



VEHICLE REGISTRATION FEE PROGRAM COMPLIANCE REPORT

RECEIVED

JAN 05 2015

Signature Cover Sheet *Fiscal Year 2013-14*

ALAMEDA CTC

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 Christine Daniel

Signature
Christine Daniel
City Manager

12/30/14

Date

X Bryan Quevedo

Signature
Bryan Quevedo
Administrative and Fiscal Services
Manager

12/29/14

Date



This Page Intentionally Left Blank.



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 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 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.

Berkeley has an ending VRF Direct Local Distribution Program fund balance of \$1,115,599.

- The \$45,000 for Complete Streets Implementation Plan (on-call consultant) was not instigated in FY13-14.
- The annual Sidewalk Program did not expend \$183,999 of the planned \$200,000 FY 13-14 allocation because the project is ongoing and plans to expend \$200,000 in FY 14-15.
- Personnel costs were \$32,200 lower than expected due to vacancies.
- The Shattuck Reconfiguration Project did not expend the planned \$45,000.
- The Hearst Complete Streets Project did not expend the planned \$50,000.

Projects that will use these funds within the next year include:

- The City will begin Complete Streets Plan expenditures in FY14-15 (\$60,000), continuing into FY15-16 (\$82,311).
- The Shattuck Reconfiguration consultants will begin expenditure in FY14-15 (\$145,465) and FY15-16 (\$130,000) on design and environmental work.
- The Hearst Complete Streets Project will expend \$200,000 on design in FY14-15.
- The annual Sidewalk Program will expend \$200,000 on design and construction in FY 14-15.

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.

N/A

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.**

Berkeley did not identify reserve Funds in FY13-14. For FY14-15, we have adjusted our programming approach – given the large number of projects that did not expend the VRF funds as planned. For FY14-15, \$125,000 is programmed in the FY14-15 Operation Fund Reserve and \$46,575 in the Undesignated Reserve. These funds will be allocated by the Transportation and Engineering Divisions of Public Works for unanticipated expenses on major projects, new traffic signal design and installation, and other unanticipated projects.

To officially program this funding, staff request appropriation within the City's adjustments to the Annual Appropriation Ordinance for adoption by the City Council in approximately April and November each year.



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
Pedestrian Master Plan	2010-2030	6/22/10
5-Year Street Plan Update FY15-19	2015-2019	11/18/14
FY 2015 Adopted Budget & Revised Workplan	May/June 2014	6/24/14

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	117,372
CERTIFIED NUMBER OF ROAD-MILES Consistent with the amount reported to state and federal agencies.	221.83
PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014.	58
If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI. <i>Indicate N/A if not applicable.</i>	The Nov. 2012 passage of Berkeley's Streets and Storm Water Bond (Measure M) means that overall pavement rehabilitation program budget has been increased for FY14-15 and beyond. Planned construction projects will include 2 overlay/reconstruction packages, 1 rubberized cape seal project and 1 slurry seal project.

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 (Month/Year)	Confirm Copy Attached? (Y/N)
ACTC Newsletter	June 2014	Y

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)

No. If no, explain in the box below.

Staff vacancies, expenditure activities in multiple work areas, and this relatively new fund source resulted in our failure to provide one or more web pages with appropriate information.

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)

No. If no, explain in the box below.

Staff vacancies, expenditure activities in multiple work areas, and this relatively new fund source resulted in our failure to provide signage. We will order new signs on vehicles with Measure B, VRF and Measure BB.

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?**

Some activities were effective which had been weaknesses in last year’s report:

- The Street Preventative Maintenance Program carried out a large amount of asphalt patch and repair in FY 13-14, and spent more than planned.
- \$50,000 allocated to the Traffic Signals Program was fully spent in FY 13-14.

Some projects are moving forward fine, but were delayed in the consultant procurement phase and staff hiring process, and so didn’t require VRF expenditures in FY13-14 as planned, such as the Shattuck Reconfiguration, Hearst Complete Streets and Complete Streets Implementation Plan.

The failure to expend 92% of the \$200,000 for the Sidewalk Program High Pedestrian Areas is due to the fact that the majority of the construction occurred in FY 14-15. The program will expend \$200,000 in FY 14-15.

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.

Berkeley has an ending VRF Direct Local Distribution Program fund balance of \$1,115,599.

- The \$45,000 for Complete Streets Implementation Plan (on-call consultant) was not instigated in FY13-14.
- The annual Sidewalk Program did not expend \$183,999 of the planned \$200,000 FY 13-14 allocation because the project is ongoing and plans to expend \$200,000 in FY 14-15.
- Personnel costs were \$32,200 lower than expected due to vacancies.
- The Shattuck Reconfiguration Project did not expend the planned \$45,000.
- The Hearst Complete Streets Project did not expend the planned \$50,000.
- These are some of the projects, please refer to Table 3 for details.

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.

The Streets Preventative Maintenance expended \$155,466 instead of the \$100,000 in the FY13-14 allocation. However, they assumed that there was \$45,757 carried over from FY12-13, so their overbilling was really only \$10,000.

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