



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

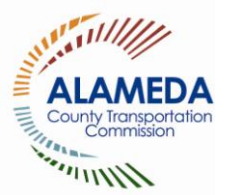
By signing below, the agency manager and finance manager, or their designees certify the compliance information reported are true and complete to the best of their knowledge, and the **audited dollar figures matches exactly to the VRF revenues and expenditures reported in the compliance report and Tables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

X 
 Signature
 For: Marc Roberts
 City Manager

12/27/13
 Date

X 
 Signature
 Doug Alessio
 Administrative Services Director

12/27/13
 Date



This Page Intentionally Left Blank.



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 Livermore
Contact Name:	Debbie Bell
Title:	Associate Planner
Phone Number:	925-960-4541
E-mail Address:	dlbell@cityoflivermore.net

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.**

During Fiscal Year 2012-2013, VRF revenue and existing fund balances exceeded Measure B expenditures. Ending balance will be expended on street resurfacing, multiuse trail repair, slurry seal, safe routes to school improvements, and storm drain and culvert repair. Money that cannot be entirely spent in FY2013-2014 will be carried over and spent in future fiscal years in compliance with the Timely Use of Funds policy.

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)?

FY12-13 Expenditures did not exceed the FY12-13 allocation.

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 VRF **Undesignated Fund Reserve** will be used for general transportation needs including project development, studies, or contingencies and construction. The VRF **Capital Fund Reserve** will be used for multiuse trail repair, slurry seal, safe routes to school improvements, and storm drain and culvert repair.

All projects for each fund reserve are subject to review and require approval through the City’s Capital Improvement Program (CIP) budget authorization process. Projects in the FY12-13 and FY13-14 CIP have already been approved by City Council; no additional agency approval is required. The City is currently drafting a three year Capital Improvement Program (FY14-15 through FY16-17) which will be reviewed/approved by the City Council in summer 2014.

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

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
Two Year Financial Plan and CIP Budget	FY2012-2014	June 11, 2012

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	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
January 29, 2013	

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

All projects are required to comply with Complete Streets Policy. City staff are responsible for including complete streets elements in design, construction, and maintenance of all projects. Currently a staff training program and a project checklist is being created.

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	83,325
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	305.6
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	78

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)
Livermore Community Newsletter	Fall 2013	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)
http://www.cityoflivermore.net/citygov/cd/eng/measureb.asp	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)
Measure B Improvements ACTIA	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 spent \$311,179 of the \$345,400 VRF funds anticipated in FY12-13. Due to fewer projects being designed, bids coming in lower than expected, and a project delay due to permitting, there was an overall balance of \$34,221. The City was able to successfully reprogram the available funds within the FY13-16 reserve window.

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

Due to limited design staff availability, the City did not complete the estimated storm drain and culvert repair projects as expected, CIP201325 “Storm Drain and Culvert Repair. Funds for this project have been allocated to FY13-14 and FY14-15. Bids came in lower than expected for CIP201201 “Street Resurfacing” leaving a balance available. Environmental permitting delayed project CIP200248 “Multiuse Trail Repair” and therefore funds have been reallocated to FY13-14. Funds not spent by these projects, in addition to projects which were completed but not anticipated in FY12-13, resulted in an overall balance of \$34,221.

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.

N/A



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