

**VEHICLE REGISTRATION FEE  
Annual Program Compliance Report  
Reporting Period - Fiscal Year 2023-24**

**AGENCY CONTACT INFORMATION**

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

**Date:** 12/20/2024

**Primary Point of Contact**

**Name:** Devora Zauderer

**Title:** Public Works Program 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.

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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>	\$ 383,127	\$ 383,127
<b>Revenue</b>	\$ 87,016	\$ 87,016
<b>Interest</b>	\$ 20,087	\$ 20,087
<b>GASB 31 Adjustment</b>	\$ -	\$ -
<b>Expenditures</b>	\$ 38,338	\$ 38,338
<small>Expenditures Matches Table 2?</small>	<small>TRUE</small>	
<b>End of Year Fund Balance</b>	\$ 451,892	\$ 451,892

*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 <small>(A)</small>	Maximum Allowed Balance (4x Annual) <small>(B) = (A) * 4</small>	Current DLD Balance <small>(C)</small>	Current Balance Over / Under Maximum Allowed <small>(D) = (C) - (B)</small>
VRF Program	\$ 87,016	\$ 348,063	\$ 451,892	\$ 103,829

**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 2023-24**

**GENERAL COMPLIANCE REPORTING**

**1a. What is agency's 2023 Pavement Condition Index (PCI)?**

PCI = 58

*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>?

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 completed the PTAP 24 Pavement Management Plan Update and has recently submitted an application for PTAP 26. Albany consistently participates in the PTAP program on a biennial basis. Adhara Systems (Adhara) completed the PTAP 24 analysis on 32.22 centerline miles (62.57 lane miles) of Albany roadway, updating Albany's roadway inventory and providing updated budget scenarios for PCI improvement over the next five years. Adhara confirmed the City's overall PCI at the time of measurement, and made new recommendations for pavement maintenance, rehabilitation, and reconstruction throughout the City. The overall recommended budget scenario to maintain the City's current conditions and increase PCI to 61 over 5 years is within current annual funding allocations authorized by the City Council as part of Albany's Capital Improvement Plans. Staff is preparing an update to the Albany CIP, estimated for Summer 2025.

Since July 2023, Albany has completed a Citywide Striping Refresh project using VRF funds. This project is expected to recur annually, moving cyclically through the City's five zones. During the past year, Measure B & BB funds have contributed to major efforts in pavement maintenance and rehabilitation, signal improvements, pedestrian safety improvements, curb and gutter repairs, new trail facilities, and development of streetlighting guidelines. The City's 2023 Pavement Maintenance and Repair Project covered approximately 7 linear miles, or 125,000 square yards, and is substantially complete.

Albany expects to construct Phase II of the Marin Avenue Paving and Rehabilitation Project beginning in late FY25/early FY26, with an estimated cost of \$6M+ all-inclusive. The project consists of pavement rehabilitation on Marin Avenue from Key Route Boulevard to the City of Albany east limit (near Tulare Avenue). The project also includes rehabilitation and upgrades to associated curb ramps, traffic striping, and signage, improved pedestrian crossings, and intersection streetlighting improvements. 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	\$ 451,892	\$ 833
<b>Total</b>	<b>\$ 451,892</b>	<b>\$ 833</b>

**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.

The Marin Avenue Paving and Rehabilitation Project is expected to leverage VRF funds in addition to Measure B & BB.

**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  
Reporting Period - Fiscal Year 2023-24**

**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 II.	\$ 450,000	Planned
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**Local Streets and Roads (LSR) Direct Local Distribution Program  
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**GENERAL COMPLIANCE REPORTING**

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

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

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

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

Yes
Yes
No

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

The project was primarily contractor services and did not require signage. Future projects will include signage as appropriate.

**Local Streets and Roads Direct Local Distribution Program**

**Reporting Period - Fiscal Year 2023-24**

**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 <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 23-24	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Equity Priority Community Proximity	High Injury Network Proximity	VRF DLD Expenditures
1	Construction	Street Resurfacing/Maintenance	Capital	Annual Street Rehabilitation Program (CIP No. 21000)	Capital renewal program for 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.	2	Other	Striping refresh project: Public Works partnered with a contractor to perform minor roadway maintenance in April/May 2024. The work primarily consisted of routine refresh of curb paint, traffic striping, and traffic markings, such as crosswalks and centerlines, primarily within Zone 4 and Zone 5 of the City. This type of work is performed annually and expected to recur throughout the City's 6 zones (2 per year) over a three-year cycle.	2. Proximate (w/in 1-mile)	2. Proximate (w/in .5-mile)	\$ 38,338
<b>TOTAL</b>											\$ 38,338
<b>Match to Table 1?</b>											TRUE
			100%								
a. Total Capital			\$ 38,338								
b. Total Administrative			\$ -								

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.