

**MEASURE B AND MEASURE BB
Annual Program Compliance Report
Reporting Fiscal Year 2019-2020**

AGENCY CONTACT INFORMATION

Agency Name: **City of San Leandro**

Date: Dec. 30, 2020

Primary Point of Contact

Name: Susan Hsieh

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 2019-2020**

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	\$ 284,720	\$ 657,957	\$ -	\$ 544,226	\$ 1,486,903
Revenue	\$ 291,918	\$ 1,598,968	\$ -	\$ 317,009	\$ 2,207,895
Interest	\$ 5,404	\$ 29,604	\$ -	\$ 5,870	\$ 40,878
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 244,597 <small>TRUE</small>	\$ 982,140 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 276,400 <small>TRUE</small>	\$ 1,503,137
End of Year Fund Balance	\$ 337,445	\$ 1,304,389	\$ -	\$ 590,705	\$ 2,232,539

Notes

B. 2014 MEASURE BB Direct Local Distribution Programs

	Bicycle / Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Total
Beginning of Year Fund Balance	\$ 4,509	\$ 1,898,921	\$ -	\$ 927,225	\$ 2,830,655
Revenue	\$ 237,668	\$ 1,431,826	\$ -	\$ 271,551	\$ 1,941,045
Interest	\$ 4,400	\$ 26,509	\$ -	\$ 5,028	\$ 35,937
Expenditures <small>Expenditures Matches Table 2?</small>	\$ 110,566 <small>TRUE</small>	\$ 2,287,376 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 132,226 <small>TRUE</small>	\$ 2,530,168
End of Year Fund Balance	\$ 136,011	\$ 1,069,880	\$ -	\$ 1,071,578	\$ 2,277,469

Notes

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2019-20**

GENERAL COMPLIANCE REPORTING

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

	Adoption Year
Bicycle Master Plan	n/a
Pedestrian Master Plan	n/a
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	\$ 337,445	\$ 337,445
MBB Balance	\$ 136,011	\$ 136,011
Total	\$ 473,456	\$ 473,456

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

There is usually a small fund balance because of unused contingency. The fund balance is larger than desired because work didn't proceed as quickly as planned. Work was delayed due to staff shortages, an office closure, and change to remote work environment. The office closure and the change to a remote work environment were due to COVID-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
Sidewalk Program	Construct ADA ramps and replace damaged sidewalk. Construction started summer 2020.	\$ 828,200	Underway
Bike Network West	Install striping and signage for bike routes. Construction started summer 2020.	\$ 32,300	Underway
Pedestrian Crossing Improvements	Construct RRFB and bulb outs. Construction started summer 2020.	\$ 45,000	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		
Website	Yes	Yes	Yes	
Signage	No	No	No	Signage n/a as there was no construction this period.

**Bicycle and Pedestrian Direct Local Distribution Program
Reporting Period - Fiscal Year 2019-20**

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 19-20	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	PS&E	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 141-36-006	constructs ADA compliant sidewalk and ramps	0		Project was in design, bid, and award.	\$ -	\$ 1,917
2	Pedestrian	Project Closeout	Signals	Capital	Pedestrian Crossing Imp. Account 141-36-355	Install RRFBs to improve pedestrian safety	0		Project was in closeout, expense includes release of retention	\$ -	\$ 53,429
3	Bicycle	PS&E	Bike Paths and Lanes	Capital	Bicycle Network West account 141-36-356	install bicycle striping and signage	0		Project was in design, bid, and award.	\$ -	\$ 35,224
4	Pedestrian	PS&E	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 141-36-400	constructs ADA compliant sidewalk and ramps	0		Project was in design, bid, and award.	\$ -	\$ 14,396
5	Pedestrian	PS&E	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 141-36-414	constructs ADA compliant sidewalk and ramps	0		Project was in design, bid, and award.	\$ -	\$ 5,600
6	Pedestrian	PS&E	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 144-36-006	constructs ADA compliant sidewalk and ramps	0		Project was in design, bid, and award.	\$ 26,028	\$ -
7	Bike/Ped	Other	Education and Promotion	Administrative	Bike and Ped support Program acc 144-36-378	Evaluate requests for improvements, provide outreach for bike use	1	Other	One year of education and promotion.	\$ 5,040	\$ -
8	Pedestrian	PS&E	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 144-36-379	constructs ADA compliant sidewalk and ramps	0		Project was in design, bid, and award.	\$ 145,219	\$ -
9	Pedestrian	PS&E	Signals	Capital	Davis / Carpentier Ped Signal acc 144-36-388	Install HAWK to improve pedestrian safety	0		Project was in design, bid, and award.	\$ 23,260	\$ -
10	Pedestrian	PS&E	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 144-36-400	constructs ADA compliant sidewalk and ramps	0		Project was in design, bid, and award.	\$ 50	\$ -
11	Pedestrian	PS&E	Signals	Capital	Pedestrian Crossing Imp. Account 144-36-430	Install RRFBs to improve pedestrian safety	0		Project was in design, bid, and award.	\$ 45,000	\$ -
12										\$ -	\$ -
13										\$ -	\$ -
14										\$ -	\$ -
15										\$ -	\$ -
16										\$ -	\$ -
17										\$ -	\$ -
18										\$ -	\$ -
19										\$ -	\$ -
20										\$ -	\$ -
21										\$ -	\$ -
22										\$ -	\$ -
23										\$ -	\$ -
24										\$ -	\$ -
25										\$ -	\$ -
Total Percentage of Capital vs Administrative Costs				99%							
a. Total Capital				\$ 350,123							
b. Total Administrative				\$ 5,040							
									TOTAL	\$ 244,597	\$ 110,566
									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 2019-20**

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 programmed over \$27.8M for street sealing, overlay and rehabilitation for the next two years (FY 19-20 and 20-21) in an effort to improve 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	\$ 1,304,389	\$	596,046
MBB Balance	\$ 1,069,880	\$	1,045,002
Total	\$ 2,374,269	\$	1,641,048

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

There is usually a small fund balance because of unused contingency. The fund balance is larger than desired because work didn't proceed as quickly as planned. Work was delayed due to staff shortages, an office closure, and change to remote work environment. The office closure and the change to a remote work environment were due to COVID-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
Annual Street Overlay/Rehab 2018-20	repair and maintain streets. Construction started fall 2020	\$ 1,060,000	Underway
Annual Street Overlay/Rehab 2019-21	repair and maintain streets. Design started fall 2020	\$ 2,400,000	Planned
Street Sealing 2019-20	repair and maintain streets. Construction started fall 2020	\$ 1,500,000	Underway
Street Sealing 2020-21	repair and maintain streets	\$ 1,500,000	Planned
		\$ -	
		\$ -	
		\$ -	
		\$ -	

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		
Website	Yes	Yes	Yes	
Signage	Yes	Yes	Yes	

**Local Streets and Roads Direct Local Distribution Program
Reporting Period - Fiscal Year 2019-20**

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 19-20	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	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Overlay/Rehabilitation 2016-17 - 141-38-377	repair and maintain streets	0	Lane Miles		\$ -	\$ 153		
2	Bike/Ped	Operations	Education and Promotic	Administrative	Traffic Safety - K8 & Sr. Adults - 141-38-389	Promote walking and bicycling	0	Other		\$ -	\$ 828		
3	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Street Overlay/Rehabilitation 17-18 - 141-38-392	repair and maintain streets	10.73	Lane Miles		\$ -	\$ 585,238		
4	Streets/Rds	PS&E	Bridges and Tunnels	Capital	Bridge Embankment Maintenance - 141-38-394	repair and maintain streets	0	Other	Unit = bridges	\$ -	\$ 2,521		
5	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Street Sealing 2018-19 - 141-38-402	repair and maintain streets	19	Lane Miles		\$ -	\$ 1,604,254		
6	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Street Overlay/Rehabilitation 2019-20 - 141-38-413	repair and maintain streets	0	Lane Miles		\$ -	\$ 94,116		
7	Bike/Ped	PS&E	Street Resurfacing/Maint	Capital	Annual Sidewalk Program - S&R - 144-38-006	repair and maintain streets	0	Linear Feet		\$ 25,327	\$ -		
8	Other	Operations	Program Operations	Administrative	Administrative Charges (800) - 144-38-100	Track financial data	1	Other	Unit = year of data	\$ 40,569	\$ -		
9	Other	Planning/Scoping	Program Operations	Capital	CIP Advanced Planning - 144-38-361	Monitor and report on funds used	1	Other	Unit = year of data	\$ 4,455	\$ -		
10	Streets/Rds	Project Closeout	Street Resurfacing/Maint	Capital	Annual Overlay/Rehabilitation 2016-17 - 141-38-377	repair and maintain streets	0	Lane Miles		\$ 6,467	\$ -		
11	Streets/Rds	Construction	Street Resurfacing/Maint	Capital	Street Sealing 17-18 - 144-38-393	repair and maintain streets	13.8	Lane Miles		\$ 326,220	\$ -		
12	Streets/Rds	PS&E	street Resurfacing/Maint	Capital	Lake Chabot Road Stabilization - 144-38-395	repair and maintain streets	0	Lane Miles		\$ 3,034	\$ -		
13	Bike/Ped	PS&E	Pedestrian Improvemen	Capital	East 14th/Joaquin Signal Improvements - 144-38-396	Improve safety of pedestrians	1	Intersections		\$ 13,260	\$ -		
14	Bike/Ped	PS&E	Pedestrian Improvemen	Capital	East 14th/ 144th Pedestrian Signal - 144-38-397	Improve safety of pedestrians	1	Intersections		\$ 7,778	\$ -		
15	Streets/Rds	PS&E	Street Resurfacing/Maint	Capital	Street Overlay/Rehab 2018-19 - 144-38-401	repair and maintain streets	0	Lane Miles		\$ 462,224	\$ -		
16	Bike/Ped	Construction	Pedestrian Improvemen	Capital	Pedestrian Crossing Improvements 2016-17	Improve safety of pedestrians	5	Intersections		\$ 91,806	\$ -		
17	Streets/Rds	PS&E	street Resurfacing/Maint	Capital	Street Sealing 2019-20	repair and maintain streets	0	Lane Miles		\$ 1,000	\$ -		
18	Bike/Ped	PS&E	Street Resurfacing/Maint	Capital	Sidewalk Program 2019-20 - 141-38-414	repair and maintain streets	0	Linear Feet		\$ -	\$ 266		
19										\$ -	\$ -		
20										\$ -	\$ -		
21										\$ -	\$ -		
22										\$ -	\$ -		
23										\$ -	\$ -		
24										\$ -	\$ -		
25										\$ -	\$ -		
Percentage of Capital vs Administrative Costs				99%							TOTAL	\$ 982,140	\$ 2,287,376
a. Total Capital				\$ 3,228,119							Match to Table 1?	TRUE	TRUE
b. Total Administrative				\$ 41,397									

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?	\$ 578,000
Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:	25.3%
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 2019-20**

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	\$ 590,705	\$ 27,250
MBB Balance	\$ 1,071,578	\$ 35,543
Total	\$ 1,662,283	\$ 62,793

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 providing FLEX Shuttle services to improve transportation options for	\$ 82,750	Planned
San Leandro FLEX Shuttle Contract	Agreement for daily service to both North and South Route - 4 new vehicles, two bi-directional	\$ 924,722	Planned
Go-Go Tech Network	Utilize Transportation network to provide transportation services to residents of 70 years	\$ 100,000	Planned
Administrative Assistant II assigned to Paratransit Programs	One FTE	\$ 94,000	Underway
Capital Improvement	Improved Stop Amenities - shelters, seating, turnout signage	\$ 50,000	Planned
City of Hayward - MOU	Administration of Central County Same Day Transportation Network Companies Program	\$ 81,429	Underway
San Leandro Rides On Demand Dispatch - Eden I&B	Provide dispatch services for Transportation Network companies	\$ 25,000	Underway
San Leandro FLEX Shuttle Contract - MV Transportation, Inc	Agreement for daily service to both North and South Route - 2 shuttles	\$ 278,100	Underway

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 purchase of new vehicles.

Paratransit Direct Local Distribution Program
Reporting Period - Fiscal Year 2019-20

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 19-20	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.	13912	Number of One-Way Unduplicated Trips		\$ 276,400	\$ 132,226	\$ -	\$ 408,626
2									\$ -	\$ -	\$ -	\$ -
3									\$ -	\$ -	\$ -	\$ -
4									\$ -	\$ -	\$ -	\$ -
5									\$ -	\$ -	\$ -	\$ -
6									\$ -	\$ -	\$ -	\$ -
7									\$ -	\$ -	\$ -	\$ -
8									\$ -	\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -	\$ -
10									\$ -	\$ -	\$ -	\$ -
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14									\$ -	\$ -	\$ -	\$ -
15									\$ -	\$ -	\$ -	\$ -
16									\$ -	\$ -	\$ -	\$ -
17									\$ -	\$ -	\$ -	\$ -
18									\$ -	\$ -	\$ -	\$ -
19									\$ -	\$ -	\$ -	\$ -
20									\$ -	\$ -	\$ -	\$ -
TOTAL									\$ 276,400	\$ 132,226	\$ -	\$ 408,626
Match to Table 1?									TRUE	TRUE		