

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

**AGENCY CONTACT INFORMATION**

Agency Name: **City of Albany, CA**

Date: **12/30/2022**

**Primary Point of Contact**

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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  
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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
<b>Beginning of Year Fund Balance</b>	\$ 321,669	\$ 321,669
<b>Revenue</b>	\$ 66,351	\$ 66,351
<b>Interest</b>	\$ 835	\$ 835
<b>Expenditures</b> <small>Expenditures Matches Table 2?</small>	\$ 21,180 <small>TRUE</small>	\$ 21,180
<b>End of Year Fund Balance</b>	\$ 367,675	\$ 367,675

*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	\$ 66,351	\$ 265,406	\$ 367,675	\$ 102,269

**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 of Albany is excluded from this requirement as per policy noted above.

**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 = 

56
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*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>?

The above PCI of 56 is reported as per the Pavement Condition Index (PCI) for Bay Area Jurisdictions, 2020 report. The 2021 and 2022 reports are not yet available on MTC's website at the time of this reporting.

**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.*

In 2021-22, Albany participated in MTC's P-TAP Round 22 program, with measurement and reporting performed by Pavement Engineering, Inc (PEI). Albany participates in this program on a biennial basis. In Round 22, PEI performed field inspections on approximately 30.34 centerline miles of Albany's streets and updated MTC's StreetSaver with information on the City's pavement conditions (PCI). PEI confirmed the City's overall PCI at 56 at the time of measurement, and made recommendations for pavement maintenance, rehabilitation, and reconstruction throughout the City. The overall recommended budget scenario to maintain and increase PCI to 61 over 5 years requires funding beyond current means and staff is assessing next steps.

PCI has consistently remained low for a number of reasons, including engineering staff turnover, long lead times on design-heavy projects on high-traffic streets, and delays in project delivery due to the COVID-19 pandemic. Staff expects that the following efforts will contribute to PCI increases throughout the City.

Since September 2021, Albany has completed a number of pavement-related projects, including roadway repairs at the Jackson & Buchanan intersection (asphalt repair, concrete reinforcement for truck route, crosswalk/bike striping refresh) and Phases I & II of the Washington Avenue Rehabilitation Project (0.41 centerline miles, including 2 travel lanes, 2 parking lanes, 18 curb ramps, high visibility crosswalks, and striped bulbouts). The City also completed design on a large suite of paving projects, including the Marin Avenue Pavement Rehabilitation Project, Phase 1 of which will rehabilitate and upgrade 56,000 square feet of pavement, associated curb ramps, storm drain facilities, and striping and signage - this project is currently in construction. The design suite also included the 2022 Annual Pavement Rehabilitation Project, which consists of over 290,000 square feet of pavement rehabilitation on 17 blocks, and includes rehab and upgrades to associated curb ramps, storm drain facilities, and striping and signage. This project is also currently in construction. Both projects are expected to be completed in Spring 2023. Subsequent projects include the second phase of the Marin Avenue Pavement Rehabilitation Project and a large-scale citywide light/heavy maintenance (slurry seal etc) project that is as yet untitled. Albany also plans to participate in MTC's P-TAP Round 24 program, with measurement of both pavement and associated non-pavement assets to begin in Fall 2023.

**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	\$ 367,675	\$ 167,553
<b>Total</b>	\$ 367,675	\$ 167,553

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

Staff prioritized expenditure of the Measure B funds this fiscal year, as collection of revenue has sunset and the funds will not replenish. For example, the Buchanan & Jackson project was supported by the Measure B LSR funds instead of VRF as noted in the prior year's report. Of the VRF fund balance noted above, \$23,341.05 has already been either expended or encumbered into an active contract in Q1/Q2 FY22-23. These expenditures will be reported on the FY22-23 reports. An additional \$20,000 is scheduled for the PTAP Round 24 matching requirement. Recommendations for the remaining fund balance will be brought to the City Council later in 2023 as part of an update to the City's Capital Improvement Plan.

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

Annual Street Rehabilitation Program (CIP No. 21000)	Pavement rehabilitation and repair, including major rehab projects with ADA and Active Transportation Plan street features, as well as minor capital rehab projects. Projects include Marin Avenue Pavement Rehabilitation Phase I & II, the 2022 Annual Street Rehabilitation Project, and the 2023 Annual Street Maintenance Project. DLD amount noted is over a five-year period as per the recently updated CIP, less funds spent in FY20, FY21, and FY22 and funds encumbered for the PTAP costs listed below.	\$ 147,553	Underway
Annual Street Rehabilitation Program (CIP No. 21000)	MTC-PTAP Round 24 Matching Funds	\$ 20,000	Planned
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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

Yes

**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	
<b>Article</b>	No
<b>Website</b>	Yes
<b>Signage</b>	No

**Copy of article,  
website, signage  
attached?**

No
Yes
No

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

VRF funds were not used in active construction
VRF funds were not used in active construction

**Local Streets and Roads Direct Local Distribution Program  
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**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	Construction	Street Resurfacing/Mair	Capital	Annual Pavement Rehabilitation Program (CIP No. 21000)	Pavement rehabilitation and repair, including major rehab projects with ADA and Active Transportation Plan street features, as well as minor capital rehab projects. The Washington Ave Pavement Rehabilitation Project was split into two phases to accomodate planned EBMUD water line work; Phase I & II construction have been completed. VRF funding supported compaction and materials testing for construction of the project, as well as striping/signage restoration related to a bus stop relocation.				2. Proximate (w/in 1-mile)	\$ 18,180	
2	Streets/Rds	Planning/Scoping	Street Resurfacing/Mair	Capital	Annual Pavement Rehabilitation Program (CIP No. 21000)	MTC PTAP Round 22 Matching Funds				2. Proximate (w/in 1-mile)	\$ 3,000	
<b>Percentage of Capital vs Administrative Costs</b>				#REF!							<b>TOTAL</b>	\$ 21,180
a. Total Capital				#REF!							<b>Match to Table 1?</b>	TRUE
b. Total Administrative				#REF!								

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.