



MEASURE B PROGRAM COMPLIANCE REPORT

Signature Cover Sheet *Fiscal Year 2012-13*

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 in the electronic report 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 *Laura K. LeBeau* for Troy Brown
Signature

Troy Brown
Acting City Manager

2/20/14
Date

x *Doug Alessio*
Signature

Doug Alessio
Administrative Services Director

2/19/14
Date



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BICYCLE AND PEDESTRIAN PROGRAM

Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Bicycle and Pedestrian Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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 2012-2013 (FY 12-13).
- 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 four-year time table of the funding agreement through FY 13-14 thru FY 16-17.

4. **If your agency’s ending MB Pass-through balance was greater than zero, why do you have this reserve?** For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

During Fiscal Year 2012-2013, Measure B revenue and existing fund balances exceeded Measure B expenditures. Ending balance will be expended on existing trail and pedestrian maintenance, trail extensions to existing segments, for design and construction of new trail projects, and on the City of Livermore’s Bike and Pedestrian Master Plan Update. Money that cannot be entirely spent in FY2013-2014 will be carried over and spent in future fiscal years in compliance with the Timely Use of Funds policy.

5. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

FY12-13 Expenditures did not exceed the FY12-13 allocation.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, 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** will be used for general pedestrian and bicycle transportation needs including project development, studies, or contingencies and construction. 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. 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 FY12-13 and FY13-14 CIP have already been approved by City Council; no additional agency approval is required. The City is currently drafting a three year Capital Improvement Program (FY14-15 through FY16-17) which will be reviewed/approved by the City Council in summer 2014.

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 R of Table 2: Governing Board Approval), list them below and explain why your agency expended funds without agency approval.**

Not applicable. All projects were approved by City Council.

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
Two Year Financial Plan and CIP Budget	FY2012-2014	June 11, 2012

9. **Verify Complete Streets Policy Adoption.** Per Section 6 of the Master Programs Fund Agreement, Alameda CTC requires local jurisdictions to have developed and adopted a Complete Streets policy by June 30, 2013.

Governing Board Approval Date	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
January 29, 2013	

- 9a. **Describe how your agency is implementing the Complete Streets Policy.**

All projects are required to comply with Complete Streets Policy. City staff are responsible for including complete streets elements in design, construction, and maintenance of all projects. Currently a staff training program and a project checklist is being created.

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

Yes No. *If no, explain in Question #14 - Additional Information.*

If yes, INCLUDE a copy of the article(s) as Attachment A: Bicycle and Pedestrian Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)
Livermore Community Newsletter	Fall 2013	Yes

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

Yes No. *If no, explain in Question #14 - Additional Information.*

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	Printout Attached? (Y/N)
http://www.cityoflivermore.net/citygov/cd/eng/measureb.asp	Yes

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

Yes No. *If no, explain in Question #14 - Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Measure B Improvements ACTIA	Yes



13a. Describe your agency's effectiveness at meeting your planned FY 12-13 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 you expend the planned? Did you expend more than anticipated?**

The City spent \$53,305 of the \$55,000 Measure B Bike/Pedestrian funds anticipated in FY12-13. Less maintenance and monitoring was needed for CIP200216 "Arroyo Mocho Trail" which left an overall balance of \$1,695. The City was able to successfully reprogram the available funds within the FY13-16 reserve window.

13b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.

Less maintenance and monitoring was needed for CIP200216 "Arroyo Mocho Trail" which left an overall balance of \$1,695.

13c. If your agency expended more than the planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.

N/A



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



LOCAL STREETS AND ROADS (LSR) PROGRAM

Compliance Report Summary *Fiscal Year 2012-13*

1. Did your agency receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2012 through June 30, 2013?

- 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.net

3. Complete the Excel Worksheets Tables 1 to 3 for Local Streets and Roads.
(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 report. **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 2012-2013 (FY 12-13).
- 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 four-year time table of the funding agreement through FY 13-14 thru FY 16-17.

4. **If your agency’s ending MB Pass-through balance was greater than zero, why do you have this reserve?** For instance, if you are saving a funding amount, what amount are you saving and what types of projects/programs will those dollars fund? **Refer to Reserve Fund Guidance, and complete Table 3 Summary of Planned Projects and Reserve Funds as required by the Master Programs Funding Agreement.**

During Fiscal Year 2012-2013, Measure B revenue and existing fund balances exceeded Measure B expenditures. Ending balance 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 FY13-14 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. **If applicable, why were the reported expenditures in FY 12-13 more than the amount of Measure B funds the agency received in FY 12-13?** How did you use Measure B funds from a previous fiscal year(s)?

FY12-13 Expenditures did not exceed the FY12-13 allocation.

6. **Describe reserve funds.** If your agency has reserve Measure B funds identified, describe your process to allocate these funds and describe in detail your plan and time frame for using those funds. In addition, if you plan to use reserves, will this require additional agency approvals, and if so, 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** 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.

All projects for each fund reserve are subject to review and require approval through the Capital Improvement Program (CIP) budget authorization process. Projects in the FY12-13 and FY13-14 CIP have already been approved by City Council; no additional agency approval is required. The City is currently drafting a three year Capital Improvement Program (FY14-15 through FY16-17) which will be reviewed/approved by the City Council in summer 2014.



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 R 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
Two Year Financial Plan and CIP Budget	FY2012-2014	June 11, 2012

9. **Verify Complete Streets Policy Adoption.** Per Section 6 of the Master Programs Fund Agreement, Alameda CTC requires local jurisdictions to have developed and adopted a Complete Streets policy by June 30, 2013.

Governing Board Approval Date	Attach Governing Board Resolution Verifying Complete Streets Policy Adoption.
January 29, 2013	

9a. **Describe how your agency is implementing the Complete Streets Policy.**



All projects are required to comply with Complete Streets Policy. City staff are responsible for including complete streets elements in design, construction, and maintenance of all projects. Currently a staff training program and a project checklist is being created.

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

Jurisdiction’s Information	
Current Population This figure should reflect the population as of January 1, 2013. Refer to the California Department of Finance’s Population Estimates: http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/documents/RankCities_2013.xls	83,325
Certified number of road-miles This figure must be consistent with the number of miles reported to state and federal agencies.	305.6
Average Pavement Condition Index (PCI) for agency’s local streets and roads This figure must be consistent with the information available in Metropolitan Transportation Commission’s 2011 Pavement Condition Index Summary. http://www.mtc.ca.gov/news/press_releases/pavement/PCI_11.pdf	78

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 No. *If no, explain in Question #15 - Additional Information.*

If yes, include a copy of the article(s) as Attachment B: Local Streets and Roads Program Attachments and list the publication(s) and date(s) below.

Publication	Date Published	Copy Attached? (Y/N)
Livermore Community Newsletter	Fall 2013	Yes



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

Yes No. *If no, explain in Question #15 - Additional Information.*

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

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

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

Yes No. *If no, explain in Question #15 - Additional Information.*

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

Signage Description	Photos attached? (Y/N)
Measure B Improvements ACTIA	Yes



14a. Describe your agency’s effectiveness at meeting your planned FY 12-13 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 you expend the planned funds? Did you expend more than anticipated?**

The City spent \$863,259 of the \$1,154,100 Measure B LSR funds anticipated in FY12-13, which left an overall balance of \$290,841. This balance was a result of bids coming in lower than expected, City priorities changing and delaying projects due to limited staff time available, and projects being more complex than originally anticipated. The City was able to successfully reprogram the available funds within the FY13-16 reserve window.

14b. If your agency did not expend the planned amount, please provide a detailed justification on why dollars were not spent, reference specific projects.

Due to limited design staff availability, the City did not remove and replace sidewalks throughout the downtown, CIP201302 “Sidewalk Repair Program.” This project has been moved to FY13-14 and FY14-15. Bids came in lower than expected for CIP201201 “Street Resurfacing” leaving a balance available. Studies and PS&E were more complex than expected and therefore funds remaining from CIP201021 “Traffic Signal Reconstruction” have been reallocated to FY13-14. Finally, retention was booked for CIP201039 “Arterial Street Rehabilitation” in the previous year and needed to be reversed in FY12-13 which increased the fund balance amount. Funds not spent by these projects, in addition to projects which were completed but not anticipated in FY12-13, resulted in an overall balance of \$290,841.

14c. If your agency expended more than planned amount for a particular project/reserve category, please describe any adjustments to the reserves to finance the surplus amount.

N/A



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



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