



# 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 Becker  
 Title of Agency Manager: City Manager

12-19-13  
 Date

x   
 Signature  
 Print Name: Susie Woodstock  
 Title of Finance Manager: Administrative Services Director

12/19/13  
 Date



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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 Newark
Contact Name:	Trang Tran
Title:	Associate Civil Engineer
Phone Number:	(510) 578-4298
E-mail Address:	trang.tran@newark.org

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.**

This reserve will be used to partially fund next year's street maintenance program.

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)?

We had funds remaining from FY 11-12, which were combined with this year's revenue to fund our 2013 street maintenance program.

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 Newark City Council has already approved expenditures for the 2014 street maintenance program. The work is in the planning phase now, will go out to bid in spring 2014, and construction will take place in summer 2014. The majority of the work should occur (and funds will be used) in June 2014.

Allocating reserves for the 2015 street maintenance program will be proposed to the Newark City Council as part of our 2014 – 2016 Biennial Budget process. Approval is scheduled for June 2014. The 2015 street maintenance program work will follow a similar timeline [planning in winter 2014, out to bid in spring 2015, and construction (use of funds) in summer 2015].

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.
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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
<b>Biennial Budget and Capital Improvement Plan Resolution of the City Council of the City of Newark approving and adopting a budget and a Capital Improvement Plan for the City of Newark for Fiscal Years 2012-2013 and 2013-2014 and providing for the post-auditing of paid demands certified or approved as conforming to such approved budget</b>	FY 2012-2014	June 28, 2012

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>
<b>March 14, 2013</b>	

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

For maintenance, planning and design of projects affecting the transportation system; the City of Newark generally follows its accepted or adopted design standards, including the General Plan, Specific Plans, Standard Plans and Specifications, the Newark Pedestrian and Bicycle Master Plan, as well as local bicycle, pedestrian, transit, multimodal, and other relevant plans; and evaluates using the latest design standards and innovative designs options with a goal of balancing user needs.

**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>	43,342
<b>Certified number of road-miles</b> This figure must be consistent with the number of miles reported to state and federal agencies.	104.5
<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>	71

**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>
<b>Newark News, Spring 2013</b>	March 2013	Y

**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://www.newark.org/departments/public-works/engineering-division/measure-b-funding/	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)
Two 3'x5' moveable project signs, stating that funding is provided through Transportation Tax Dollars, were installed at various locations on the project.	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?**

We planned to spend \$40,000 in FY12-13 (more specifically June 2013) and \$160,000 in FY13-14 (more specifically July 2013). Work began earlier than expected, and all \$200,000 was spent in June 2013.

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

Not applicable.

**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 \$160,000 in reserves planned for FY13-14 for the 2013 street maintenance program was adjusted to \$0.





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