VEHICLE REGISTRATION FEE
Annual Program Compliance Report
Reporting Fiscal Year 2016-2017

AGENCY CONTACT INFORMATION

Agency Name: City of Emeryville
Date: 12/12/2017

Primary Point of Contact
Name: Susan Hsieh
Title: Finance Director
Phone: 510-596-4352
Email: shsieh@emeryville.org

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
**DIRECTIONS:** Complete the sections below based on the VRF Audited Financial Statements. Values must match financial statements and total reported expenditures.

**A. VEHICLE REGISTRATION FEE Direct Local Distribution Program**

<table>
<thead>
<tr>
<th>Local Streets and Roads</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning of Year Fund Balance</strong></td>
<td>$131,081</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td>$49,763</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>$1,160</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>$2,600</td>
</tr>
<tr>
<td><strong>End of Year Fund Balance</strong></td>
<td>$179,404</td>
</tr>
</tbody>
</table>

*Expenditures matches Table 27*
1. **What is agency's current Pavement Condition Index (PCI)?**

   Use PCI from the most recent MTC’s VitalSigns linked here:
   [http://www.vitalsigns.mtc.ca.gov/street-pavement-condition](http://www.vitalsigns.mtc.ca.gov/street-pavement-condition)

   **PCI = 79**

   If your PCI falls below a score of 60 (fair condition), specify what actions are being implemented to increase the PCI. **Indicate N/A, if not applicable.**

   N/A

2. **Were any DLD LSR funded improvements this year provided exemptions from the locally adopted complete street's policy? If so, which projects and why?**

   No.

3. **Specify any large planned uses of fund balances within this program and their status i.e. planned or underway.**

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Brief Project Description</th>
<th>Anticipated DLD Expenditure</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Street Rehabilitation</td>
<td>Perform street rehabilitation on selected streets.</td>
<td>130,000</td>
<td>Planned</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VRF (yes/no)</th>
<th>Copy of Article, website, signage Attached?</th>
<th>If applicable, briefly explain why the publicity requirement wasn’t completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Website</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Signage</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**Local Streets and Roads Direct Local Distribution Program**  
**Reporting Period - Fiscal Year 2016-17**

**TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS**

Provide a detailed summary of VRF Expenditures for the reporting fiscal year.
- Expenditure total must correspond to your Audited Financial Statements and Table 1 values

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Category (Drop-down Menu)</th>
<th>Project Phase (Drop-down Menu)</th>
<th>Project Type (Drop-down Menu)</th>
<th>Primarily Capital or Administrative Expenditure?</th>
<th>Project Name</th>
<th>Project Description/Benefits</th>
<th>Quantity Completed in FY 16-17</th>
<th>Units for Quantity (Drop-down Menu)</th>
<th>Additional description on units or expanded detail on expenditures, performance, accomplishments</th>
<th>VRF DLD Expenditures</th>
<th>Governing Board Approved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Streets/Rds</td>
<td>Operations</td>
<td>Administrative</td>
<td>Annual VRF Audit</td>
<td>Funding Source Compliance</td>
<td>100</td>
<td>Other (describe in Column K)</td>
<td>percent</td>
<td>$ 2,600</td>
<td>$ 2,600</td>
<td>TRUE</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>True</td>
</tr>
</tbody>
</table>

### Percentage of Capital vs Administrative Costs

- a. Total Capital
  - Amount: $ [ ]
  - Percentage: [%]  
- b. Total Administrative
  - Amount: $ [ ]
  - Percentage: [%]

### TOTAL

- 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.

No VRF funds were expended this year except for audit costs. It is anticipated that next year's capital expenditures will greatly outweigh administrative costs.