

**MEASURE B AND MEASURE BB  
Annual Program Compliance Report  
Reporting Fiscal Year 2017-2018**

**AGENCY CONTACT INFORMATION**

Agency Name: **City of San Leandro**

Date: 12/14/2018

**Primary Point of Contact**

Name: Norite Vong

Title: Deputy Finance Director

Phone: (510) 577-3379

Email: [nvong@sanleandro.org](mailto:nvong@sanleandro.org)

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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 Measure B and BB 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**

**MEASURE B AND MEASURE BB  
Annual Program Compliance Report Fiscal Year 2017-2018**

**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. 2000 MEASURE B Direct Local Distribution Programs**

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
<b>Beginning of Year Fund Balance</b>	\$ 400,978	\$ 1,603,928	\$ -	\$ 308,826	\$ 2,313,732
<b>Revenue</b>	\$ 289,407	\$ 1,468,047	\$ -	\$ 314,034	\$ 2,071,488
<b>Interest</b>	\$ (218)	\$ (1,104)	\$ -	\$ (236)	\$ (1,558)
<b>Expenditures</b> <small>Expenditures Matches Table 2?</small>	\$ 97,000 <small>TRUE</small>	\$ 1,490,545 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 256,057 <small>TRUE</small>	\$ 1,843,602
<b>End of Year Fund Balance</b>	\$ 593,167	\$ 1,580,326	\$ -	\$ 366,567	\$ 2,540,060

Notes

**B. 2014 MEASURE BB Direct Local Distribution Programs**

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
<b>Beginning of Year Fund Balance</b>	\$ 82,812	\$ 809,617	\$ -	\$ 517,793	\$ 1,410,222
<b>Revenue</b>	\$ 234,796	\$ 1,309,968	\$ -	\$ 278,273	\$ 1,823,037
<b>Interest</b>	\$ 527	\$ 2,939	\$ -	\$ 624	\$ 4,090
<b>Expenditures</b> <small>Expenditures Matches Table 2?</small>	\$ 219,899 <small>TRUE</small>	\$ 1,042,430 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 74,327 <small>TRUE</small>	\$ 1,336,656
<b>End of Year Fund Balance</b>	\$ 98,236	\$ 1,080,094	\$ -	\$ 722,363	\$ 1,900,693

Notes

**Bicycle and Pedestrian Direct Local Distribution Program  
Reporting Period - Fiscal Year 2017-18**

**GENERAL COMPLIANCE REPORTING**

1. Indicate the adoption year of the most current Bicycle/Pedestrian Master Plans, as applicable.

	Adoption Year
Bicycle Master Plan	2018
Pedestrian Master Plan	2018
Bike/Ped Master Plan	2018

If the plans are over five-years past the last adoption year, specify when your agency's will perform its next update.  
Indicate N/A, if not applicable.

N/A

2a. How much of the program balance is encumbered into active contracts and projects?

		\$ Encumbered
MB Balance	\$ 593,167	\$ 399,927
MBB Balance	\$ 98,236	\$ 186,051
<b>Total</b>	\$ 691,403	\$ 585,978

2b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.

Indicate N/A, if not applicable.

Fund balance is being used by the current year Sidewalk Repair Program which is under construction.

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 Sidewalk Repair Program 2017-18	Citywide repair of defective public sidewalks or upgrade of pedestrian curb ramps to enhance	\$ 105,000	Underway
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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).

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
Article	Yes	Yes	Yes	
Website	Yes	Yes	Yes	<a href="https://www.sanleandro.org/depts/transit/landuse/sidewalkrepair.asp">https://www.sanleandro.org/depts/transit/landuse/sidewalkrepair.asp</a>
Signage	Yes	Yes	Yes	

**Bicycle and Pedestrian Direct Local Distribution Program**

**Reporting Period - Fiscal Year 2017-18**

**TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS**

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.  
 - 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 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	
1	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program 2012-13 <i>(San Leandro Acct. 144-36-006)</i>	Citywide repair of defective public sidewalks or upgrade of pedestrian curb ramps to enhance pedestrian safety.	4186	Square Feet		\$ 54,416	\$ -	
2	Bike/Ped	Maintenance	Staffing	Administrative	Misc Traffic Safety Equipment <i>(San Leandro Acct. 144-36-285)</i>	Writing Work Orders for repairs performed by the City's maintenance staff.		Other	Staff time only.	\$ 355	\$ -	
3	Bicycle	Project Closeout	Signage and Wayfinding	Administrative	Bicycle Network (East) Construction <i>(San Leandro Acct. 144-36-299)</i>	Close-out of Capital Improvement Project.		Other	Staff time only.	\$ 469	\$ -	
4	Bike/Ped	Other	Education and Promotion	Administrative	Bike & Ped Support Program 17-18 <i>(San Leandro Acct. 144-36-378)</i>	Bike-to-Work Day sponsorship & support		Other		\$ 3,712	\$ -	
5	Pedestrian	Construction	Sidewalks and Ramps	Capital	Sidewalk Program 17-18 <i>(San Leandro Acct. 144-36-379)</i>	Citywide repair of defective public sidewalks or upgrade of pedestrian curb ramps to enhance pedestrian safety.	1199	Square Feet		\$ 15,583	\$ -	
6	Pedestrian	PS&E	Signals	Administrative	Davis St at Carpentier St Ped Signal <i>(San Leandro Acct. 144-36-388)</i>	Design of a High-intensity Activated crossWalk (HAWK) beacon.		Other	Staff and consultant time.	\$ 22,465	\$ -	
7	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program 2012-13 <i>(San Leandro Acct. 141-36-006)</i>	Citywide repair of defective public sidewalks or upgrade of pedestrian curb ramps to enhance pedestrian safety.	6964	Square Feet		\$ -	\$ 90,533	
8	Bike/Ped	Planning/Scoping	Master Plan	Administrative	Bike & Ped Master Plan Update <i>(San Leandro Acct. 141-36-351)</i>	Update of the City's Bicycle and Pedestrian Master Plan.	1	# of Plans developed		\$ -	\$ 30,708	
9	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Repair 2016-17 <i>(San Leandro Acct. 141-36-353)</i>	Citywide repair of defective public sidewalks or upgrade of pedestrian curb ramps to enhance pedestrian safety.	2192	Square Feet		\$ -	\$ 28,494	
10	Pedestrian	PS&E	Pedestrian Crossing	Administrative	Pedestrian Crossing Improvements 2016-17 <i>(San Leandro Acct. 141-36-355)</i>	Design of Rectangular Rapid Flashing Beacons (RRFB).		Other	Staff and consultant time.	\$ -	\$ 48,815	
11	Bicycle	PS&E	Signage and Wayfinding	Administrative	Bicycle Network West <i>(San Leandro Acct. 141-36-356)</i>	Design of signs and pavement markings in order to improve bicycle routes.		Other	Staff time only.	\$ -	\$ 21,349	
12										\$ -	\$ -	
13										\$ -	\$ -	
14										\$ -	\$ -	
15										\$ -	\$ -	
16										\$ -	\$ -	
17										\$ -	\$ -	
18										\$ -	\$ -	
19										\$ -	\$ -	
20										\$ -	\$ -	
21										\$ -	\$ -	
22										\$ -	\$ -	
23										\$ -	\$ -	
24										\$ -	\$ -	
25										\$ -	\$ -	
<b>Total Percentage of Capital vs Administrative Costs</b>				60%								
a. Total Capital				\$ 189,026								
b. Total Administrative				\$ 127,873								
										<b>TOTAL</b>	\$ 97,000	\$ 219,899
										<b>Match to Table 1?</b>	TRUE	TRUE

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.

**Local Streets and Roads (LSR) Direct Local Distribution Program  
Reporting Period - Fiscal Year 2017-18**

**GENERAL COMPLIANCE REPORTING**

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

PCI =

Use PCI from the most recent MTC's VitalSigns linked here:

<http://www.vitalsigns.mtc.ca.gov/street-pavement-condition>

**If your PCI falls below a score of 60 (fair condition), specify what actions are being implemented to increase the PCI.**

*Indicate N/A, if not applicable.*

City staff is aggressively using funds generated from the 2015 City residents' approved local sales tax, the Measures B and BB, and other grant funds to improve City's streets PCI.

**2a. How much of the balance identified here is encumbered into active contracts and projects?**

		\$ Encumbered
MB Balance	\$ 1,580,326	\$ 487,618
MBB Balance	\$ 1,080,094	\$ 31,275
<b>Total</b>	<b>\$ 2,660,420</b>	<b>\$ 518,893</b>

**2b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.**

*Indicate N/A, if not applicable.*

The City has a fund balance because we are still transitioning from our old practice of spending the funding within 5 years to carrying no more than 40% forward. The City has several large projects in design and construction that will expend the balance within the timeframe for compliance.

**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 2017-18	Street resurfacing/maintenance of existing roadway	\$ 1,850,000	Underway
Annual Overlay/Rehabilitation 17-18	Street resurfacing/maintenance of existing roadway	\$ 1,500,000	Underway
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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

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

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
<b>Article</b>	Yes	Yes	Yes	See attached
<b>Website</b>	Yes	Yes	Yes	<a href="https://www.sanleandro.org/depts/transit/project/currproi2010.asp">https://www.sanleandro.org/depts/transit/project/currproi2010.asp</a>
<b>Signage</b>	Yes	Yes	Yes	See attached

**Local Streets and Roads Direct Local Distribution Program  
Reporting Period - Fiscal Year 2017-18**

**TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS**

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.  
- 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 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures		
2	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Annual Overlay/Rehabilitation 2016-17 (SL Acc 141-38-377)	Maintain existing roadway	4.2	Lane Miles		\$ 15,884	\$ 947,072		
3	Bike/Ped	Operations	Education and Promotio	Administrative	Traffic Safety - K8 Students and Senior Adults (SL Acc 141-38-389)	Safety Training	0	Other	Program Management; No Construction	\$ -	\$ 2,381		
4	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Street Overlay/Rehab 17-18 (SL Acc 141-38-392)	Maintain existing roadway	0	Lane Miles		\$ -	\$ 92,910		
5	Other	Operations	Operations	Administrative	Administrative charges (SL Acc 144-38-100)	Manage Program	0	Other	Program Management; No Construction	\$ 40,569			
6	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	San Leandro Blvd Rehab/Williams-Hudson (SL Acc 144-38-350)	Maintain existing roadway	0	Lane Miles		\$ 224	\$ -		
7	Streets/Rds	Planning/Scoping	Operations	Administrative	CIP Advanced Planning (SL Acc 144-38-361)	Manage Program	0	Other	Program Management; No Construction	\$ 6,026	\$ -		
8	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Overlay/Rehabilitation 2015-16 (SL Acc 144-38-369 & 141-38-369)	Maintain existing roadway	0	Lane Miles		\$ 81,369	\$ 67		
9	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Street Sealing 2015-16 (SL Acc 144-38-376)	Maintain existing roadway	0	Lane Miles		\$ 72,378	\$ -		
10	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Annual Street Sealing 2016-17 (SL Acc 144-38-381)	Maintain existing roadway	10	Lane Miles		\$ 1,072,010	\$ -		
11	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Street Sealing 2014-15 (SL Acc 144-38-383)	Maintain existing roadway	0	Lane Miles		\$ 1,163	\$ -		
12	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Street Sealing 2017-18 (SL Acc 144-38-393)	Maintain existing roadway	0	Lane Miles		\$ 61,156	\$ -		
13	Streets/Rds	Planning/Scoping	Street Resurfacing/Maint	Capital	Lake Chabot Road Stabilization Design SL Acc 144-38-395)	Maintain existing roadway	0	Lane Miles		\$ 58,770	\$ -		
14	Other	Planning/Scoping	Signals	Capital	East 14th/Joaquin Signal Improvements (SL Acc 144-38-396)	Signal Upgrade/Safety Improvements	0	Signals		\$ 1,548	\$ -		
15	Other	Planning/Scoping	Signals	Capital	East 14th/144th Signal Improvements (SL Acc 144-38-397)	Signal Upgrade/Safety Improvements	0	Signals		\$ 1,741	\$ -		
16	Streets/Rds	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program - S&R (SL Acc 144-38-006)	Replace damaged sidewalk and construct ADA ramps	4000	Square Feet		\$ 77,707	\$ -		
17										\$ -	\$ -		
18										\$ -	\$ -		
19										\$ -	\$ -		
20										\$ -	\$ -		
21										\$ -	\$ -		
22										\$ -	\$ -		
23										\$ -	\$ -		
24										\$ -	\$ -		
25										\$ -	\$ -		
<b>Percentage of Capital vs Administrative Costs</b>				98%							<b>TOTAL</b>	\$ 1,490,545	\$ 1,042,430
a. Total Capital				\$ 2,483,999							<b>Match to Table 1?</b>	TRUE	TRUE
b. Total Administrative				\$ 48,976									

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.

A minimum of 15% of Measure BB LSR funds are required to be expended on bike/pedestrian Improvements.

In this fiscal year, how much of Measure BB LSR funds were expended on bike/pedestrian improvements?	\$ 157,420
Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:	15.1%
<b>Meets minimum 15% threshold?</b>	TRUE

If your agency did not meet the 15% minimum expenditure requirement this fiscal year, explain why.

**Paratransit Direct Local Distribution Program  
Reporting Period - Fiscal Year 2017-18**

**GENERAL COMPLIANCE REPORTING**

**1a. How much of the balance identified here is encumbered into active contracts and projects?**

		\$ Encumbered
MB Balance	\$ 366,567	\$ -
MBB Balance	\$ 722,363	\$ 15,507
<b>Total</b>	\$ 1,088,930	\$ 15,507

**1b. Explain why the program has a fund balance, and how the agency plans to expend the balances down.**

*Indicate N/A, if not applicable.*

In Fiscal Year 2016-2017, the City embarked on a San Leandro Paratransit Flex Shuttle Expansion Plan/Study wherein recommendations and alternative program enhancements were to be implemented within Fiscal Year 2017-2018. Due to inconclusive reports from the consultant and staff transitions, the San Leandro Paratransit Expansion Plan/Study implementation has been delayed; additional Community Outreach was conducted to be included in the Final Draft Report to be completed in Spring 2019. Upon approval by Council, implementation of the proposed recommendations to the program will be administered

**1c. 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
San Leandro FLEX Shuttle Expansion Plan with Consultant Nelson Nygaard	Consideration of a major expansion of the FLEX Shuttle services to improve transportation	\$ 37,000	
San Leandro FLEX Shuttle Expansion Plan Community Outreach with	Additional community outreach to Paratransit Users and Non-Users in multiple languages is	\$ 18,000	
Vehicle Replacement	Replacement of the two existing shuttles for program enhancement	\$ 175,000	
San Leandro FLEX Shuttle Contract	Agreement for daily service to both North and South Route	\$ 450,000	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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

Yes

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

	Measure B	Measure BB	Copy of Article, website, signage Attached?	If applicable, briefly explain why the publicity requirement wasn't completed.
<b>Article</b>	Yes	Yes	Yes	
<b>Website</b>	Yes	Yes	Yes	
<b>Signage</b>	Yes	Yes	Yes	Shuttle signage/wraps to be updated upon completion of consultant study.

Paratransit Direct Local Distribution Program  
Reporting Period - Fiscal Year 2017-18

**TABLE 2: DETAILED SUMMARY OF EXPENDITURES AND ACCOMPLISHMENTS**

Provide a detailed summary of Measure B and BB Expenditures for the reporting fiscal year.  
- 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>	Project Name	Project Description/Benefits	Quantity Completed in FY 17-18	Units for Quantity <i>(Drop-down Menu)</i>	Additional description on units or expanded detail on expenditures, performance, accomplishments	Measure B DLD Expenditures	Measure BB DLD Expenditures	Other Fund Expenditures	Total Cost
1	Senior and Disabled Services	Operations	Shuttle or Fixed-route Trips	Paratransit Flex Shuttle Program	Fixed-route shuttle program offering transportation for residents who are seniors and people with disabilities. The service consists of two interconnecting loops that travel on a fixed route to locations where riders can take care of basic life needs. The FLEX Shuttles operates ondat through Friday 9:00am to 5:00pm.	15369	Number of One-Way Unduplicated Trips		\$ 256,057	\$ 74,327	\$ -	\$ 330,384
2									\$ -	\$ -	\$ -	\$ -
3									\$ -	\$ -	\$ -	\$ -
4									\$ -	\$ -	\$ -	\$ -
5									\$ -	\$ -	\$ -	\$ -
6									\$ -	\$ -	\$ -	\$ -
7									\$ -	\$ -	\$ -	\$ -
8									\$ -	\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -	\$ -
10									\$ -	\$ -	\$ -	\$ -
11									\$ -	\$ -	\$ -	\$ -
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16									\$ -	\$ -	\$ -	\$ -
17									\$ -	\$ -	\$ -	\$ -
18									\$ -	\$ -	\$ -	\$ -
19									\$ -	\$ -	\$ -	\$ -
20									\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>									\$ 256,057	\$ 74,327	\$ -	\$ 330,384
Match to Table 1?									TRUE	TRUE		





## DLD Recipient Self-Certification

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

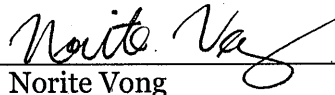
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### Confirmation of Use of Direct Local Distribution Funds

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For the 2000 Measure B and 2014 Measure BB Direct Local Distribution (DLD) funds, pursuant to the California Public Utilities Code 180001 (e), funds generated by the transportation sales tax are to be used to supplement and not replace existing local revenues used for transportation purposes.

The City of San Leandro confirms that DLD funds are supplementing and not replacing existing local revenues used for transportation purposes.



Norite Vong  
Deputy Finance Director

1/17/19  
Date