

VEHICLE REGISTRATION FEE
Annual Program Compliance Report
Reporting Period - Fiscal Year 2023-24

AGENCY CONTACT INFORMATION

Agency Name: **City of Dublin**

Date: **11/22/2024**

Primary Point of Contact

Name:	Pratyush Bhatia
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Agency's Certification of True and Accurate Reporting by Submission

By submitting this Compliance Report to the Alameda County Transportation Commission, the submitting agency certifies the compliance information reported is true and complete to the best of their knowledge, and the dollar figures in the agency's Audited Financial Statement matches exactly to the revenues and expenditures reported herein.

Program Compliance Report Structure

This Reporting Form is broken into the following sections for the Vehicle Registration Fee Direct Local Distribution Programs applicable to the recipient agency.

- * **Cover - Agency Contact**
- * **General Compliance Reporting for all programs**
- * **Table 1 - Summary of Revenue, Expenditures, and Changes in Fund Balance**
- * **Table 2 - Detailed Summary of Expenditures and Accomplishments**

**VEHICLE REGISTRATION FEE
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TABLE 1: SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE

DIRECTIONS: Complete the sections below based on the Measure B and BB Audited Financial Statements, for the applicable DLD programs for your agency. Values must match financial statements and total reported expenditures on Table 2.

A. VRF Direct Local Distribution Programs

	Local Streets and Roads	Total
Beginning of Year Fund Balance	\$ 289,211	\$ 289,211
Revenue	\$ 334,165	\$ 334,165
Interest	\$ 9,552	\$ 9,552
GASB 31 Adjustment	\$ -	\$ -
Expenditures	\$ 144,623	\$ 144,623
<small>Expenditures Matches Table 2?</small>	<small>TRUE</small>	
End of Year Fund Balance	\$ 488,305	\$ 488,305

DLD Recipient verifies amounts above agrees to DLD Recipient's audited financial statements; and DLD Recipient verifies end of the year Fund Balance reflects what is stated on the audited financial statements.

Notes

N/A

B. TIMELY USE OF FUNDS MONITORING

Policy: RECIPIENT may not hold an end of fiscal year fund balance of greater than four-times their annual DLD revenue received for that same fiscal year. The Cities of Albany, Emeryville, and Piedmont are excluded from this requirement.

RECIPIENT found to be non-compliant with this requirement (over the allowable maximum balance) must return the equal amount of DLD funds that exceeds the maximum allowable end of fiscal year fund balance to Alameda CTC, as approved by the Commission.

This section provides a tool to monitor a RECIPIENT's compliance to this policy.

	Total Annual Revenue (A)	Maximum Allowed Balance (4x Annual) (B) = (A) * 4	Current DLD Balance (C)	Current Balance Over / Under Maximum Allowed (D) = (C) - (B)
VRF Program	\$ 334,165	\$ 1,336,660	\$ 488,305	\$ (848,355)

Exemption Requests: RECIPIENT must demonstrate that extraordinary circumstances have occurred, and provide a timely expenditure plan that would justify the exemption.

For Exemption consideration, answer the follow:

- 1) Explain and justify why there is a excess balance beyond the maximum allowed.**
- 2) Describe an Expenditure Plan, activities, and estimated timeframe to draw down balances.**

N/A

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2023-24**

GENERAL COMPLIANCE REPORTING

1a. What is agency's 2023 Pavement Condition Index (PCI)?

PCI =

Use same PCI reported to MTC for their Pavement Condition Rpt.

<https://mtc.ca.gov/operations/programs-projects/streets-roads-arterials/pavement-condition-index>

1b. What is the basis for your PCI number if not from MTC Report - <https://mtc.ca.gov/operations/programs-projects/streets-roads-arterials/pavement-condition-index>?

N/A

1c. If your PCI fell below a score of 60 (fair condition), specify what corrective actions are being implemented to increase the PCI? Additionally, if your agency's PCI has been consistently under 60 in the past three years, explain why.

Indicate N/A, if not applicable.

N/A

2a. How much of the program fund balance is encumbered into active contracts/projects?

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
VRF Balance	\$ 488,305	\$ 488,305
Total	\$ 488,305	\$ 488,305

2b. Why is there a fund balance? Indicate N/A, if not applicable.

The City uses VRF funds with a CIP program. Any CIP Program has fund balances just like this one. The City foresees no issues in expending the fund balance as per the Timely Use of Fund Policy for this fund.

2c. Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.

Project Title	Brief Project Description	DLD Amount	Project Status
City's traffic signals and streetlight maintenance	Improve traffic flow for automobile traffic and enhance safety	\$ 100,000	Underway
Traffic Signal Relamping	This project provides for the replacement of the traffic signal and pedestrian signal LED lamps at approximately 78 signalized intersections	\$ 130,000	Planned

**Local Streets and Roads (LSR) Direct Local Distribution Program
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GENERAL COMPLIANCE REPORTING

3. Confirm all expenditures were governing body approved (Yes/No).

Yes

4. Confirm the completion of the publicity requirements in the table below (Yes/No).

VRF	
Article	Yes
Website	Yes
Signage	No

Copy of article,
website, signage
attached?

Yes
Yes
No

If applicable, briefly explain why the publicity
requirement wasn't completed.

Mostly maintenance related projects. It is not an on-going construction, hence signage was not posted.

Local Streets and Roads Direct Local Distribution Program

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TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS

Provide a detailed summary of VRF Expenditures for the reporting fiscal year. Performance reporting/quantity complete and other fund expenditures should be consistent with reporting data sent to other agencies (regional/state/federal reporting).

- Expenditure total must correspond to your Audited Financial Statements and Table 1 values

No.	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 23-24	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	High Injury Network Proximity	VRF DLD Expenditures
1	Maintenance	Signals	Capital	Intelligent Transportation Systems Upgrade	Improves traffic signal operations	4	Signals	Upgraded controllers	3. None (Not near EPC)	2. Proximate (w/in .5-mile)	\$ 8,894
2	PS&E	Signals	Capital	Citywide Signal Communication Systems Upgrade	Improves traffic signal operations	96	Signals	Fiber Optic upgrade and traffic operations m	3. None (Not near EPC)	1. Direct (in HIN)	\$ 35,040
3	Construction	Pedestrian Improvement	Capital	Citywide Bicycle & Pedestrian	Intersection and crosswalk improvements	3	Intersections	Installation of Rectangular Rapid Flashing Beacons, curb ramp upgrades, dual directional curb ramps, curb extensions	3. None (Not near EPC)	1. Direct (in HIN)	\$ 689
4	Maintenance	Signals	Capital	Traffic Signal and Streetlight Maintenance	Improves traffic signal operations	96	Signals	Maintains traffic signal infrastructure	3. None (Not near EPC)	2. Proximate (w/in .5-mile)	\$ 100,000
			100%								
a. Total Capital			\$ 144,623								
b. Total Administrative			\$ -								
TOTAL											
Match to Table 1?											
\$ 144,623											
TRUE											

Is the total percentage of Capital vs Program Administration (outreach, staffing, administrative support) Costs GREATER THAN 50%? If not, explain how capital investments will increase in the future.