



# VEHICLE REGISTRATION FEE PROGRAM COMPLIANCE REPORT

## Signature Cover Sheet *Fiscal Year 2013-14*

Agency Name: City of Alameda

Revision Number: R

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 - **Revised**  
☐ Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

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

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

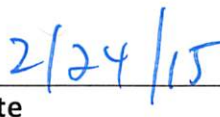
### Certification of True and Accurate Reporting

*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 Vehicle Registration Fee revenues and expenditures reported in the compliance report and Tables 1-3.*

X 

Signature

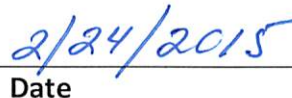
Elizabeth D. Warmerdam  
Acting City Manager

  
Date

X 

Signature

Elena Adair  
Finance Director

  
Date

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# LOCAL STREETS AND ROADS (LSR) PROGRAM

## Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Vehicle Registration Fee Local Streets and Roads Funds in the reporting period of July 1, 2013 through June 30, 2014?

- ☒ 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 Alameda
Contact Name:	Laurie Kozisek
Title:	Acting Senior Engineer
Phone Number:	510-747-7930
E-mail Address:	LKozisek@alamedaca.gov

3. Complete the Excel Worksheets Tables 1 to 3 for the Local Streets and Road Program.  
*(Check the boxes below to indicate completion).*

- ☒ **Table 1: Vehicle Registration Fee Revenues and Expenditures**  
The values entered into Table 1 must match your agency's audited financial statements and compliance reports. **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 2013-2014 (FY 13-14).
- ☒ **Table 3: Summary of Planned Projects and Reserve Funds**  
This table describes your agency's plan to expend any remaining VRF funds within the defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency's ending VRF Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify anticipated projects that will use these funds within the next year. Indicate N/A if not applicable.

**Complete Table 3 Summary of Planned Projects and Reserve Funds.**

Please reference Table 3 for funding reserve details. Of the VRF earmarked for the FY 13-14 resurfacing project, \$200,000 was spent by June 30, 2014. The remainder was rolled to the FY 14-15 and FY 15-16 resurfacing projects.

5. Did your agency expend MORE THAN the amount of VRF funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? Indicate N/A if not applicable.

No.

6. **Describe Reserve Funds.** If your agency has VRF Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process?  
**Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The City Council passes a budget every two years based upon projected income. Based on recent experience, the Council has budgeted \$400,000 VRF per year for the next two years, assuming \$300,000 will accrue, and the fund balance will be eventually drawn down. The intent each year is to go out to bid in the early spring, then use the funds to pay off the construction contract in the fall of the following FY. This always results in some funds carrying over to the next FY. If there is more in the fund than expected, Public Works can request that the City Council authorize use of additional VRF funds, at the time the contract is awarded.

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 Vehicle Registration Fee 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 T of Table 2: Governing Board Approval**), list them below and explain why your agency expended funds without agency approval.

N/A
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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
Capital Improvement Plan FY 13-15 (2 year)	7/2013-6/2015	June 11, 2013

10. Complete the table below to describe your jurisdiction's road miles and conditions.

Jurisdiction's Information	
<b>CURRENT POPULATION</b> Refer to the California Department of Finance's Population Estimates: <a href="http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls">http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls</a>	75,988
<b>CERTIFIED NUMBER OF ROAD-MILES</b> Consistent with the amount reported to state and federal agencies.	125
<b>PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS</b> Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014.	67
<b>If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI.</b>  <i>Indicate N/A if not applicable.</i>	N/A

**11. Did your agency publish an article(s) that highlight Local Streets and Roads projects and programs funded by Vehicle Registration Fee in an agency or Alameda CTC newsletter?**

- ☒ Yes. If yes, complete the table below and **INCLUDE** a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments.

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Alameda CTC Reports	October 2014	Yes

- ☒ No. If no, explain in the box below.

The publication mentioned above is for a competitive VRF grant. The Local Streets and Roads program for Alameda was not mentioned in the publication.

**12. Did your agency include a description of the Local Streets and Roads projects and programs funded by Vehicle Registration Fee on its website?**

- ☒ Yes. If yes, include a printout of the website as Attachment B and provide the URL below that contains updated and accurate project information.

Website Address	Confirm Printout Copy Attached? (Y/N)
<a href="http://alamedaca.gov/public-works/measure-f">http://alamedaca.gov/public-works/measure-f</a>	

- ☐ No. If no, explain in the box below.

**13. Did your agency use signage that indicates use of Vehicle Registration Fee funds for its Local Streets and Roads projects and programs?**

- ☒ Yes. If yes, include photos of the posted signage in Attachment B and describe the signage below.

Signage Location / Project	Confirm Photos Attached? (Y/N)
Magnetic signs stuck to equipment/truck, various locations in the City, during construction.	Yes

- ☐ No. If no, explain in the box below.

**14a. Describe your agency's effectiveness at meeting your planned FY 13-14 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 your agency expend the amount planned?**

The bid for resurfacing came in lower than expected, and not all of the VRF was spent, so some of the VRF was reserved for following years' resurfacing budgets.

**14b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned.**  
*Indicate N/A if not applicable.*

Resurfacing for FY 13-14 came in under budget, so remaining VRF funds have been reallocated to Resurfacing FY 14-15 and Resurfacing FY 15-16.

**14c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount.** *Indicate N/A if not applicable.*

N/A

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

N/A