

# 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*)

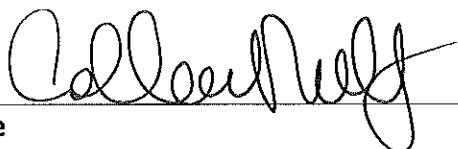
- Annual Program Compliance Report – Local Streets and Roads Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

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

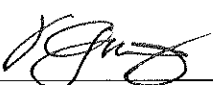
- Attachment A: Local Streets and Roads Attachments
- Other Attachments (*clearly label additional attachments as needed*)

### 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  
COLLEEN TRIBBY  
Administrative Services Director

\_\_\_\_\_  
Date  
2/25/14

X   
\_\_\_\_\_  
Signature  
VIVIAN GONG  
Finance Manager

\_\_\_\_\_  
Date  
2/25/2014



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# LOCAL STREETS AND ROADS (LSR) PROGRAM

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## 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 Dublin
Contact Name:	Obaid Khan
Title:	Senior Civil Engineer (Traffic)
Phone Number:	(925) 833-6630
E-mail Address:	obaid.khan@dublin.ca.gov

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 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 City of Dublin has established an Operational Fund Reserve as per the provisions of the MPFA. The total amount retained in such fund is not supposed to exceed 50 percent of anticipated annual combined revenues from Measure B and VRF funds. This fund is a revolving fund and is not subject to an expenditure timeframe. In 2012/13 FY the City designated \$118,014 to this fund. As of June 30, 2013 there were \$76,266 unspent funds in this reserve. Additionally, one of the two planned projects (Traffic Operation Center Communications Upgrade) started late and some of the invoices were not paid before June 30, 2013. There was an encumbered balance of \$201,280 on June 30, 2013 . The second project (Signal Maintenance) has \$13,163 left over, which is less than 30% of the total project cost of \$169,660. Detail explanation is provided in question 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)?

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 City established an Operations Fund Reserve as of FY 12/13 compliance report. The total allocation to this fund was \$118,014. The City Council approved the Planned project “Traffic Operations Center Communication Upgrade” on April 2, 2013 and allocated additional \$41,748 to this project from the Operation Fund Reserve. This additional allocation reduced the Operation Fund Reserve to \$76,266.



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
Traffic Signal Street Light Maintenance	FY 13/14	June 4, 2013
Traffic Operations Center Communications upgrade	FY13/14	April 2, 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>	<p align="center"><b>Attach Governing Board Resolution Verifying Complete Streets Policy Adoption. Below is the link to the approved Policy.</b></p> <p align="center"><a href="http://www.ci.dublin.ca.us/DocumentCenter/View/3909">http://www.ci.dublin.ca.us/DocumentCenter/View/3909</a></p>
December 4, 2012.	

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

<p>City ensuring that the policy provisions are followed during the Development Review, Maintenance of streets, and operations of signals and other street infrastructure.</p>
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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>	49,890
<b>Certified number of road-miles</b> This figure must be consistent with the number of miles reported to state and federal agencies.	247
<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>	84

**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>
<b>Alameda CTC Reports</b>	June 2013	Y



**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.dublin.ca.gov/index.aspx?NID=283">http://www.dublin.ca.gov/index.aspx?NID=283</a>	Y

**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?**

The City planned to expend VRF monies on two projects;

**Project 1. Traffic Operations Center Communication Upgrade**

**Did you expend the planned funds – No.**

**Did you expend more than anticipated – No.**

**Project 2. 12/13 Traffic Signal & Street Light Maintenance**

**Did you expend the planned funds – No.**

**Did you expend more than anticipated – No.**

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

**Project 1. Traffic Operations Center Communication Upgrade**

Project 1 was planned to have a budget of \$200,000, but the City decided to use additional funds from Operations Fund Reserve in the amount of \$41,748. This brought the total VRF portion of the project cost to \$241,748. The project was approved by the City Council on 04/02/13 and due to the start of the project in the later part of the FY many invoices were not paid as of June 30, 2013. There was a remaining balance of \$201,280. This amount is above the 30% of the total budget. The City has paid the invoices after the June 30, 2013, and currently we do not see a problem with spending the budgeted amount.

**Project 2. 12/13 Traffic Signal & Street Light Maintenance**

This project was planned to have a budget of \$170,000 but the actual budget was established at 169,660. At the end of June 30, 2013 there were \$13,163 remaining funds. The City has rolled over this amount to the FY 13/14 and will use these funds as per the planned projects in FY 13/14.



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.

**Project 1. Traffic Operations Center Communication Upgrade**

Project 1 was planned to have a budget of \$200,000, but the City decided to use additional funds from Operations Fund Reserve in the amount of \$41,748. This brought the total project cost to \$241,748. This change reduced the Operations Fund Reserve to \$76,266 from the planned budget of \$118,014.

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

The Signage was not used as the funding was allocated for maintenance work that occurs intermittently and does not have a specific project location.