

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

**AGENCY CONTACT INFORMATION**

Agency Name:

**City of Berkeley**

Date:

12.29.2023

**Primary Point of Contact****Name:**

Marrk Callier

**Title:**

Senior Management Analyst

**Phone:**

510-981-6314

**Email:**[mcallier@cityofberkeley.info](mailto:mcallier@cityofberkeley.info)

---

**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  
Annual Program Compliance Report

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	\$ 1,073,952	\$ 1,073,952
Revenue	\$ 505,898	\$ 505,898
Interest	\$ 27,330	\$ 27,330
GASB 31 Adjustment	\$ -	\$ -
Expenditures	\$ 451,581	\$ 451,581
End of Year Fund Balance	\$ 1,155,599	\$ 1,155,599

☒

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	\$ 505,898	\$ 2,023,593	\$ 1,155,599	\$ (867,994)

**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 2022-23

## GENERAL COMPLIANCE REPORTING

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

PCI = 57

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.

The City of Berkeley has implemented RMRA/SB1 funding into our annual pavement rehabilitation/repair program. The City has just over \$4.39 million allocated for FY24 and FY25. Additionally, the City's Measure T1 Bond will allocate \$3.95 million for FY23 and FY24, and the City recently based our new CIP Budget that included an additional \$14.1 million in general fund money for additional street paving projects for FY23 and FY24.

## 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	\$ 1,155,599	\$ 546,940
Total	\$ 1,155,599	\$ 546,940

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

The Fund Balance will be reduced through expenditures on several major projects to include but not limited to the FY2024 Street Rehabilitation program (\$155,000), PWENSW2401 Proactive Sidewalk Project (\$300,000), PWENST2401 Annual Street Rehabilitation Project (\$155,000), PWT1ST2209 T1 Streets Project (\$291,079), and PWTRBP2201 MLK Vision Zero Quick Build (\$215,100).

## 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
PWT1ST2209- T1 STREETS PROJECT	T1 Phase 2 over the annual street paving project.	\$ 291,079	Underway
PWTRBP2201-MLK VISION ZERO QUICK BUILD PROJECT	Design and install quick-build pedestrian and bicycle crossing safety improvements between Dwight Way and Russell Street.	\$ 215,100	Underway
PWENSW2401-PROACTIVE SIDEWALK PROJECT	City wide sidewalk repair project.	\$ 300,000	Underway
PWENST2401- FY24 STREET REHABILITATION PROJECT	Annual street paving project.	\$ 155,000	Underway
PWENST2501- FY25 STREET REHABILITATION PROJECT	Annual street paving project.	\$ 155,000	Planned

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

Yes.

Local Streets and Roads (LSR) Direct Local Distribution Program

Reporting Period - Fiscal Year 2022-23

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  
Reporting Period - Fiscal Year 2022-23

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 <small>(Drop-down Menu)</small>	Project Phase <small>(Drop-down Menu)</small>	Project Type <small>(Drop-down Menu)</small>	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 22-23	Units for Quantity <small>(Drop-down Menu)</small>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	High Injury Network	VRF DLD Expenditures
1	Other	Project Closeout	Other	Capital	Retainage Entry for Construction	CIP Construction	N/A	Other		3. None (Not near EPC)	3. None (Not near HIN)	\$ 118,551
2	Streets/Rds	Operations	Staffing	Administrative	Capital Administrative & Staffing Support	Staffing for program administrative and support	N/A	Other	Staffing for program administrative and support	3. None (Not near EPC)	3. None (Not near HIN)	\$ 119,657
3	Streets/Rds	Operations	Signals	Capital	I-80 Gilman ICM Project Development	Communications elements of I-80 Integrated Corridor Mobility (ICM) Project.	Ongoing Project	Other	A system that better helps manage traffic congestion along San Pablo Corridor during incident events on I-80.	1. Direct (in EPC)	1. Direct (in HIN)	\$ 2,556
4	Streets/Rds	Planning/Scoping	Streetscape / Complete Streets	Capital	ATP Grant Application Submittals Support-Transportation Planning Staff Support-Active Transportation Program	KITTELSON & ASSOCIATES INC		N/A	Grant Application	3. None (Not near EPC)	3. None (Not near HIN)	\$ 38,650
5	Streets/Rds	PS&E	Streetscape / Complete Streets	Capital	PWT1ST2209-T1 Streets Phase 2	Corridor Improvements including pavement rehabilitation, intersection improvements, & protected bicycle lanes.	70%	Other	Consultant work for project.	3. None (Not near EPC)	2. Proximate (w/in 1-mile)	\$ 142,921
7	Other	Construction	Sidewalks and Ramps	Capital	PWENSW2002-FY20 Sidewalk Inspection Project	Sidewalk Inspections	14,460	Other	# of sidewalk uplifts repaired by shav	1. Direct (in EPC)	1. Direct (in HIN)	\$ 2,611
8	Other	Construction	Sidewalks and Ramps	Capital	PWENSW2001-FY20 Sidewalk Repair Project	Sidewalk Repairs	Ongoing Project	Other	Sidewalk Repairs.	1. Direct (in EPC)	1. Direct (in HIN)	\$ 5,079
9	Streets/Rds	Construction	Street Resurfacing/Maintenance	Capital	PWSUST1313-Preventative Maintenance Program	Preventative Street Maintenance work.		Other	Preventative maintenance program.	1. Direct (in EPC)	1. Direct (in HIN)	\$ 19,055
10	Other	Operations	Other	Administrative	Outside Auditors (Badawi and Associates)	Independent audit for Measure B/BB/VRF compliance.	100%	Other	Annual Audit	3. None (Not near EPC)	3. None (Not near HIN)	\$ 2,500
Percentage of Capital vs Administrative Costs				73%								\$ 451,581
a. Total Capital				\$ 329,424								TRUE
b. Total Administrative				\$ 122,157								
TOTAL												
Match to Table 1?												

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