

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

AGENCY CONTACT INFORMATION

Agency Name: **City of San Leandro**

Date:

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	\$ 1,571,086	\$ 1,571,086
Revenue	\$ 401,863	\$ 401,863
Interest	\$ 26,253	\$ 26,253
GASB 31 Adjustment	\$ 26,523	\$ 26,523
Expenditures	\$ 598,000	\$ 598,000
<small>Expenditures Matches Table 2?</small>	<small>TRUE</small>	
End of Year Fund Balance	\$ 1,427,725	\$ 1,427,725

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	\$ 401,863	\$ 1,607,452	\$ 1,427,725	\$ (179,727)

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.

To improve the average pavement condition index (PCI), City of San Leandro is in the process of hiring 3 additional engineers to help with the workload, in addition to involving the services of pavement design consultants. San Leandro has incorporated new innovative technologies, such as Cold-Inplace-recycled Asphalt Concrete treatment, to extend the funds to as many streets as possible. Additionally, staff has started an informational series to members of the City Council to educate them about the City's Pavement Management Program, the funding requirements and how a bond measure will help improve the City's PCI.

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	\$ 1,427,725	\$ 99,281
Total	\$ 1,427,725	\$ 99,281

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

City experienced staff turnovers, which has impacted efficient delivery of projects. Recently, City hired new engineers, which will improve the efficient of project delivery shortly.

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
Annual Street Sealing 2021-23	Repair and Maintenance - Construction of curb ramps is complete	\$ 547,987	Underway
Annual Street Sealing FY 24	Repair and Maintenance	\$ 753,934	Underway

**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	
Website	Yes
Signage	Yes

Copy of article,
website, signage
attached?

Yes
Yes

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

Staff turnover impacted our ability to establish and communication with our ACTC counterpart https://www.sanleandro.org/276/Capital-Improvement-Program-CIP

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	Construction	Signals	Capital	Adaptive Traffic Control Signal Sys Upgr; 143-28-196	Improve signal operations and safety enhancement	1	Signals		1. Direct (in EPC)	3. None (Not near HIN)	\$ 145,000
2	Project Closeout	Street Resurfacing/Main	Capital	Street Overlay/Rehab 17-18	Repair and maintain streets	9.6	Lane Miles		1. Direct (in EPC)	3. None (Not near HIN)	\$ 453,000
TOTAL											\$ 598,000
Match to Table 1?											TRUE
a. Total Capital			100%								
b. Total Administrative			\$ 598,000								
			\$ -								

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