

PROGRAM COMPLIANCE REPORT COVER SHEET
Reports are due December 31, 2008

Agency Name:	City of Hayward
Date Submitted:	12/04/2008

Report Checklist (Check all that apply)

- Annual Program Compliance Report - Mass Transit Funds
- Annual Program Compliance Report - Local Streets and Roads Funds
- Annual Program Compliance Report - Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report - Paratransit Funds
- Table 1 – Summary of Program Expenditure Accomplishments Excel workbook

List any additional attachments included in the report (Check all that apply)

- Attachment A: Mass Transit Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Bicycle and Pedestrian Attachments
- Attachment D: Paratransit Attachments
- Other Attachments: List Additional Attachments as needed

Note: *Instructions for filling out and submitting this report are included on page 2. Please review instructions carefully to insure reports are submitted as required.*

An authorized representative of the reporting agency must sign below, affirming that the statements in the report package are true and complete to the best of their knowledge. The hard copy submittal must have the original signatures; whereas the electronic version should include the name and title of signator.

Signature: _____

Print Name/Title of Agency Manager: Gregory T. Jones/City Manager

Date:

Signature: _____

Print Name/Title of Agency Finance Manager: Helen Bell/Acting Finance Director

Date:

End-of-Year Program Compliance Submittal Requirements

Measure B fund recipients are required to submit to the Alameda County Transportation Improvement Authority (ACTIA) one electronic and one hard copy version of two reports for end-of-year compliance: the **End-of-Year Program Compliance Report** and the **Compliance Audit Report**.

End-of-Year Program Compliance Report

The End-of-Year Program Compliance Report includes two parts that are both available for download on the ACTIA Web site at www.actia2022.com:

1. A PDF Compliance Report form
2. Table 1 - Summary of Program Expenditure Accomplishments Excel workbook

Electronic submission: After completing the PDF Compliance Report form, submit one copy of the report electronically, as noted below by clicking on the 'Submit by E-mail' button on the top right hand corner of the first page of the PDF Compliance Report form. Depending on the version of Adobe Acrobat you use, you may need to e-mail Table 1 - Summary of Program Expenditure Accomplishments Excel worksheet separately. *Do not include attachments with the electronic version.*

Hard copy submission: The End-of-Year Program Compliance Report cover sheet must have the signatures of the City Manager and the City Finance Manager, or the appropriate equivalent for other agencies. All other attachments, such as photos, articles, newsletters, signage, etc., must be included with the hard copy. Clearly label additional attachments according to the convention provided on the Compliance report form cover sheet. Ensure the attachments are easily readable when reproduced in black and white, and insert them at the back of the report. One hard copy of the **End-of-Year Program Compliance Report** and the **Table 1 Excel workbook** with wet signatures and attachments must be postmarked by **December 31, 2008** and mailed as noted below.

Compliance Audit Report

Electronic submission: Submit one copy of the **Compliance Audit Report** electronically. Submit the report by attaching the file to an e-mail and send as noted below.

Hard copy submission: One hard copy of the **Compliance Audit Report**, signed by an independent auditor, must be postmarked no later than **December 27, 2008** and mailed as noted below.

Mail Complete Reports to:

ACTIA
Attn: End-of-Year Program Compliance
1333 Broadway, Suite 300
Oakland, CA 94612

E-mail Reports to:

grants@actia20.com

ACTIA must receive all electronic files by their respective due dates as noted above. If you submit a draft copy in error or encounter a problem submitting the report, notify Tess Lengyel either by e-mail or phone at (510) 267-6111. All mailed documents must be postmarked on or before their respective due dates noted above.

Mass Transit Programs Report Summary

Mass Transit Program
 Agency Contact Name:
 Phone Number:
 Fax:
 E-mail:

1. **ACTIA Mass Transit Program Funds** received/expended (accrual basis).
 These numbers should be the same as those reported in your compliance
 audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (maximum 200 words)

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Mass Transit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment A.

Yes No

List date(s) of publication(s):

3. **Web Site Address(es):**

Your Web site should describe Mass Transit projects and programs funded by Measure B, with updated and accurate information, and also a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment A.

4. **Was Signage used in the Mass Transit projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment A.

Yes No

Describe signage: (maximum 50 words)

5. **Mass Transit Programs / Projects Description**

Describe the projects and/or programs implemented with measure B Mass Transit Funds in fiscal year 2007/2008 by completing the Table 1, 'Mass Transit' tab, in the Excel workbook. Include photographs in Attachment A.

Please continue to Question 6, 'Future Planned Mass Transit Programs/Projects', on the next page.

6. Future Planned Mass Transit Programs/Projects

Describe the planned Mass Transit programs and projects to be implemented with Measure B funds and the projected schedule.
(maximum 550 words)

Local Streets and Roads Programs Report Summary

Local Streets and Roads
 Agency Contact Name:

Phone Number:

Fax:

E-mail:

1. ACTIA Local Streets and Roads Program Funds received/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text" value="2,177,116.04"/>	\$ <input type="text" value="1,887,806.97"/>	\$ <input type="text" value="99,766.13"/>	\$ <input type="text" value="1,144,336.96"/>	\$ <input type="text" value="3,020,352.18"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

The residual fund balance from FY 2008 will be applied towards current and future pavement rehabilitation projects (as noted in sections 7 and 8 below).

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Local Streets and Roads projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment B.

Yes No

List date(s) of publication(s):

3. **Web Site Address(es):**

Your Web site should describe Local Streets and Roads projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment B.

4. **Was Signage used in the Local Streets and Roads projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment B.

Yes No

Describe signage: (maximum 50 words)

5. **Certified Number of Road-miles within City's jurisdiction:**

This figure should be consistent with the number of miles reported to State and Federal Agencies.

6. **Jurisdiction Population:**

This figure should reflect population as of January 1, 2008.

7. **Local Streets and Roads Programs/Projects Description**

Describe the projects and programs implemented with Measure B Local Streets and Roads funds in fiscal year 2007/2008 by completing the Table 1, 'Local Streets and Roads' tab, in the Excel workbook. Include photographs in Attachment B.

Please continue to Question 6, 'Future Planned Local Streets and Roads Programs/Projects', on the next page.

8. Future Planned Local Streets and Roads Programs/Projects

Describe the planned Local Streets and Roads programs and projects to be implemented with Measure B funds and the projected schedule.

(maximum 550 words)

The construction phase for Project Nos. 5159 and 5165 (Pavement Reconstruction FY 2008 & Pavement Rehabilitation FY 2008, respectively) will occur during fiscal year 2009. The design portion of Project 5154 (Pavement Rehabilitation FY 2009) began in fiscal year 2008, with construction scheduled for fiscal year 2009. The Pavement Reconstruction project for fiscal year 2009 (Project 5169) will focus its efforts on improving Westview Way; both the design and construction phases of the project should be completed by the end of fiscal year 2009. City staff will also commence preliminary design work on the fiscal year 2010 pavement rehabilitation project (Project 5171) by the end of fiscal year 2009 as well. Similar annual street maintenance projects are scheduled for each year thereafter. In addition, the City will continue its efforts during fiscal year 2009 to install solar-powered speed monitoring devices at high-priority locations along thoroughfares throughout the City.

Bicycle and Pedestrian Safety Programs Report Summary

Bicycle and Pedestrian Safety
 Program Agency Contact Name:

Phone Number:

Fax:

E-mail:

1. ACTIA Bicycle and Pedestrian Safety Program Funds recieved/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text" value="299,875.14"/>	\$ <input type="text" value="403,611.35"/>	\$ <input type="text" value="20,498.38"/>	\$ <input type="text" value="663,549.02"/>	\$ <input type="text" value="60,435.85"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (maximum 200 words)

The residual fund balance from FY 2008 will be applied towards current and future bicycle and pedestrian-related projects (as noted in sections 5 and 6 below).

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Bicycle and Pedestrian Safety projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment C.

Yes No

List date(s) of publication(s):

May 2008

3. **Web Site Address(es):**
Your Web site should describe Bicycle and Pedestrian Safety projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment C.

www.hayward-ca.gov

4. **Was Signage** used in the Bicycle and Pedestrian Safety projects and programs indicating the use of Measure B funds. If 'Yes' include photos of signage in Attachment C.

Yes No

Describe Signage: (maximum 50 words)

Contractors displayed signs which clearly expressed that the project was being constructed through the use of Measure B funds (please refer to Attachments B and C for pictures of the signs utilized on Measure B-related projects).

5. **Bicycle and Pedestrian Safety Programs / Projects Description**
Describe the programs and/or projects implemented with Measure B Bicycle and Pedestrian Safety funds in fiscal year 2007/2008 by completing Table 1, 'Bike-Ped Safety' tab, in the Excel workbook. Include photographs in Attachment C.

ACTIA uses the data in Table 1 to monitor compliance with the Master Program Fund Agreement requirement that "Once approved by the City Council or Board of Supervisors, a list of high priority bike and pedestrian projects shall be submitted to ACTIA prior to construction."

If funds were expended on any projects that were not approved by your Governing Board in advance (as indicated in Table 1), please explain how the project was prioritized with public input, and include this explanation in Attachment C.

Please continue to Question 6, 'Future Planned Bicycle and Pedestrian Safety Programs/Projects', on the next page.

6. Future Planned Bicycle and Pedestrian Safety Programs/Projects

Provide a list of planned future programs and/or projects that will be implemented with Measure B Bicycle and Pedestrian Safety funds and that have been approved by your Governing Board. Explain how the planned projects and programs received Governing Board approval by including the resolution date(s), document type(s) approved(e.g. Bike and/or Pedestrian Plan, Capital Improvement Plan, etc.), and the time period of the project list (if any) covered by the resolution(s).

As per the Master Program Fund Agreement, all programs and programs that use Measure B Bicycle and Pedestrian Safety funds must receive governing board approval and the project list must be submitted to ACTIA prior to construction. A complete response to this question will fulfill this requirement. Projects may also be added at other times during the year, via written communication with ACTIA. *(maximum 550 words)*

The majority of the City's Measure B funding for fiscal year 2009 will be allocated towards the construction of new curb, gutter, and sidewalk along portions of Berry Avenue, from Muir Street to Whitman Street. This project is the continuation of a City program to construct new sidewalks on critical pedestrian pathways, specifically those associated with schools and other heavy pedestrian use areas. Future editions of this program will identify other areas of the City which are also in need of pedestrian-related facilities.

Additionally, \$15,000 of Measure B funding is earmarked for continued pedestrian traffic signal improvements at various intersections throughout the City during fiscal year 2009.

Paratransit Programs Report Summary

Paratransit Program
 Agency Contact Name:

Phone Number:

Fax:

E-mail:

- 1. ACTIA Paratransit Program funds** received/expended (accrual basis).
 These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text" value="222,577.12"/>	\$ <input type="text" value="942,093.68"/>	\$ <input type="text" value="6,750.68"/>	\$ <input type="text" value="893,375.61"/>	\$ <input type="text" value="278,045.87"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

The balance of \$278,045.87 represents the unused portion of funds set aside as a "reserve" to hedge against a possible shortfall in estimated revenues. ACTIA encourages, and allows for, this reserve. The City of Hayward intends to continue to set aside (per ACTIA staff recommendation) a reserve to hedge against a possible shortfall in revenues.

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Paratransit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment D.

Yes No

List date(s) of publication(s):

Autumn 2007 and Spring 2008 issues of City of Hayward Paratransit News and the May 2008 edition of th

3. **Web Site address(es):**

Your Web site should describe Paratransit projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment D.

www.hayward-ca.gov

4. **Was Signage used in the Paratransit projects and programs** indicating the use of Measure B funds? If 'Yes', include photos of signage in Attachment D.

Yes No

Describe signage: (maximum 50 words)

The City of Hayward obtained self-adhesive bumper stickers and displayed them on Paratransit vehicles (please refer to Attachment D).

5. **Paratransit Programs/Projects Description**

Describe the program and/or projects implemented with Measure B Paratransit funds in fiscal year 2007/2008 by completing Table 1, 'Paratransit' tab, in the Excel workbook. Include photographs in Attachment D.

Please continue to Question 6, 'Future Planned Paratransit Programs/Projects', on the next page.

6. Future Planned Paratransit Programs/Projects

Describe the planned Paratransit programs and projects to be implemented with Measure B funds and the projected schedule.

(maximum 550 words)

It is anticipated that the City's Measure B base-funding, as determined by the funding formula approved by PAPCO, will be used to continue the services that are currently provided to the greatest extent possible. Reserves will be set aside to maintain service levels, or at least to mitigate service reductions, should revenues fall short of the estimates provided by ACTIA to the City at the beginning of the program year.

The City of Hayward's Paratransit Program has an Advisory Committee made up of consumers who represent different consumer constituencies (including older adults, younger persons with disabilities, etc.) as well as service providers who work with paratransit users (social workers from local dialysis clinics, adult day care programs, and skilled nursing facilities) who are served by the Hayward Paratransit Program. Representatives from the City's transportation contractor (MV Transportation, Inc.), the City's Human Services Commission, as well as City staff, also participate on this Advisory Committee.

Based on the data received in past surveys, the City determined that same-day services that are not limited to medical trips remain as a service gap in the area. Consequently, an application for Measure B GAP Funds was requested and granted for implementation in FY 2009 and 2010.

This grant will fund the administration, outreach, and operations contracts for the new Hayward Round About Shuttle service, offering program participants an additional, free paratransit service option that does not require riders to call for a scheduled ride. Hayward Paratransit Program participants will have access to free paratransit rides on a preestablished route in and around Hayward. Riders can simply get on and off the Round About Shuttle as many times as they want from the many shuttle stops in key locations (including hospitals, banks, transportation hubs, senior center, shopping and recreation areas) throughout the Hayward community. Additionally, riders do not need vouchers; the City of Hayward will issue riders a Hayward Paratransit Program Identification Card, which they simply present to the driver to gain bus access.

The new service is estimated to provide at least 7,000 rides over the 24-month program period. It is expected that the new service will create additional capacity on the Hayward Base Paratransit Service.