



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*)

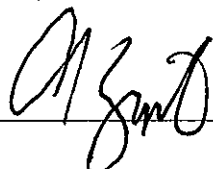
- Annual Program Compliance Report – Local Streets and Roads Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

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

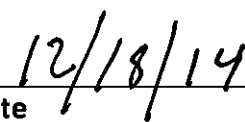
- Attachment A: Local Streets and Roads Attachments
- Other Attachments (*clearly label additional attachments as needed*)

Certification of True and Accurate Reporting

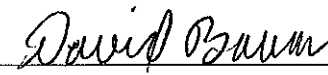
By signing below, the agency manager and finance manager, or their designees certify the compliance information reported are true and complete to the best of their knowledge, and the audited dollar figures matches exactly to the Vehicle Registration Fee revenues and expenditures reported in the compliance report and Tables 1-3.

X 

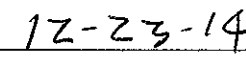
 Signature
 Chris Zapata
 City Manager



 Date

X 

 Signature
 David Baum
 Finance Director



 Date



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LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 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 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 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 City of San Leandro has a VRF pass through fund balance greater than zero because planned projects have not yet been constructed. Planned projects are listed in table 3 with a timeline for use of funds.

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.

The City spent \$334,959 from prior fund balances.

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 has listed several projects in the capital reserve section. Funds for these projects either have been allocated or will be allocated by the City Council as part of the CIP process in June, 2015. Table 3 contains a schedule for expenditure of these funds. No other approvals are necessary.



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

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
Biennial Budget with Capital Improvement Program	FY16 and 17	6/1/2015 (planned)
Biennial Budget with Capital Improvement Program	FY14 and 15	6/3/2013

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	87,691
CERTIFIED NUMBER OF ROAD-MILES Consistent with the amount reported to state and federal agencies.	391.5 lane miles
PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014.	55? Data not published yet
If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI.	San Leandro is seeking additional revenue to be used for street maintenance and rehabilitation.



Indicate N/A if not applicable.	
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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 newsletter	Rec'd by Tess Lengyel 4/11/2014	N

- 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://www.sanleandro.org/depts/transit/project/default.asp	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)
Floresta Blvd / Annual Overlay Reconstruction 2012-13	Yes



[Redacted box]

No. If no, explain in the box below.

[Redacted box]

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?

San Leandro expended more VRF funds than planned during FY 13-14.

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.

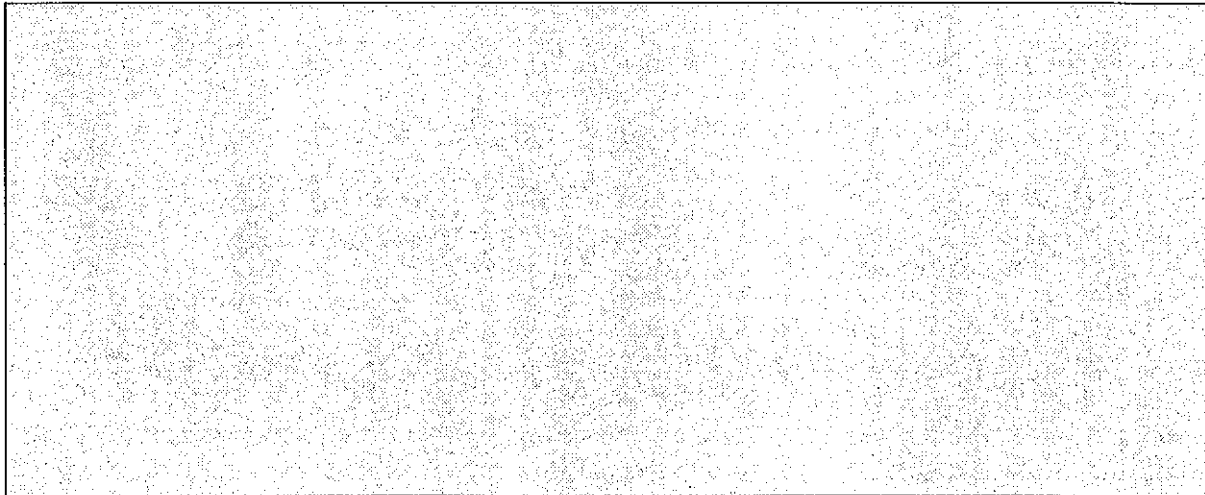
N/A

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.



San Leandro expended more VRF funds than planned during FY 13-14 on project 2013.0050, Annual Overlay Rehab Program FY 2012/13 because the project completed construction earlier than anticipated. The amount spent was always programmed for use on this project, thus no adjustment to funding was necessary.

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



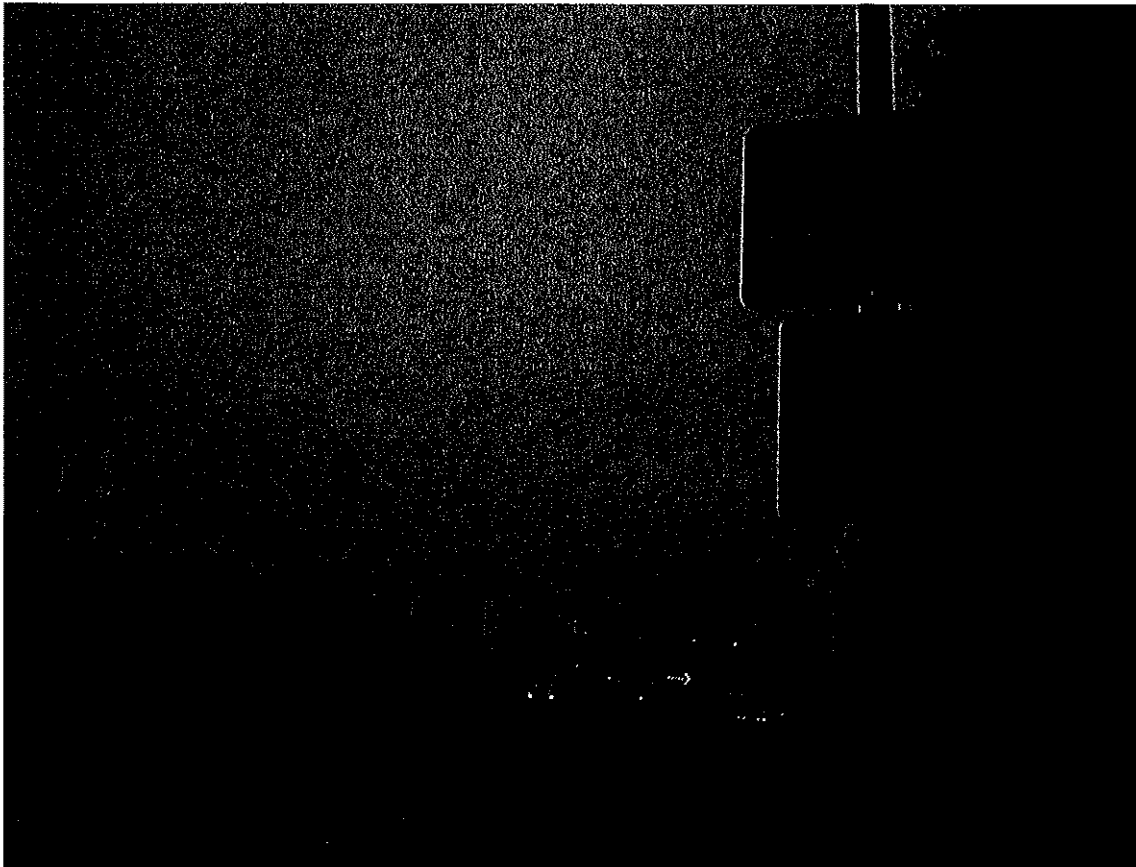
ATTACHMENT A

FOR

VRF

City of San Leandro
FY13-14 VRF report
Attachment

**ACTC signage on Floresta Blvd for Annual Overlay
Rehabilitation 2012-13 project.**



City of San Leandro
FY13-14 VRF report
Attachment.

Confirmation of submission of articles for ongoing projects:

From: Tess Lengyel [mailto:tlengyel@alamedactc.org]
Sent: Friday, April 11, 2014 12:24 PM
To: Foley, Kirsten
Cc: Cooke, Keith; Udemezue, Uchenna; Heather Barber
Subject: RE: Articles for ACTC newsletter submission

Thank you, I am confirming receipt of this and we will include in our upcoming publication

Tess Lengyel, Deputy Director of Planning and Policy
Alameda County Transportation Commission
1111 Broadway, Suite 800, Oakland, CA 94607
510.208.7428 direct dial | 510.208.7400 main line
Email: tlengyel@alamedactc.org Website: www.alamedactc.org
Facebook: www.facebook.com/AlamedaCTC Twitter: @AlamedaCTC

From: KFoley@sanleandro.org [mailto:KFoley@sanleandro.org]
Sent: Friday, April 11, 2014 8:55 AM
To: Tess Lengyel
Cc: KCooke@sanleandro.org; UUdemezue@sanleandro.org
Subject: Articles for ACTC newsletter submission

Hi Tess,
Attached please find our articles for the ACTC newsletter. I have recently joined the City of San Leandro's Engineering & Transportation department as the new Administrative Services Manager. As such, this will be my first time working with you on submitting our newsletter articles. Please let me know if you need anything further for the newsletter.
Best regards,
Kirsten "Kurry" Foley
Administrative Services Manager
Engineering & Transportation Department
City of San Leandro
Tel: (510) 577-3432
kfoley@sanleandro.org
www.sanleandro.org

Snapshot of webpage describing VRF funding and linking to Alameda CTC webpage.

