

**VEHICLE REGISTRATION FEE  
Annual Program Compliance Report  
Reporting Fiscal Year 2014-2015**

**AGENCY CONTACT INFORMATION**

Agency Name: **City of Albany**

Date: 12/17/2015

**Primary Point of Contact**

Name: Aleida Andrino-Chavez

Title: Transportation Planner

Phone: 510-528-5759

Email: [achavez@albanyca.org](mailto:achavez@albanyca.org)

---

**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 VRF Direct Local Distribution Programs applicable to the recipient agency.

- \* **Cover - Agency Contact**
- \* **General Compliance Reporting**
- \* **Table 1 - Revenue and Expenditures**
- \* **Table 2 - Detailed Summary of Expenditures and Accomplishments**
- \* **Table 3 - Annual Implementation Plan and Fund Reserves**
- \* **Vehicle Registration Fee (VRF) Tracking Summary** *(auto populated from Table 3)*
- \* **FY 14-15 Expenditure Summary** *(auto populated from Table 3)*

Local Streets and Roads Direct Local Distribution Program  
Reporting Period - Fiscal Year 2014-15

**GENERAL COMPLIANCE REPORTING**

Complete the questions below to confirm/document completion of the Master Programs Funding Agreements Reporting Requirements.

1. What is your agency's Pavement Condition Index?

PCI =

Use 2013 Data from MTC's Street Fight Report ->

[http://mtc.ca.gov/news/street\\_fight/pci.htm](http://mtc.ca.gov/news/street_fight/pci.htm)

If your PCI falls below a score of 60 (fair condition), specify what actions are being implemented to increase the PCI.

Indicate N/A, if not applicable.

The City has adopted a Capital Improvement Program that includes a Pavement Rehabilitation Program citywide to address the segments of roadway that poor conditions according to their Pavement Condition Index included in the latest Pavement Management Program.

**Publicity Requirements**

Complete the questions below. Attach a copy of the article, example photos of posted signage, and website printouts.

2. Did your agency publish an article highlighting VRF funded activities?

Yes/No

List Publication(s) and Date of Publication

If no article was published, explain below.

3. Did your agency publish an website information highlighting VRF funded activities?

Yes/No

Website link(s)

If no website information published, explain below.

4. Did your agency post signage highlighting VRF funded activities?

Yes/No

Estimated # of VRF Signs Posted

Project(s) associated with signage.

If no signage posted, explain below.

**Local Streets and Roads Direct Local Distribution Program  
Reporting Period - Fiscal Year 2014-15**

**TABLE 1: REVENUE AND EXPENDITURES**

Complete the questions below based on the VRF Audited Financial Statements.

- All values must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures calculated on Table 2 and 3 for the fiscal year.

**Vehicle Registration Fee**

<b>Beginning of Year Balance</b>	\$	19,932
<b>Revenue</b>	\$	81,436
<b>Interest</b>	\$	46
<b>Expenditures</b>	\$	17,961
	\$	-
<b>End of Year Fund Balance</b>	\$	83,453

Expenses = Table 2?

TRUE

**If expenditures are less than the revenue received during the fiscal year, explain why revenues exceed expenditures.**

*If not applicable, indicate N/A.*

The City had planned to implement the Striping and Signage project in the summer of 2015 along with the Pavement Rehabilitation Program of 2015. The City did not get any bids for the pavement project, affecting the timing of the ATP Striping and Signage construction.

**Additional information on revenues, interest, expenditures, restatements, etc. (optional)**

N/A

**Local Streets and Roads Direct Local Distribution Program**  
**Reporting Period - Fiscal Year 2014-15**

**TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS**

Provide a detailed summary of VRF Expenditures for the reporting fiscal year.

- Expenditure total must correspond to your Audited Financial Statements.
- Expenditures must match the total expenditures reported on Table 1 and 3 for the fiscal year.

No.	Project Category <i>(Drop-down Menu)</i>	Project Phase <i>(Drop-down Menu)</i>	Project Type <i>(Drop-down Menu)</i>	Project Name	Project Description/Benefits	Quantity Completed in FY 14-15	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or accomplishments	VRF DLD Expenditures	Governing Board Approved?
1	Other	Other	Other (describe in Column J)	Auditor's fee	Funds from this source were used to partially pay last year's audit (8/2014)	1	Other (describe in Column J)	Audit	\$ 1,250	Yes
2	Bike only	PS&E	Bikeways and Multiuse Paths	Active Transportation Plan (ATP) Striping and Signage projects	Development of PS&E for the Striping and Signage projects of the ATP	14	Other (describe in Column J)	The Project developed plans for 14 Class II, III and bike boulevard facilities.	\$ 6,392	Yes
3	Bike only	Construction	Bikeways and Multiuse Paths	ATP Striping and Signage Washington Avenue Bike Boulevard	This project implemented one of the ATP Striping and Signage Projects.	3150	Linear Feet	The project completed 1,950 LF of bike boulevard striping and 1,200 LF of bike lanes on Washington Ave.	\$ 10,319	Yes
<b>TOTAL</b>									\$ 17,961	
<b>Match to Table 1?</b>									<b>TRUE</b>	

**Local Streets and Roads Direct Local Distribution Program**  
Reporting Period - Fiscal Year 2014-15

**TABLE 3: VRF ANNUAL IMPLEMENTATION PLAN AND FUND RESERVES**

There are FOUR Sections on this worksheet. Note the Dashboard Summary Box 1-3 are auto populated for reference/evaluation purposes; based on information inputted in Box 4-11.

1. Complete the EVEN Boxes first (starting with Box 4) with the fiscal year's expenditures, and then proceed to the ODD Boxes.
2. In the EVEN Numbered Boxes, enter the FY 14-15 Actual Expenditures that occurred.
3. In the ODD Numbered Boxes, demonstrate the use of total available funds (Box 1, Total Funds Available in PURPLE) to proposed planned and reserve projects/categories.

**Vehicle Registration Fee DASHBOARD SUMMARY - Boxes 1-3 are Auto populated Reference Tables based on reported information from Box 4-11. Do not modify or input information in Boxes 1-3.**

BOX 1	
VRF Funds Available for FY 15-16 Allocation	
FY 14-15 VRF End of Year Fund Balance (From Table 1)	\$ 83,453
<b>FY 14-15 Summary of End of Year Balance</b>	
FY 14-15 Planned Project Balance <sup>1</sup>	\$ 67,522
FY 13-16 Capital Reserve Window Balance <sup>2</sup>	\$ -
FY 14-17 Capital Reserve Window Balance <sup>3</sup>	\$ -
FY 15-18 Capital Reserve Window Balance <sup>3</sup>	\$ -
FY 14-15 Operations Reserve Balance <sup>3</sup>	\$ 5,000
FY 14-15 Undesignated Reserve Balance <sup>4</sup>	\$ 5,030
FY 14/15 Actual vs. Projected Revenue <sup>5</sup>	\$ 5,901
<b>Sub-total<sup>6</sup></b>	<b>\$ 83,453</b>
Subtract FY 13-16 Capital Reserve Commitment	\$ -
Subtract FY 14-17 Capital Reserve Commitment	\$ -
Subtract FY 15-18 Capital Reserve Commitment	\$ -
<b>FY 14-15 Uncommitted Rollover Balance</b>	<b>\$ 83,453</b>
<b>FY 15-16 VRF Projected Revenue</b>	<b>\$ 75,581</b>
<b>Total FY 15-16 VRF Funds Available<sup>7</sup></b>	<b>\$ 159,034</b>

- Box 1 Notes**
1. Auto populated from Box 4's Balance, only shows positive balances.
  2. Last Year's identified Capital Reserve commitment subtract FY 14/15 Expenditures.
  3. Auto populated from Box 8's Operation Balance.
  4. Auto populated from Box 10's Undesignated Balance.
  5. Amount is Actual Distributions/Interest subtract Last Year's provided revenue projections.
  6. Sub-total Balance should match FY 14-15 Ending Balance, noted in the top of Box 1. Box will turn GREEN if true.
  7. Funds available (not previously committed in a Capital Fund Reserve) to allocate to FY 15-16 planned and/or reserves categories (ODD Numbered Boxes).

BOX 2a				
FY 14-15 VRF Planned vs. Actual Expenditures				
	Planned	Actual	Unspent	% Unspent
Planned	\$ 85,483	\$ 17,961	\$ 67,522	79%
FY 13-16 Cap	\$ -	\$ -	\$ -	-
FY 14-17 Cap	\$ -	\$ -	\$ -	-
FY 15-18 Cap	\$ -	\$ -	\$ -	-
Operations	\$ 5,000	\$ -	\$ 5,000	100%
Undesignated	\$ 5,030	\$ -	\$ 5,030	100%

BOX 2b						
CAPITAL RESERVE TRACKING						
REALLOCATION VERIFICATION TOOL						
Window	Original Allocation <sup>1</sup>	Expended FY 14-15	Amount To Allocate <sup>2</sup>	Amount Allocated <sup>3</sup>	Remaining to Allocate <sup>4</sup>	All funds available by window allocated?
FY 13-16	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 14-17	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE
FY 15-18	\$ -	\$ -	\$ -	\$ -	\$ -	TRUE

- Box 2b Notes**
1. Original identified is the amount set in prior year's compliance report.
  2. Unspent fund balance originally committed to the reserves that must be reallocated within the respective reserve windows.
  3. Amount re-identified by recipient in the Capital Reserve Box 6 and 7.
  4. Remaining amount should be zero to indicate identification of all originally identified Capital Reserve Funds. +/- \$1 differences acceptable.

BOX 3					
FY 15-16 Allocation Summary of Available VRF Funds					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 159,034	\$ -	\$ -	\$ -	\$ 159,034
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL VRF</b>	<b>\$ 159,034</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 159,034</b>

Max. Allocation	Allocated	Max. % Allowed	Allocation under max.?
\$ 37,791	0%	50%	TRUE
\$ 7,558	0%	10%	TRUE

Total amount must equal Box 1. See Box 3a.

BOX 3a	
VRF FY 15-16 Allocation Verification	
BOX 1: Available Funds	\$ 159,034
BOX 3: Allocated Funds	\$ 159,034
<b>Remaining Amount</b>	<b>\$ 0</b>

Remaining amount must reflect ZERO to indicate identification of all available Vehicle Registration Fee funds. +/- \$1 differences acceptable.

**SECTION 1: ANNUAL PLANNED PROJECTS (UNRESERVED FUNDS)**

BOX 4							
PLANNED PROJECTS (unreserved funds)							
FY 14-15 PLANNED VS ACTUAL EXPENDITURES							
No.	Local ID No.	Project Name	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Provide an explanation for positive or negative fund balances.
1	S64	ATP Striping and Signage	\$ 85,483	\$ 16,711	\$ 68,772	80%	The City was planning on implementing the ATP Striping and Signage projects with the 2015 pavement project. However, no bids were received for the Call for Bids released in the spring of 2015. The City re-issued the call for bids later in July 2015 and was able to enter into a contract with a pavement company. Work is due to start as soon as weather permits.
2		Auditor's Fee		\$ 1,250	\$ (1,250)	-	The City used VRF funds to pay for the audit fee of FY 13-14.
<b>TOTAL FY 14-15 PLANNED VS ACTUAL EXPENDITURES</b>			<b>\$ 85,483</b>	<b>\$ 17,961</b>	<b>\$ 67,522</b>	<b>79%</b>	

BOX 5					
FY 15-16 PLANNED PROJECTS (unreserved funds)					
Index No.	Local Project No.	Project Name	Planned Expenditures FY 15-16	Governing Board Approved?	Describe Project Status as of June 30, 2015.
1	21000	Annual Street Rehabilitation	\$ 159,034	Yes	The City has entered into construction contract for Phases I and II of the 2015 pavement program. It will start construction as soon as weather permits.
2					
<b>TOTAL FY 15-16 PLANNED PROJECTS</b>			<b>\$ 159,034</b>		

**SECTION 2: CAPITAL FUND RESERVE**

BOX 6
CAPITAL FUND RESERVE
FY 14-15 PLANNED VS ACTUAL EXPENDITURES

BOX 7a
CAPITAL FUND RESERVE
FY 15-16 through FY 18-19

BOX 7b
CAPITAL FUND RESERVE
Fund Adjustments and Project Status

No.	Local ID No.	Project Name	Reserve Window	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Balance
3	21000	Annual Street Rehabilitation	FY 13-16 Window		\$ -	\$ -
			FY 14-17 Window		\$ -	\$ -
			FY 15-18 Window		\$ -	\$ -
			FY 16-19 Window		\$ -	\$ -
			<b>Total</b>	\$ -	\$ -	\$ -

FY 15-16	FY 16-17	FY 17-18	FY 18-19
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

1) Describe project status as of June 30, 2015.

TOTAL FY 14-15 CAPITAL RESERVE PLANNED VS. ACTUAL	Planned	Actual	Unspent	Unspent %
	\$ -	\$ -	\$ -	-

Summary of Capital Fund Reserve - Funds Used and Identified from FY 14-15 through FY 18-19						
Window	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
FY 13-16	\$ -	\$ -				\$ -
FY 14-17	\$ -	\$ -	\$ -			\$ -
FY 15-18	\$ -	\$ -	\$ -	\$ -		\$ -
FY 16-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**SECTION 3: OPERATIONS FUND RESERVE**

The Operation Fund Reserve may be established to address operational fluctuations. Maximum 50% of annual revenue.

Directions

For previously identified Operations Fund Reserve, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 9.

BOX 8 FY 14-15 OPERATIONS FUND RESERVE PLANNED VS ACTUAL EXPENDITURES				
Planned Operations FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 5,000	\$ -	\$ 5,000	100%	

BOX 9 FY 15-16 OPERATIONS FUND RESERVE	
FY 15-16 Operations Fund Reserve	\$ -

**SECTION 4: UNDESIGNATED FUND RESERVE**

The Undesignated Fund Reserve may be established to address undefined transportation needs. Maximum 10% of annual revenue.

Directions

For previously identified Undesignated Fund Reserves, funds should be use only after balances in the Planned Projects (Box 4) have been exhausted. Thereafter, if the agency needs to use this reserve, then withdraw expenses in Box 8 and report use in Box 4.

To establish a new annual undesignated reserve, complete Box 11.

BOX 10 UNDESIGNATED FUND RESERVE FY 14-15 PLANNED VS ACTUAL EXPENDITURES				
Planned Undesignated FY 14-15	Actual Expenditures FY 14-15	Unspent Balance	Unspent Percent	Describe reason for fund balance & any funds reallocated and used for Box 4 activities.
\$ 5,030	\$ -	\$ 5,030	100%	

BOX 11 FY 15-16 UNDESIGNATED FUND RESERVE	
FY 15-16 Undesignated Fund Reserve	\$ -

**AUTOPOPULATED TRACKING SUMMARY**  
**Local Streets and Roads Program**

1. Capital Fund Reserves

*This summary is automatically populated from Table 3 to capture the status of the Capital Fund Reserve Windows, expenditures, and balances.*

<b>VRF Capital Fund Reserve Summary</b>											
Reserve Window	Original Reserve Commitment	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20	Original Amount	Expended To Date	Remaining Balance
FY 13-16	\$ 145,485	\$ (144,677)	\$ (808)	\$ -	\$ -				\$ 145,485	\$ (145,485)	\$ -
FY 14-17	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
FY 15-18	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
FY 16-19	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2. Overall Implementation Plan

*Provides a summary of VRF allocations - comprised of End-of Year Fund balances + Projected Annual Revenue.*

<b>Total VRF Implementation Plan Summary</b>					
Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	TOTAL
Planned Projects	\$ 159,034				\$ 159,034
FY 13-16 Capital Reserve	\$ -				\$ -
FY 14-17 Capital Reserve	\$ -	\$ -			\$ -
FY 15-18 Capital Reserve	\$ -	\$ -	\$ -		\$ -
FY 16-19 Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Reserve	\$ -				\$ -
Undesignated Reserve	\$ -				\$ -
<b>TOTAL</b>	<b>\$ 159,034</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 159,034</b>



# VRF Expenditures Across All Programs

## FY 14-15 Report Card

### Vehicle Registration Fee

#### FY 14-15 Planned Projects

Program	Planned Expenditures FY 14-15	Actual Expenditures FY 14-15	Unspent Amount FY 14-15	Unspent Percentage
Local Streets and Roads	\$ 85,483	\$ 17,961	\$ 67,522	79%
<b>Totals:</b>	<b>\$ 85,483</b>	<b>\$ 17,961</b>	<b>\$ 67,522</b>	<b>79%</b>

Is the agency's unspent balance less than 30%?

FALSE