



# VEHICLE REGISTRATION FEE PROGRAM COMPLIANCE REPORT

## Signature Cover Sheet *Fiscal Year 2013-14*

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

Signature

Marc Roberts  
City Manager

Date

12/29/14

X

Signature

Doug Alessio  
Administrative Services Director

Date

12/29/14



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# 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 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 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.**

The VRF Direct Local Distribution Program fund balance is greater than zero and will be expended on street resurfacing, multiuse trail repair, slurry seal, signal reconstruction, and storm drain and culvert repair. Money that cannot be entirely spent in FY2014-15 will be carried over and spent in future fiscal years in compliance with the Timely Use of Funds policy.

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.

No. FY13-14 Expenditures did not exceed the FY13-14 allocation.

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.**

The VRF Undesignated Fund Reserve and Operational Fund Reserve will be used for general transportation needs including project development, studies, or contingencies and construction. These reserve funds will be used in FY14-15 on unanticipated projects if necessary, but otherwise will be spent in FY15-16 and FY16-17.

The VRF **Capital Fund Reserve** will be used for multiuse trail repair, slurry seal, street resurfacing, and storm drain and culvert repair. The Capital Reserve funds will be used in FY14-15 and FY15-16. 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 CIP have already been approved by City Council; no additional agency approval is required.

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
Livermore Capital Improvement Program	FY14-15 thru 16-17	June 10, 2014

10. Complete the table below to describe your jurisdiction's road miles and conditions.

Jurisdiction's Information	
<b>CURRENT POPULATION</b> Refer to the California Department of Finance's Population Estimates: <a href="http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls">http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls</a>	84,852
<b>CERTIFIED NUMBER OF ROAD-MILES</b> Consistent with the amount reported to state and federal agencies.	305.6 (centerline) 679.4 miles (lane)
<b>PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS</b> Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014.	77/100
<b>If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI.</b>  <i>Indicate N/A if not applicable.</i>	N/A

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)
Livermore Community Newsletter	Fall 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)
<a href="http://www.cityoflivermore.net/citygov/cd/eng/measureb.asp">http://www.cityoflivermore.net/citygov/cd/eng/measureb.asp</a>	Y

☐ No. If no, explain in the box below.

**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)
Measure B Improvements ACTIA	Yes

☐ No. If no, explain in the box below.

**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?**

Livermore spent \$2,076 more than the FY13-14 "Planned Expenditures" due to adjustments in two projects, as described in 14c below. Additional funds were used from the Undesignated Fund Reserve.

**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.**

N/A

**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.**

Livermore spent \$2,076 more than the FY13-14 "Planned Expenditures" due to adjustments in two projects:

1. The auditing expenses increased from the previous year by \$60;
2. CIP201301 (Street Resurfacing) spent \$2,016 more than anticipated due to a minor construction cost increase from the original plan.

For both projects, additional funds were used from the Undesignated Fund Reserve.

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

N/A