



MEASURE B PROGRAM COMPLIANCE REPORT

Signature Cover Sheet *Fiscal Year 2013-14*

Agency Name:

Revision Number:

Choose the type(s) of report you are submitting (*check all that apply; Tables 1-3 are required*)

- Annual Program Compliance Report – Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report – Local Streets and Roads Funds
- Annual Program Compliance Report – Mass Transit Funds
- Annual Program Compliance Report – Paratransit Funds
- Tables 1- 3: Program Summary of Revenues, Expenditures, and Reserves (Excel workbook)

List any additional attachments included in the submittal (*check all that apply*).

- Attachment A: Bicycle and Pedestrian Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Mass Transit Attachments
- Attachment D: Paratransit Attachments
- Other Attachments (*clearly label additional attachments as needed*)

Certification of True and Accurate Reporting

By signing below, the agency manager and finance manager, or their designees certify the compliance information reported are true and complete to the best of their knowledge, and the audited dollar figures matches exactly to the Measure B revenues and expenditures reported in the compliance report and Tables 1-3.

X 

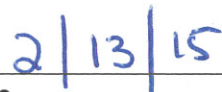
Signature
 Marc Roberts
 City Manager



Date

X 

Signature
 Doug Alessio
 Administrative Services Director



Date



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BICYCLE AND PEDESTRIAN PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2013 through June 30, 2014?

- Yes (Complete the Bicycle/Pedestrian section)
 No (Do not complete the Bicycle/Pedestrian section and continue on)

2. Complete the below contact information.

CONTACT INFORMATION	
Bicycle/Pedestrian Program Agency:	City of Livermore
Contact Name:	Debbie Bell
Title:	Associate Planner
Phone Number:	925-960-4541
E-mail Address:	dlbell@cityoflivermore.net

3. Complete the Excel Worksheets Tables 1 to 3 for the Bicycle and Pedestrian Program.
(Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**
The values entered into Table 1 must match your agency's audited financial statements and compliance reports. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**
This table describes actual expenditures and activities incurred for FY 2013-2014 (FY 13-14).
- Table 3: Summary of Planned Projects and Reserve Funds**
This table describes your agency's plan to expend any remaining Measure B funds within the defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. **If your agency’s ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify larger anticipated projects that will use these funds within the next year. Indicate N/A if not applicable.**

Complete Table 3 Summary of Planned Projects and Reserve Funds.

The Measure B Direct Local Distribution Program fund balance is greater than zero and will be expended on bike and pedestrian studies, existing trail and pedestrian maintenance, trail extensions to existing segments, design and construction of new trail projects, and on crosswalk safety improvements. Money that cannot be entirely spent in FY2014-2015 will be carried over and spent in future fiscal years in compliance with the Timely Use of Funds policy.

5. **Did your agency expend MORE THAN the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? Indicate N/A if not applicable.**

No. FY13-14 Expenditures did not exceed the FY13-14 allocation.

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The Measure B Undesignated Fund Reserve and Operational Fund Reserve will be used for general pedestrian and bicycle transportation needs including project development, studies, or contingencies and construction. These reserve funds will be used in FY14-15 on unanticipated projects if necessary, but otherwise will be spent in FY15-16 and FY16-17.

The Measure B Capital Fund Reserve will be used for the Bike and Pedestrian Master Plan Update, existing trail and pedestrian facilities maintenance, trail extensions to existing segments, design and construction of new trail projects, and crosswalk safety improvements. The Capital Reserve funds will be used in FY14-15 and FY15-16.

All projects for each fund reserve are subject to review and require approval through the City’s Capital Improvement Program (CIP) budget authorization process. Projects in the CIP have already been approved by City Council; no additional agency approval is required.

7. Alameda CTC uses the data from Table 2 to monitor compliance with the Master Programs Funding Agreement requirement (Section 5.1.d): "All projects and programs that use Measure B Bicycle and Pedestrian Safety pass-through funds must receive governing board approval prior to the jurisdiction expending the pass-through funding on the project/program."

If your agency expended funds on any projects not approved by your governing board in advance (as indicated in Column Q of Table 2: Governing Board Approval), list them below and explain why your agency expended funds without agency approval.

N/A

8. Describe the governing board approval for future planned projects and/or programs. List the document type, time period, and resolution approval date. Examples include a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc.

Document Type	Time Period	Resolution Date
Livermore Capital Improvement Program	FY14-15 thru 16-17	June 10, 2014

- 9a. **Verify Bicycle/Pedestrian Master Plan Adoption.** Per Section 7 of the Master Programs Fund Agreement Bicycle/Pedestrian Safety Program Implementation Guidelines, Alameda CTC requires local jurisdictions to have current individual or combined Bicycle and Pedestrian Master Plans **(updated every five years)** or demonstrate these plans will be adopted by December 31, 2015.

Does your agency have current Bicycle and Pedestrian Master Plans, and if so, when were these last adopted by your governing board? If not, describe the steps your agency is taking to ensure a Bicycle and Pedestrian Master Plans will be adopted by the December 31, 2015 deadline.

The City of Livermore's Bikeways and Trails Master Plan was adopted by City Council in 2001 amended in 2002 and a supplemental trail analysis was completed in 2009. The City is planning to begin work in FY14/15 on a Bicycle, Pedestrian, and Trails Active Transportation Plan which will include the core elements provided in the ACTC guidelines. The City has submitted a grant application to Caltrans seeking additional funding to include an extensive public participation effort and to accommodate all the required core elements for bicycle and pedestrian master plans. If grant funds are not received, a supplemental request for additional funding to the City Council is anticipated in summer 2015.

- 9b. Bicycle and Pedestrian Master Plans must include core elements to ensure the plans are effective and facilitate countywide planning.

- Required core elements for **pedestrian plans** are described in the *Toolkit for Improving Walkability in* http://www.alamedactc.org/files/managed/Document/11852/ACTIA_Ped_Toolkit_UPDATE_FINAL_EL_web_2009.pdf
- Alameda CTC is currently developing guidelines that outline required core elements for **bicycle plans**; these guidelines will apply to plans for which plan development commences after



guidelines are completed. Until these guidelines are developed, bicycle plans should demonstrate that they contain the core elements from the California Streets and Highways Code Section 891.2 (see link below for a checklist of these items): http://www.dot.ca.gov/hq/LocalPrograms/bta/PDFs/Sec891_2.pdf

Which core elements are included in your agency's Bicycle and Pedestrian Master Plan(s)?

Note that links to appendices of the plan document that demonstrate compliance with required core elements may be provided in response to this question.

Livermore's anticipated FY14-15 Bike, Pedestrian, and Trails Active Transportation Plan will contain the required core elements as noted in the draft November 2014 guidelines or subsequently amended and adopted.

10. Did your agency publish an article(s) that highlight Bicycle/Pedestrian projects and programs funded by Measure B in an agency or Alameda CTC newsletter?

Yes. If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment A: Bicycle and Pedestrian Program Attachments.

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Livermore Community Newsletter	Fall 2014	Y

No. If no, explain in the box below.

11. Did your agency include a description of the Bicycle/Pedestrian projects and programs funded by Measure B on its website?

Yes. If yes, include a printout of the website as Attachment A and provide the URL below that contains updated and accurate project information.

Website Address	Confirm Printout Copy Attached? (Y/N)
http://www.cityoflivermore.net/citygov/cd/eng/measureb.asp	Y

No. If no, explain in the box below.

12. Did your agency use signage that indicates use of Measure B funds for its Bicycle/Pedestrian projects and programs?

Yes. *If yes, include photos of the posted signage in Attachment A and describe the signage below.*

Signage Location / Project	Confirm Photos Attached? (Y/N)
Measure B Improvements ACTIA	Yes

No. *If no, explain in the box below.*

13a. Describe your agency’s effectiveness at meeting your planned FY 13-14 expenditures reported in the last compliance report and reasons for any variations. Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. Did your agency expend the amount planned?

Livermore successfully spent the full allocation of FY13-14 “Planned Expenditures.”

Variations:

1. CIP200216 (Arroyo Mocho Trail) did not spend \$2,500 as anticipated because no Measure B funds were used on the project. Instead, \$413 was reallocated to auditing expenses and \$2,087 was reallocated to CIP201040 (Iron Horse Trail).
2. CIP200647 (Livermore to Pleasanton Trail T14) did not spend \$10,000 as anticipated because a different fund source was used for the project. Instead, \$10,000 was reallocated to CIP201040 (Iron Horse Trail).
3. The Measure B Audit cost \$413 more than anticipated due to an annual cost increase. The \$413 was reallocated from CIP20016.
4. CIP201040 (Iron Horse Trail) was not identified in the previous year’s report because other funding was anticipated. However, project moved forward with Measure B funds and spent \$12,087 in “Planned Expenditure” funds which were reallocated from CIP200647.

Overall, the City spent \$79,703 less than what was planned for FY13-14 due to fluctuations in project schedules and other funding sources used to supplement projects. The details for all project funding changes are explained below and in Table #3 Sections 1& 2.

13b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned. Indicate N/A if not applicable.

Specifically, four projects that spent less funds than planned including the following (for a total of \$121,743):

- CIP200216 (Arroyo Mocho Trail E-1 Extension/Mitigation Monitoring) spent \$2,500 less than anticipated because another fund source was used to complete the project
- CIP200647 (Livermore to Pleasanton Arroyo Trail Segment T14) spent \$10,000 less than anticipated because another fund source was used to complete project.
- CIP201029 (Arroyo Las Positas Trail/Galaxy Court Culvert Repair) spent \$39,243 less than anticipated because environmental permitting took additional time and delayed construction and environmental analysis
- CIP201306 (Annual Sidewalk Crosswalk Safety Improvements FY 13-14) spent \$70,000 less than anticipated because another fund source was used to complete the project

13c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. Indicate N/A if not applicable.

Three of projects spent more than was planned in FY13/14 including the following (for a total of \$42,040):

- CIP200651 (Trails and Bikeways Master Plan Implementation) spent \$10,075 more than was anticipated for scoping, feasibility, and planning, in preparation for future construction.
- Auditing Expenses cost increased by \$413 more than anticipated due to a cost of living adjustment
- CIP201040 (Iron Horse Trail) spent \$31,552 more than anticipated to supplement other grant funds and complete the construction of the Iron Horse Trail over South Livermore Avenue.

14. Provide additional information, if necessary, to further explain Measure B expenditures for the Bicycle and Pedestrian Program.

N/A



LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 2013-14*

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2013 through June 30, 2014?

- Yes (Complete the LSR section)
 NO (Do not complete the LSR section and continue on)

2. Complete the below contact information.

CONTACT INFORMATION	
LSR Program Agency:	City of Livermore
Contact Name:	Debbie Bell
Title:	Associate Planner
Phone Number:	925-960-4541
E-mail Address:	Dlbell@cityoflivermore.ca.net

3. Complete the Excel Worksheets Tables 1 to 3 for the Local Streets and Road Program.
(Check the boxes below to indicate completion).

- Table 1: Measure B Revenues and Expenditures**
The values entered into Table 1 must match your agency's audited financial statements and compliance reports. **Please contact Alameda CTC staff if you have questions before submitting your report. All dollar figures must match your audited financial statements and compliance report or Alameda CTC may reject your submission.**
- Table 2: Summary of Expenditures and Accomplishments**
This table describes actual expenditures and activities incurred for FY 2013-2014 (FY 13-14).
- Table 3: Summary of Planned Projects and Reserve Funds**
This table describes your agency's plan to expend any remaining Measure B funds within the defined reserve policies of the funding agreement through FY 14-15 thru FY 17-18.

4. If your agency’s ending MB Direct Local Distribution Program fund balance was greater than ZERO, describe why you have this fund balance and identify anticipated projects that will use these funds within the next year. Indicate N/A if not applicable. **Complete Table 3 Summary of Planned Projects and Reserve Funds.**

The Measure B Direct Local Distribution Program fund balance is greater than zero and will be expended on future street maintenance, street rehabilitation, street reconstruction, traffic signal reconstruction, sidewalk repair, and approved bike and pedestrian trail projects. Money that cannot be entirely spent in FY14-15 will be carried over and spent in future fiscal years in compliance with the Timely Use of Funds policy. The City of Livermore has a substantial list of needed Street and Roadway projects.

5. Did your agency expend **MORE THAN** the amount of Measure B funds received in FY 13-14? If yes, how much more did you expend using prior fund balances? Indicate N/A if not applicable.

Yes, MB LSR FY13-14 Expenditures exceeded the FY13-14 allocation and used \$37,513 in prior fund balances (\$949,750 received vs \$987,263 spent).

6. **Describe Reserve Funds.** If your agency has Measure B Reserve Funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using these funds. In addition, if the use of reserves requires additional agency approvals, what is your approval process? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds.**

The Measure B Undesignated Fund Reserve and Operational Fund Reserve will be used for unanticipated project expenses including matching funds for grants, project development work, studies for transportation purposes, and/or contingency funds for projects.

The Measure B Capital Fund Reserve will be used for sidewalk repair, street resurfacing, traffic signal reconstruction, the Bike and Pedestrian Master Plan Update, existing trail and pedestrian maintenance, trail extensions to existing segments, and design and construction of new trail projects. The Capital Reserve funds will be used in FY14-15 and FY15-16.

All projects for each fund reserve are subject to review and require approval through the City’s Capital Improvement Program (CIP) budget authorization process. Projects in the CIP have already been approved by City Council; no additional agency approval is required.

7. Alameda CTC uses the data from Table 2 to monitor compliance with the Master Programs Funding Agreement requirement (Section 5.d.): "All projects and programs that use Measure B Local Streets and Roads pass-through funds must receive governing board approval prior to the jurisdiction expending the pass-through funding on the project/program."

If your agency expended funds on any projects not approved by your governing board in advance (as indicated in **Column T of Table 2: Governing Board Approval**), list them below and explain why your agency expended funds without agency approval.

N/A

8. Describe the governing board approval for future planned projects and/or programs. List the document type, time period, and resolution approval date. Examples include a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc.

Document Type	Time Period	Resolution Date
Livermore Capital Improvement Program	FY14-15 thru 16-17	June 10, 2014

10. Complete the table below to describe your jurisdiction's road miles and conditions.

Jurisdiction's Information	
CURRENT POPULATION Refer to the California Department of Finance's Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/E-1_2014_Internet_Version.xls	84,852
CERTIFIED NUMBER OF ROAD-MILES Consistent with the amount reported to state and federal agencies.	305.6 (centerline) 679.4 miles (lane)
PAVEMENT CONDITION INDEX (PCI) FOR AGENCY'S LOCAL STREETS AND ROADS Use Metropolitan Transportation Commission's 2013 PCI Data expected by November 2014	77/100
If the PCI Falls below a total average of 60 (Fair Condition), specify what actions are being implemented to increase the PCI. <i>Indicate N/A if not applicable.</i>	N/A

11. Did your agency publish an article(s) that highlight Local Streets and Roads projects and programs funded by Measure B in an agency or Alameda CTC newsletter?

Yes. If yes, complete the table below and INCLUDE a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments.

Publication	Date Published (Month/Year)	Confirm Copy Attached? (Y/N)
Livermore Community Newsletter	Fall 2014	Y

No. If no, explain in the box below.

12. Did your agency include a description of the Local Streets and Roads projects and programs funded by Measure B on its website?

Yes. If yes, include a printout of the website as Attachment B and provide the URL below that contains updated and accurate project information.

Website Address	Confirm Printout Copy Attached? (Y/N)
http://www.cityoflivermore.net/citygov/cd/eng/measureb.asp	Y

No. If no, explain in the box below.

13. Did your agency use signage that indicates use of Measure B funds for its Local Streets and Roads projects and programs?

Yes. If yes, include photos of the posted signage in Attachment B and describe the signage below.

Signage Location / Project	Confirm Photos Attached? (Y/N)
Measure B Improvements ACTIA	Yes

No. If no, explain in the box below.

14a. Describe your agency’s effectiveness at meeting your planned FY 13-14 expenditures reported in the last compliance report and reasons for any variations. Agencies are expected to expend their planned expenditures from their individual projects and/or and reserve funds. Did your agency expend the amount planned?

Overall, the City spent \$244,416 more than what was planned for FY13-14 due to fluctuations in project schedules and to supplement funding for unanticipated projects. The details for all project funding changes are explained below and in Table #3 Sections 1& 2.

14b. If your agency expended LESS THAN the planned amount, provide detailed justification on why dollars were not spent, and reference specific projects that did not expend the funds as planned. Indicate N/A if not applicable.

While the City spent more than what was planned in FY13-14, there were two projects that that spent less than planned in FY13/14 due to project cost savings (for a total of \$19,442):

- CIP200248 (Multi-Use Trail Repair) spent \$17,463 less than anticipated due to project cost savings
- CIP201024 (Bike and Pedestrian Master Plan Update) spent \$1,979 less than planned due to project cost savings

14c. If your agency expended MORE THAN planned amount for a particular project/reserve, explain why and describe any adjustments to the reserves to finance the surplus amount. Indicate N/A if not applicable.

As noted above, the City spent more than planned in FY13/14. The following 7 projects overspent for various reasons as identified below (for a total of \$263,858):

- The auditing expenses increased from the previous year by \$648 due to a cost of living adjustment
- LAVTA and Enhanced Bike and Pedestrian Studies spent \$100,000 more than anticipated because staffing levels increased and time was available to begin/continue planning studies to advance future projects
- CIP201302 (Sidewalk Repair Program) spent \$90 more than anticipated due to final invoicing
- CIP201301 (Street Resurfacing) spent \$1,494 more than anticipated due to a minor construction cost increase from the original plan
- CIP201029 (Arroya Las Positas Trail/Galaxy Court Culvert Repair) spent \$2,036 more than anticipated due to additional environmental permitting costs
- CIP201021 (Traffic Signal Reconstruction) spent \$10,515 more than anticipated to allow for additional project elements including new street lights
- CIP201402 (Sidewalk Repair Program FY 14-15) spent \$149,075 more than anticipated due to an advance in project schedule moving construction ahead one year

15. Provide additional information, if necessary, to further explain Measure B expenditures for the Local Streets and Roads Program.

N/A