

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2018-2019**

AGENCY CONTACT INFORMATION

Agency Name: **City of San Leandro**

Date: 12/20/2019

Primary Point of Contact

Name: David Baum

Title: Finance Director

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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.

Additionally, 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. By submit this report, the agency confirms that DLD funds are supplementing and not replacing existing local revenues used for transportation purposes.

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 2018-2019**

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
Beginning of Year Fund Balance	\$ 593,167	\$ 1,580,326	\$ -	\$ 366,567	\$ 2,540,060
Revenue	\$ 308,082	\$ 1,701,785	\$ -	\$ 339,295	\$ 2,349,162
Interest	\$ 8,044	\$ 44,435	\$ -	\$ 8,859	\$ 61,338
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 624,573 <small>TRUE</small>	\$ 2,668,589 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 170,495 <small>TRUE</small>	\$ 3,463,657
End of Year Fund Balance	\$ 284,720	\$ 657,957	\$ -	\$ 544,226	\$ 1,486,903

Notes

B. 2014 MEASURE BB Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 98,236	\$ 1,080,094	\$ -	\$ 722,363	\$ 1,900,693
Revenue	\$ 250,918	\$ 1,524,445	\$ -	\$ 283,433	\$ 2,058,796
Interest	\$ 614	\$ 3,732	\$ -	\$ 693	\$ 5,039
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 345,259 <small>TRUE</small>	\$ 709,350 <small>TRUE</small>	\$ - <small>TRUE</small>	\$ 79,264 <small>TRUE</small>	\$ 1,133,873
End of Year Fund Balance	\$ 4,509	\$ 1,898,921	\$ -	\$ 927,225	\$ 2,830,655

Notes

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

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 fund balance is encumbered into active contracts/projects?

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
MB Balance	\$ 284,720	\$ 284,720
MBB Balance	\$ 4,509	\$ 4,509
Total	\$ 289,229	\$ 289,229

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

The City has a fund balance because construction has taken longer than originally scheduled and funds encumbered for construction haven't been spent as quickly as originally anticipated. However, City is working diligently to reduce the balance to below the allowed threshold at the end of FY 19-20.

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
Pedestrian Crossings 2017-18	Improve safety of pedestrian crossings	\$ 45,000	Underway
Bicycle Network West	Enhance bicycling facilities	\$ 250,000	Underway
Sidewalk Repair Program 2019-20	City wide repair of sidewalks and curb ramp upgrades	\$ 1,033,460	Planned
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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	https://www.sanleandro.org/depts/transit/landuse/side
Signage	Yes	Yes	Yes	

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

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 18-19	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	Project Closeout	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.	1	Other	Accounting adjustment.	\$ (2,365)	\$ -	
2	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.	1	Other	Staff time only.	\$ 5,669	\$ -	
3	Pedestrian	Construction	Signals	Capital	Bancroft/Sybil Signal Improvements <i>(San Leandro Acct. 144-36-348)</i>	Progress payment to contractor	1	Signals		\$ 654	\$ -	
4	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program 2016-17 <i>(San Leandro Acct. 144-36-353)</i>	Citywide repair of defective public sidewalks or upgrade of pedestrian curb ramps to enhance pedestrian safety.	4230	Square Feet		\$ 140,000	\$ -	
5	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 & BPAC consultant support	1	Other	Staff and consultant time.	\$ 18,945	\$ -	
6	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.	12706	Square Feet		\$ 420,374	\$ -	
7	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.	1	Other	Staff and consultant time.	\$ 27,148	\$ -	
8	Pedestrian	PS&E	Sidewalks and Ramps	Administrative	Sidewalk Program 18-19 <i>(San Leandro Acct. 144-36-400)</i>	Citywide repair of defective public sidewalks or upgrade of pedestrian curb ramps to enhance pedestrian safety.	1	Other	Staff time only.	\$ 14,148	\$ -	
9	Pedestrian	Project Closeout	Sidewalks and Ramps	Administrative	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.	1	Other	Staff time only.	\$ -	\$ 3,558	
10	Bike/Ped	Project Closeout	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	Other	Staff and consultant time.	\$ -	\$ 1,504	
11	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.	5714	Square Feet		\$ -	\$ 186,733	
12	Pedestrian	Construction	Signals	Capital	Pedestrian Crossing Improvements 2016-17 <i>(San Leandro Acct. 141-36-355)</i>	Installation of four Rectangular Rapid Flashing Beacons (RRFB) and one High-intensity Activated crossWalk beacon (HAWK).	5	Intersections		\$ -	\$ 122,336	
13	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.	1	Other	Staff time only.	\$ -	\$ 31,128	
14										\$ -	\$ -	
15										\$ -	\$ -	
16										\$ -	\$ -	
17										\$ -	\$ -	
18										\$ -	\$ -	
19										\$ -	\$ -	
20										\$ -	\$ -	
21										\$ -	\$ -	
22										\$ -	\$ -	
23										\$ -	\$ -	
24										\$ -	\$ -	
25										\$ -	\$ -	
Total Percentage of Capital vs Administrative Costs				89%								
a. Total Capital				\$ 867,732								
b. Total Administrative				\$ 102,100								
									TOTAL	\$ 624,573	\$ 345,259	
									Match to Table 1?	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 2018-19**

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.

San Leandro has programed \$27.8M for street sealing, overlay, and rehabilitation for the next two years (fiscal year 19-20 and 20-21) in an effort to increase the average pavement condition index.

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
MB Balance	\$ 657,957	\$ 1,007,826
MBB Balance	\$ 1,898,921	\$ 2,077,161
Total	\$ 2,556,878	\$ 3,084,987

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

The City has a fund balance because construction has taken longer than originally scheduled and funds encumbered for construction haven't been spent as quickly as originally anticipated. The City has also found that the time required for design of street projects has increased significantly due to complete street evaluations and longer design times have delayed use of funds for construction. However, the balance for Measure B LSR is below the 40% goal and the balance for Measure BB LSR will be below the 40% goal at the end of FY 18-19.

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
Street overlay / rehabilitation 17-18 (BB)	repair and maintain streets	\$ 653,000	Underway
Street sealing 18-19 (BB)	repair and maintain streets	\$ 1,391,000	Underway
Street sealing 18-19 (B)	repair and maintain streets	\$ 321,000	Underway
Street overlay / rehabilitation 17-18 (B)	repair and maintain streets	\$ 739,000	Underway
Pedestrian Crossing Imp 16-17	Improve pedestrian crossing safety	\$ 70,000	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.
Article	Yes	Yes	Yes	
Website	Yes	Yes	Yes	
Signage	Yes	Yes	Yes	

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

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 18-19	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	Bike/Ped	Construction	Pedestrian Improvement	Capital	Pedestrian Crossing Improvements 2016-17	Improve safety of pedestrian crossing	5	Intersections		\$ 281,190	\$ 403,654		
2	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Street Overlay/Rehab 17-18	repair and maintain streets	13.1	Lane Miles		\$ 274,414	\$ 255,945		
3	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Street Sealing 2018-19	repair and maintain streets	0	Lane Miles		\$ -	\$ 40,616		
4	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Overlay/Rehabilitation 2015-16	repair and maintain streets	0	Lane Miles		\$ -	\$ 6,775		
5	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Overlay/Rehabilitation 2016-17	repair and maintain streets	0	Lane Miles		\$ -	\$ 2,268		
6	Bike/Ped	Operations	Education and Promotions	Administrative	Traffic Safety - K8 Students & Sr. Adults	Promote walking and bicycling	0	Other		\$ -	\$ 92		
7	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Street Sealing 17-18	repair and maintain streets	13.8	Lane Miles		\$ 1,466,111	\$ -		
8	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Street Overlay/Rehab 2018-19	repair and maintain streets	0	Lane Miles		\$ 305,089	\$ -		
9	Streets/Rds	Construction	Other	Capital	Storm Drain Improvements 2017-18	protect streets from storm water	1	Other	Unit = catch basin, MH, and pipe	\$ 140,000			
10	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Lake Chabot Road Stabilization Design	repair and maintain streets	0	Lane Miles		\$ 72,815			
11	Bike/Ped	PS&E	Sidewalks and Ramps	Capital	Annual Sidewalk Program - S&R	repair and maintain sidewalks	0	Linear Feet		\$ 54,676	\$ -		
12	Other	Operations	Program Operations	Administrative	Administrative Charges (8000)	Track financial data	1	Other	Unit = year of data	\$ 40,569	\$ -		
13	Other	Planning/Scoping	Program Operations	Capital	CIP Advanced Planning	Monitor and report on funds used	1	Other	Unit = year of data	\$ 16,983	\$ -		
14	Bike/Ped	PS&E	Pedestrian Improvement	Capital	East 14th/144th Pedestrian Signal	Improve safety of pedestrian crossing	0	Intersections		\$ 7,681	\$ -		
15	Bike/Ped	PS&E	Pedestrian Improvement	Capital	East 14th/Joaquin Signal Improvements	Improve safety of pedestrian crossing	0	Intersections		\$ 7,504	\$ -		
16	Streets/Rds	PS&E	Bridges and Tunnels	Capital	Bridge Maintenance and Repair	repair and maintain streets	0	Other	Unit = bridges	\$ 992	\$ -		
17	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Street Sealing 2015-16	repair and maintain streets	0	Lane Miles		\$ 453	\$ -		
18	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	San Leandro Blvd Rehab/Williams-Hudson	repair and maintain streets	0	Lane Miles		\$ 112	\$ -		
19										\$ -	\$ -		
20										\$ -	\$ -		
21										\$ -	\$ -		
22										\$ -	\$ -		
23										\$ -	\$ -		
24										\$ -	\$ -		
25										\$ -	\$ -		
Percentage of Capital vs Administrative Costs				99%							TOTAL	\$ 2,668,589	\$ 709,350
a. Total Capital				\$ 3,337,278							Match to Table 1?	TRUE	TRUE
b. Total Administrative				\$ 40,661									

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.

N/A

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?	\$ 450,000
Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:	63.4%
Meets minimum 15% threshold?	TRUE

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

N/A

**Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19**

GENERAL COMPLIANCE REPORTING

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

Encumbered value should be less than or equal to the available balance.

		\$ Encumbered
MB Balance	\$ 544,226	\$ -
MBB Balance	\$ 927,225	\$ -
Total	\$ 1,471,451	\$ -

2b. Why is there a fund balance? *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 Winter 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	\$ 10,000	
San Leandro FLEX Shuttle Expansion Plan Community Outreach with	Provide marketing strategy, create culturally appropriate outreach to Paratransit Users and	\$ 18,000	
San Leandro FLEX Shuttle Contract	Agreement for daily service to both North and South Route - 4 new vehicles, two bi-directional	\$ 485,000	
San Leandro FLEX Shuttle Expansion Plan Implementation with Consultant	Project Management, Marketing, Travel Training, Implementation of new FLEX routes	\$ 125,000	
Administrative Assistant II assigned to Paratransit Programs	One FTE	\$ 94,000	
Capital Improvement	Improved Stop Amenities - shelters, seating, turnout signage	\$ 50,000	
FLEX RIDES On Demand	TNC call center services and subsidized curb-to-curb rides	\$ 136,000	
		\$ -	

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.
Article	Yes	Yes	Yes	
Website	Yes	Yes	Yes	
Signage	Yes	Yes	Yes	Shuttle signage/wraps to be updated upon completion of consultant study.

Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2018-19

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 18-19	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.	15,412	Number of One-Way Unduplicated Trips		\$ 170,495	\$ 79,264	\$ -	\$ 249,759
2									\$ -	\$ -	\$ -	\$ -
3									\$ -	\$ -	\$ -	\$ -
4									\$ -	\$ -	\$ -	\$ -
5									\$ -	\$ -	\$ -	\$ -
6									\$ -	\$ -	\$ -	\$ -
7									\$ -	\$ -	\$ -	\$ -
8									\$ -	\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -	\$ -
10									\$ -	\$ -	\$ -	\$ -
11									\$ -	\$ -	\$ -	\$ -
12									\$ -	\$ -	\$ -	\$ -
13									\$ -	\$ -	\$ -	\$ -
14									\$ -	\$ -	\$ -	\$ -
15									\$ -	\$ -	\$ -	\$ -
16									\$ -	\$ -	\$ -	\$ -
17									\$ -	\$ -	\$ -	\$ -
18									\$ -	\$ -	\$ -	\$ -
19									\$ -	\$ -	\$ -	\$ -
20									\$ -	\$ -	\$ -	\$ -
TOTAL									\$ 170,495	\$ 79,264	\$ -	\$ 249,759
Match to Table 1?									TRUE	TRUE		