

**VEHICLE REGISTRATION FEE  
Annual Program Compliance Report  
Reporting Period - Fiscal Year 2023-24**

**AGENCY CONTACT INFORMATION**

**Agency Name:** City of Emeryville

**Date:** 12/5/2024

**Primary Point of Contact**

**Name:** Lilybell Nakamura

**Title:** Acting Finance Director

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**Email:** lilybell.nakamura@emeryville.org

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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.

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**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
<b>Beginning of Year Fund Balance</b>	\$ 107,204	\$ 107,204
<b>Revenue</b>	\$ 51,272	\$ 51,272
<b>Interest</b>	\$ 4,367	\$ 4,367
<b>GASB 31 Adjustment</b>	\$ -	\$ -
<b>Expenditures</b>	\$ 5,084	\$ 5,084
<small>Expenditures Matches Table 2?</small>	<small>TRUE</small>	
<b>End of Year Fund Balance</b>	\$ 157,759	\$ 157,759

*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*

N/A

**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 <small>(A)</small>	Maximum Allowed Balance (4x Annual) <small>(B) = (A) * 4</small>	Current DLD Balance <small>(C)</small>	Current Balance Over / Under Maximum Allowed <small>(D) = (C) - (B)</small>
VRF Program	\$ 51,272	\$ 205,088	\$ 157,759	\$ (47,329)

**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 2023-24**

**GENERAL COMPLIANCE REPORTING**

**1a. What is agency's 2023 Pavement Condition Index (PCI)?**

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>

**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.*

N/A

**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	\$ 157,759	\$ 1,737
<b>Total</b>	\$ 157,759	\$ 1,737

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

Project is underway see 2c below.

**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
Sustainable Streetscapes 2024	Annual Paving Project in Triangle Neighborhood, Shellmound Street, Hollis Street, and Doyle Streets. Bike-ped improvements throughout project.	\$ 157,759	Underway

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

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

Yes
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4. Confirm the completion of the publicity requirements in the table below (Yes/No).

VRF	
<b>Article</b>	Yes
<b>Website</b>	Yes
<b>Signage</b>	Yes

Copy of article,  
website, signage  
attached?

Yes
Yes
Yes

If applicable, briefly explain why the publicity  
requirement wasn't completed.


**Local Streets and Roads Direct Local Distribution Program**

**Reporting Period - Fiscal Year 2023-24**

**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 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 23-24	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 Proximity	VRF DLD Expenditures
1	Other	Other	Administrative	Annual VRF audit	Compliance requirement	1	Other		2. Proximate (w/in 1-mile)		\$ 5,084
			0%					<b>TOTAL</b>			\$ 5,084
			a. Total Capital					Match to Table 1?			
			b. Total Administrative								TRUE

Is the total percentage of Capital vs Program Administration (outreach, staffing, administrative support) Costs GREATER THAN 50%? If not, explain how capital investments will increase in the future.

In FY24/25, the entire Measure B and BB balances will be used for a capital project (Sustainable Streetscapes 2024) which is a project full of Bike/Ped improvements.