



# City of San Leandro

Meeting Date: September 8, 2020

## Staff Report

---

**File Number:** 20-374 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.H.

**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 Agreements with the California Department of Transportation and to Approve the Receipt of Grant Funding from the Fiscal Year 2020-2021 Sustainable Transportation Planning Grant Program for the Crosstown Class IV Corridors Study

---

### SUMMARY AND RECOMMENDATIONS

The City was conditionally awarded a Sustainable Transportation Planning Grant to study the implementation of Class IV bicycle lanes on Bancroft Avenue and Williams Street in the Crosstown Class IV Corridors Study (Study). The California Department of Transportation (Caltrans) requires a resolution, signed by the City Council that includes the grant project title and job title of the person authorized to enter into a contract with Caltrans to meet the general conditions for award of the Grant.

Staff recommends the following action:

- Authorize the City Manager to execute agreements with Caltrans to receive \$349,248 in grant funding from the Sustainable Transportation Planning Grant Program and provide a minimum local match amount of \$45,252 for a total of \$394,500 for the Crosstown Class IV Corridors Study.

### BACKGROUND

The Sustainable Transportation Planning Grant Program was created to support the state's goal to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. The program encourages and supports local planning projects that will benefit the multi-modal transportation system, improve public health, social equity, environmental justice, the environment, and provide other important community benefits.

The California Legislature passed, and Governor Edmund G. Brown Jr. signed into law, Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, a transportation funding bill that provides the source of funds to maintain and integrate the State's multi-modal transportation system. Approximately \$25 million in SB 1 funds for Sustainable Communities Grants is available for the Fiscal Year (FY) 2020-21 grant cycle. The SB 1 grant funding is intended to support and implement Regional Transportation Plan (RTP) Sustainable Communities Strategies (SCS) (where applicable) and to ultimately achieve the State's greenhouse gas (GHG) reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively.

In October 2019, the City of San Leandro submitted an application for a Caltrans Sustainable Transportation Planning Sustainable Communities Grant for the Crosstown Class IV Corridors Study. Caltrans notified the City on June 18, 2020 of the conditional award of the grant subject to the submittal of a revised application cover sheet, scope of work, timeline, and local agency resolution.

### **Analysis**

The Crosstown Class IV Corridors study project was identified as a high priority in the 2018 Update of the Bicycle and Pedestrian Master Plan (BPMP) based on a robust public planning process, review of existing data, and on the ground conditions. The Crosstown Class IV Corridors Study seeks to review and identify how to improve safety, access, and mobility for all roadway users along Bancroft Avenue and Williams Street. These two major corridors provide important connections to schools (six elementary, two middle and one high school), transit (two BART stations), new and planned housing developments, recreation areas, as well as regional and local parks.

The proposed project will develop a community-based Class IV Corridor Study for these two major roadways and by doing so, will help transition San Leandro's transportation network into a safer and more accessible system for all users. The goal will be to provide safe and balanced pedestrian, bicycle, and vehicular traffic flow while connecting schools, parks, shopping, employment, and transit. The grant amount of \$349,248 in State Highway Account-Sustainable Communities funding and the required minimum local match of \$45,252 will be used to fund the \$394,500 study project and hire a consultant to conduct the study and prepare the report. The City will appropriate approximately \$50,000 in Measure BB funds for the Study upon the award of the consulting contract, thus fulfilling the required local match requirement.

The City has not yet selected a consulting firm to lead the study effort; however, the proper procurement procedures will be used through a competitive RFP process. City staff anticipates that the final project budget figures will not differ substantially and will not exceed the grant request amount. The project will be led by Engineering and Transportation Department staff. The conditions of award provides until February 28, 2023 for completion of the Study. Grant work cannot begin until all Conditions of Grant Acceptance have been satisfied and the City receives a Notice to Proceed letter from Caltrans which is anticipated this October 2020.

### **Current Agency Policies**

- Maintain and enhance San Leandro's infrastructure

### **Committee Review and Actions**

- Several updates on the proposed Study have been provided to the Bicycle and Pedestrian Advisory Committee (BPAC), the most recent occurring on May 21, 2020.

### **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-3.1 Citywide Bikeway System. Develop and maintain a bikeway system that meets the need of both utilitarian and recreational users, reduces vehicle trips, and connect residential neighborhoods to employment and shopping areas, BART stations, schools, recreational facilities and other destinations throughout San Leandro and nearby communities.
- Policy T-3.2 Funding. Maximize the City’s eligibility for funding for bicycle and pedestrian improvements, and aggressively pursue such funding to complete desired projects.
- Policy T-3.3 Designing for Multiple User Groups. Recognize the dual needs of experienced cyclists relying on bicycles for commute trips and daily travel and less experienced cyclists using bicycles principally for recreation. Where needed, develop facilities designed to serve each user group, with recreational routes primarily using low-volume streets and off-street bike paths.

### **Environmental Review**

The Project qualifies for a statutory exemption from the California Environmental Quality Act (CEQA) per California Public Resources Code Section 21080.19 “Restriping of Streets or Highways”.

### **Fiscal Impacts**

The awarded Sustainable Transportation Planning grant funds in the amount of \$349,248 require a minimum local match of \$45,252. Approximately \$50,000 of Measure BB funds will be used to meet the match requirement and provide a total of \$394,500 for the Study. These funds will be appropriated at the time of the award of the consulting contract for the Study.

### **Budget Authority**

Grant funds in the amount of \$349,248 will be appropriated for Fiscal Year 2020-2021. Measure BB/B Street and Bicycle & Pedestrian Funds of approximately \$50,000 will be appropriated in Fiscal Year 2020-2021 for this Study for the City’s local match.

**ATTACHMENTS**

Crosstown Class IV Corridors Study - Sustainable Communities Grant Application  
Conditional Grant Award Letter dated June 18, 2020

**PREPARED BY:** Keith R. Cooke, Director, Engineering & Transportation Department

FY 2020-21  
**CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
 SUSTAINABLE COMMUNITIES GRANT APPLICATION**

Check here, if technical project:

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION (city and county)</b>	

	APPLICANT	SUB-APPLICANT	SUB-APPLICANT
Organization			
Mailing Address			
City			
Zip Code			
Executive Director/designee and title			
E-mail Address			
Contact Person and title			
Contact E-mail Address			
Phone Number			

**FUNDING INFORMATION**

Use the Match Calculator to complete this section.

Grant Funds Requested	Local Match - Cash	Local Match - In-Kind	Total Project Cost
\$	\$	\$	\$

**Specific Source of Local Match and Name of Provider  
(i.e., local transportation funds, local sales tax, special bond measures, etc.)**

FY 2020-21  
**CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
 SUSTAINABLE COMMUNITIES GRANT APPLICATION**

<b>LEGISLATIVE INFORMATION*</b>			
Please list the legislative members in the project area. Attach additional pages if necessary.			
State Senator(s)		Assembly Member(s)	
Name(s)	District	Name(s)	District

\*Use the following link to determine the legislators.  
<http://findyourrep.legislature.ca.gov/> (search by address)

<b>1A. Project Timeframe (Start and End Dates):</b>
<b>1B. Project Area Boundaries:</b>
<b>1C. Project Description:</b> Briefly summarize project in a clear and concise manner, including major deliverables, parties involved, and any connections to relevant local, regional, and/or State planning efforts. <b>150 words maximum (15 points):</b>

FY 2020-21  
CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
**SUSTAINABLE COMMUNITIES GRANT APPLICATION**

**2A. Project Justification:** Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies. Additionally, list the ramifications of not funding this project. This section needs to clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc.). Competitive applications support the need for the project with empirical data, describe how this project addresses issues raised, define the public benefit, explain how the public was involved with identifying issues, and describe the impact of not funding the project. **Do not exceed the space provided. (10 points):**

FY 2020-21  
CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
**SUSTAINABLE COMMUNITIES GRANT APPLICATION**

(2A. Project Justification Continued)



FY 2020-21  
CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
**SUSTAINABLE COMMUNITIES GRANT APPLICATION**

**2B. Disadvantaged Communities Justification:** Explain how the project area or portions of the project area are defined as a disadvantaged community, including Native American Tribal Governments and rural communities, as well as how the proposed project addresses the needs of the disadvantaged community. The tools in the Grant Application Guide (Pages 11-14) are intended to help applicants define a disadvantaged community. Please cite data sources, the tools used, and include a comparison to the statewide thresholds that are established in each tool. Also describe how disadvantaged communities will benefit from the proposed planning project.  
**Do not exceed the space provided. (5 points):**

**2C. Disadvantaged Communities Engagement:** Applicants should describe how the proposed effort would engage disadvantaged communities, including Native American Tribal Governments and rural communities. Include specific outreach methods for involving disadvantaged communities. Also describe how disadvantaged communities will continue to be engaged during the next phases after the proposed planning project is complete, including project implementation. See Grant Application Guide, Pages 25-26, for best practices in community engagement.  
**Do not exceed the space provided. (5 points):**

FY 2020-21  
**CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
SUSTAINABLE COMMUNITIES GRANT APPLICATION**

**3. Grant Specific Objectives:** Explain how the proposed project addresses the grant specific objectives of the Sustainable Communities grant program. Applicants should integrate the following Grant Program Considerations (Pages 5-16) in the responses for 3A-G below, as applicable:

- California Transportation Plan (CTP) 2040
- 2017 RTP Guidelines and Promoting Sustainable Communities in California
- Complete Streets and Smart Mobility Framework
- Climate Ready Transportation
- Addressing Environmental Justice and Disadvantaged Communities
- California Sustainable Freight Action Plan
- 2017 Climate Change Scoping Plan Update, Appendix C
- Planning for Housing

**3A.** Explain how the proposal encourages local and regional multimodal transportation, housing and land use planning that furthers the region's RTP SCS (where applicable). Applicants should demonstrate how the proposed effort would coordinate transportation, housing, and land use planning components of the project to inform one another (i.e., regular coordination meetings between responsible entities, joint community meetings, letters of commitment from all relevant implementing agencies, etc. Also explain how the proposed effort would contribute to shifts in land use towards more sustainable and equitable communities, such as more affordable housing near transit or more compact regional development patterns. See Pages 19-21 for example project types. **Do not exceed the space provided. (5 points):**

**3B.** Explain how the proposal contributes to the State's GHG reduction targets and advances transportation related GHG emission reduction project types/strategies (i.e., mode shift, demand management, travel cost, operational efficiency, accessibility, and coordination with future employment and residential land use, etc.)  
**Do not exceed the space provided. (5 points):**

FY 2020-21  
CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
**SUSTAINABLE COMMUNITIES GRANT APPLICATION**

**3C.** Explain how the proposal supports other State goals, including but not limited to, State planning priorities (Government Code Section 65041.1), climate adaptation goals (Safeguarding California), and the goals and best practices cited in the 2017 RTP Guidelines, Appendices K and L. **Do not exceed the space provided. (5 points):**

**3D.** Explain how the proposal encourages stakeholder involvement. Applicants should list the stakeholders involved in the planning effort (e.g., first responders, community-based organizations, local housing and public health departments, transit agencies, and partners including State, federal, local agencies), as well as how they will be involved throughout the project. **Do not exceed the space provided. (5 points):**

**3E.** Explain how the proposal involves active community engagement. Applicants should describe the specific public outreach methods/events that will be employed throughout the project, as well as how public input will inform the project. Also describe how the effort will survey the public at the end of each outreach event to gauge effectiveness of these activities for the planning effort. **Do not exceed the space provided. (5 points):**

FY 2020-21  
CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
**SUSTAINABLE COMMUNITIES GRANT APPLICATION**

**3F.** Explain how the proposal assists in achieving the Caltrans Mission and Grant Program Overarching Objectives on Page 4): Sustainability, Preservation, Mobility, Safety, Innovation, Economy, Health, and Social Equity, as applicable.

**Do not exceed the space provided. (5 points):**

**3G.** Explain how the proposal ultimately results in funded and programmed multimodal transportation system improvements. Applicants should discuss next steps for project implementation, including timing for programming improvements that would result from the planning effort. **Do not exceed the space provided. 5 points:**

FY 2020-21  
CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
**SUSTAINABLE COMMUNITIES GRANT APPLICATION**

<b>4. Project Management (30 points): See Scope of Work and Project Timeline samples and checklists for requirements (Grant Application Guide, Pages 54-60), also available upon request.</b>
---

<b>4A. Scope of Work in required Microsoft Word format (15 points)</b>
--


<b>4B. Project Timeline in required Microsoft Excel format (15 points)</b>
--

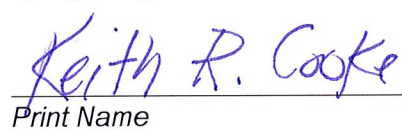
FY 2020-21  
CALTRANS SUSTAINABLE TRANSPORTATION PLANNING  
SUSTAINABLE COMMUNITIES GRANT APPLICATION

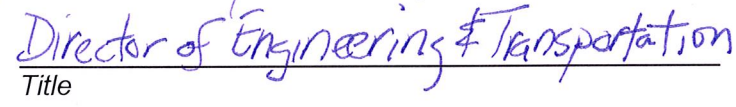
Application Signature Page

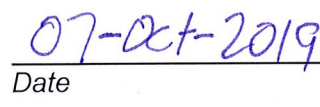
If selected for funding, the information contained in this application will become the foundation of the contract with Caltrans.

To the best of my knowledge, all information contained in this application is true and correct. If awarded a grant with Caltrans, I agree that I will adhere to the program guidelines.

  
\_\_\_\_\_  
Signature of Authorized Official (Applicant)

  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Official (Sub-Applicant)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Official (Sub-Applicant)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**DEPARTMENT OF TRANSPORTATION****DIVISION OF TRANSPORTATION PLANNING**

P.O. BOX 942874, MS-32  
 SACRAMENTO, CA 94274-0001  
 PHONE (916) 654-2596  
 FAX (916) 653-0001  
 TTY 711  
 www.dot.ca.gov



*Making Conservation  
 a California Way of Life.*

June 18, 2020

Mr. Keith Cooke  
 Engineering and Transportation Director  
 City of San Leandro,  
 Department of Engineering and Transportation  
 Civic Center 835 East 14th Street  
 San Leandro, CA 94577

Dear Mr. Cooke:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to offer congratulations to the City of San Leandro, Department of Engineering & Transportation for the recent award of the following Sustainable Transportation Planning grant:

<b>State Highway Account - Sustainable Communities</b>	
<b>Grant Fiscal Year</b>	2020-21
<b>Grant Title</b>	Crosstown Class IV Corridors
<b>Grantee</b>	City of San Leandro, Department of Engineering and Transportation
<b>Sub-Recipient(s)</b>	No Sub-Recipient
<b>Grant Award</b>	\$349,248
<b>In-Kind/Cash Local Match*</b>	\$45,252
<b>Total Project Cost</b>	\$394,500
<b>Grant Expiration</b>	February 28, 2023 - time extensions are not allowed
<b>Final Invoice Due</b>	April 28, 2023

\*Local Match amount must meet the minimum grant requirement. The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Timeline. Any change to the Local Match amount or Local Match fund source will require an Amendment.

## Next Steps

- The Caltrans District Grant Manager will schedule a Conditional Award Teleconference, with your agency soon.
  - A list of conditions and project revisions necessary to accept grant funding will be provided at this meeting as well as a follow-up email outlining the discussion.
- The required conditions must be submitted to the Caltrans District Grant Manager no later than July 17, 2020.
  - Failure to satisfy these conditions will result in the forfeiture of grant funds.
- The Caltrans District Grant Manager will review and approve all items required to fulfill the Conditions of Grant Acceptance outlined in the teleconference and follow-up email.
- Once the required conditions are met and agreements in place, the Caltrans District Manager will:
  - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). **Grant work cannot begin until the Notice to Proceed letter is received by your agency.**
  - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please contact Becky Frank, Senior Transportation Planner, Caltrans District 4 via email at [becky.frank@dot.ca.gov](mailto:becky.frank@dot.ca.gov).

Sincerely,

**Electronically signed by Erin Thompson**

ERIN THOMPSON  
Chief, Office of Regional Planning

c: Michael Stella, Principal Engineer, City of San Leandro, Department of Engineering & Transportation  
Stephen Conteh, Acting Senior Transportation Planner, Caltrans District 4  
Becky Frank, Senior Transportation Planner, Caltrans District 4  
Jelani Young, Associate Transportation Planner, Caltrans Headquarters





# City of San Leandro

Meeting Date: September 8, 2020

## Resolution - Council

---

**File Number:** 20-375

**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 Approve the Receipt of and Authorize the City Manager to Execute Agreements with the California Department of Transportation to Receive Grant Funding from the Fiscal Year 2020-2021 Sustainable Transportation Planning Grant Program for the Crosstown Class IV Corridors Study (provides for City Council approval to receive a Caltrans Sustainable Transportation Planning Grant and authorize the City Manager to execute necessary agreements for the Crosstown Class IV Corridors Study)

---

WHEREAS, the City of San Leandro (the City) seeks to improve safety, access, and mobility for all roadway users along Bancroft Avenue and Williams Street and these streets were identified as a high priority in the 2018 Update of the Bicycle and Pedestrian Master Plan for implementation and for study in the Crosstown Class IV Corridors Study; and

WHEREAS, the City submitted an application in October 2019 to the California Department of Transportation (Caltrans) for the Fiscal Year 2020-2021 Sustainable Transportation Planning Grant Program to be used for the Crosstown Class IV Corridors Study; and

WHEREAS, On June 18, 2020 Caltrans conditionally approved a grant funding award for the Sustainable Transportation Planning Grant; and

WHEREAS, to receive the awarded \$349,248 in grant funds, the City, as a Grantee, must execute a Restricted Grant Agreement with Caltrans before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the Grant requires a minimum \$45,252 local funding match that the City will appropriate from Measure B/BB funds when a consultant for the study is selected; and

WHEREAS, the City Council of the City of San Leandro is eligible to receive Federal

and/or State funding for certain transportation planning related studies, through Caltrans; and

WHEREAS, the City Council of the City of San Leandro wishes to delegate authorization to execute necessary agreements and any amendments thereto to the City Manager.

NOW, THEREFORE, THE CITY OF SAN LEANDRO CITY COUNCIL RESOLVES that the receipt of funds is approved and the City Manager is hereby authorized to execute all Restricted Grant Agreements and any amendments thereto with Caltrans, in a form approved by the City Attorney, and undertake such actions as may be necessary or appropriate to carry out and implement the terms of the Agreements and intent of this Resolution.