

VEHICLE REGISTRATION FEE
Annual Program Compliance Report
Reporting Period - Fiscal Year 2022-23

AGENCY CONTACT INFORMATION

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

Date:

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.

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	\$ 367,675	\$ 367,675
Revenue	\$ 87,921	\$ 87,921
Interest	\$ 10,362	\$ 10,362
GASB 31 Adjustment	\$ -	\$ -
Expenditures	\$ 82,831	\$ 82,831
<small>Expenditures Matches Table 2?</small>	TRUE	
End of Year Fund Balance	\$ 383,127	\$ 383,127



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	Maximum Allowed Balance (4x Annual)	Current DLD Balance	Current Balance Over / Under Maximum Allowed
	(A)	(B) = (A) * 4	(C)	(D) = (C) - (B)
VRF Program	\$ 87,921	\$ 351,684	\$ 383,127	\$ 31,443

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.

Small city , policy not applicable.

Local Streets and Roads (LSR) Direct Local Distribution Program

Reporting Period - Fiscal Year 2022-23

GENERAL COMPLIANCE REPORTING

1a. What is agency's 2022 Pavement Condition Index (PCI)?

Use same PCI reported to MTC for their Pavement Condition Rpt.

PCI = 57

<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>

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.

Albany is currently enrolled in MTC's PTAP Round 24 program. Albany participates in this program on a biennial basis. In Round 22, Pavement Engineering Inc (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 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 local Capital Improvement Plan (CIP) allocations. Staff is preparing an update to the Albany CIP, estimated for adoption in Spring 2024, and will recommend increased investment in pavement conditions throughout the City.

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 weather, lingering effects of the COVID-19 pandemic, and interproject coordination.

Since July 2022, Albany has completed two major pavement-related projects including Phase 1 of the Marin Avenue Pavement Rehabilitation and Repair Project, which rehabilitated and upgraded pavement, associated curb ramps, storm drain facilities, and associated striping and signage. The project required 2,800 tons of material to be removed, 2,800 tons of asphalt placed, over 22,000 square feet of roadway graded, and 9,500 linear feet of lane length paved. Albany also completed the 2022 Annual Pavement Rehabilitation Project, which consisted of over 270,000 square feet of pavement rehabilitation covering 2 linear miles of roadway in Albany, along with ADA-compliant curb ramp updates, intersection grading, curb and gutter repairs, and storm drain installation. The project also included asphalt patching around the City and installation of two high-visibility rainbow crosswalks in the City's Solano Ave business district.

Major projects designed in FY22-23 planned for construction in FY23-24 include the 2023 Pavement Maintenance and Repair Project, which is a pavement preservation treatment project covering approximately 7 linear miles, or 125,000 square yards. Construction was expected for Fall/Winter 2023 but has been delayed to Spring 2024 due to weather conditions. Phase 2 and 3 of the Marin Avenue Pavement Rehabilitation Project are approaching completed design and are estimated for construction in the current fiscal year. The City also continues to do periodic patch paving and pothole repair.

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	\$ 383,127	\$ 75,000
Total	\$ 383,127	\$ 75,000

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

The City has been spending steadily over the past several years. Staff is currently in the process of preparing an update to the City's Capital Improvement Plan, and plans to recommend further allocation of VRF funds to upcoming projects so as to draw down fund balance.

Additionally, staff prioritized expenditure of the Measure B funds this fiscal year, as these funds have a required timeline for expenditure and should be drawn down first.

Of the VRF fund balance noted above, \$13,485 has already been either expended or encumbered into an active contract in Q1/Q2 FY23-24. These expenditures will be reported on the FY23-24 reports.

Local Streets and Roads (LSR) Direct Local Distribution Program

Reporting Period - Fiscal Year 2022-23

GENERAL COMPLIANCE REPORTING

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 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 II 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, FY22, and FY23. FY24 expended and encumbered to date are included in the DLD amount listed.	\$ 75,000	Underway

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

Yes

Local Streets and Roads (LSR) Direct Local Distribution Program

Reporting Period - Fiscal Year 2022-23

GENERAL COMPLIANCE REPORTING

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

VRF	
Article	Yes
Website	Yes
Signage	Yes

Copy of article,
website, signage
attached?

Yes
Yes
Yes

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

Local Streets and Roads Direct Local Distribution Program

Reporting Period - Fiscal Year 2022-23

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 <small>(Drop-down Menu)</small>	Project Phase <small>(Drop-down Menu)</small>	Project Type <small>(Drop-down Menu)</small>	Primarily Capital or Administrative Expenditure?	Project Name	Project Description/Benefits	Quantity Completed in FY 22-23	Units for Quantity <small>(Drop-down Menu)</small>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	High Injury Network	VRF DLD Expenditures
1	Streets/Rds	Construction	Street Resurfacing/Maintenance	Capital	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. Includes expenditures for striping, curb and gutter reconfiguration, and inspection & materials testing.	4	Intersections	<p>Striping refresh project: Public Works partnered with a contractor to perform minor roadway maintenance in Winter/Spring 2022-23. Construction was delayed due to winter storms, and mainly took place in April 2023. The work primarily consisted of routine refresh of traffic striping and markings.</p> <p>Several intersections around Memorial Park were especially addressed to increase daylighting of pedestrians and improve safety for crossings. This includes adjustment of an accessible parking space at the intersection of Ramona and Portland Ave to improve crosswalk visibility and overall safety, and replacement of the faded centerline on Santa Fe Ave from the Kensington border to Washington Ave.</p> <p>The striping refresh largely targeted areas within Zone 2 and Zone 3 of the City for this cycle (Zone Map: https://www.albanyca.org/home/showpublisheddocument/52323/638005702768470000). This type of work is expected to recur throughout the zones over a multi-year cycle.</p>	2. Proximate (w/in 1-mile)	2. Proximate (w/in 1-mile)	\$ 62,831
2	Other	Other	Street Resurfacing/Maintenance	Capital	Annual Pavement Rehabilitation Program (CIP No. 21000)	MTC P-TAP Round 24 Matching Funds	1	# of Plans developed		2. Proximate (w/in 1-mile)	2. Proximate (w/in 1-mile)	\$ 20,000
Percentage of Capital vs Administrative Costs				100%	TOTAL							\$ 82,831
a. Total Capital				\$ 82,831	Match to Table 1?							
b. Total Administrative				\$ -								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.

Not applicable.