

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

**AGENCY CONTACT INFORMATION**

Agency Name: **City of Emeryville**

Date: **11/18/2022**

**Primary Point of Contact**

<b>Name:</b>	William Zenoni
<b>Title:</b>	Interim Finance Director
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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>	\$ 61,527	\$ 61,527
<b>Revenue</b>	\$ 48,965	\$ 48,965
<b>Interest</b>	\$ 182	\$ 182
<b>Expenditures</b>	\$ 3,125	\$ 3,125
<small>Expenditures Matches Table 2?</small>	TRUE	
<b>End of Year Fund Balance</b>	\$ 107,549	\$ 107,549

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.

	<b>Total Annual Revenue</b> (A)	<b>Maximum Allowed Balance (4x Annual)</b> (B) = (A) * 4	<b>Current DLD Balance</b> (C)	<b>Current Balance Over / Under Maximum Allowed</b> (D) = (C) - (B)
VRF Program	\$ 48,965	\$ 195,860	\$ 107,549	\$ (88,311)

**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.**

**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)?**

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>?

**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	\$ 107,549	\$ -
<b>Total</b>	\$ 107,549	\$ -

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

**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
Annual Pavement Rehabilitaiton	Street maintenance and safety striping	\$ 50,000	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	Copy of article, website, signage attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
<b>Article</b>	Yes	Yes	Combined with MB/MBB publicity
<b>Website</b>	Yes	Yes	Combined with MB/MBB publicity
<b>Signage</b>	Yes	Yes	Combined with MB/MBB publicity

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

**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	Other	Other	Administrative	Annual VRF audit	Compliance requirement	1	Other		2. Proximate (w/in 1-mile)	\$ 3,125
<b>Percentage of Capital vs Administrative Costs</b>				0%							
a. Total Capital				\$ -							
b. Total Administrative				\$ 3,125							
<b>TOTAL</b>										\$ 3,125	
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.

VRF Capital Investments will increase greatly in the next fiscal year with the upcoming Annual Street Rehabilitation project.