



# City of San Leandro

Meeting Date: July 20, 2020

## Staff Report

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**File Number:** 20-300 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.D.

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Keith Cooke  
Engineering & Transportation Director

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** Staff Report for a City of San Leandro City Council Resolution to Authorize the City Manager to Execute Program Supplement Agreement No. U30 with the State of California to Provide \$72,000 in State Funds and Obligate the City to \$8,000 for Matching Funds for the Development of a Local Road Safety Plan and to Appropriate \$72,000 from Grant Funds and \$8,000 from Development Fees for Street Improvements Fund Balance for the Total Project Budget of \$88,000 in Fiscal Year 2020-21

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### SUMMARY AND RECOMMENDATIONS

The City was awarded a Local Road Safety Plan Grant to develop a strategic document to improve traffic safety in the City of San Leandro. Program Supplement Agreements are used by Caltrans to assure that state funding awards satisfy state requirements. This agreement will allow the City to receive state funding of \$72,000 for the development of a Local Road Safety Plan.

Staff recommends the following action:

- Authorize the City Manager to execute the Program Supplement Agreement that accepts state funding of \$72,000 and obligates the City to provide matching funds of \$8,000 in order to complete a Local Road Safety Plan.
- Authorize appropriation of grant funds of \$72,000 and Development Fees for Street Improvement (DFSI) fund balance of \$16,000 for a total of \$88,000 for the subject project in Fiscal Year 2020-2021 for planning and administration costs.

### BACKGROUND

Federal regulations require each State have a Strategic Highway Safety Plan (SHSP). An SHSP is a statewide data-driven traffic safety plan that coordinates the efforts of a wide range of organizations to reduce traffic accident fatalities and serious injuries on all public roads. While the

SHSP is used as a statewide approach for improving roadway safety, a Local Road Safety Plan (LRSP) can be a means for providing local road owners with an opportunity to address unique highway safety needs in their jurisdictions while contributing to the success of the SHSP.

An LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local and rural roads. The process of developing an LRSP can be tailored to local protocols, needs, and issues. In future Highway Safety Improvement Plan (HSIP) Calls-for-Projects (after April 2022), a LRSP will be required for a public agency to be eligible to apply for federal HSIP funds. The City regularly participates in the HSIP program with the \$346,000 Wicks-Manor Signal Project being a recent example.

The City was awarded \$72,000 in the state LRSP Grant to develop an LRSP to improve traffic safety and to be eligible to participate in future HSIP Grant programs.

### **Analysis**

Caltrans, through the LRSP Program, approved \$72,000 in state funding for the development of a local road safety plan. The City's required local match is \$8,000 and an additional \$8,000 is needed for staff time and potential amendments bringing the total LRSP project budget to \$88,000.

Upon execution of Program Supplement Agreement No. U30 and appropriation of funds, staff will proceed with the development of a Local Road Safety Plan.

### **Current Agency Policies**

- Support and implement programs, activities and strengthen communication that enhances the quality of life and wellness, celebrates the arts and diversity and promotes civic pride.
- Maintain and enhance San Leandro's infrastructure.

### **Previous Actions**

- On January 5, 2009, by Resolution No. 2009-001, the City Council approved the Administering Agency-State Agreement No. 00218S.

### **Applicable General Plan Policies**

- Policy T-2.1: Complete Streets Serving All Users and Modes. Create and maintain "complete" streets that provide safe, comfortable, and convenient travel through a comprehensive, integrated transportation network that serves all users.
- Policy T-7.2: Capital Improvements. Identify capital improvements and other measures which improves the safety of bicyclists, pedestrians, and motor vehicles on San Leandro Streets.
- Policy T-7.7: Funding. Pursue grants for the improvement of pedestrian, bicycle, and motor

vehicle safety, including a greater focus on traffic law and speed enforcement.

### **Environmental Review**

The City will perform CEQA review if necessary.

### **Fiscal Impacts**

The total project cost for this local road safety plan project is \$88,000. State reimbursable funds amount to \$72,000. The City will provide matching funds in the amount of \$8,000 and an additional \$8,000 for staff cost and potential amendments, both of which will be paid from the Development Fees for Street Improvements (DFSI) Fund.

### **Budget Authority**

If the City of San Leandro City Council approves the appropriations recommended by staff for the local road safety plan project, then grant funds of \$72,000 will be appropriated to account 150-38-419-5240- to cover reimbursable expenditures for Fiscal Year 2020-21. Also, Development Fees for Street Improvements (DFSI) fund balance reserves will be used to appropriate \$16,000 to account 120-38-419-5240 for Fiscal Year 2020-21 for the City's local match, staff cost and potential amendments. Total appropriations for this project are \$88,000.

### **ATTACHMENT to Related Legislative File**

- Program Supplement Agreement No. U30

**PREPARED BY:** Dean Hsiao, Traffic Operations Engineer, Engineering and Transportation Department



# City of San Leandro

Meeting Date: July 20, 2020

## Resolution - Council

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**File Number:** 20-301

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Keith Cooke  
Engineering & Transportation Director

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council to Authorize the City Manager to Execute Program Supplement Agreement No. U30 with the State of California to Provide \$72,000 in State Funds and Obligate the City to \$8,000 for Matching Funds for the Development of a Local Road Safety Plan and to Appropriate \$72,000 from Grant Funds and \$16,000 from Development Fees for Street Improvements Fund Balance (provides for the acceptance of a State grant to prepare a Local Road Safety Plan to improve traffic safety and appropriate project funds for a total project cost of \$88,000 in Fiscal Year 2020-21)

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WHEREAS, an Administering Agency-State Agreement No. 00218S for State Funded Projects was entered into between the City of San Leandro and the State of California on January 9, 2009; and

WHEREAS, the City was awarded a \$72,000 State grant from the Local Roadway Safety Plan Program, but must first execute Program Supplement Agreement No. U30 to receive the funds; and

WHEREAS, Program Supplement Agreement No. U30, which amends Administering Agency-State Agreement No. 00218S for State Funded Projects, is presented to this City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of said agreement.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That said Program Supplement Agreement No. U30, which amends Administering Agency-State Agreement No. 00218S for State Funded Projects, substantially in the form

presented is hereby approved, and execution by the City Manager is hereby authorized; and

2. That the City Manager is authorized to make non-substantial revisions to said agreement, subject to approval as to form by the City Attorney; and

3. That the original executed agreement, as amended, shall be attached to and made a part of this resolution; and

4. That \$72,000 in grant funds be appropriated to account 150-38-419-5240 to cover reimbursable expenditures for Fiscal Year 2020-21; and

5. That \$16,000 from Development Fees for Street Improvements (DFSI) fund balance shall be used to appropriate funds into account 120-38-419-5240 for matching funds and completion of the plan for Fiscal Year 2020-21.

**PROGRAM SUPPLEMENT NO. U30**  
to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR STATE FUNDED PROJECTS NO 00218S**

**Adv Project ID**                      **Date:** May 28, 2020  
0420000241                      **Location:** 04-ALA-0-SLN  
   **Project Number:** LRSPL-5041(050)  
   **E.A. Number:**  
   **Locode:** 5041

This Program Supplement, effective \_\_\_\_\_, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00218S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 01/09/09 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:** City of San Leandro

**TYPE OF WORK:** Local Roadway Safety Plan

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$80,000.00		\$72,000.00	\$8,000.00	\$0.00

**CITY OF SAN LEANDRO**

**STATE OF CALIFORNIA**  
**Department of Transportation**

**By** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Attest** \_\_\_\_\_

**By** \_\_\_\_\_  
**Chief, Office of Project Implementation**  
**Division of Local Assistance**  
  
**Date** \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

**Accounting Officer**  **Date** 5/29/20 \$72,000.00

SPECIAL COVENANTS OR REMARKS

1. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement are available only upon the passage of the State Budget Act containing these STATE funds.
2. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

3. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).
4. This PROJECT is funded with State-Only funding from the Local Roadway Safety Plan (LRSP) Program. ADMINISTERING AGENCY agrees to develop an LRSP under this PROJECT.

The ADMINISTERING AGENCY agrees to follow all relevant State laws and requirements including the California Environmental Quality Act (CEQA).

This PSA allows reimbursement of eligible PROJECT expenditures to the ADMINISTERING AGENCY for which the LRSP State funds are allocated. The effective State allocation date establishes the eligibility date for the ADMINISTERING AGENCY to start reimbursable work. Any work performed prior the effective allocation date is not eligible for reimbursement from the LRSP funds.

ADMINISTERING AGENCY agrees that LRSP funds available for reimbursement will be

**SPECIAL COVENANTS OR REMARKS**

limited to the amount allocated and encumbered by the STATE consistent with the scope of work in the STATE approved application. Funds encumbered may not be used for a modified scope of work after a project is awarded unless approved by the Statewide LRSP Coordinator prior to performing work.

ADMINISTERING AGENCY agrees to the program delivery and reporting requirements. The study and the LRSP must be completed within thirty-six (36) months of the funding allocation. The Final Report of Expenditure, the final invoice and the LRSP report must be submitted to the DLAE within six (6) months of the report completion.