



VEHICLE REGISTRATION FEE PROGRAM COMPLIANCE REPORT

Signature Cover Sheet *Fiscal Year 2013-14*

Agency Name:

Revision Number:

Choose the type(s) of report you are submitting (*check all that apply; Tables 1-3 are required*)

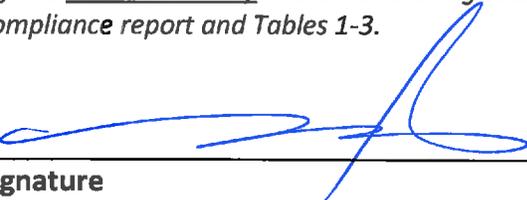
- Annual Program Compliance Report – Local Streets and Roads Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

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

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

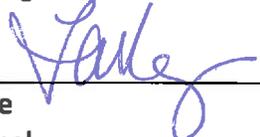
Certification of True and Accurate Reporting

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
 Frances David
 City Manager

_____ *2/25/2015*
 Date

X 

 Signature
 Tracy Vesely
 Finance Director

_____ *2/24/15*
 Date



This Page Intentionally Left Blank.



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 Hayward
Contact Name:	Todd Strojny
Title:	Administrative Analyst II
Phone Number:	510-583-4733
E-mail Address:	todd.strojny@hayward-ca.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.

The residual fund balance from FY 2014 will be applied towards current and future pavement rehabilitation projects (as noted in Table 3).

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.

Not applicable.

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.

As noted in Table 3 and referenced in #5 above, the City of Hayward is scheduled to consistently utilize almost its entire annual share of VRF pass-through funds each fiscal year to fund a multitude of pavement rehabilitation projects within the reportable fiscal year. All funds in any fiscal are spent on the construction of current-year projects as well as on the design of projects which are to be constructed in the following fiscal year.



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.

Not applicable

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
Resolution 14-098	July 1, 2013 to June 30, 2014	June 24, 2013

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

Jurisdiction's Information	
CURRENT POPULATION Refer to the California Department of Finance's Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls	151,037
CERTIFIED NUMBER OF ROAD-MILES Consistent with the amount reported to state and federal agencies.	266
PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014.	
If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI. <i>Indicate N/A if not applicable.</i>	

--	--

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 <i>(Month/Year)</i>	Confirm Copy Attached? (Y/N)
Alameda CTC Reports	June 2014	Yes

No. If no, explain in the box below.

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)
http://user.govoutreach.com/hayward/faq.php?cid=11174	Yes

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)
Contractors prominently displayed magnetic signs which clearly expressed that the project was being constructed through the use of Measure B funds (please refer to Attachment A for pictures of the signs utilized on Measure B-related projects). The project completed during FY 2014	

included pavement rehabilitation on various streets throughout Hayward	

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 City of Hayward expended approximately 25% of what was anticipated during FY14 for streets and roads projects. However, it is very important to note that the percentage was initially much higher (103%), but, per the City’s auditors, a contractor payment totaling \$576,225 was reclassified as a FY 2013 expenditure instead of a FY 2014 expenditure. While this payment was made during the early part of FY 2014, the auditors determined that the payment reflected work that was completed in late FY 2013. In order to accommodate this re-classification of a key expenditure, the starting FY 2014 balance will need to be re-stated downwards by \$576,225.

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.

Please refer to the comments in Section 14a above for information on Project 05196. In addition, City staff spent less staff time than anticipated towards the design phase for the FY15 pavement reconstruction project.

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.*

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

