

# VEHICLE REGISTRATION FEE PROGRAM COMPLIANCE REPORT

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

Agency Name: City of Albany

Revision Number: 1

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: Web site page - revised

### 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 Community Development Director  
Penelope Leach  
City Manager

February 13, 2015  
Date

X   
Signature  
Tina Mckenney  
Finance Director

2/13/2015  
Date



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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 Albany
Contact Name:	Aleida Andrino-Chavez
Title:	Transportation Planner
Phone Number:	510-528-5759
E-mail Address:	achavez@albanyca.org

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 City used the fund generation from the Vehicle Registration Fee to expense the cost of design and specifications of the Albany Active Transportation Plan Striping and Signage plans that were approved by Council on 11/17/2014. The remaining funds will be used for the implementation of the projects that will be installed with the 2014 Pavement Program.

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.

N/A

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 City spent a little bit more than was allocated for the design of the ATP striping and Signage projects. In addition, the auditors fee for January 2014 was expensed using the VRF funds and a small amount was used to implement two crosswalks at Buchanan and Pierce in order to allow bicyclists to cross Buchanan without dismounting their bikes.

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.

All the projects VRF funds were used have been approved by Council. Resolution for the ATP project was attached. The auditor's fee was included in the City Budget. This is approved by Council every year.

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
Resolution	FY14/15	11/17/2014

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>	18,430
<b>CERTIFIED NUMBER OF ROAD-MILES</b> Consistent with the amount reported to state and federal agencies.	59
<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.	58
<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>	The City is performing an annual pavement rehabilitation program to expedite improving the conditions of the street.

**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)
Citywide Newsletter	January 2014	Yes

- ☐ 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.albanyca.org/index.aspx?page=1351">http://www.albanyca.org/index.aspx?page=1351</a>	Yes

- ☐ 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)

- ☒ No. If no, explain in the box below.

Since the VRF was used to expense the PS&E for the ATP Striping and Signage Plans, the City could not use any signage for construction. The City will begin

implementation of the projects in FY14/15 and will use appropriate signage.

**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?**

The City was able to meet the planned expenditures for the VRF funds in FY 13/14. In addition, the City used some of the reserve funds to construct crosswalks and to pay for the financial audit.

**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.*

The City made use of its reserves to help pay for additional public meetings during the public process of the ATP Striping and Signage projects. The City also used reserves to pay for the design and construction of the crosswalks along Buchanan Street and 1 curb ramp than needed upgrade.

**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.*

The City used \$3,110 more to pay for additional meetings during the public process for the design of the ATP Striping and Signage projects.

The City also used \$3,109 to pay for design and construction of two crosswalks that were implemented with Project S42, Buchanan Marin Bikeway and \$ 4,709 to install a curb ramp.

The City also used its reserves to pay \$ 2,490 for the January 2014 Auditors Fee.

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