Active
2	05260	Project Pre-design Services	\$ 40,000	Yes	Active
3	05268	New Sidewalks FY	\$ 486,725	Yes	Design phase
4	05258	New Sidewalks FY	\$ 50,000	Yes	Design phase
5	05271	Pedestrian Master	\$ 200,000	Yes	Design phase
6					
7					
TOTAL FY 15-16 PLANNED PROJECTS			\$ 802,922		

SECTION 2: CAPITAL FUND RESERVE

BOX 6				
CAPITAL FUND RESERVE				
FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15
1	5269	New Sidewalks FY 15 - Laurel Avenue	\$ 66,662	\$ 66,662
Total			\$ 66,662	\$ 66,662
TOTAL FY 14-15 CAPITAL FUND RESERVE PLANNED VS. ACTUAL			\$ 66,662	\$ 66,662

BOX 7a			
CAPITAL FUND RESERVE			
FY 15-16 through FY 18-19			
FY 15-16	FY 16-17	FY 17-18	FY 18-19
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

BOX 7b	
CAPITAL FUND RESERVE	
Fund Adjustments and Project Status	
1) Explain unexpended funds in FY 14-15 and any reallocation.	
None	
2) Describe changes to the reserve for this project.	
None	
3) Describe project status as of June 30, 2015.	
Closing out.	

Summary of Capital Fund Reserve - Funds Used and Identified from FY 14-15 through FY 18-19						
Window	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 14-17	\$ 66,662	\$ -	\$ -	\$ -	\$ -	\$ 66,662
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 16-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 66,662	\$ -	\$ -	\$ -	\$ -	\$ 66,662

SECTION 3: OPERATIONS FUND RESERVE

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

Directions:
For previously identified Operations Fund Reserve, funds should be used only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.
To establish a new annual undesignated reserve, complete Box 9.

BOX 8				
FY 14-15 OPERATIONS FUND RESERVE				
PLANNED VS ACTUAL EXPENDITURES				
Planned Operations FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 213,731	\$ -	\$ 213,731	100%	Operations Reserve not required this year.

BOX 9	
FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions:
For previously identified Undesignated Fund Reserves, funds should be used only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.
To establish a new annual undesignated reserve, complete Box 11.

BOX 10				
UNDESIGNATED FUND RESERVE				
FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
Planned Undesignated FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 51,036	\$ -	\$ 51,036	100%	Undesignated Reserve not required this year.

BOX 11	
FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3b: MEASURE BB ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-2 are auto populated for reference/evaluation purposes; based on information inputted in Box 3-6.

1. Starting with Box 4, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE BB DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1	
MBB Funds Available for FY 15-16 Allocation	
FY 14-15 MBB End of Year Fund Balance ¹	\$ 72,265
FY 15-16 MBB Projected Revenue ²	\$ 369,260
Total FY 15-16 MBB Funds Available³	\$ 441,525

Box 1 Notes

1. Auto populated from Table 1 End of Year Fund Balance
2. Projected FY 15-16 Measure BB Revenue as of 5/21/15.
3. Funds available to allocate to FY 15-16 planned and/or reserves categories.

BOX 2					
FY 15-16 Allocation Summary of Available MBB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 441,525				\$ 441,525
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 441,525	\$ -	\$ -	\$ -	\$ 441,525

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 184,630	0%	50%	TRUE
\$ 36,926	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 2a		
MBB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 441,525	All funds available for FY 15-16 Allocated ?
BOX 2: Allocated Funds	\$ 441,525	
Remaining Amount	\$ -	TRUE

Remaining amount must reflect ZERO to indicate identification of all available Measure BB funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 3					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	05268	New Sidewalks	\$ 441,525	Yes	Design Phase

TOTAL FY 15-16 PLANNED PROJECTS	\$ 441,525
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SECTION 2: CAPITAL FUND RESERVE

BOX 4							
CAPITAL FUND RESERVE							
FY 15-16 through FY 18-19							
No.	Local ID No.	Project Name	Reserve Window	FY 15-16	FY 16-17	FY 17-18	FY 18-19
1			FY 16-19 Window	\$ -	\$ -	\$ -	\$ -

BOX 4a	
CAPITAL FUND RESERVE	
Project Status	
1) Describe project status as of June 30, 2015.	

Summary of Capital Fund Reserve - FY 14-15 through FY 18-19					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 16-19 Window	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 3: OPERATIONS FUND RESERVE

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

Directions

To establish a new annual undesignated reserve, complete Box 9.

BOX 5	
FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

To establish a new annual undesignated reserve, complete Box 11.

BOX 6	
FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

AUTOPOPULATED TRACKING SUMMARY Bicycle/Pedestrian Program

1. Capital Fund Reserves

This summary is automatically populated from Table 3 to capture the status of the Capital Fund Reserve Windows, expenditures, and balances.

MEASURE B Capital Fund Reserve Summary												
Reserve Window	Original Reserve Commitment	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	\$ 160,457	\$ -	\$ (160,457)	\$ -	\$ -				\$ 160,457	\$ (160,457)	\$ -	
FY 14-17	\$ 161,228		\$ (94,566)	\$ (66,662)	\$ -	\$ -			\$ 161,228	\$ (161,228)	\$ -	
FY 15-18	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

MEASURE BB Capital Fund Reserve Summary												
Reserve	Original Reserve Commitment	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 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2. Overall Implementation Plan

Provides a summary of Measure B and BB allocations - comprised of End-of Year Fund balances + Projected Annual Revenue.

Total Measure B Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 802,922				\$ 802,922
FY 13-16 Capital Reserve	\$ -				\$ -
FY 14-17 Capital Reserve	\$ -	\$ -			\$ -
FY 15-18 Capital Reserve	\$ -	\$ -	\$ -		\$ -
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 802,922	\$ -	\$ -	\$ -	\$ 802,922

Total Measure BB Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 441,525				\$ 441,525
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 441,525	\$ -	\$ -	\$ -	\$ 441,525

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

GENERAL COMPLIANCE REPORTING

Complete the questions below to confirm/document completion of the Master Programs Funding Agreements Reporting Requirements.

1. What is your agency's Pavement Condition Index?

PCI =

Use 2013 Data from MTC's Street Fight Report ->

http://mtc.ca.gov/news/street_fight/pci.htm

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.

N/A

Publicity Requirements

Complete the questions below. Attach a copy of the article, example photos of posted signage, and website printouts.

2. Did your agency publish an article highlighting Measure B/BB funded activities?

	Yes/No
Measure B	No
Measure BB	No

List Publication(s) and Date of Publication

Measure B or BB?

If no article was published, explain below.

An article highlighting Measure BB funding will take place once that funding and projects begin. An article was not published for Measure B due to staff changes.

3. Did your agency publish an website information highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	Yes

Website link(s)

Measure B or BB?

http://user.govoutreach.com/hayward/faq.php?cid=1117	Measure B

If no website information published, explain below.

Measure BB will be included in the website information during the FY 2015-FY 2016 fiscal year. FY 2016 information will be added to the website for Measure B projects.

4. Did your agency post signage highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	No

Estimated # of Measure B Signs Posted

Estimated # of Measure BB Signs Posted

Project(s) associated with signage.

Contractors prominently displayed magnetic signs which clearly expressed that the project was being constructed through the use of Measure B funds (please see attached photos). The project completed during FY 2015

If no signage posted, explain below.

Measure BB signs will be posted on vehicles when those projects are under way.

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 1: REVENUE AND EXPENDITURES

Complete the questions below based on the Measure B and BB Audited Financial Statements.

- All values must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures calculated on Table 2 and 3 for the fiscal year.

MEASURE B

<table border="0"> <tr> <td style="padding-right: 10px;">Beginning of Year Balance</td> <td style="border: 1px solid black; padding: 2px;">\$ 691,370</td> <td rowspan="5" style="vertical-align: middle; padding: 0 10px;">Expenses = Table 2? TRUE</td> </tr> <tr> <td style="padding-right: 10px;">Revenue</td> <td style="border: 1px solid black; padding: 2px;">\$ 2,219,270</td> </tr> <tr> <td style="padding-right: 10px;">Interest</td> <td style="border: 1px solid black; padding: 2px;">\$ 332</td> </tr> <tr> <td style="padding-right: 10px;">Expenditures</td> <td style="border: 1px solid black; padding: 2px;">\$ 2,543,211</td> </tr> <tr> <td style="padding-right: 10px;">End of Year Fund Balance</td> <td style="border: 1px solid black; padding: 2px;">\$ 367,761</td> </tr> </table>	Beginning of Year Balance	\$ 691,370	Expenses = Table 2? TRUE	Revenue	\$ 2,219,270	Interest	\$ 332	Expenditures	\$ 2,543,211	End of Year Fund Balance	\$ 367,761	<p>If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures. <i>If not applicable, indicate N/A.</i></p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; min-height: 80px;">N/A</div> <p>Additional information on revenues, interest, expenditures, restatements, etc. (optional)</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; min-height: 80px;">N/A</div>
Beginning of Year Balance	\$ 691,370	Expenses = Table 2? TRUE										
Revenue	\$ 2,219,270											
Interest	\$ 332											
Expenditures	\$ 2,543,211											
End of Year Fund Balance	\$ 367,761											

MEASURE BB

<table border="0"> <tr> <td style="padding-right: 10px;">Beginning of Year Balance</td> <td style="border: 1px solid black; padding: 2px;">\$ -</td> <td rowspan="5" style="vertical-align: middle; padding: 0 10px;">Expenses = Table 2? TRUE</td> </tr> <tr> <td style="padding-right: 10px;">Revenue</td> <td style="border: 1px solid black; padding: 2px;">\$ 396,817</td> </tr> <tr> <td style="padding-right: 10px;">Interest</td> <td style="border: 1px solid black; padding: 2px;">\$ -</td> </tr> <tr> <td style="padding-right: 10px;">Expenditures</td> <td style="border: 1px solid black; padding: 2px;">\$ -</td> </tr> <tr> <td style="padding-right: 10px;">End of Year Fund Balance</td> <td style="border: 1px solid black; padding: 2px;">\$ 396,817</td> </tr> </table>	Beginning of Year Balance	\$ -	Expenses = Table 2? TRUE	Revenue	\$ 396,817	Interest	\$ -	Expenditures	\$ -	End of Year Fund Balance	\$ 396,817	<p>If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures. <i>If not applicable, indicate N/A.</i></p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; min-height: 80px;">Revenues were received for April, May and June of 2015 after June 30 in the new fiscal year. All funds are planned to be expended in FY 2016.</div> <p>Additional information on revenues, interest, expenditures, restatements, etc. (optional)</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; min-height: 80px;">N/A</div>
Beginning of Year Balance	\$ -	Expenses = Table 2? TRUE										
Revenue	\$ 396,817											
Interest	\$ -											
Expenditures	\$ -											
End of Year Fund Balance	\$ 396,817											

Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15

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.
- Expenditures must match the total expenditures reported on Table 1 and 3 for the fiscal year.

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 14-15	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Governing Board Approved?
1	Streets/Rds	Project Completion/Closeout	Street Resurfacing/Maintenance	05251 - Pavement Reconstruction FY 2015	Reconstruction or major repair to severely deteriorated streets. The reconstruction of severely deteriorated streets will bring them up to acceptable pavement standards	553,228	Square Feet		\$ 2,423,048	\$ -	Yes
2	Streets/Rds	Other	Traffic Calming	05166 - Speed Monitoring Devices	Several solar-powered speed monitoring devices were placed at high-priority locations throughout the City. The speed monitoring devices will remind motorists of their speed and will assist with pedestrian safety near highly traveled streets	3	Other <i>(describe in Column J)</i>	Radar Signs	\$ 26,133	\$ -	Yes
3	Streets/Rds	Operations	Staffing	05199 - Project Predesign Services	City engineering costs associated with the predesign of streets and roads projects, including preliminary survey, design, and cost estimates. Project provides for the ability to fund staff costs that are associated with future streets and roads-related projects.	0			\$ 53,183	\$ -	Yes
4	Streets/Rds	Scoping, Feasibility, Planning	Street Resurfacing/Maintenance	05200 - Pavement Reconstruction FY 16	Reconstruction or major repair to severely deteriorated streets. The reconstruction of severely deteriorated streets will bring them up to acceptable pavement standards	0	Square Feet		21,283	\$ -	Yes
5	Streets/Rds	Scoping, Feasibility, Planning	Street Resurfacing/Maintenance	05202 - Pavement Rehabilitation, Measure B - FY 16	Reconstruction or major repair to severely deteriorated streets. The reconstruction of severely deteriorated streets will bring them up to acceptable pavement standards	0	Square Feet		\$ 6,516		Yes
6	Streets/Rds	Project Completion/Closeout	Street Resurfacing/Maintenance	05144 - Pavement Reconstruction FY 14	Reconstruction or major repair to severely deteriorated streets. The reconstruction of severely deteriorated streets will bring them up to acceptable pavement standards	0	Square Feet		\$ 6,617	\$ -	Yes
7	Streets/Rds	Project Completion/Closeout	Street Resurfacing/Maintenance	05172 - Pavement Reconstruction FY 13	Reconstruction or major repair to severely deteriorated streets. The reconstruction of severely deteriorated streets will bring them up to acceptable pavement standards	0	Square Feet		\$ 215	\$ -	Yes
8	Streets/Rds	Project Completion/Closeout	Street Resurfacing/Maintenance	05174 - Pavement Rehabilitation FY 13	Reconstruction or major repair to severely deteriorated streets. The reconstruction of severely deteriorated streets will bring them up to acceptable pavement standards	0	Square Feet		\$ 215	\$ -	Yes
9	Streets/Rds	Project Completion/Closeout	Street Resurfacing/Maintenance	05250 - Pavement Reconstruction FY 13	Reconstruction or major repair to severely deteriorated streets. The reconstruction of severely deteriorated streets will bring them up to acceptable pavement standards	0	Square Feet		\$ 6,000	\$ -	Yes

TOTAL
Match to Table 1? \$ 2,543,211.15 \$ -
TRUE TRUE

A minimum of 15% of Measure BB LSR fund are required to be expended on bike/pedestrian Improvements. **Meets minimum 15% threshold?**

How much of Measure BB LSR funds were expended on bike/pedestrian improvements?	\$ -	
Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:	-	TRUE

If your agency did not meet the 15% minimum expenditure requirement, explain why in the box below

Measure BB funds were not received this fiscal year.

Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15

TABLE 3a: MEASURE B ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-3 are auto populated for reference/evaluation purposes; based on information inputted in Box 4-11.
1. Complete the EVEN Boxes first (starting with Box 4) with the fiscal year's expenditures, and then proceed to the ODD Boxes.
2. In the EVEN Numbered Boxes, enter the FY 14-15 Actual Expenditures that occurred.
3. In the ODD Numbered Boxes, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE B DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1		BOX 2a					BOX 3											
MB Funds Available for FY 15-16 Allocation		FY 14-15 MB Planned vs. Actual Expenditures					FY 15-16 Allocation Summary of Available MB Funds											
FY 14-15 MB End of Year Fund Balance (from Table 1)		\$ 367,761		Planned	Actual	Unspent	% Unspent	Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL					
FY 14-15 Summary of End of Year Balance				\$ 1,730,153	\$ 2,142,562	\$ (412,409)	-	Planned Projects	\$ 2,558,881				\$ 2,558,881					
FY 14-15 Planned Project Balance	\$ -	FY 13-16 Cap	\$ -	FY 14-17 Cap	\$ 400,647	FY 15-18 Cap	\$ -	FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	Max. Allocation	Allocated	% Allowed	Allocation under max.?	
FY 13-16 Capital Reserve Window Balance	\$ -	FY 14-17 Cap	\$ 400,647	FY 15-18 Cap	\$ -	Operations	\$ 682,208	Operations Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,095,560	0%	50%	TRUE	
FY 14-17 Capital Reserve Window Balance	\$ -	Operations	\$ 682,208	Undesignated	\$ -	Undesignated	\$ -	Undesignated Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219,112	0%	10%	TRUE	
FY 15-18 Capital Reserve Window Balance	\$ -	Undesignated	\$ -					TOTAL Measure B	\$ 2,558,881	\$ -	\$ -	\$ -	\$ -	\$ 2,558,881	Total amount must equal Box 1. See Box 3a.			
FY 14-15 Operations Reserve Balance	\$ -																	
FY 14-15 Undesignated Reserve Balance	\$ 269,798																	
FY 14/15 Actual vs. Projected Revenue	\$ 97,964																	
Sub-total	\$ 367,762																	
Subtotal FY 13-16 Capital Reserve Commitment	\$ -																	
Subtotal FY 14-17 Capital Reserve Commitment	\$ -																	
Subtotal FY 15-18 Capital Reserve Commitment	\$ -																	
FY 14-15 Uncommitted Rollover Balance	\$ 367,762																	
FY 15-16 MB Projected Revenue	\$ 2,191,119																	
TOTAL FY 15-16 MB Funds Available	\$ 2,558,881																	

BOX 2b						
CAPITAL RESERVE TRACKING						
REALLOCATION VERIFICATION TOOL						
Window	Original Allocation ¹	Expended FY 14-15	Amount To Allocate ²	Amount Allocated ³	Remaining to Allocate ⁴	All funds available by window allocated?
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 14-17	\$ 400,647	\$ 400,647	\$ -	\$ -	\$ -	TRUE
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE

BOX 3a			
MB FY 15-16 Allocation Verification			
BOX 1: Available Funds	\$ 2,558,881	All funds available for FY 15-16 Allocated?	TRUE
BOX 3: Allocated Funds	\$ 2,558,881		
Remaining Amount	\$ -		

Remaining amount must reflect ZERO to indicate identification of all available Measure B funds. +/- \$1 differences acceptable.

Box 1 Notes
1. Auto populated from Box 4's Balance, only shows positive balances.
2. Last Year's identified Capital Reserve commitment subtract FY 14/15 Expenditures.
3. Auto populated from Box 8's Operation Balance.
4. Auto populated from Box 10's Undesignated Balance.
5. Amount is Actual Distributions/Interest subtract Last Year's provided revenue projections.
6. Sub-total Balance should match FY 14-15 Ending Balance, noted in the top of Box 1. Box will turn GREEN if true.
7. Funds available (not previously committed in a Capital Fund Reserve) to allocate to FY 15-16 planned and/or reserves categories (ODD Numbered Boxes).

Box 2b 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 re-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. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 4												BOX 5						
PLANNED PROJECTS (unreserved funds)												FY 15-16 PLANNED PROJECTS (unreserved funds)						
FY 14-15 PLANNED VS ACTUAL EXPENDITURES												FY 15-16 PLANNED VS ACTUAL EXPENDITURES						
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Provide an explanation for positive or negative fund balances.					Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.	
1	05166	Speed Monitoring Devices	\$ 54,000	\$ 26,132	\$ 27,868	52%	This project had roll over funds from prior years. The normal planned expenditure is \$30,000 of which 26,132 was spent.					1	05166	Speed Monitoring Devices	\$ 30,000	Yes	Active	
2	05199	Project Predesign Services	\$ 30,000	\$ 53,183	\$ (23,183)	-	Project design costs were higher than anticipated due to the expansion of the pavement reconstruction project.					2	05199	Project Predesign Services	\$ 255,000	Yes	Active	
3	05251	Pavement Reconstruction FY15	\$ 1,646,153	\$ 2,022,401	\$ (376,248)	-	The scope of this project increased with a new total estimate of 2,400,000. The negative balance of \$23,000 is attributed to Beginning of design phase.					3	05200	Pavement Reconstruction FY 16	\$ 979,012	Yes	In design phase	
4	05200	Pavement Reconstruction FY 16		\$ 21,283	\$ (21,283)	-	Beginning of design phase.					4	05202	Pavement Rehabilitation Measure B FY 16	\$ 1,194,869	Yes	In design phase	
5	5202	Pavement Rehabilitation FY 16		\$ 6,516	\$ (6,516)	-	Beginning of design phase.					5	TBD	Pavement Reconstruction FY 17	\$ 50,000	Yes	In design phase	
6	05144	Pavment Reconstruction FY 14		\$ 6,617	\$ (6,617)	-	project closeout costs.					6	TBD	Pavement Rehabilitation Measure B FY 17	\$ 50,000	Yes	In design phase	
7	05172	Pavment Reconstruction FY 13		\$ 215	\$ (215)	-	project closeout costs.					7			\$ -			
8	05174	Pavement Reconstruction FY 13		\$ 215	\$ (215)	-	project closeout costs.					8			\$ -			
9	5250	Pavement Reconstruction FY 15		\$ 6,000	\$ (6,000)	-						9						
TOTAL FY 14-15 PLANNED VS ACTUAL EXPENDITURES			\$ 1,730,153	\$ 2,142,562	\$ (412,409)	-						TOTAL FY 15-16 PLANNED PROJECTS			\$ 2,558,881			

SECTION 2: CAPITAL FUND RESERVE

BOX 6												BOX 7a				BOX 7b		
CAPITAL FUND RESERVE												CAPITAL FUND RESERVE				CAPITAL FUND RESERVE		
FY 14-15 PLANNED VS ACTUAL EXPENDITURES												FY 15-16 through FY 18-19				Fund Adjustments and Project Status		
No.	Local ID No.	Project Name	Reserve Window	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	FY 15-16	FY 16-17	FY 17-18	FY 18-19	1) Explain unexpended funds in FY 14-15 and any reallocation.							
1	05251	Pavement Reconstruction FY 15	FY 13-16 Window		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2) Describe changes to the reserve for this project.							
			Prior Yr's Plan for FY 14-17 Window	\$ 400,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3) Describe project status as of June 30, 2015.							
			Actual / Confirm Plan for FY 14-17	\$ 400,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
			FY 15-18 Window	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
			FY 16-19 Window	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
			Total	\$ 400,647	\$ 400,647	\$ -	\$ -	\$ -	\$ -	\$ -								
TOTAL FY 14-15 CAPITAL RESERVE PLANNED VS. ACTUAL				Planned \$ 400,647	Actual \$ 400,647	Unspent \$ -	Unspent % -											

Summary of Capital Fund Reserve - Funds Used and Identified from FY 14-15 through FY 18-19						
Window	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 14-17	\$ 400,647	\$ -	\$ -	\$ -	\$ -	\$ 400,647
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 16-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 400,647	\$ -	\$ -	\$ -	\$ -	\$ 400,647

SECTION 3: OPERATIONS FUND RESERVE

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

Directions

For previously identified Operations Fund Reserve, 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 withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 9.

BOX 8				
FY 14-15 OPERATIONS FUND RESERVE				
PLANNED VS ACTUAL EXPENDITURES				
Planned Operations FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 682,208	\$ 412,410	\$ 269,798	40%	Used in Box 4.

BOX 9	
FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

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

To establish a new annual undesignated reserve, complete Box 11.

BOX 10				
UNDESIGNATED FUND RESERVE				
FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
Planned Undesignated FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ -	\$ -	\$ -	-	

BOX 11	
FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3b: MEASURE BB ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-2 are auto populated for reference/evaluation purposes; based on information inputted in Box 3-6.

1. Starting with Box 4, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE BB DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1	
MBB Funds Available for FY 15-16 Allocation	
FY 14-15 MBB End of Year Fund Balance ¹	\$ 396,817
FY 15-16 MBB Projected Revenue ²	\$ 1,967,863
Total FY 15-16 MBB Funds Available³	\$ 2,364,680

Box 1 Notes

1. Auto populated from Table 1 End of Year Fund Balance
2. Projected FY 15-16 Measure BB Revenue as of 5/21/15.
3. Funds available to allocate to FY 15-16 planned and/or reserves categories.

BOX 2					
FY 15-16 Allocation Summary of Available MBB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 2,364,680				\$ 2,364,680
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 2,364,680	\$ -	\$ -	\$ -	\$ 2,364,680

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 983,932	0%	50%	TRUE
\$ 196,786	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 2a		
MBB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 2,364,680	All funds available for FY 15-16 Allocated ?
BOX 2: Allocated Funds	\$ 2,364,680	
Remaining Amount	\$ -	TRUE

Remaining amount must reflect ZERO to indicate identification of all available Measure BB funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 3					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	05202	Pavement Rehabilitation Measure	\$ 2,364,680	Yes	Design phase

TOTAL FY 15-16 PLANNED PROJECTS	\$ 2,364,680
--	---------------------

SECTION 2: CAPITAL FUND RESERVE

BOX 4							
CAPITAL FUND RESERVE							
FY 15-16 through FY 18-19							
No.	Local ID No.	Project Name	Reserve Window	FY 15-16	FY 16-17	FY 17-18	FY 18-19
1			FY 16-19 Window	\$ -	\$ -	\$ -	\$ -

BOX 4a	
CAPITAL FUND RESERVE	
Project Status	
1) Describe project status as of June 30, 2015.	

Summary of Capital Fund Reserve - FY 14-15 through FY 18-19					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 16-19 Window	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 3: OPERATIONS FUND RESERVE

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

Directions

To establish a new annual undesignated reserve, complete Box 9.

BOX 5	
FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

To establish a new annual undesignated reserve, complete Box 11.

BOX 6	
FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

AUTOPOPULATED TRACKING SUMMARY

Local Streets and Roads Program

1. Capital Fund Reserves

This summary is automatically populated from Table 3 to capture the status of the Capital Fund Reserve Windows, expenditures, and balances.

MEASURE B Capital Fund Reserve Summary												
Reserve Window	Original Reserve Commitment	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	\$ 533,215	\$ -	\$ (533,215)	\$ -	\$ -				\$ 533,215	\$ (533,215)	\$ -	
FY 14-17	\$ 400,647		\$ -	\$ (400,647)	\$ -	\$ -			\$ 400,647	\$ (400,647)	\$ -	
FY 15-18	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

MEASURE BB Capital Fund Reserve Summary												
Reserve	Original Reserve Commitment	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 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2. Overall Implementation Plan

Provides a summary of Measure B and BB allocations - comprised of End-of Year Fund balances + Projected Annual Revenue.

Total Measure B Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 2,558,881				\$ 2,558,881
FY 13-16 Capital Reserve	\$ -				\$ -
FY 14-17 Capital Reserve	\$ -	\$ -			\$ -
FY 15-18 Capital Reserve	\$ -	\$ -	\$ -		\$ -
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 2,558,881	\$ -	\$ -	\$ -	\$ 2,558,881

Total Measure BB Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 2,364,680				\$ 2,364,680
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
TOTAL Measure BB	\$ 2,364,680	\$ -	\$ -	\$ -	\$ 2,364,680

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

GENERAL COMPLIANCE REPORTING

Publicity Requirements

Complete the questions below. Attach a copy of the article, example photos of posted signage, and website printouts.

1. Did your agency publish an article highlighting Measure B/BB funded activities?

	Yes/No
Measure B	No
Measure BB	No

List Publication(s) and Date of Publication Measure B or BB?

If no article was published, explain below.

In the process of re-branding the program to The HOP (Hayward Operated Paratransit). Waiting for new logos and copy language for all publications. Plan to publish in 2015-16.

2. Did your agency publish an website information highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	Yes

Website link(s) Measure B or BB?

www.hayward-ca.gov/paratransit	

If no website information published, explain below.

N/A

3. Did your agency post signage highlighting Measure B/BB funded activities?

	Yes/No
Measure B	Yes
Measure BB	Yes

Estimated # of Measure B Signs Posted 20

Estimated # of Measure BB Signs Posted 20

Project(s) associated with signage.

ACTC Measure B/BB funded bumper stickers posted on all MV vehicles. Posters outlining The HOP service distributed to Hayward senior centers, libraries, and community based organizations. Please see attached photos.

If no signage posted, explain below.

N/A

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 1: REVENUE AND EXPENDITURES

Complete the questions below based on the Measure B and BB Audited Financial Statements.

- All values must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures calculated on Table 2 and 3 for the fiscal year.

MEASURE B

Beginning of Year Balance	\$	932,812		<p>If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures. <i>If not applicable, indicate N/A.</i></p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;">N/A</div>
Revenue	\$	781,846		
Interest	\$	4,249		
Expenditures	\$	829,387		
	\$	-		
End of Year Fund Balance	\$	889,520		<p>Additional information on revenues, interest, expenditures, restatements, etc. (optional)</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;">N/A</div>

Expenses = Table 2?

TRUE

MEASURE BB

		Amount		
Beginning of Year Balance	\$	-		<p>If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures. <i>If not applicable, indicate N/A.</i></p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;">FY 2014-2015 Measure BB revenue received after 6/30/2015 and not budgeted for expenditure in FY 14/15.</div>
Revenue	\$	141,205		
Interest	\$	-		
Expenditures	\$	-		
	\$	-		
End of Year Fund Balance	\$	141,205		<p>Additional information on revenues, interest, expenditures, restatements, etc. (optional)</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;">N/A</div>

Expenses = Table 2?

TRUE

Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15

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.
- Expenditures must match the total expenditures reported on Table 1 and 3 for the fiscal year.

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 14-15	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Governing Board Approved?
1	Senior and D	Other	Customer Service and Outreach	The HOP (Hayward Operated Paratransit) Marketing and Communications	Customer Service and Outreach included: distributing Paratransit information to potential eligible riders through the City's website and various community sources to increase program awareness and enrollment.	656	Other <i>(describe in Column J)</i>	In addition to marketing the newly branded program, customer service and outreach included: new signage on group trip vehicle (The HOP), new marketing materials, four (4) off site presentations; three (3) presentations to public safety personnel; 656 responses to inquiries; 415 referrals to other programs and services, and problem solving.	\$ 11,396	\$ -	Yes
2	Senior and D	Other	Program Administration	Management/Overhead/Staffing	Paratransit staff, including a new administrative coordinator, provided information, referral and enrollment services to eligible service area residents for door-to-door, group trip and taxi programs to provide independence to local seniors and people who have disabilities.			Oversight, planning, and budgeting costs accounted for 15% of staff costs. Hayward added a permanent administrative assistant to the program in FY 14-15.	\$ 268,509	\$ -	Yes
3	Senior and D	Operations	City-based Door-to-Door	Hayward Door to Door Service	The City of Hayward's non-ADA demand response paratransit service was provided on lift-equipped vans for registered riders who live in Hayward and the unincorporated areas of Castro Valley, San Lorenzo, and San Leandro. Service was provided to those 70 years old and over and those who were in the process of acquiring East Bay Paratransit (EBP) certification or who were unable to use the ADA service due to traveling outside of the EBP service area or service hours. The City of Hayward's non-ADA demand response paratransit service was provided on lift-equipped vans for registered riders who live in Hayward and the unincorporated areas of Castro Valley, San Lorenzo, and San Leandro. Service was provided to those 70 years old and over and those who were in the process of acquiring East Bay Paratransit (EBP) certification or who were unable to use the ADA service due to traveling	1882	Number of People/Passengers	Number of individual passenger trips via D2D service	\$133,969	\$ -	Yes
4	Senior and D	Operations	Group Trips	Hayward Paratransit Group Trip Program	Residents of Skilled Nursing Facilities, housing for seniors and people who have disabilities, and senior mobile home parks, were provided with affordable, accessible group trips, to provide opportunities to be involved within the community. Residents of Skilled Nursing Facilities, housing for seniors and people who have disabilities, and senior mobile home parks, were provided with affordable, accessible group trips, to provide opportunities to be involved within the community.	220	Number of People/Passengers	Number of passengers participating with group trip.	\$72,404	\$ -	

5	Senior and D	Operations	Other	Alzheimer's Services Of the East Bay (ASEB) Transportation	The City contracted with ASEB to transport participants to and from ASEB's adult day program, which served people who have dementia. Familiar drivers were specially trained and participated in care-plan meetings for program participants, serving as liaisons between their homes and the ASEB program. Local residents who have dementia and participate in the ASEB day program had access to safe and reliable transportation, with familiar drivers. The lift-equipped transportation was coordinated with other services through the adult day program.	2253	Number of People/Passengers	Number of passenger rides provided to participating clients in the ASEB day program for seniors.	\$ 74,998	\$ -	Yes
6	Meals on Wh	Operations	Meal Delivery	SOS Meals on Wheels	The City subsidized 90% of the transportation costs for the delivery of nutritious meals to isolated seniors, living in the Paratransit Program's service area, whose health issues prevented them from attending congregate meal sites.	35,444	Other (describe in Column J)	Number of meals delivered. SOS served 1,518 Hayward clients , 64 unduplicated.	\$ 24,500	\$ -	Yes
7	Senior and D	Operations	Same Day/Taxi Program	Taxi Vouchers	Subsidized taxi service operates 24/7 to enrolled clients in the Hayward service area (Hayward, Castro Valley through San Leandro). The service currently serves nonambulatory clients in lift equipped vehicles through Bell Transit a subsidiary of St. Mini Cab. Enrolled riders are encouraged to maintain concurrent enrollment with East Bay Paratransit the county ADA mandated service in order to improve their travel options and independence. Travel is encouraged to venues such as medical appointments, grocery shopping, recreation, business activities, educational activities, etc	10,380	Number of One-Way Unduplicated Trips	St. Mini Cab served 6,836 ambulatory Hayward riders; 1,132 nonambulatory Hayward riders; 1,963 ambulatory San Leandro riders and 269 nonambulatory San Leandro riders.	\$ 195,025	\$ -	Yes
8	Senior and D	Operations	Mobility Management/Travel Training	Travel Training	The City contracts with Community Resources for Independent Living (CRIL) for Travel Training Services. Effective travel training offers seniors and people with disabilities increased independence and greater access to community resources.	70	Number of People/Passengers	CRIL served 70 unduplicated clients and provided: six (6) workshops, 16 group trips and 7 RTC cards.	\$ 48,586	\$ -	Yes
TOTAL									\$ 829,387.00	\$ -	
Match to Table 1?									TRUE	TRUE	

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3a: MEASURE B ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-3 are auto populated for reference/evaluation purposes; based on information inputted in Box 4-11.
 1. Complete the EVEN Boxes first (starting with Box 4) with the fiscal year's expenditures, and then proceed to the ODD Boxes.
 2. In the EVEN Numbered Boxes, enter the FY 14-15 Actual Expenditures that occurred.
 3. In the ODD Numbered Boxes, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE B DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1 MB Funds Available for FY 15-16 Allocation	
FY 14-15 MB End of Year Fund Balance (From Table 1)	\$ 889,520
FY 14-15 Summary of End of Year Balance	
FY 14-15 Planned Project Balance ¹	\$ 677,667
FY 13-16 Capital Reserve Window Balance ²	\$ -
FY 14-17 Capital Reserve Window Balance ³	\$ -
FY 15-18 Capital Reserve Window Balance ⁴	\$ -
FY 14-15 Operations Reserve Balance ⁵	\$ 109,372
FY 14-15 Undesignated Reserve Balance ⁶	\$ 70,000
FY 14/15 Actual vs. Projected Revenue ⁷	\$ 32,479
Sub-total⁶	\$ 889,518
Subtract FY 13-16 Capital Reserve Commitment	\$ -
Subtract FY 14-17 Capital Reserve Commitment	\$ -
Subtract FY 15-18 Capital Reserve Commitment	\$ -
FY 14-15 Uncommitted Rollover Balance	\$ 889,518
FY 15-16 MB Projected Revenue	\$ 828,611
Total FY 15-16 MB Funds Available⁷	\$ 1,718,129

BOX 2a FY 14-15 MB Planned vs. Actual Expenditures				
	Planned	Actual	Unspent	% Unspent
Planned	\$ 1,273,040	\$ 595,373	\$ 677,667	53%
FY 13-16 Cap	\$ -	\$ -	\$ -	-
FY 14-17 Cap	\$ 234,015	\$ 234,015	\$ -	-
FY 15-18 Cap	\$ -	\$ -	\$ -	-
Operations	\$ 109,372	\$ -	\$ 109,372	100%
Undesignated	\$ 70,000	\$ -	\$ 70,000	100%

BOX 3 FY 15-16 Allocation Summary of Available MB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 1,486,214				\$ 1,486,214
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ 231,915				\$ 231,915
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 1,718,129	\$ -	\$ -	\$ -	\$ 1,718,129

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 414,306	28%	50%	TRUE
\$ 82,861	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 2b CAPITAL RESERVE TRACKING REALLOCATION VERIFICATION TOOL						
Window	Original Allocation ¹	Expended FY 14-15	Amount To Allocate ²	Amount Allocated ³	Remaining to Allocate ⁴	All funds available by window allocated?
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 14-17	\$ 234,015	\$ 234,015	\$ -	\$ -	\$ -	TRUE
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE

BOX 3a MB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 1,718,129	All funds available for FY 15-16 Allocated ?
BOX 3: Allocated Funds	\$ 1,718,129	
Remaining Amount	\$ -	

Remaining amount must reflect ZERO to indicate identification of all available Measure B funds. +/- \$1 differences acceptable.

Box 1 Notes

- Auto populated from Box 4's Balance, only shows positive balances.
- Last Year's identified Capital Reserve commitment subtract FY 14/15 Expenditures.
- Auto populated from Box 8's Operation Balance.
- Auto populated from Box 10's Undesignated Balance.
- Amount is Actual Distributions/Interest subtract Last Year's provided revenue projections.
- Sub-total Balance should match FY 14-15 Ending Balance, noted in the top of Box 1. Box will turn GREEN if true.
- Funds available (not previously committed in a Capital Fund Reserve) to allocate to FY 15-16 planned and/or reserves categories (ODD Numbered Boxes).

Box 2b Notes

- Original identified is the amount set in prior year's compliance report.
- Unspent fund balance originally committed to the reserves that must be reallocated within the respective reserve windows.
- Amount re-identified by recipient in the Capital Reserve Box 6 and 7.
- Remaining amount should be zero to indicate identification of all originally identified Capital Reserve Funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 4 PLANNED PROJECTS (unreserved funds) FY 14-15 PLANNED VS ACTUAL EXPENDITURES							
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Provide an explanation for positive or negative fund balances.
1	N/A	Hayward Door to Door	\$ 271,000		\$ 271,000	100%	Project identified in the Capital Fund Reserve
2	N/A	Hayward Group Trips	\$ 165,000	\$ 72,404	\$ 92,596	56%	Budgetary variations - Planned expenditure for FY 14-15 were \$105,000. Amount reported reflects eleven months of expenses.
3	N/A	ASEB Transportation	\$ 75,000	\$ 74,998	\$ 2	0%	Expenditures less than planned.
4	N/A	SOS Meals on Wheels	\$ 50,000	\$ 24,500	\$ 25,500	51%	Budgetary variations - Planned expenditure for FY 14-15 were \$24,500.00. Amount reported reflects eleven months of expenses.
5	N/A	Central County Taxi Program	\$ 367,532	\$ 195,025	\$ 172,507	47%	Budgetary variations - Planned expenditure for FY 14-15 were \$220,000. Amount reported reflects eleven months of expenses.
6	N/A	Hayward on the Go Travel Training	\$ 50,000	\$ 48,586	\$ 1,414	3%	Budgetary variations - Planned expenditure for FY 14-15 were \$50,000. Amount reported reflects eleven months of expenses.
7	N/A	Hayward Paratransit Branding and Marketing Campaign	\$ 10,008	\$ 11,396	\$ (1,388)	-	Budgetary variation - project required more funds than originally planned.
8	N/A	Hayward Paratransit Administration	\$ 234,500	\$ 168,464	\$ 66,036	28%	General Program Administration Costs
9	N/A	Life Elder Care	\$ 50,000		\$ 50,000	100%	Not required.

TOTAL FY 14-15 PLANNED VS ACTUAL EXPENDITURES	\$ 1,273,040	\$ 595,373	\$ 677,667	53%
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BOX 5 FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	N/A	CCSDTP	\$ 250,000	Yes	Active
2	N/A	Group Trip Program	\$ 80,237	Yes	Active
3	N/A	Travel Training	\$ 75,000	Yes	Active
4	N/A	Alzheimer's Service of the East Bay (ASEB)	\$ 75,000	Yes	Active
5	N/A	SOS Meals on Wheels	\$ 50,000	Yes	Active
6	N/A	Life Eldercare / VIP Rides	\$ 75,000	Yes	Active
7	N/A	CRIL Specialty Car Sharing	\$ 100,000	Yes	Active
8	N/A	Management /Overhead	\$ 335,711	Yes	Active
9	N/A	Marketing /Outreach	\$ 30,434	Yes	Active

TOTAL FY 15-16 PLANNED PROJECTS	\$ 1,486,214
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SECTION 2: CAPITAL FUND RESERVE

BOX 6 CAPITAL FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES						
No.	Local ID No.	Project Name	Reserve Window	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance
1	N/A	Door to Door Program	FY 13-16 Window		\$ -	\$ -
			Prior Yr's Plan for FY 14-17 Window	\$ 234,015		
			Actual / Confirm Plan for FY 14-17		\$ 133,969	\$ 100,046
			FY 15-18 Window		\$ -	\$ -
			FY 16-19 Window		\$ -	\$ -
Total				\$ 234,015	\$ 133,969	\$ 100,046

BOX 7a CAPITAL FUND RESERVE FY 15-16 through FY 18-19			
FY 15-16	FY 16-17	FY 17-18	FY 18-19
\$ -			
\$ -	\$ -		
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

BOX 7b CAPITAL FUND RESERVE Fund Adjustments and Project Status
1) Describe project status as of June 30, 2015.
Completed for FY14/15

No.	Local ID No.	Project Name	Reserve Window	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance
2	N/A	Program Administration	FY 13-16 Window		\$ -	\$ -
			FY 14-17 Window		\$ 100,046	\$ (100,046)
			FY 15-18 Window		\$ -	\$ -
			FY 16-19 Window		\$ -	\$ -
Total				\$ -	\$ 100,046	\$ (100,046)

FY 15-16	FY 16-17	FY 17-18	FY 18-19
\$ -			
\$ -	\$ -		
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

1) Describe project status as of June 30, 2015.
Completed for FY14/15

TOTAL FY 14-15 CAPITAL RESERVE PLANNED VS. ACTUAL	Planned	Actual	Unspent	Unspent %
	\$ 234,015	\$ 234,015	\$ -	-

Summary of Capital Fund Reserve - Funds Used and Identified from FY 14-15 through FY 18-19						
Window	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 13-16	\$ -	\$ -				\$ -
FY 14-17	\$ 234,015	\$ -	\$ -			\$ 234,015
FY 15-18	\$ -	\$ -	\$ -	\$ -		\$ -
FY 16-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 234,015	\$ -	\$ -	\$ -	\$ -	\$ 234,015

SECTION 3: OPERATIONS FUND RESERVE

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

Directions

For previously identified Operations Fund Reserve, 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 withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 9.

BOX 8 FY 14-15 OPERATIONS FUND RESERVE PLANNED VS ACTUAL EXPENDITURES				
Planned Operations FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 109,372	\$ -	\$ 109,372	100%	No Expenditures required in FY 14/15.

BOX 9 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ 231,915

SECTION 4: UNDESIGNATED FUND RESERVE

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

To establish a new annual undesignated reserve, complete Box 11.

BOX 10 UNDESIGNATED FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
Planned Undesignated FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 70,000	\$ -	\$ 70,000	100%	No Expenditures required in FY 14/15.

BOX 11 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

**Transit Direct Local Distribution Program
Reporting Period - Fiscal Year 2014-15**

TABLE 3b: MEASURE BB ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-2 are auto populated for reference/evaluation purposes; based on information inputted in Box 3-6.

1. Starting with Box 4, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

MEASURE BB DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.

BOX 1	
MBB Funds Available for FY 15-16 Allocation	
FY 14-15 MBB End of Year Fund Balance ¹	\$ 141,205
FY 15-16 MBB Projected Revenue ²	\$ 739,015
Total FY 15-16 MBB Funds Available³	\$ 880,220

Box 1 Notes

1. Auto populated from Table 1 End of Year Fund Balance
2. Projected FY 15-16 Measure BB Revenue as of 5/21/15.
3. Funds available to allocate to FY 15-16 planned and/or reserves categories.

BOX 2					
FY 15-16 Allocation Summary of Available MBB Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 286,810				\$ 286,810
FY 16-19 Capital Reserve	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Operations Reserve	\$ 369,508				\$ 369,508
Undesignated Reserve	\$ 73,902				\$ 73,902
TOTAL Measure BB	\$ 880,220	\$ -	\$ -	\$ -	\$ 880,220

Max. Allocation	% Allocated	Max. % Allowed	Allocation under max.?
\$ 369,508	50%	50%	TRUE
\$ 73,902	10%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 2a		
MBB FY 15-16 Allocation Verification		
BOX 1: Available Funds	\$ 880,220	All funds available for FY 15-16 Allocated?
BOX 2: Allocated Funds	\$ 880,220	
Remaining Amount	\$ -	TRUE

Remaining amount must reflect ZERO to indicate identification of all available Measure BB funds. +/- \$1 differences acceptable.

SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)

BOX 3					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	N/A	FY 15/16 Paratransit Program	\$ 286,810	Yes	Ongoing in FY 15/16.

TOTAL FY 15-16 PLANNED PROJECTS	\$ 286,810
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SECTION 2: CAPITAL FUND RESERVE

BOX 4							
CAPITAL FUND RESERVE							
FY 15-16 through FY 18-19							
No.	Local ID No.	Project Name	Reserve Window	FY 15-16	FY 16-17	FY 17-18	FY 18-19
1		Capital Purchase (car share)	FY 16-19 Window	\$ 150,000	\$ -	\$ -	\$ -

BOX 4a	
CAPITAL FUND RESERVE	
Project Status	
1) Describe project status as of June 30, 2015.	
Negotiating terms and parameters for purchase of vehicles for Community Resources for Independent Living (CRIL) contract.	

Summary of Capital Fund Reserve - FY 14-15 through FY 18-19					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 16-19 Window	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

SECTION 3: OPERATIONS FUND RESERVE

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

Directions

To establish a new annual undesignated reserve, complete Box 9.

BOX 5	
FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ 369,508

SECTION 4: UNDESIGNATED FUND RESERVE

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

To establish a new annual undesignated reserve, complete Box 11.

BOX 6	
FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ 73,902

AUTOPOPULATED TRACKING SUMMARY

Paratransit Program

1. Capital Fund Reserves

This summary is automatically populated from Table 3 to capture the status of the Capital Fund Reserve Windows, expenditures, and balances.

MEASURE B Capital Fund Reserve Summary												
Reserve Window	Original Reserve Commitment	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	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
FY 14-17	\$ 234,015		\$ -	\$ -	\$ -	\$ -			\$ 234,015	\$ -	\$ 234,015	
FY 15-18	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

MEASURE BB Capital Fund Reserve Summary												
Reserve	Original Reserve Commitment	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 16-19	\$ 150,000				\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	

2. Overall Implementation Plan

Provides a summary of Measure B and BB allocations - comprised of End-of Year Fund balances + Projected Annual Revenue.

Total Measure B Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 1,486,214				\$ 1,486,214
FY 13-16 Capital Reserve	\$ -				\$ -
FY 14-17 Capital Reserve	\$ -	\$ -			\$ -
FY 15-18 Capital Reserve	\$ -	\$ -	\$ -		\$ -
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ 231,915				\$ 231,915
Undesignated Reserve	\$ -				\$ -
TOTAL Measure B	\$ 1,718,129	\$ -	\$ -	\$ -	\$ 1,718,129

Total Measure BB Implementation Plan Summary					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 286,810				\$ 286,810
FY 16-19 Capital Reserve	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Operations Reserve	\$ 369,508				\$ 369,508
Undesignated Reserve	\$ 73,902				\$ 73,902
TOTAL Measure BB	\$ 880,220	\$ -	\$ -	\$ -	\$ 880,220

Measure B Expenditures Across All Programs FY 14-15 Report Card

Measure B

FY 14-15 Planned Projects

Program	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Amount FY 14-15	Unspent Percentage
Bicycle and Pedestrian	\$ 512,104	\$ 445,808	\$ 66,296	13%
Local Streets and Roads	\$ 1,730,153	\$ 2,142,562	\$ (412,409)	-
Paratransit	\$ 1,273,040	\$ 595,373	\$ 677,667	53%
Totals:	\$ 3,515,297	\$ 3,183,743	\$ 331,554	9%

Is the agency's unspent balance less than 30%?

TRUE