



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)*

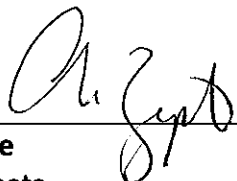
- Annual Program Compliance Report – Local Streets and Roads Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

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

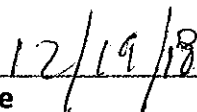
- Attachment A: Local Streets and Roads Attachments
- Other Attachments *(clearly label additional attachments as needed)*

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 

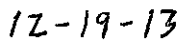
 Signature
 Chris Zapata
 City Manager



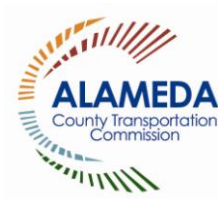
 Date

X 

 Signature
 David Baum
 Finance Director



 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 San Leandro
Contact Name:	Nick Thom
Title:	Senior Engineer
Phone Number:	510-577-3431
E-mail Address:	nthom@sanleandro.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.**

The City of San Leandro has a VRF pass through fund balance greater than zero because funds have been placed in a reserve, see item 6 below.

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 of San Leandro has placed VRF funds into reserves for three projects listed here:

1. Annual overlay/rehab 2012-13 project
2. Annual overlay/rehab 2013-14 project
3. Annual overlay/rehab 2013-14 project

The timeline for using the funds on each of these projects is shown in table 3. Each July 1 the council allocates funding for new capital projects. Projects that include pavement are bid the following spring for construction during the warm weather of the following summer.



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
Annual Budget with Capital Improvement Program	FY12-13	6/4/2012
Annual Budget with Capital Improvement Program	FY13-15	6/3/2013

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.
2/4/2013	

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

The City is seeking funding to establish a robust process including specific performance metrics and a priority list for travel modes based on street typology, creation of a guide with this information, and training on use of the guide. In the interim City staff is screening public and private projects and applying the City's Master Plan of City Streets, Bicycle and Pedestrian Master Plan, and any applicable Planning Development Strategies to the project.

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	86,666
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	392
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 2012 Pavement Condition Index Summary. http://www.mtc.ca.gov/news/press_releases/pavement/PCI_12.pdf	56

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)
ACTIA Newsletter		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)
http://www.sanleandro.org/depts/transit/project/currproj2010.asp	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)



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 San Leandro expended \$6,135 more VRF funds than anticipated during FY12-13.

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

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 funds described in 14a were used during the PS&E phase of a project and have resulted in a reduction of VRF funds available for the Construction phase of the project. The reduction in available VRF funds for construction will be backfilled with local funds. There will be no change in project scope.



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

VRF funds were not used for construction during the reporting period, thus no signage was used.