

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

AGENCY CONTACT INFORMATION

Agency Name: **City of San Leandro**

Date: **12/31/2025**

Primary Point of Contact

Name: **Angie Nichols**

Title: **Finance Manager**

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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**

VEHICLE REGISTRATION FEE
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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	\$ 1,493,082	\$ 1,493,082
Revenue	\$ 408,503	\$ 408,503
Interest	\$ 43,945	\$ 43,945
GASB 31 Adjustment	\$ 23,969	\$ 23,969
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 1,178,454	\$ 1,178,454
	<small>TRUE</small>	
End of Year Fund Balance	\$ 791,045	\$ 791,045



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 (A)	Maximum Allowed Balance (4x Annual) (B) = (A) * 4	Current DLD Balance (C)	Current Balance Over / Under Maximum Allowed (D) = (C) - (B)
VRF Program	\$ 408,503	\$ 1,634,010	\$ 791,045	\$ (842,965)

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 2024-24****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 = **56**<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.*

Staff has provided informational presentation series to members of the City Council to educate them about the City's Pavement Management Program and the funding requirements that would improve the City's PCI to greater than 60. Since then, the Mayor of the City of San Leandro has formed a working group on revenue enhancement to repair and maintain City infrastructure and facilities, which includes the repair and maintenance of City streets to bring the PCI of the street network to a minimum of 60. This working group will be taking to City Council a request for authorization to retain the services of a consultant to lead this effort in the next few months. In addition to this effort, a group of San Leandro residents is working on a city-wide revenue measure to fund facility and infrastructure projects in the City, this citizen lead effort will include funding for the repairs of city streets.❷

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	\$ 791,045
Total	\$ 791,045

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

A substantial amount of these funds have been encumbered; however, one of the two projects planned of Spring of 2025, received bids that exceeded the project budget. This lead to staff recommending to City Council the rejection of all bids and to rebid the project together with next year's street sealing project. The bid will be published in Winter 2025 to increase chances of receiving lower bids. The combined larger project will result in expending the majority of the current VRF balance.❷

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 Street Sealing 21-24	Repair and Maintenance	\$ 791,045	Underway

Local Streets and Roads (LSR) Direct Local Distribution Program

Reporting Period - Fiscal Year 2024-24

GENERAL COMPLIANCE REPORTING

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

No

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

Copy of article,
website, signage
attached?

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

VRF	
Article	Yes
Website	Yes
Signage	Yes

Yes
Yes
Yes

<https://www.sanleandro.org/276/Capital-Improvement->

Local Streets and Roads Direct Local Distribution Program

Reporting Period - Fiscal Year 2024-24

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 (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	Project Closeout	Street Resurfacing/Main	Capital	Street Overlay/Rehab 17-18 (143-38-392)	Repair and maintain streets		Lane Miles	1. Direct (in EPC)	3. None (Not near HIN)	\$ 471,404	
2	Project Closeout	Street Resurfacing/Main	Capital	Street Sealing 2021-22 (143-38-525)	Repair and maintain streets		Lane Miles	1. Direct (in EPC)	3. None (Not near HIN)	\$ 707,050	
				100%						\$ 1,178,454	
	a. Total Capital			\$ 1,178,454						TRUE	
	b. Total Administrative			\$ -							

TOTAL
Match to Table 1?

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