



# 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)

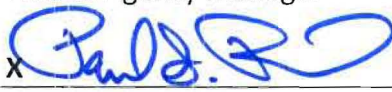
### Certification of True and Accurate Reporting

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  
Print Name PENELOPE LEACH  
Title of Agency Manager

12/20/13  
Date

X 

Signature  
Print Name Paul S. Rankin  
Title of Finance Manager Interim

12/26/13  
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 Albany
Contact Name:	Aleida Andrino-Chavez
Title:	Transportation Planner
Phone Number:	510-245-8401
E-mail Address:	achavez@albanyca.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.**

There was a positive balance of \$7,093.80 as of the end of 6/30/2013. However, all the allocated Measure B funds were expensed on the planned projects. The remaining balance as of June 30, 2013 is primarily due to actual revenue exceeding the budgeted revenue.

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 projects for which VRF funds are used, are included in the five-year CIP. The CIP program is presented to Council for approval. The City Council must also appropriate funds as part of its two year budget process. Once approved, projects are initiated according to available funding sources and project readiness. Contract agreements for design or construction are processed and approved based on City procurement policies. For the 2013/2014 Program Year the City has shown a balance as part of an Operating Reserve which can be used to adjust for fluctuations in revenue estimates as well as future project costs. The amount of the reserve is below the maximum ACTC Operating Reserve threshold. The approval process is that the use of the reserves is addressed when the City Council appropriates funds as part of its budgeting process. In Fiscal Year 2013-2014 the City is undertaking design for the ATP striping and signage project. Implementation will occur in the future and may require reserves or other funding sources, or a phased implementation. This

will be determined after additional design work is completed.

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
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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
Contract Agreement ATP Striping and Signage	2013/14	9/3/2013

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.

<b>Governing Board Approval Date</b>	<b>Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.</b>
January 22, 2013	

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

The City will ensure that whenever redevelopment opportunities arise, the elements of the Complete Streets Policy will be incorporated. The City is currently finalizing the first Complete Streets Concept Plan for San Pablo and Buchanan Street. For pavement projects, the City will incorporate bicycle lane striping or sharrows if the ATP recommends that particular street for the implementation of bicycle facilities. Staff will also ensure that streets comply with the requirements of the Americans with Disabilities Act.
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**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>	18,430
<b>Certified number of road-miles</b> This figure must be consistent with the number of miles reported to state and federal agencies.	59
<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>	58

**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>
City of Albany Newsletter	Fall 2012	Yes

**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)
<a href="http://www.albanyca.org/index.aspx?page=1082">http://www.albanyca.org/index.aspx?page=1082</a>	Yes
<a href="http://www.albanyca.org/index.aspx?page=800">http://www.albanyca.org/index.aspx?page=800</a>	Yes

**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)
Construction sign at the project site	Yes



**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 Albany expended almost all of its 2012/2013 VRF allocation for the planned projects in Fiscal Year 12/13. A minor remaining balance of \$1,967 was left for the Marin Bikeway project that was used in the 13/14 fiscal year. The positive balance of \$7,093.8 is due to the difference between estimated and actual revenues.

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

N/A

**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 City expended \$1,159 over the proposed \$50,000 allocated for the Santa Fe Marin Project. The City had enough VRF funds from FY12/13 to cover this amount.

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

A newsletter was published but the editor failed to include the names of the funding programs for the projects due to lack of space. Staff will make sure the actual fund sources are listed in the upcoming publications and newsletters.