

**VEHICLE REGISTRATION FEE
Annual Program Compliance Report
Reporting Period - Fiscal Year 2021-22**

AGENCY CONTACT INFORMATION

Agency Name: **CITY OF UNION CITY**

Date: 12/29/2022

Primary Point of Contact

Name:	TRIEU TRAN
Title:	ENGINEER III / SPOC / DBELO
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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	\$ 1,126,896	\$ 1,126,896
Revenue	\$ 308,608	\$ 308,608
Interest	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 90,021 <small>TRUE</small>	\$ 90,021
End of Year Fund Balance	\$ 1,345,483	\$ 1,345,483

Notes

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	\$ 308,608	\$ 1,234,432	\$ 1,345,483	\$ 111,051

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.**

1) CITY DID PERFORM PAVEMENT SLURRY & REHAB PROJECTS THAT DID DRAW DOWN ON OTHER FUNDS AND INTENDED TO ALSO USE MEASURE F FUNDS BUT SPENT SURPLUS OF OTHER MONEY ACCUMULATED SINCE 2019. CITY IS STILL CATCHING UP WITH SPENDING FUNDS.

2) CITY INTENDS TO CONTINUE DRAW DOWN OF MEASURE F FUNDS THROUGH 2 MAJOR PROJECTS IN FY 22-23.

**Local Streets and Roads (LSR) Direct Local Distribution Program
Reporting Period - Fiscal Year 2021-22**

GENERAL COMPLIANCE REPORTING

1a. What is agency's 2021 Pavement Condition Index (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>

PCI =

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?>

City recently hired pavement consultant in conjunction with participation in P-TAP 24. An assessment of our PCI network was determined to be near the number reported above.

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.

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	\$ 1,345,483	
Total	\$ 1,345,483	\$ -

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

FUND BALANCE DUE TO LARGE ENCUMBERENCE (\$300,000 & \$576,530.44) ASSIGNED TO UNION CITY BLVD. BIKE LANES PROJECT (DELAYED) AND YEARLY OVERLAY PROJECT ('20 & '21 USED OTHER FUNDS). THE YEARLY OVERLY PROJECT FOR FY22-23 INTENDS TO USE MEASURE F FUNDS. PREVIOUS YEAR REPORTING INDICATED THAT COVID-19 RELATED STAFFING/OPERATIONS ISSUES CAUSED FOR DELAY AND CITY IS STILL EXPERIENCING SOME OF THAT.

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
2023 Overlay Project	Citywide base repair, grind and overlay project	\$ 1,000,000	Planned
UCB Class II Bike Lanes	Construction of bicycle lanes on Union City Blvd.	\$ 1,400,000	Planned
2023 Slurry Seal Project	Citywide roadway maintenance	\$ 750,000	Planned
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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

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

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.**

OTHER THAN MAINTENANCE, NO PROJECT IN CONSTRUCTION

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 Category <i>(Drop-down Menu)</i>	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 21-22	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	VRF DLD Expenditures
1	Streets/Rds	Maintenance	Street Resurfacing/Main	Capital	Streets Paving Maintenance	Expenditures on routine street mainte	\$90,020.57	Other		3. None (Not near EPC)	\$ 90,021
Percentage of Capital vs Administrative Costs				#REF!							
a. Total Capital				#REF!							
b. Total Administrative				#REF!							
TOTAL										\$ 90,021	
Match to Table 1?										TRUE	

If your agency did not expend greater than 50% of total costs on Capital Investments, explain how capital investments will increase in the future over Program Administration (outreach, staffing, administrative support). Indicate N/A if not applicable.