

**VEHICLE REGISTRATION FEE
Annual Program Compliance Report
Reporting Period - Fiscal Year 2024-25**

AGENCY CONTACT INFORMATION

Agency Name: **City of Emeryville**

Date: **12/19/2025**

Primary Point of Contact

Name: **Sharon Friedrichsen**

Title: **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.

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	\$ 157,759	\$ 157,759
Revenue	\$ 104,878	\$ 104,878
Interest	\$ 6,287	\$ 6,287
GASB 31 Adjustment	\$ -	\$ -
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 103,237 <small>TRUE</small>	\$ 103,237
End of Year Fund Balance	\$ 165,687	\$ 165,687



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

Revenue included an one-time City fund transfer in of \$50,000 to support the streetscape program.

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 (A)	Maximum Allowed Balance (4x Annual) (B) = (A) * 4	Current DLD Balance (C)	Current Balance Over / Under Maximum Allowed (D) = (C) - (B)
VRF Program	\$ 104,878	\$ 419,512	\$ 165,687	\$ (253,825)

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.**

The City plans to use remaining balances on the continued work of the 2024 Sustainable Streetscape Project in FY25/26, and any other leftover balances on the 2026 Sustainable Streetscapes Project.

Local Streets and Roads (LSR) Direct Local Distribution Program**Reporting Period - Fiscal Year 2024-25****GENERAL COMPLIANCE REPORTING****1a. What is agency's 2024 Pavement Condition Index (PCI)?***Use same PCI reported to MTC for their Pavement Condition Rpt.*PCI = **78**<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?](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	\$ 165,687
Total	\$ 2,106

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

The City plans to use remaining balances on the continued work of the 2024 Sustainable Streetscapes Project in FY25/26, and any other leftover balances on the 2026 Sustainable Streetscapes Project.

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 2026	Annual Paving Project in Emeryville, Adeline Street, 67th Street, Doyle Street, Bike-Ped improvements throughout project.	\$ 165,687	Planned

Local Streets and Roads (LSR) Direct Local Distribution Program

Reporting Period - Fiscal Year 2024-25

GENERAL COMPLIANCE REPORTING

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

Yes

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.
Article	Yes	Yes
Website	Yes	Yes
Signage	Yes	Yes

Local Streets and Roads Direct Local Distribution Program

Reporting Period - Fiscal Year 2024-25

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 (Drop-down Menu)	Project Type (Drop-down Menu)	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 24-25	Units for Quantity (Drop-down Menu)	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)			\$ 3,237
2	Construction	Streetscape / Complete	Capital	Sustainable Streetscapes 2024	Pvmt Rehab, Bike/Ped Improvements	2.9	Lane Miles	2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)		\$ 100,000
				97%							\$ 103,237
	a. Total Capital			\$ 100,000							TRUE
	b. Total Administrative			\$ 3,237							

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.

YES

TOTAL
Match to Table 1?