

**MEASURE B AND MEASURE BB  
Annual Program Compliance Report  
Reporting Period - Fiscal Year 2020-21**

**AGENCY CONTACT INFORMATION**

Agency Name: **City of San Leandro**

Date: 12/23/2021

**Primary Point of Contact**

Name: Susan Hsieh

Title: Finance Director

Phone: (510) 577-3330

Email: [Shsieh@sanleandro.org](mailto:Shsieh@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.

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.

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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**

**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>	\$ 337,445	\$ 1,304,389	\$ -	\$ 590,705	\$ 2,232,539
<b>Revenue</b>	\$ 313,347	\$ 1,706,291	\$ -	\$ 365,184	\$ 2,384,822
<b>Interest</b>	\$ 3,368	\$ 18,340	\$ -	\$ 6,281	\$ 27,989
<b>Expenditures</b> <small>Expenditures Matches Table 2?</small>	\$ 647,143 <small>TRUE</small>	\$ 709,161 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 413,344 <small>TRUE</small>	\$ 1,769,648
<b>End of Year Fund Balance</b>	\$ 7,017	\$ 2,319,859	\$ -	\$ 548,826	\$ 2,875,702

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>	\$ 136,011	\$ 1,069,880	\$ -	\$ 1,071,578	\$ 2,277,469
<b>Revenue</b>	\$ 256,147	\$ 1,534,109	\$ -	\$ 311,411	\$ 2,101,667
<b>Interest</b>	\$ 4,406	\$ 26,386	\$ -	\$ 5,356	\$ 36,148
<b>Expenditures</b> <small>Expenditures Matches Table 2?</small>	\$ 333,911 <small>TRUE</small>	\$ 414,965 <small>TRUE</small>	\$ - <small>#REF!</small>	\$ 214,868 <small>TRUE</small>	\$ 963,744
<b>End of Year Fund Balance</b>	\$ 62,653	\$ 2,215,410	\$ -	\$ 1,173,477	\$ 3,451,540

Notes

**Bicycle and Pedestrian Direct Local Distribution Program  
Reporting Period - Fiscal Year 2020-21**

**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	\$ 7,017	\$ 3,002
MBB Balance	\$ 62,653	\$ 111,400
<b>Total</b>	\$ 69,670	\$ 114,402

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

N/A

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 Program	Annual Sidewalk Program	\$ 114,402	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
<b>Article</b>	Yes	Yes
<b>Website</b>	Yes	Yes
<b>Signage</b>	Yes	Yes

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

Yes
Yes
Yes

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


**Bicycle and Pedestrian Direct Local Distribution Program**

**Reporting Period - Fiscal Year 2020-21**

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

Provide a detailed summary of Measure B and BB 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 <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 20-21	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, account 141-36-006	constructs ADA compliant sidewalk and ramps	430	Linear Feet		\$ -	\$ 62,166		
2	Pedestrian	Construction	Bike Paths and Lanes	Capital	Bicycle Network West account 141-36-356	install bicycle striping and signage	10.5	Lane Miles		\$ -	\$ 68,852		
3	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program, account 141-36-400	constructs ADA compliant sidewalk and ramps	583	Linear Feet		\$ -	\$ 84,276		
4	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program, account 141-36-414	constructs ADA compliant sidewalk and ramps	820	Linear Feet			\$ 118,617		
5	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 144-36-006	constructs ADA compliant sidewalk and ramps	640			\$ 39,994	\$ -		
6	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		\$ 5,009	\$ -		
7	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program, account 144-36-379	constructs ADA compliant sidewalk and ramps	198	Lane Miles		\$ 28,603	\$ -		
8	Pedestrian	PS&E	Signals	Capital	Davis / Carpentier Ped Signal acc 144-36-388	Install HAWK to improve pedestrian safety	0	Intersections		\$ 1,832	\$ -		
9	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program, account 144-36-400	constructs ADA compliant sidewalk and ramps	657	Linear Feet		\$ 94,983	\$ -		
10	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 144-36-414	constructs ADA compliant sidewalk and ramps	3110	Linear Feet		\$ 450,000	\$ -		
11	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program account 144-38-420	constructs ADA compliant sidewalk and ramps	42	Linear Feet		\$ 6,094	\$ -		
12	Pedestrian	Construction	Sidewalks and Ramps	Capital	Annual Sidewalk Program S&R account 144-38-006	constructs ADA compliant sidewalk and ramps	143	Linear Feet		\$ 20,628	\$ -		
13										\$ -	\$ -		
<b>Total Percentage of Capital vs Administrative Costs</b>				99%							<b>TOTAL</b>	\$ 647,143	\$ 333,911
a. Total Capital				\$ 976,045							<b>Match to Table 1?</b>	TRUE	TRUE
b. Total Administrative				\$ 5,009									

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.

n/a

**Local Streets and Roads (LSR) Direct Local Distribution Program  
Reporting Period - Fiscal Year 2020-21**

**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 programmed over \$27.8 million for street sealing, overlay and rehabilitation for FY 19-20 and 20-21 in an effort to improve the average pavement condition index, and the construction of these projects were delayed due to the pandemic. In addition, San Leandro programmed about over \$21.3 million for FY 20-21-22 and 22-23 for additional street sealing, overlay and rehabilitation projects.

**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	\$ 2,319,859	\$ 468,520
MBB Balance	\$ 2,215,410	\$ 736,380
<b>Total</b>	\$ 4,535,269	\$ 1,204,899

**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 2018-19	repair and maintain streets. Construction started fall 2020.	\$ 1,200,000	Underway
Annual Street Overlay/Rehab 2019-21	repair and maintain streets. Design started fall 2020.	\$ 1,200,000	Underway
Annual Street Sealing 2019-20	repair and maintain streets. Construction started Summer 2021	\$ 1,500,000	Underway
Annual Street Sealing 2021-22	repair and maintain streets	\$ 691,305	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	y	No	Could not find ACTC email that acknowledged receipt of the newsletter article
Website	Yes	y	y	
Signage	Yes	y	y	

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

**Reporting Period - Fiscal Year 2020-21**

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

Provide a detailed summary of Measure B and BB 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 <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 20-21	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/Main	Capital	Street Sealing 2018-19 141-38-402	Repair and maintain streets	0	Lane Miles		\$ -	\$ 25,124
2	Streets/Rds	PS&E	Street Resurfacing/Main	Capital	Washington Avenue Reconstruction 141-38-411	Repair and maintain streets	0	Lane Miles		\$ -	\$ 70,950
3	Streets/Rds	PS&E	Street Resurfacing/Main	Capital	Street Overlay/Rehab 2019-20 141-38-413	Repair and maintain streets	0	Lane Miles		\$ -	\$ 269,158
4	Bike/Ped	PS&E	Pedestrian Improvement	Capital	Sidewalk Program 2019-20 141-38-414	Repair and maintain streets	0	Lane Miles		\$ -	\$ 49,734
5	Other	Operations	Program Operations	Administrative	Administrative Charges (8000) 144-38-100	Track financial data	1	Other	unit = year of data	\$ 40,570	\$ -
6	Streets/Rds	Project Closeout	Street Resurfacing/Main	Capital	Street Overlay/Rehab 17-18 144-38-392	Repair and maintain streets	10.73	Lane Miles		\$ 64,928	\$ -
7	Streets/Rds	Project Closeout	Street Resurfacing/Main	Capital	Street Sealing 17-18, 144-38-393	Repair and maintain streets	15.2	Lane Miles		\$ 1,122	\$ -
8	Streets/Rds	PS&E	Street Resurfacing/Main	Capital	Lake Chabot Road Stabilization Design, 144-38-395	Repair and maintain streets	0	Lane Miles		\$ 4,952	\$ -
9	Bike/Ped	PS&E	Pedestrian Improvement	Capital	East 14th/Joaquin Signal Improvements, 144-38-396	Improve safety of pedestrians	0	Intersections		\$ 16,788	\$ -
10	Streets/Rds	Construction	Street Resurfacing/Main	Capital	Street Overlay/Rehab 2018-19, 144-38-401	Repair and maintain streets	2.53	Lane Miles		\$ 245,739	\$ -
11	Bike/Ped	Project Closeout	Pedestrian Improvement	Capital	Pedestrian Crossing Improvements 2016-17, 144-38-410	Improve safety of pedestrians	2	Intersections		\$ 11,408	\$ -
12	Streets/Rds	Construction	Street Resurfacing/Main	Capital	Street Sealing 2019-20, 144-38-412	Repair and maintain streets	4150	Square Feet	ramps	\$ 322,333	\$ -
13	Streets/Rds	PS&E	Street Resurfacing/Main	Capital	Street Sealing 2020-21, 144-38-418	Repair and maintain streets	0	Lane Miles		\$ 1,321	\$ -
14										\$ -	\$ -
<b>Percentage of Capital vs Administrative Costs</b>											
										<b>TOTAL</b>	
										<b>Match to Table 1?</b>	
										\$ 709,161	\$ 414,965
										TRUE	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.

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?  
 Percent of Measure BB LSR funds expenditures on bike/pedestrian improvements:

\$	100,000
	24.1%
<b>Meets minimum 15% threshold?</b>	
TRUE	

**Meets minimum 15% threshold?**

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

Calc = 100% of sidewalk project + design cost of ramps on other projects

**Paratransit Direct Local Distribution Program  
Reporting Period - Fiscal Year 2020-21**

**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	\$ 548,826	\$	443,267
MBB Balance	\$ 1,173,477	\$	472,446
<b>Total</b>	\$ 1,722,303	\$	915,713

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

The City of San Leandro embarked on the implementation of the FLEX RIDES service expansion plan in 2019. However, the advent of the pandemic in early 2020 had a negative impact on both the timeline for the service expansion as well as on ridership and program membership for the final quarter of the fiscal year. Delivery of new vehicles for service expansion was delayed. New bi-directional service on the two shuttle routes was not implemented until July 2021; two new vehicles were placed in service September 2021. This has delayed the schedule for installation of stop amenities and NextBus. Ridership has steadily increased and FLEX RIDES membership has seen substantial growth (increasing from 225 to 369 members) in the first four months of 2021-2022; this will result in increased operating expenses for the curb-to-curb program for the current FY.

**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 RIDES Implementation Plan with Consultant Nelson\Nygaard	Project Management, Implementation of new FLEX RIDES Shuttle Routes, program monitoring	\$ 82,750	Underway
San Leandro FLEX RIDES Community Outreach	Provide marketing strategy, create culturally appropriate outreach to Paratransit Users and Non-	\$ 18,000	Underway
San Leandro FLEX RIDES Shuttle Contract - MV Transportation	Agreement for daily service 4 vehicles (2 new + 2 repurposed) operating two bi-directional loops.	\$ 924,723	Underway
San Leandro FLEX RIDES On Demand concierge ride-hailing service for	Agreement to provide 24/7/365 concierge ride-hailing service for subsidized curb to curb services	\$ 100,000	Underway
San Leandro FLEX RIDES Shuttle - Implementation of NextBus	Public transit vehicle tracking system	\$ 38,500	Planned
San Leandro FLEX RIDES Shuttle - Stop Amenities	Bus shelters/seating at stops	\$ 28,900	Planned
Administrative Assistant II assigned to Paratransit Programs	One FTE	\$ 94,000	Underway
Senior Services Supervisor	.35 FTE	\$ 45,159	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	

Paratransit Direct Local Distribution Program  
Reporting Period - Fiscal Year 2020-21

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- 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 20-21	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	FLEX RIDES Shuttle - fixed route	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 Monday through Friday 9:00am to 5:00pm.	11203	Number of One-Way Unduplicated Trips		\$ 157,848	\$ 121,498	\$ -	\$ 279,346
2	Senior and Disabled Services	Operations	City-based Door-to-Door	FLEX RIDES On Demand - concierge TNC ride-hailing dispatch	Utilized multiple vendors during reporting period.	6699	Number of One-Way Unduplicated Trips		\$ 66,728	\$ 53,651	\$ -	\$ 120,379
3	Senior and Disabled Services	Operations	Program Administration	Program staffing	Senior Services Supervisor (35%), Administrative Assistant assigned to Paratransit Programs (100%)	1.35	Other	Full Time Equivalents	\$ 155,603	\$ -	\$ -	\$ 155,603
4	Senior and Disabled Services	Planning/Scoping	Program Administration	Nelson\Nygaard - Implementation of program improvements and monitoring for Shuttle and Rides on Demand	Implement bi-directional shuttle service with new routes, rigorous service monitoring and marketing plan	1	Other	Consulting services to develop and test new shuttle routes/schedules, create program monitoring systems for shuttle and RIDES On Demand services.	\$ 22,957	\$ 29,516	\$ -	\$ 52,474
5	Senior and Disabled Services	Other	Customer Service and Outreach	Service rebranding, marketing and outreach	Logo development, marketing materials, translation and interpretation, program supplies	1	Other	Designed new logo to incorporate both services, produce marketing materials, translation of materials, oral interpretation for outreach, program supplies, Robotalker, Survey Monkey	\$ 5,975	\$ 4,761	\$ -	\$ 10,736
6	Senior and Disabled Services	Operations	Other	FLEX RIDES Shuttle stop signs/amenities	Stop identification signs and schedule holders	1	Other	These were purchased in FY 2020-2021; however intallation was delayed until new routes implemented in July 2022.	\$ 4,233	\$ 5,443	\$ -	\$ 9,676
7									\$ -	\$ -	\$ -	\$ -
8									\$ -	\$ -	\$ -	\$ -
9									\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>									\$ 413,344	\$ 214,868	\$ -	\$ 628,213
<b>Match to Table 1?</b>									TRUE	TRUE		