



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
Fran David
City Manager

12/18/13

Date

X



Signature
Tracy Vesely
Director of Finance

12/13/13

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 Hayward
Contact Name:	Todd Strojny
Title:	Administrative Analyst II
Phone Number:	510-583-4733
E-mail Address:	todd.strojny@hayward-ca.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 residual fund balance from FY 2013 will be applied towards current and future pavement rehabilitation projects (as noted in 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)?

In FY13, the City completed the construction of a \$900,000 pavement rehabilitation project that required two fiscal years' worth of VRF funding to implement. When the CIP was approved, all unspent funds for existing projects were approved as well and carried forward into the new fiscal year.

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.**

As noted in Table 3 and referenced in #5 above, the City of Hayward is scheduled to consistently utilize almost its entire annual share of VRF pass-through funds each fiscal year to fund a multitude of pavement rehabilitation projects within the reportable fiscal year. All funds in any fiscal are spent on the construction of current-year projects as well as on the design of projects which are to be constructed in the following fiscal year.

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.

Not applicable.

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
Resolution 13-105	July 1, 2013 through June 30, 2014	June 25, 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.
March 19, 2013	

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

The City of Hayward will implement its Complete Streets Policy using the following process. During the planning and design stages of improvements to any transportation facility, staff will identify the potential users of that particular facility. From there, staff will determine what improvements need to be made in order to accommodate those specific users. Care will be taken to ensure that any proposed improvements are consistent with adopted City plans, and will develop cost estimates for constructing the needed improvements. These improvements will be incorporated

into the project design and will become part of the project specifications and estimates (PS&E). The PS&E will be approved by Council at a public meeting prior to the approval to call for bids.

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	148,756
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	266
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	69

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)
Alameda CTC Reports	March 2013	Yes



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://user.govoutreach.com/hayward/faq.php?cid=11174	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 City of Hayward expended approximately 90% of what was anticipated during FY13 for streets and roads projects; further detail as to why expenditures were less than anticipated is noted below.

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

A large portion of the variance is due to a cost savings associated with the design and construction of the FY13 pavement rehabilitation project as well as the use of less staff time than anticipated towards the design phase for the FY14 pavement rehabilitation project.

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.

Not applicable.



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

Due to a miscommunication, City staff assigned to the FY13 VRF pavement rehabilitation project did not take any pictures of the project with the appropriate signage. However, as noted above, the City actively publicized this project via the City's website and through ACTC's newsletter. Measures have been taken in order to ensure that pictures (with the proper signage) are taken for next year's VRF annual report.