

VEHICLE REGISTRATION FEE
Annual Program Compliance Report
Reporting Period - Fiscal Year 2022-23

AGENCY CONTACT INFORMATION

Agency Name: **City of Oakland**

Date: **1/4/2024**

Primary Point of Contact

Name: **Craig Raphael**

Title: **Funding Program Manager**

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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**

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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	\$ 2,607,201	\$ 2,607,201
Revenue	\$ 1,723,912	\$ 1,723,912
Interest	\$ 70,565	\$ 70,565
GASB 31 Adjustment	\$ 12,114	\$ 12,114
Expenditures	\$ 1,155,143	\$ 1,155,143
<small>Expenditures Matches Table 2?</small>	TRUE	
End of Year Fund Balance	\$ 3,258,649	\$ 3,258,649



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

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	Maximum Allowed Balance (4x Annual)	Current DLD Balance	Current Balance Over / Under Maximum Allowed
	(A)	(B) = (A) * 4	(C)	(D) = (C) - (B)
VRF Program	\$ 1,723,912	\$ 6,895,648	\$ 3,258,649	\$ (3,636,999)

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

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GENERAL COMPLIANCE REPORTING

1a. What is agency's 2022 Pavement Condition Index (PCI)?

Use same PCI reported to MTC for their Pavement Condition Rpt.

PCI = 54

<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>?

The City uses the software "Streetsaver" as its pavement management system, which calculates PCI based on citywide surveys occurring every 2-4 years, maintenance and rehabilitation records, and estimated aging of streets. The City's calculated citywide PCI in 2022 was 57. City staff also applied to the MTC P-TAP grant in November 2023 for support to conduct an updated pavement survey.

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.

[Since the 2016 passage of Measure KK, which dedicated \\$350 million to transportation, the City has taken aggressive steps toward addressing its \\$432 million paving maintenance backlog. The City tripled its annual spending on paving to implement its ambitious 3-Year Paving Plan, paving over 120 miles of streets between Fiscal Years 2019-2022.](#)

[Following the recent passage of Measure U, the City is continuing to scale up its paving program and implement its new 5-Year Paving Plan, which began in July 2022. The plan's proposed investments will keep most of Oakland's major streets in good to excellent condition and invest in residential street paving with more than 350 miles of streets planned for both rehabilitation and preventative maintenance during the 5-Year Plan duration. The City is currently working to address challenges to successfully implementing the 5-Year Plan, including challenges relating to construction contract availability and staffing vacancies. For more information, please visit the linked 5-Year Paving Plan webpage.](#)

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	\$ 3,258,649	\$ 812,482
Total	\$ 3,258,649	\$ 812,482

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

The majority of the City of Oakland's annual VRF budget is programmed to fund maintenance staffing. OakDOT currently has a 30% vacancy rate, which continues to be the primary driver of the VRF fund balance. The City has been experiencing challenges with recruiting and retaining frontline/maintenance staff, with 27 vacant positions. Addressing recruitment and retention challenges, including HR understaffing, staff turnover, and limited recruitment lists, is a top priority of the City. In the Fiscal Year 2023-25 budget adopted in June 2023, four full-time staff in Human Resources Management were committed to support the City's vacancy strikeforce with the goal of filling staff vacancies as expeditiously as possible.

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
Streets & Sidewalks Maintenance / Streetlights and Traffic Signals Maintenance	Staffing and materials for in-house streets/sidewalks/lighting/signals maintenance	\$ 1,742,277	Underway
Emergency Roadway Repair	Emergency Roadway repairs, including FEMA match	\$ 868,074	Underway
Community Transportation Planning	Community-driven complete streets planning projects	\$ 500,000	Planned
HSIP Cycle 9 Local Match	Local match for implementation of HSIP Cycle 9 projects	\$ 148,298	Underway

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

Yes

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	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 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 22-23	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	VRF DLD Expenditures
1	Streets/Rds	Maintenance	Staffing	Capital	Streets and Sidewalks Maintenance	Staffing and O&M costs for street and sidewalk maintenance/state of good repair	1	Other	Partial staffing and O&M expenses for 32 staff (16 Maintenance Workers, 8 Street Maintenance Leaders, 3 Heavy Equipment Operators, 2 Concrete Finishers, 1 Operations Manager, 1 Supervisor, and 1 Administrative Analyst) for street and sidewalk maintenance, including 3.5 miles of in-house street resurfacing, 40,015 potholes repaired, 55 curb ramps installed/replaced, 275 linear ft curb and gutter repair, 400 sq. ft base repairs, & 10,200 linear ft gutter cleaning	1. Direct (in EPC)	2. Proximate (w/in 1-mile)	\$ 186,289
2	Streets/Rds	Maintenance	Staffing	Capital	Electrical Division - Streetlights and Traffic Signal Maintenance	Staffing and O&M costs for maintenance of street lights and traffic signals	1	Other	Partial staffing and O&M expenses for 17 staff (9 Electricians, 2 Electrical Supervisors, 1 Electrician Helper, 2 Engineers, 1 Administrative Assistant, 1 Student Trainee, and 1 part-time employee) for engineering, administration, and maintenance of approximately 38,000 streetlights, 700+ traffic signals, 80+ pedestrian flashing beacons (RRFBs), and 20+ warning lights. Completed 2283 electrical-related work orders and converted approximately 50 light fixtures to LED	1. Direct (in EPC)	2. Proximate (w/in 1-mile)	\$ 586,303
3	Bike/Ped	Construction	Pedestrian Improvements	Capital	Montclair Village Antioch Court Pedestrian Improvements	Pedestrian improvements on Antioch Ct between Mountain Blvd and Antioch St; proposed work consists of installing new sidewalks, crosswalks, curb ramps, new streetlights, landscape planting, bike racks, AC overlay, pavement marking & striping	1	Other	Construction 95% complete	2. Proximate (w/in 1-mile)	3. None (Not near HIN)	\$ 137,316
4	Bike/Ped	Project Closeout	Streetscape / Complete Streets	Capital	Latham Square Plaza Improvements	Pedestrian plaza & crossing improvements at Latham Square, including signal, safety, and placemaking improvements	1	Other	Accounting adjustments for project closeout	1. Direct (in EPC)	1. Direct (in HIN)	\$ 127,387
5	Other	Other	Other	Administrative	Capital Improvement Program Project Portfolio Management System	Development of web-based project portfolio management system to manage citywide capital projects	1	Other	Web-based application phase 1 configuration completed. Staff have begun using the system for construction management of bridge projects and are in the process of setting up more projects.	2. Proximate (w/in 1-mile)	3. None (Not near HIN)	\$ 82,360
6	Other	Planning/Scoping	Program Operations	Capital	Capital Improvement Program (CIP) Fiscal Year 2023-25 Budget Cycle Community Engagement	Community engagement in summer 2022 to support the City of Oakland Fiscal Year 2023-25 CIP development	1	Other	Partial costs to contract with a Community-Based Organization to lead community engagement in priority neighborhoods	1. Direct (in EPC)	2. Proximate (w/in 1-mile)	\$ 19,165
7	Streets/Rds	Operations	Staffing	Administrative	Transportation Engineering Administrative Costs	Administrative costs for transportation engineering staff	1	Other	Staff costs for engineering license renewals, equipment, software, and professional development	2. Proximate (w/in 1-mile)	3. None (Not near HIN)	\$ 10,223
8	Other	Operations	Other	Administrative	VRF Auditor Costs	Auditor costs for the VRF Audited Financial Statements	1	Other	One invoice payment to the external auditor	2. Proximate (w/in 1-mile)	3. None (Not near HIN)	\$ 6,100

Percentage of Capital vs Administrative Costs				93%	TOTAL							\$ 1,155,143
a. Total Capital				\$ 1,056,460	Match to Table 1?							TRUE
b. Total Administrative				\$ 82,360								

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.

N/A