



# 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

  
\_\_\_\_\_  
Date

Print Name: Fred Diaz  
Title of Agency Manager: City Manager

X   
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Print Name: Mary Bradley  
Title of Finance Manager: Interim  
Finance Director



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# LOCAL STREETS AND ROADS (LSR) PROGRAM

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## 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 Fremont
Contact Name:	Craig Covert
Title:	Associate Civil Engineer
Phone Number:	(510) 494-4785
E-mail Address:	ccovert @fremont.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.**

The balance is allocated thru the City's Capital budget plan, and plans to spend the funds as outlined in the CIP plan (see Table #3)

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.**

Yes, the City of Fremont has identified reserve funds per the Reserve Fund Guidance. The funds are allocated through the City of Fremont CIP plan and process. The timeframe listed in Table 3 correlates with the City schedule for designing and constructing the projects.

The City plans to use all of the reserve funds and additional agency approvals are not required.



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.**

none
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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 – CIP	13/14 – 17/18	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.

<b>Governing Board Approval Date</b>	<b>Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.</b>
The City of Fremont Complete Streets Policy Resolution, dated June 11, 2013, is enclosed with this compliance report.	

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

The City implements its Complete Streets Policy in accordance with the above Complete Streets Policy Resolution. All design, maintenance/operations and planning projects or documents are subject to implementation in accordance to Sections B(1), B(2) and B(3) of the resolution.
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**10. Complete the table below to describe your jurisdiction’s road miles and conditions.**

<b>Jurisdiction’s Information</b>	
<b>Current Population</b> This figure should reflect the population as of January 1, 2013. Refer to the California Department of Finance’s Population Estimates: <a href="http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls">http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls</a>	219,926
<b>Certified number of road-miles</b> This figure must be consistent with the number of miles reported to state and federal agencies.	493
<b>Average Pavement Condition Index (PCI) for agency’s local streets and roads</b> This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pavement Condition Index Summary.  <a href="http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf">http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf</a>	63

**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.

<b>Publication</b>	<b>Date Published</b>	<b>Copy Attached? (Y/N)</b>
City News, the City of Fremont’s community newsletter that reaches approximately 80,000 households	August, 2013	Y
City News	Mid-March, 2014 Projected	Y (Draft Copy)



**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)
<a href="http://www.fremont.gov/index.aspx?NID=1822">http://www.fremont.gov/index.aspx?NID=1822</a>	Y

**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)
Signs at various locations as described in Attachment B - Signs are placed on the street segments where the improvements are funded through ACTIA.	Y
Magnetic signs placed on City inspector's vehicles	Y



**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?**

No VRF funds were allocated for planned projects for expenditure in FY12-13. However, the opportunity arose in FY 12-13 to make a large progress payment to a contractor under the City's pavement maintenance program and VRF FY 13-14 capital reserve funds were expended in advance to help make sure the City observes the timely use of funds policy.

**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.**

As FY 13-14 capital reserve funds were expended in advance, as described under no. 14A above, the FY 13-14 capital reserve planned expenditures were reduced by an equivalent amount.





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

VRF funds were not planned for use in FY 12-13, although the opportunity presented itself to utilize capital reserve funds as described under no. 14A above.