

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

AGENCY CONTACT INFORMATION

Agency Name: **City of Berkeley**

Date: 12.27.2024

Primary Point of Contact

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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	\$ 1,155,599	\$ 1,155,599
Revenue	\$ 502,399	\$ 502,399
Interest	\$ 35,828	\$ 35,828
GASB 31 Adjustment	\$ -	\$ -
Expenditures	\$ 379,564	\$ 379,564
<small>Expenditures Matches Table 2?</small>	TRUE	
End of Year Fund Balance	\$ 1,314,262	\$ 1,314,262

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 <small>(A)</small>	Maximum Allowed Balance (4x Annual) <small>(B) = (A) * 4</small>	Current DLD Balance <small>(C)</small>	Current Balance Over / Under Maximum Allowed <small>(D) = (C) - (B)</small>
VRF Program	\$ 502,399	\$ 2,009,595	\$ 1,314,262	\$ (695,333)

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.

In addition to the City of Berkeley's annual street rehabilitation funding, the City's current CIP Budget includes an additional \$17.0 million in general fund money for additional street rehabilitation PCI improvement for FY25 and FY26.

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	\$ 1,314,262	\$ 512,576
Total	\$ 1,314,262	\$ 512,576

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

The Fund Balance will be reduced through expenditures on several major projects to include but not limited to PWT1SW2201- T1 PH 2 Sidewalk Maintenance & Safety Repair (\$82,252), PWENSW2501 Proactive Sidewalk Project (\$100,000), PWSUST1313-Preventative Maintenance Work (\$100,000), FY2025 Street Rehabilitation program (\$155,000), PWTRBP2201-MLK JR. Way Vision Zero QB (\$160,000), PWT1ST2209- T1 PH2 Streets (\$188,000), and PWENSW2401 Proactive Sidewalk Project (\$300,000).

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
PWT1SW2201-T1 Phase 2 Sidewalk Maintenance & Safety Repair	Corridor Improvements including pavement rehabilitation, intersection improvements, & protected bicycle lanes.	\$ 82,252	Underway
PWSUST1313- Preventative Maintenance Work	Preventative Street Maintenance work.	\$ 100,000	Underway
PWENST2501-Street Rehabilitation FY25 Project	Overlay of various streets.	\$ 155,000	Planned
PWENSW2401- Proactive Sidewalk Project	Sidewalk repair and replacement.	\$ 300,000	Underway
PWENSW2501- Proactive Sidewalk Project	Sidewalk repair and replacement.	\$ 100,000	Planned
PWTRBP2201- MLK Jr. Way Vision Zero Quick Build	Pedestrian and bicycle crossing safety improvements at nine intersections along Martin Luther King Jr. Way, from Dwight Way to Russell Street.	\$ 160,000	Underway

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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	Yes

Copy of article,
website, signage
attached?

Yes
Yes
Yes

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

N/A
N/A
N/A

**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	Project Closeout	Other	Capital	Financial Adjustment-FY24 Accrual/Reversal	Financial Adjustment-FY24 Accrual/Reversal	N/A	Other				\$ (119,728)
2	Operations	Staffing	Administrative	Capital Administrative & Staffing Support	Staffing for program administrative and support	N/A	Other	Staffing for program administrative and support.			\$ 121,223
3	Project Closeout	Equipment/Vehicles	Capital	Operations Materials/Equipment Purchases	Road & Highway materials, Equipment, etc.	N/A	Other				\$ 21,807
4	Other	Staffing	Capital	Capital Project Staffing	Staffing for Capital Projects	N/A	Other	Staffing for Capital Projects.			\$ 40,521
5	Construction	Street Resurfacing/Maintenance	Capital	PWT1ST2209-T1 PH 2 Streets	Corridor Improvements including pavement rehabilitation, intersection improvements, & protected bicycle lanes.	100%	Other	Consultant work for project completed, construction to start in FY25.	3. None (Not near EPC)	2. Proximate (w/in .5-mile)	\$ 38,746
6	Construction	Street Resurfacing/Maintenance	Capital	PWENST2201- Street Rehabilitation FY 2022	Overlay of various streets.	100%	Other	Project 100% Complete.	1. Direct (in EPC)	1. Direct (in HIN)	\$ 119,082
7	Construction	Sidewalks and Ramps	Capital	PWENSW2002- Sidewalk Shaving Project	Sidewalk Shaving work.	100%	Other	Project 100% Complete.	1. Direct (in EPC)	1. Direct (in HIN)	\$ 42,548
8	Construction	Street Resurfacing/Maintenance	Capital	PWSUST1313- Street Prevention Maintenance	Preventative Street Maintenance work.	Ongoing Project	Other	Preventative maintenance program.	1. Direct (in EPC)	1. Direct (in HIN)	\$ 59,120
9	Construction	Bike Paths and Lanes	Capital	PWTRBP2202-HSIP Sacramento Pedestrian Crossing Safety Enhancements	Pedestrian crossing safety improvements along Sacramento St., at Oregon St., Julia St., Tyler St., Prince St., Woolsey St., and Fairview St.	100%	Other	% complete based on design project progress. Design phase is 100% completed. Construction to start in FY25.	3. None (Not near EPC)	1. Direct (in HIN)	\$ 50
10	Operations	Signals	Capital	I-80 Gilman ICM Project Development	Communications elements of I-80 Integrated Corridor Mobility (ICM) Project.	Ongoing Project	Other	A system that better helps manage traffic congestion along San Pablo Corridor during incident events on I-80.	1. Direct (in EPC)	1. Direct (in HIN)	\$ 2,201
11	Construction	Bike Paths and Lanes	Capital	PWTRBP2201-MLK Jr.Way Vision Zero Quick Build	Pedestrian and bicycle crossing safety improvements at nine intersections along Martin Luther King Jr. Way, from Dwight Way to Russell Street.	85%	Other	% complete based on overall project progress (design & construction). Bid and award construction contract; Start construction phase. Design phase is 100% completed, and construction underway.	2. Proximate (w/in 1-mile)	1. Direct (in HIN)	\$ 53,994
TOTAL											\$ 379,564
Match to Table 1?											TRUE
			68%								
a. Total Capital			\$ 258,341								
b. Total Administrative			\$ 121,223								

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.

N/A.