

VRF PROGRAM COMPLIANCE REPORT

Signature Cover Sheet *Fiscal Year 2012-13*

Agency Name: City of Berkeley

Revision Number: 1

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

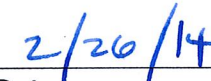
By signing below, the agency manager and finance manager, or their designees certify the compliance information reported are true and complete to the best of their knowledge, and the audited dollar figures matches exactly to the VRF revenues and expenditures reported in the compliance report and Tables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

X 

Signature

Christine Daniel

City Manager


Date


X 

Signature

Sydney Oam

Administrative and Fiscal Services

Manager, Public Works Department


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 Berkeley
Contact Name:	Matt Nichols
Title:	Principal Transportation Planner
Phone Number:	510-981-7068
E-mail Address:	mnichols@cityofberkeley.info

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-VRF** 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 \$895,715 FY 2013 reserve is programmed as follows:

- \$45,757 in unspent Street Preventative Maintenance Program funding has been carried over to FY 13-14 to complete pothole and crack repairs identified, but not completed in FY 12-13;
- \$90,000 in Complete Streets Implementation Plan funding is being carried over to FY 13-14 due to procurement/contracting issues;
- \$200,000 for the Sidewalk Program High Pedestrian Areas project that was reserved for expenditure in FY 13-14 and is on schedule and going out to bid in the next month;
- \$84,131 programmed for FY 13-14 for Public Works personnel assigned to manage the LS&R and CIP scheduled projects;
- \$100,000 that was programmed for the Street Preventative Maintenance Program new areas to be patched/repared in FY 13-14 (work is currently in progress)
- \$277,849 for the Shattuck Reconfiguration project, part of which had been reserved for preliminary engineering and PSE expenditures in FY 13-14 and F 14-15 funds to leverage grant funding from ACTC
- \$50,000 in Traffic Signals Program funding that was programmed for FY 13-14 and is in progress; and
- \$47,978 of the \$50,000 programmed for the Hearst Complete Streets Project in FY 13-14.

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)?

Not applicable

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.**

\$2,500 has been planned in FY 13-14 for the VRF Compliance Audit Report.

These capital reserves are programmed as follows in FY 13-14

- \$45,000 for the Complete Streets Implementation Plan;
- \$200,000 for Sidewalk Program High Pedestrian Areas construction;
- \$84,131 for Public Works Personnel;
- \$145,757 for Street Preventative Maintenance;
- \$55,000 for Shattuck Reconfiguration PS&E;
- \$50,000 for the Traffic Signals Program;
- \$50,000 for Hearst Complete Streets Scoping, Feasibility and Planning; and
- \$200,349 for BART Plaza and Transit area.

These capital reserves are programmed as follows in FY 14-15:

- \$45,000 for the Complete Streets Implementation Plan;
- \$222,849 for Shattuck Reconfiguration PS&E;
- \$150,911 for Hearst Complete Streets Scoping, Feasibility and Planning; and
- \$100,000 for the Bicycle Plan Update.

Some funding was included in the FY 2014 & FY 2015 Adopted Biennial Budget.

Additional funding will be requested for appropriation during the City's adjustments to the Annual Appropriation Ordinance (to be approved by Council in April 2014 and November 2015) as projects are ready. Contracts are subject to City Council approval depending on the amount.

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.

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
FY 2015 Adopted Budget & Revised Workplan	May-June 2014	6/24/14

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	
December 11, 2012	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.

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

The City's Local Streets and Roads program reviews the City's Bicycle Plan and Pedestrian Plan when designing repaving activities. Traffic Engineering staff review the Bike/Ped Plans when conducting development review and developing pavement striping plans. AC Transit is consulted when concrete bus pads are being replaced in paving projects. We have hired a consulting firm to plan and propose a full set of Complete Streets Implementation procedures, beginning in FY13-14.

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	115,716
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	221.83
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 2011 Pavement Condition Index Summary. http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf	59

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)

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)

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?**

Berkeley was partially effective in meeting our planned FY12-13 expenditures, given that we only spent 55% of our planned funds. This is due to a delay in our Streets Preventative Maintenance activities, to which we had allocated \$100,000, but only spent \$54,243.

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

The Streets Preventative Maintenance unit was unable to fully expend funds due to increased vacancies and the remaining staff being assigned to other maintenance programs (sewers, storm drains and sidewalks). The unspent balance has been carried over to FY 13-14 to complete work in areas identified in FY 12-13.

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.

Not applicable

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

We did not carry out any Local Streets and Roads construction projects in FY 12-13, so there were no opportunities to display VRF funding in any newsletter, website or signage.