



# 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  
 Chester Nakahara  
 Public Works Director

  
 \_\_\_\_\_  
 Date

X   
 \_\_\_\_\_  
 Signature  
 Erik Cheung  
 Finance Director

  
 \_\_\_\_\_  
 Date



**This Page Intentionally Left Blank.**



# 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 Piedmont
Contact Name:	Chester Nakahara
Title:	Public Works Director
Phone Number:	510 420-3061
E-mail Address:	cnakahara@ci.piedmont.ca.us

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 City of Piedmont has been saving these funds in order to facilitate a more comprehensive pavement program, which would combine funds from saved past reserves and the current FY13-14 allocation. As can be seen in the spreadsheet attached, the City is planning on expending the majority of the funds in FY13/14 for a corporation yard paving project.

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 anticipates using all available funds (including reserve funds) in FY 13/14 for the corporation yard paving project.



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
Facility Improvement Plan	Annually in June	Approved in June of each yr.

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>
November 19, 2012	

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

With each project that is proposed, City staff goes through a Complete Streets checklist that has been developed. All items listed on the checklist are reviewed in the field to ensure that they are accounted for in the proposed project.
--

**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>	10,889
<b>Certified number of road-miles</b> This figure must be consistent with the number of miles reported to state and federal agencies.	39.29
<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>	73

**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>



**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?**

The City has an ongoing pavement management program that is implemented each year. With the passage of the Facilities Management Plan, the City has planned repaving of the City's corporation yard. This project is currently beginning design and construction should be completed prior to 6/30/14.

**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 mentioned in 14a, the City has a planned project to pave the City's corporation yard. This project is anticipated to expend all funds and should be completed prior to 6/30/14.

**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.

No web articles, published articles or signage was used in FY12/13 due to the fact that no projects were completed using VRF monies.