



VRF PROGRAM COMPLIANCE REPORT

Signature Cover Sheet *Fiscal Year 2012-13*

Agency Name:

Revision Number:

Choose the type(s) of report you are submitting (*check all that apply; Tables 1-3 are required*)

- Annual Program Compliance Report – Local Streets and Roads Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

List any additional attachments in the electronic report submittal (*check all that apply*).

- Attachment A: Local Streets and Roads Attachments
- Other Attachments (*clearly label additional attachments as needed*)

Certification of True and Accurate Reporting

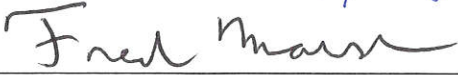
By signing below, the agency manager and finance manager, or their designees certify the compliance information reported are true and complete to the best of their knowledge, and the **audited dollar figures matches exactly to the VRF revenues and expenditures reported in the compliance report and Tables 1-3.**

X 

 Signature
 Print Name John Russo
 Title of Agency Manager City Manager

12/23/13

Date

x 

 Signature
 Print Name Fred Marsh
 Title of Finance Manager

12/23/13

Date



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LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive VRF Local Streets and Roads Funds in the reporting period of July 1, 2012 through June 30, 2013?

- Yes (Complete the LSR section.)
 No (Do not complete the LSR section and continue on.)

2. Complete the below contact information.

CONTACT INFORMATION	
LSR Program Agency:	City of Alameda
Contact Name:	Laurie Kozisek
Title:	Associate Civil Engineer
Phone Number:	510-747-7930
E-mail Address:	LKozisek@alamedaca.gov

3. Complete the Excel Worksheets Tables 1 to 3 for Local Streets and Roads.
(Check the boxes below to indicate completion).

- Table 1: VRF Revenues and Expenditures**
The values entered into Table 1 must match your agency's audited financial statements and compliance report. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**
This table describes actual expenditures and activities incurred for FY 2012-2013 (FY 12-13).
- Table 3: Summary of Planned Projects and Reserve Funds**
This table describes your agency's plan to expend any remaining VRF funds within the four-year time table of the funding agreement through FY 13-14 thru FY 16-17.

4. **If your agency’s ending MB Pass-through balance was greater than zero, why do you have this reserve?** For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

Please reference Table 3 for funding reserve details. The entire available VRF funding has been earmarked for Resurfacing Phase 32, which went out to bid and was encumbered in June 2013, but was not spent by the end of FY 11/12. It has since been spent, during FY 13/14.

5. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of VRF funds the agency received in FY 12-13?** How did you use VRF funds from a previous fiscal year(s)?

N/A

6. **Describe reserve funds.** If your agency has reserve VRF funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, what is your approval process? **Refer to Reserve Fund guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The City cannot encumber the funds until they are actually available, so the intent each year is to go out to bid in the early spring with whatever funds are accrued, then use the funds to pay off the construction contract in the fall of the following FY. This intent is reflected in the City’s CIP budget. If more VRF funds are available at the time of the bid, then Council is requested to appropriate additional VRF funds (in lieu of other funds, such as Gas Tax) at the time the construction contract is approved.



7. Alameda CTC uses the data from Table 2 to monitor compliance with the Master Programs Funding Agreement requirement (Section 5.d.): *"All projects and programs that use VRF Local Streets and Roads pass-through funds must receive governing board approval prior to the jurisdiction expending the pass-through funding on the project/program."*

If your agency expended funds on any projects not approved by your governing board in advance (as indicated in Column R of Table 2: Governing Board Approval), list them below and explain why your agency expended funds without agency approval.

N/A

8. **Describe the governing board approval for future planned projects and/or programs.** List the document type, time period, and resolution approval date. Examples include a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc.

Document Type	Time Period	Resolution Date
Capital Improvement Plan FY13-15	7/2013 – 6/2015	June 11, 2013

9. **Verify Complete Streets Policy Adoption.** Per Section 6 of the Master Programs Fund Agreement, Alameda CTC requires local jurisdictions to have developed and adopted a Complete Streets policy by June 30, 2013.

Governing Board Approval Date	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
January 14, 2013	

- 9a. **Describe how your agency is implementing the Complete Streets Policy.**

The City of Alameda's 2009 Transportation Element update of the General Plan is based on the same multimodal principles and elements required in the Complete Streets Act of 2008, contains a Multimodal Goal to encourage the use of transportation modes to be mutually supportive and to function together as one transportation system as well as numerous policies and objectives that prioritize alternative transportation modes over single occupancy vehicles, and specifically identifies Transit Priority and Bicycle Priority streets within the city. The City of Alameda has actively pursued enhancements to new infrastructure to encourage alternative transportation modes, and is one of

the first cities in the county of Alameda to install and operate a bus priority signal, which is at Willie Stargell Avenue and Webster Street. The City Council approved the Complete Streets Policy in January 2013, and Public Works staff is implementing a Complete Streets Checklist for all its projects.

10. Complete the table below to describe your jurisdiction’s road miles and conditions.

Jurisdiction’s Information	
Current Population This figure should reflect the population as of January 1, 2013. Refer to the California Department of Finance’s Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls	75,126
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	142
Average Pavement Condition Index (PCI) for agency’s local streets and roads This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pavement Condition Index Summary. http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf	67

11. Did your agency publish an article(s) that highlight Local Streets and Roads projects and programs funded by VRF in an agency or Alameda CTC newsletter?

Yes No. *If no, explain in Question #15 - Additional Information.*

If yes, include a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)



12. Did your agency include a description of the Local Streets and Roads projects and programs funded by VRF on its website?

Yes No. *If no, explain in Question #15 - Additional Information.*

If yes, include a printout of the website in Attachment B and provide the URL below that contains updated and accurate project information.

Website Address	Printout Attached? (Y/N)
http://alamedaca.gov/residents/news/2013/06/05/annual-street-repair-resurfacing-project-commencing	Yes

13. Did your agency use signage that indicates use of VRF funds for its Local Streets and Roads projects and programs?

Yes No. *If no, explain in Question #15 - Additional Information.*

If yes, include photos of the signage in Attachment B and describe the signage below.

Signage Description	Photos attached? (Y/N)

14a. Describe your agency’s effectiveness at meeting your planned FY 12-13 expenditures reported in the last compliance report and reasons for any variations. Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. Did you expend the planned funds? Did you expend more than anticipated?

The entire available VRF funding has been earmarked for Resurfacing Phase 32, which went out to bid and was encumbered in June 2013, but was not yet spent by the end of FY 12/13.

14b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.

N/A

14c. If your agency expended more than planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.

The City had not planned to spend the funds until FY 13-14. A very small amount was actually spent in FY 12-13.

15. Provide additional information, if necessary, to further explain VRF expenditures for the Local Streets and Roads Program.

The City does not have a newsletter suitable for publishing resurfacing project information. The City did not publish an article in the Alameda CTC in FY 12-13 because the project did not start construction until the last few weeks of FY12-13.

The City was unable to get VRF stickers for the magnetic signs from Alameda CTC before the end of FY12-13. The city hopes to obtain them and use them in FY 13-14.