

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*)

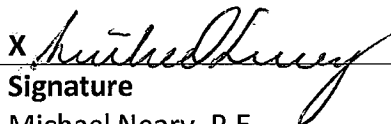
- Annual Program Compliance Report – Local Streets and Roads Funds
 Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

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

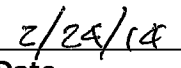
- Attachment A: Local Streets and Roads Attachments
 Other Attachments (*clearly label additional attachments as needed*)

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 

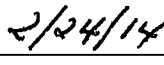
Signature
Michael Neary, P.E.
Assistant Director, Public Works Agency



Date

X 

Signature
Nila Wong
Fiscal Services Manager, Public Works
Agency



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: Contact Name: Title:	Public Works Agency Bruce Williams Funding Program Manager
Phone Number:	510-238-7229
E-mail Address:	bwilliams@oaklandnet.com

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.**

Oakland is using 100% of our VRF funds to fund street resurfacing capital projects. Project design is complete on our first VRF funded project, which will be advertised and awarded in 2014. We plan an annual paving project (funded by both VRF and Measure B funds) that will spend down all awarded funds within the four year capital spending window.

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.**

Funds will be allocated annually, primarily to street resurfacing projects under development, and may be used for either project development or construction. No additional approvals will be required to move reserve funds to project funds. At the time of construction award, the City Council approves specific funding by source for each project, and at that time reserve funds may be allocated as needed.

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.

Funds have been used for development of street resurfacing projects on the City's adopted 5-year paving plan (adopted November, 2007).

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
Oakland Policy Budget and CIP	FY 13/14-14/15	6/27/2013
Oakland Bicycle Master Plan	2012-2022	12/4/2012
Oakland Pedestrian Master Plan	2002-2022	11/12/2002

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.
2/5/2013	

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

The City is working to ensure that all projects are reviewed to ensure conformance with the complete streets policy. The Transportation Planning and Funding Division has a designated Complete Streets Program Manager who reviews all major projects for compliance. Further, the Division is providing in-house training, and encouraging staff participation in training organized by ACTC, MTC, and others, in order to ensure that all project staff incorporate Complete Streets principals at the earliest phase of project development.

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	399,326
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	1963
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	57

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)

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?

We had no planned expenditures in the last compliance report, our funds are completely devoted to capital projects and we intend to expend these funds within the specified four year window.

We had expected to proceed to construction with a capital project in 2012/13, but that was delayed to 2013/14 due to project sequencing concerns. It was necessary to completely spend Prop 1 B paving funds within the same time frame, and project strategically prioritized the Prop 1B project. Now that those funds have been completely spent the VRF funded projects are back on schedule, and we anticipate a major annual VRF and Measure B funded paving project for the next several years.

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

As noted above, all of our funds are devoted to capital projects, and we plan to spend these funds within the required time frames.

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.

n/a

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

Because we have not yet started construction on a VRF funded project, we have not yet submitted an article for publication. Also because we have not yet started construction, the signage requirement has not been met. Finally, we will update our website early in 2014 to incorporate direct reference to the Vehicle Registration Fee.