CITY COUNCIL

AGENDA
MONDAY, DECEMBER 11, 2023

REGULAR MEETING – 7:00 PM

MEETING PARTICIPATION INFORMATION CAN BE FOUND AT THE END OF THE AGENDA

IN PERSON INFORMATION:
CIVIC CENTER MEETING HALL
CITY COUNCIL CHAMBERS
1016 S. LIVERMORE AVENUE

ZOOM IS CURRENTLY SUSPENDED UNTIL FURTHER NOTICE

CITY OF LIVERMORE YOUTUBE CHANNEL:
https://www.youtube.com/c/CityofLivermoreCalifornia

TV29:
Comcast TV Channel 29
tv29live.org

John P Marchand, Mayor
Robert W Carling, Vice Mayor
Ben Barrientos, Council Member
Evan Branning, Council Member
Brittni Kiick, Council Member

1. CLOSED SESSION - NONE.

2. CALL TO ORDER

ROLL CALL

Council Member Ben Barrientos
Council Member Evan Branning
Council Member Robert W. Carling
Vice Mayor Brittni Kiick
Mayor John Marchand

PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND PRESENTATIONS

3.1 Livermore Valley Arts annual update presented by Chris Carter, Executive Director, Livermore Valley Arts.

Recommendation:
Staff recommends the City Council receive the Livermore Valley Arts annual update presentation.

Staff Report

3.2 Community Asset Management Program (CAMP) Outreach Committee Final update presented by Uyiosa Oviawe, Senior Management Analyst.

Recommendation:
Staff recommends City Council receive the final update on the Community Asset Management Program (CAMP) Outreach Committee.

Staff Report

4. OPEN FORUM

- In conformance with the Brown Act, no City Council action can occur on items presented during Open Forum.
- To provide public comment in person, please submit a speaker card. When your name is called, walk to the lectern to address City Council.
- Comments are limited to a maximum of 3 minutes per person, per item. The Mayor may reduce the amount of time based on the number of persons wishing to speak.
- Comments are limited to one comment per person per item regardless of format or time submitted (this includes email and e-comment submissions prior to the meeting as well as live comments during the meeting).
- Open Forum will conclude after 30 minutes; however, if there are additional speakers, Open Forum will reconvene before the meeting adjourns.

5. CONSENT CALENDAR

Consent Calendar items are considered routine and are acted upon by the City Council with a

single action. Members of the audience wishing to provide public input must submit a speaker card found at the entrance of the Council Chambers. A speaker is limited to a single comment with a maximum of three minutes for the entire Consent Calendar. If Consent Calendar items are pulled for discussion by the City Council, a speaker will be allowed one comment on the items pulled for discussion and a separate comment for the remaining Consent Calendar. The one comment limit applies regardless of format or time submitted (this includes email and e-comment submissions prior to the meeting as well as live comments during the meeting).

5.1 Approval of draft minutes - November 13, 2023 and November 27, 2023 Regular Meetings.

Recommendation:
Staff recommends the City Council approve the draft minutes.

Staff Report
Attachments:
1. DRAFT 2023-11-13
2. DRAFT 2023-11-27

5.2 Adoption of an ordinance amending the Livermore Municipal Code Chapter 5.90 Short-Term Rentals, Section 5.90.050 Locations, to allow accessory dwelling units with building permits issued prior to January 1, 2020, to be used as short-term rentals.

Recommendation:
Staff recommends the City Council **adopt an ordinance** amending Chapter 5.90 Short-Term Rentals, Section 5.90.050 of the Livermore Municipal Code, allowing accessory dwelling units with building permits issued prior to January 1, 2020, to be used as short-term rentals.

Staff Report
Attachments:
1. Ordinance

5.3 Resolution approving a supplemental appropriation of $390,000 from Traffic Impact Fees to Fiscal Year 2023-24 and authorizing the City Manager to execute a first amendment to the agreement with Quincy Engineering increasing the not-to-exceed contract amount from $694,000 to $1,074,000 and extending the term of the agreement to June 30, 2026, for additional right-of-way close out services associated with Isabel Avenue/I-580 Interchange Project 1992-38.

Recommendation:
Staff recommends the City Council adopt a resolution:

1. Approving a supplemental appropriation of $390,000 from Traffic Impact Fees to the Fiscal Year 2023-24 budget for the Isabel Avenue/I-580 Interchange Project 1992-38; and
2. Authorizing the City Manager to execute a first amendment to the agreement with Quincy Engineering for Isabel Avenue/I-580 Interchange Project 1992-38, accepting the name change of Quincy Engineering to Consor North America, Inc., increasing the not-to-exceed agreement amount by $380,000 from $694,000 to $1,074,000, and extending

the term of the agreement to June 30, 2026.

Staff Report
Attachments:
1. Resolution
2. Exhibit A - First Amendment to Engineering Services Agreement

5.4 Resolution authorizing a third amendment to the Exclusive Negotiating Rights Agreement between the City of Livermore and Livermore Petroleum LLC.

Recommendation:
Staff recommends the City Council adopt a resolution authorizing the City Manager to execute a third amendment to the Exclusive Negotiating Rights Agreement between the City of Livermore and Livermore Petroleum LLC extending the term twelve months.

Staff Report
Attachments:
1. Resolution
2. Exhibit A - Third Amendment

5.5 Resolution of Intention to form Community Facilities District 2023-2 (Arroyo Vista Maintenance and Services) located on the east and west side of the Arroyo Seco Channel along Las Positas Road pursuant to the Mello-Roos Community Facilities Act of 1982.

Recommendation:
Staff recommends the City Council take the following actions:
1. Accept the petition from the property owner requesting initiation of formation of City of Livermore Community Facilities District No. 2023-2 (Arroyo Vista Maintenance and Services) (the "CFD") located on the east and west side of the Arroyo Seco Channel along Las Positas Road to finance certain ongoing maintenance services, and waiving the otherwise-applicable election time periods; and
2. Adopt a resolution of intention to form the CFD and call for a public hearing on January 22, 2024, to consider formation of the CFD.

Staff Report
Attachments:
1. CFD 2023-2 (Arroyo Vista Maintenance and Services)-Boundary Map
2. Landowner Petition
3. Resolution
4. Exhibit A - Description of Services
5. Exhibit B - Rate and Method of Apportionment for Special Tax

5.6 Resolution recommending the Livermore Local Roadway Safety Plan is exempt from the provisions of the California Environmental Quality Act and approving the Livermore Local Roadway Safety Plan.

Recommendation:
Staff recommends the City Council adopt a resolution:

- Recommend the Livermore Local Roadway Safety Plan is exempt from the provisions of the California Environmental Quality Act;
- Approving the Livermore Local Roadway Safety Plan; and
- Authorizing the City Manager to take whatever actions are necessary and appropriate to carry out the purpose and intent of this resolution.

Staff Report
Attachments:
1. High Injury Network
2. Project List
3. Resolution
4. Exhibit A - Local Roadway Safety Plan

5.7 Resolution authorizing the acceptance for permanent maintenance, release of security bonds, and execution of a Notice of Completion for the Trevarno Road Sanitary Sewer and Water Improvements Project 2019-60, located along Trevarno Road at First Street.

Recommendation:
Staff recommends the City Council adopt a resolution authorizing the acceptance for permanent maintenance and release of the security bonds for the Trevarno Road Sanitary Sewer and Water Improvements Project 2019-60, located along Trevarno Road at First Street, and authorizing the City Manager to sign the Notice of Completion.

Staff Report
Attachments:
1. Location Map
2. Resolution
3. Exhibit A - Notice of Completion

5.8 Resolution amending the City of Livermore Salary Plan dated January 2024 to reflect adjustments to the Unclassified and Hourly Salary Schedule to implement increased minimum wage in accordance with California Code of Regulations, Title 2, Section 570.5 and adding 1.0 FTE Public Works Supervisor to the Budgeted Personnel Allocations.

Recommendation:
Staff recommends the City Council adopt a resolution amending the City of Livermore Salary Plan dated January 2024 to reflect increased minimum wage adjustments to the Unclassified and Hourly Salary Schedule and adding 1.0 FTE Public Works Supervisor to the Budgeted Personnel Allocations.

Staff Report
Attachments:
1. Resolution
2. Exhibit A - January 2024 Salary Plan

5.9 Resolution making findings regarding the continuing need for unexpended balances of Development Impact Fees as of June 30, 2023, and accepting the Annual Report of Development Fee and Connection Fee Revenues and Expenditures for Fiscal Year 2022-23.

Recommendation:
Staff recommends the City Council adopt a resolution making findings regarding the continuing need for unexpended balances of Development Impact Fees as of June 30, 2023 and accepting the Annual Report of Development Fee and Connection Fee Revenues and Expenditures for Fiscal Year 2022-23.

Staff Report
Attachments:
1. Resolution
2. Exhibit A - Annual Report

5.10 Resolution accepting annual special tax and bond accountability reports for Fiscal Year 2022-23 Community Facilities District No. 99-1 (Tri-Valley Technology Park), 2009-1 (El Charro), 2012-1 (El Charro Maintenance), 2015-1 (Brisa Maintenance), 2016-1 (Sage Maintenance), 2016-2 (Shea Properties), 2018-1 (Auburn Grove), and 2021-1 (Maintenance and Public Services).

Recommendation:
Staff recommends the City Council adopt a resolution accepting annual special tax and bond accountability reports for Fiscal Year 2022-23 Community Facilities District No. 99-1 (Tri-Valley Technology Park), 2009-1 (El Charro), 2012-1 (El Charro Maintenance), 2015-1 (Brisa Maintenance), 2016-1 (Sage Maintenance), 2016-2 (Shea Properties), 2018-1 (Auburn Grove), and 2021-1 (Maintenance and Public Services).

Staff Report
Attachments:
1. Resolution
2. Exhibit A - STBAR CFD 99-1 Tri-Valley
3. Exhibit B - STBAR 2009-1 El Charro
4. Exhibit C - STBAR CFD 2012-1 El Charro
5. Exhibit D - STBAR CFD 2015-1 Brisa
6. Exhibit E - STBAR CFD 2016-1 Sage
7. Exhibit F - STBAR CFD 2016-2 Shea Properties
8. Exhibit G - STBAR CFD 2018-1 Auburn Grove
9. Exhibit H - STBAR CFD 2021-1 Maintenance and Public Services

5.11 Resolution of continued local emergency in response to impacts from a series of severe storm events earlier this year.

Recommendation:
Staff recommends the City Council adopt a resolution of continued local emergency in response to impacts from a series of severe storm events earlier this year.

Staff Report
Attachments:
1. Resolution

6. PUBLIC HEARINGS - NONE.

Comments are limited to one comment per person per item regardless of format or time submitted (this includes email and e-comment submissions prior to the meeting as well as live comments during the meeting).

7. MATTERS FOR CONSIDERATION

Comments are limited to one comment per person per item regardless of format or time submitted (this includes email and e-comment submissions prior to the meeting as well as live comments during the meeting).

7.1 Resolution amending the Livermore Airport Minimum Standards for Commercial Aeronautical Activities to require the provision of Unleaded Aviation Fuel by the Fixed Base Operator (FBO).

Recommendation:
Staff recommends the City Council adopt the resolution amending the Airport Minimum Standards for Commercial Aeronautical Activities, to require the provision of unleaded aviation fuel by the Fixed Base Operator (FBO) within twenty-four months. In the event the Fixed Base Operator cannot comply within twenty-four months, the City may grant extensions as appropriate.

Staff Report
Attachments:
1. Resolution
2. Exhibit A - LVK Minimum Standards Update Unleaded Fuel

7.2 Discussion and direction regarding the City Council Subcommittee for Advisory Body Review's recommendation regarding changes to City advisory bodies.

Recommendation:
Staff and the City Council Subcommittee recommend the City Council review the Subcommittee's recommendations regarding changes to City advisory bodies, and direct staff to bring back ordinances amending the Livermore Municipal Code and the Development Code at a future City Council meeting.

Staff Report
Attachments:
1. Redlined Airport Commission Rules of Procedure
2. Redlined Beautification Committee Rules of Procedure
3. Redlined Commission for the Arts Rules of Procedure
4. Redlined Historic Preservation Commission Rules of Procedure
5. Redlined Human Services Commission Rules of Procedure
6. Redlined Livermore Area Youth Advisory Commission Rules of Procedure
7. Redlined Library Board of Trustees Rules of Procedure
8. Redlined Livermore Housing Authority Rules of Procedure
9. Redlined Planning Commission Rules of Procedure

7.3 Appointment of Vice Mayor for the period of 2023-2024.

Recommendation:
Staff recommends the City Council appoint a Vice Mayor for the period of 2023-2024.

Staff Report

7.4 Council Members Appointments to Intergovernmental Agencies.

Recommendation:
Staff recommends the Mayor appoint Council Members to Intergovernmental Agencies, with the City Council's approval.

Staff Report
Attachments:
1. Current Intergovernmental Agencies Appointments

7.5 Appointment of Council Members to the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024.

Recommendation:
Staff recommends the Mayor appoint two Council Members to serve on the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024, with the City Council's approval.

Staff Report

8. COUNCIL COMMITTEE REPORTS AND MATTERS INITIATED BY CITY MANAGER, CITY ATTORNEY, AND COUNCIL MEMBERS

9. ADJOURNMENT

To a Regular City Council meeting on Monday, January 8, 2024 at 7:00 pm, Civic Center Meeting Hall, City Council Chambers, 1016 S. Livermore Avenue.

10. SUPPLEMENTAL MATERIALS

10.1 Supplemental materials.

Staff Report
Attachments:
1. Supplemental Materials

10.2 Supplemental materials received at the meeting.
Staff Report
Attachments:
1. Items Received at the Meeting

11. HOW TO PARTICIPATE IN YOUR CITY COUNCIL MEETING

You can participate in the meeting in a number of ways:

Open Forum is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of 3 minutes per person. To address the City Council in person, you must submit a speaker card to the City Clerk prior to the start of that item. Please note that the City Council is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the City Council may place it on a future agenda or direct staff to work with you and/or report to the City Council on the issue.

Public Hearings - The topic of the hearing is typically summarized by staff, followed by a presentation by the applicant, and questions from the City Council. The Mayor will then open the hearing to the public and offer an opportunity for public comments. Speakers are limited to a maximum of 3 minutes per person. To address the City Council in person, you must submit a speaker card to the City Clerk prior to the start of the presentation of the item.

Other Agenda Items are also open for public input including Consent Calendar or Matters for Consideration items. These comments are also subject to the 3-minute limit.

Special Meetings, Workshops - The public will have the opportunity to address the City Council regarding the item that is the subject of the special meeting or workshop. Public comments are limited to a maximum of 3 minutes per person.

Platforms to Participate in Meetings:

Submission of Comments Prior to the Meeting:

Email Comments may be submitted by the public to the City Clerk's Office (cityclerk@LivermoreCA.gov). Items received no later than 12:00 pm on the day of the meeting will be provided to the City Council and available on the City website prior to the meeting. These items will NOT be read into the record.

eComments may be submitted by the public using the eComment link here. Comments may be up to 1000 characters in length and will be accepted up until 4:00 pm the day of the meeting. These items will NOT be read into the record and are viewable by the City Council and the public upon submittal.

Submission of Comments During the Meeting:

Speakers are limited to a maximum of 3 minutes per person. To submit a comment you must complete a speaker card for each item. Speaker cards are available in the Civic Center Meeting Hall lobby. Indicate on the card the item number you wish to comment on and submit the card directly to the City Clerk prior to the start of the item. Please note that the City Council is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the City Council may place it on a future agenda or direct staff to work with you and/or report to the City Council on the issue.

The City will be using YouTube and TV29 as two tools to provide the public access to view City Council meetings. No public comment will be accepted via YouTube.

TV29: tv29live.org Comcast Cable 29

YouTube: http://youtube.com/c/CityofLivermoreCalifornia

If you would like to deliver written materials to the City Council as part of your public comment, please provide 10 copies to the City Clerk with your speaker card.

The **City Council Agenda and Agenda Reports** are prepared by City staff and are available for public review on Tuesday evening, six days prior to the City Council meeting in the Civic Center Library, 1188 South Livermore Avenue, Livermore, and at the City Clerk's Office, 1052 South Livermore Avenue, Livermore. The Agenda is also available on the City's website, http://LivermoreCA.gov/agenda.

Under Government Code §54957.5, any **supplemental material** distributed to the members of the City Council after the posting of this agenda will be available for public review in the City Clerk's Office, 1052 South Livermore Avenue, Livermore, and included in the agenda packet available on the City's web site at http://LivermoreCA.gov/agenda.

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (CODIFIED AT 42 UNITED STATES CODE SECTION 12101 AND 28 CODE OF FEDERAL REGULATIONS PART 35), AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF LIVERMORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY, AGE OR SEXUAL ORIENTATION IN THE PROVISION OF ANY SERVICES, PROGRAMS, OR ACTIVITIES. TO ARRANGE AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CONTACT THE ADA COORDINATOR AT ADACOORDINATOR@LIVERMORECA.GOV OR CALL (925) 960-4170 (VOICE) OR (925) 960- 4104 (TDD) AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING.

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 3.1**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Brandon Cardwell, Innovation and Economic Development Director

SUBJECT: Livermore Valley Arts annual update presented by Chris Carter, Executive Director, Livermore Valley Arts.

RECOMMENDED ACTION

Staff recommends the City Council receive the Livermore Valley Arts annual update presentation.

SUMMARY

DISCUSSION

ATTACHMENTS

Prepared by: Brandon Cardwell
Innovation and Economic Development Director

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 3.2**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Judy Erlandson, Acting Public Works Director

SUBJECT: Community Asset Management Program (CAMP) Outreach Committee Final update presented by Uyiosa Oviawe, Senior Management Analyst.

RECOMMENDED ACTION

Staff recommends City Council receive the final update on the Community Asset Management Program (CAMP) Outreach Committee.

SUMMARY

DISCUSSION

ATTACHMENTS

Prepared by: Uyiosa Oviawe
Senior Management Analyst

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.1**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Marianna Marysheva, City Manager

SUBJECT: Approval of draft minutes - November 13, 2023 and November 27, 2023 Regular Meetings.

RECOMMENDED ACTION

Staff recommends the City Council approve the draft minutes.

SUMMARY

DISCUSSION

ATTACHMENTS

1. DRAFT 2023-11-13
2. DRAFT 2023-11-27

Prepared by: Marie Weber
Deputy City Manager/City Clerk

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

MINUTES

LIVERMORE
CALIFORNIA

CITY COUNCIL
NOVEMBER 13, 2023

CLOSED SESSION

CALL TO ORDER – The Closed Session of the City Council was called to order by Mayor John Marchand at 6:30 pm, held in person at 1016 S. Livermore Avenue and streamed over YouTube (listen and view only).

ROLL CALL – Present: Mayor John Marchand, Vice Mayor Brittni Kiick, and Council Members, Ben Barrientos, Evan Branning and Robert W. Carling.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL REGARDING CLOSED SESSION ITEMS.

Mayor Marchand opened the public comment period.

There were no speakers, and the hearing was closed.

1. ADJOURN TO CLOSED SESSION

1.1 Conference with Real Property Negotiator. To meet with Brandon Cardwell and Benedict Stuth, the City's negotiators pursuant to Government Code section 54956.8, regarding the airport restaurant lease agreement approved on April 9, 2018, for a portion of the property located at 680 Terminal Circle, Livermore, California. The City negotiators may negotiate with Harmail Chatha on behalf of SAAB13, LLC. The instructions will concern the terms and conditions of the agreement and whether any changes should be made to the lease.

1.2 Conference with Legal Counsel - Anticipated Litigation. To meet with legal counsel pursuant to Government Code section 54956.9(d)(4) to decide whether to initiate litigation based on existing facts and circumstances. (One case)

REGULAR MEETING

2. CALL TO ORDER – The meeting of the City Council was called to order by Mayor John Marchand at 7:00 pm, held in person at 1016 S. Livermore Avenue and streamed over YouTube (listen and view only).

ROLL CALL – Present: Mayor John Marchand, Vice Mayor Brittni Kiick and Council Members Ben Barrientos, Evan Branning and Robert W. Carling.

PLEDGE OF ALLEGIANCE

REPORT OF ACTION TAKEN IN CLOSED SESSION

City Attorney Jason Alcala said there was no reportable action.

Mayor Marchand requested a moment of silence in honor of Council Member Branning's father who recently passed away.

3. PROCLAMATIONS AND PRESENTATIONS – NONE

4. OPEN FORUM

Mayor Marchand opened the public comment period.

Greg Scott, provided a comment.

David McGuigan, provided a comment.

Shirley Lewandowski, provided a comment.

Carol Silva, provided a comment

Donna Cabanne, provided a comment.

Jean King, provided a comment.

There were no more more speakers and the public comment period was closed.

5. CONSENT CALENDAR

Mayor Marchand opened the public comment period.

Item 5.14 and 5.15 **Greg Scott** provided a comment.

Item 5.1 **Karl Wente** provided a comment.

There were no more speakers and the public comment period was closed.

ON THE MOTION OF VICE MAYOR KIICK, SECONDED BY COUNCIL MEMBER CARLING AND CARRIED ON A 5-0 VOTE, THE CITY COUNCIL APPROVED THE CONSENT CALENDAR.

5.1 Approval of revised minutes. After completing an internal audit of meeting minutes, corrections to the following minutes are needed - July 24, 2023 Regular Meeting, September 11, 2023 Regular Meeting, and September 25, 2023 Regular Meeting.

5.2 **Adopt Ordinance 2150**, adding Chapter 8.21 Summary Abatement of

Graffiti to the Livermore Municipal Code.

5.3 Adopt Omnibus Ordinance 2151, making modifications to the Livermore Municipal Code and the Livermore Development Code.

5.4 Resolution 2023-194 adding 2024 Storm Damage Citywide Emergency & Protective Measures Project 2024-27 to the 2023-2028 Capital Improvement Plan, authorizing supplemental appropriations of General Fund Capital Reserves to 2024 Storm Damage Citywide Emergency & Protective Measure Project 2024-27, in the amount of $300,000 to Fiscal Year 2023-24 and $200,000 to Fiscal Year 2024-25, and executing agreements with Cazadoro Engineering, ETIC Engineering, Hanford Applied Restoration, and Triangle Properties, Inc. to provide on-call services to assist with the Livermore Stream Maintenance Program and emergency storm damage repairs through December 31, 2025, in amounts not-to-exceed $600,000 each.

5.5 Resolution 2023-195 authorizing a supplemental appropriation of General Fund Capital Reserves in the amount of $99,000 to the Fiscal Year 2023-24 budget for the Decorative Wall Replacement - Citywide Project 2006-54 for the removal of the deteriorating wood fence on Holmes Street between Vancouver Way and Paris Way.

5.6 Resolution 2023-196 approving Final Tract Map 8613 and authorizing execution of a Subdivision Improvement Agreement for the Shea Portola Townhomes project at the northeast corner of Portola Avenue and Collier Canyon Road.

5.7 Resolution 2023-197 summarily vacating public right-of-way for Arroyo Vista Tract 8689 within a portion of Parcel C of Grant Deed 94-176895, located at the intersection of Las Positas Road and Bennett Drive, retaining the rights of existing public utility easement within the portion of Parcel C, and authorizing execution of a Quitclaim Deed.

5.8 Resolution 2023-198 authorizing issuance of a purchase order with Beam Global in the amount of
$173,709 for two solar-powered electric vehicle chargers to be installed at City Hall and the Police Department.

5.9 Resolution 2023-199 authorizing execution of a purchase order with Golden State Fire Apparatus Inc. for one new Pierce Manufacturing Enforcer Type 1 Fire Engine in the amount of $1,302,155 with a financial contingency in an amount not-to-exceed ten percent (10%).

5.10 Resolution 2023-200 authorizing issuance of a purchase order to Golden State Fire Apparatus, Inc. for one 2024 BME Fire Truck, LLC Targhee Model 34 Type 3 fire engine in the amount of
$551,261 and authorizing a financial contingency in an amount not-to-exceed ten percent (10%).

5.11 Resolution 2023-201 authorizing execution of an agreement with Hinderliter, de Llamas and Associates, Inc., for sales, use, and transaction tax management and audit services.

5.12 Resolution 2023-202 authorizing the execution of a Second Amendment to the agreement with Tracy Business Services, Inc. DBA Express Employment Professionals for temporary labor services to increase the total compensation by $200,000 for a total not-to-exceed amount of $495,000, to extend the term of the agreement for a one-year period, and to increase insurance limit requirements.

5.13 Resolution 2023-203 authorizing a first amendment to an agreement with Kaizen InfoSource, LLC for records management consulting increasing the not-to-exceed amount to $212,000 and extending the term to December 31, 2024.

5.14 Resolution 2023-204 authorizing the acceptance and appropriation of the County of Alameda Homeless Housing, Assistance and Prevention (HHAP) Program Rounds 3 and 4 grant funds in the amount of $439,426 and authorizing a supplemental appropriation in the amount of $245,237 in unexpended HHAP Rounds 1 and 2 grant funds.

5.15 Resolution 2023-205 approving submission of application for funding and the execution of a grant agreement and subrecipient agreements for the 2023-24 funding year of the State Emergency Solutions Grant (ESG) Program, Homelessness Prevention Activity Notice of Funding Availability (NOFA).

5.16 Resolution 2023-206 authorizing the display of the Prisoner of War / Missing in Action (POW-MIA) flag for the week of November 14-19, 2023.

6. PUBLIC HEARINGS – NONE

7. MATTERS FOR CONSIDERATION

7.1 Update on the citywide poll results and preliminary priorities for negotiations with Dublin regarding open space and scenic corridor preservation in Doolan Canyon.

Recommendation: Staff recommended the City Council receive an update on the citywide poll results and preliminary priorities for negotiations with Dublin regarding open space and scenic corridor preservation in Doolan Canyon.

Senior Planner Ashley Vera presented the staff report.

Mayor Marchand opened the public comment period.

Carol Silva, provided a comment.

Donna Cabanne, provided a comment.

Jean King, provided a comment.

Shirley Lewandowski, provided a comment.

Karl Wente, provided a comment.

There were no more speakers, and the public comment period was closed.

COUNCIL RECEIVED THE PRESENTATION AND CONFIRMED STAFFS PRELIMINARY PRIORITIES AS DIRECTION.

8. COUNCIL COMMITTEE REPORTS AND MATTERS INITIATED BY CITY MANAGER, CITY ATTORNEY, STAFF AND COUNCIL MEMBERS

THE MAYOR AND CITY COUNCIL MEMBERS PROVIDED A SUMMARY OF RECENTLY ATTENDED EVENTS AND MEETINGS IN ADDITION TO THE INFORMATION PROVIDED IN THE SUPPLEMENTAL PACKET. COUNCIL MEMBERS WHO DID NOT PROVIDE A SUMMARY IN THE SUPPLEMENTAL PACKET ARE INCLUDED BELOW.

Civic Appreciation Dinner, Council Member Barrientos noted his attendance.

Bikes and Brew Bike Ride, Council Member Carling noted his attendance on November 4, 2023.

Harmony in Healing Benefit Concert and Fundraiser at the Bankhead Theater, Council Member Carling noted his attendance on November 4, 2023.

Livermore Valley Performing Arts Center Cultural Events (Celebration Series) at the Bankhead Theater, Vice Mayor Kiick voiced her support.

Diwali Festival of Lights, in front of the Bankhead Theater, Mayor Marchand noted his attendance on November 5, 2023.

Livermore Police Department and City of Livermore 2nd Annual Trunk or Treat, Mayor Marchand noted his attendance on October 25, 2023.

Veteran's Day Event, Mayor Marchand noted his attendance on November 15, 2023.

9. ADJOURNMENT – at 8:11 pm in memory of Judge Hugh Walker to Special City Council meeting on Monday, November 20, 2023 and a Regular City Council meeting on Monday, November 27, 2023 at 7:00 pm, Civic Center Meeting Hall, City Council Chambers, 1016 S. Livermore Avenue.

APPROVED: _____

JOHN P. MARCHAND, MAYOR

ATTEST: _____

MARIE WEBER, DEPUTY CITY MANAGER/CITY CLERK

MINUTES

LIVERMORE
CALIFORNIA

CITY COUNCIL
NOVEMBER 27, 2023

CLOSED SESSION

CALL TO ORDER – The Closed Session of the City Council was called to order by Mayor John Marchand at 6:30 pm, held in person at 1016 S. Livermore Avenue and YouTube.

ROLL CALL – Present: Mayor John Marchand, Vice Mayor Brittni Kiick, and Council Members, Ben Barrientos, Evan Branning and Robert W. Carling.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL REGARDING CLOSED SESSION ITEMS.

Mayor Marchand opened the public comment period.

There were no speakers, and the hearing was closed.

1. ADJOURN TO CLOSED SESSION

1.1 Conference with Real Property Negotiator. To meet with Steve Stewart Planning Manager and Andy Ross Economic Development Manager, the City's negotiators pursuant to Government Code section 54956.8, regarding the purchase, sale, exchange, or lease of real property at Assessor's Parcel No. 99B-5680-4 and 99B-5680–20. The City negotiators may negotiate with Daniel Buffington, Realtor, on behalf of the Brooks Beverly J Trust & House, Doris E. The instructions will concern price and terms of payment.

1.2 Conference with Real Property Negotiator. To meet with Steve Stewart Planning Manager and Andy Ross Economic Development Manager, the City's negotiators pursuant to Government Code section 54956.8, regarding the purchase, sale, exchange, or lease of real property at Assessor's Parcel No. 99B-5685-12. The City negotiators may negotiate with Daniel Buffington, Realtor, on behalf of Mike Fuller Motorsports Inc. The instructions will concern price and terms of payment.

1.3 Conference with Real Property Negotiator. To meet with Steve Stewart Planning Manager and Andy Ross Economic Development Manager, the City's negotiators pursuant to Government Code section 54956.8, regarding the purchase, sale, exchange, or lease of real property at Assessor's Parcel No. 905-3-12. The City negotiators may negotiate with Sara Rieck and Michael Reeves, on behalf of the East Bay Regional Park District.

1.4 Conference with Real Property Negotiator. To meet with Steve Stewart Planning Manager and Andy Ross Economic Development Manager, the City's negotiators pursuant to Government Code section 54956.8, regarding the purchase, sale, exchange, or lease of real property at Assessor's Parcel No. 902-9-3-2 and 902-9-3-1. The City negotiators may negotiate with Richard Kulka, owner on behalf of Hartford Hills Estates Ltd. The instructions will concern price and terms of payment.

REGULAR MEETING

2. CALL TO ORDER – The meeting of the City Council was called to order by Mayor John Marchand at 7:00 pm, held in person at 1016 S. Livermore Avenue and YouTube.

ROLL CALL – Present: Mayor John Marchand, Vice Mayor Brittni Kiick and Council Members Ben Barrientos, Evan Branning and Robert W. Carling.

PLEDGE OF ALLEGIANCE

REPORT OF ACTION TAKEN IN CLOSED SESSION

City Attorney Jason Alcala said there was no reportable action.

Mayor Marchand re-ordered the agenda and moved Open Forum to after Item 8.

3. PROCLAMATIONS AND PRESENTATIONS

3.1 Beautification Committee annual update presented by Vice Chair, Mark Goralka.

Mark Goralka, Beautification Committee Vice Chair presented the annual update.

3.2 Presentation of the 2023 Beautification Awards.

Mark Goralka, Beautification Committee Vice Chair presented the 2023 Beautification Awards.

3.3 Livermore Valley Wine Heritage District annual update presented by Brandi Lombardi, Executive Director, Livermore Valley Winegrowers Association

Brandi Lombardi, Executive Director, Livermore Valley Winegrowers Association presented the Livermore Valley Wine Heritage District annual update.

4. OPEN FORUM

OPEN FORUM WAS MOVED BY THE MAYOR TO BE HEARD AFTER ITEM 8

5. CONSENT CALENDAR

Mayor Marchand opened the public comment period.

There were no speakers, and the public comment period was closed.

ON THE MOTION OF VICE MAYOR KIICK, SECONDED BY COUNCIL MEMBER BRANNING AND CARRIED ON A 5-0 VOTE, THE CITY COUNCIL APPROVED THE CONSENT CALENDAR.

5.1 Approval of draft minutes - October 9, 2023 and October 23, 2023 Regular Meetings.

5.2 **Resolution 2023-207** authorizing the execution of an agreement with Milliken Services, LLC to replace carpet throughout the Civic Center Library, in an amount not-to-exceed $430,163.

5.3 **Resolution 2023-208** approving the application and authorizing the execution of a Project and Program Grant Agreement with Livermore Art Association for the Spring Arts Program, consistent with the City's Public Art Policy in an amount not-to-exceed $5,800.

5.4 **Resolution 2023-209** authorizing execution of a first amendment to the agreement with Cannon Corporation for programming support during construction of the City of Livermore Water Reclamation Plant Primary and Secondary Treatment Improvements Project No. 2019-31, increasing the not-to-exceed contract amount from $112,900 to $231,026.

5.5 **Resolution 2023-210** authorizing the City Manager to execute a second amendment to the agreement with Raney Planning and Management, Inc. to provide on-call environmental review services, increasing the compensation by $100,000 for a total not-to-exceed contract amount of
$300,000 and extending the term to September 27, 2025.

5.6 **Resolution 2023-211** accepting the Livermore Valley Wine Heritage District 2021-2022 Annual Report and the Livermore Valley Wine Heritage District 2022-2023 Annual Report.

5.7 **Resolution 2023-212** accepting public improvements constructed pursuant to the Subdivision Improvement Agreement for Tract Map 8173 located at 2855 Old First Street for the construction of 17 single family residential homes by Concentric Development Group, Inc. for permanent maintenance and authorizing release of security.

6. PUBLIC HEARINGS

6.1 Hearing to consider amending the Livermore Municipal Code

Chapter 5.90 Short-Term Rentals, Section 5.90.050 Locations, to allow accessory dwelling units with building permits issued prior to January 1, 2020, to be used as short-term rentals.

Recommendation: Staff recommended that the City Council do the following:
1. Adopt a resolution finding the project is exempt from the California Environmental Quality Act; and
2. Introduce an ordinance and waive the first reading, amending Chapter 5.90 Short- Term Rentals, Section 5.90.050 of the Livermore Municipal Code, allowing accessory dwelling units with building permits issued prior to January 1, 2020, to be used as short- term rentals.

Principal Planner, Steve Riley, presented the staff report.

Mayor Marchand opened the public hearing.

There were no speakers, and the hearing was closed.

ON THE MOTION OF COUNCIL MEMBER BARRIENTOS, SECONDED BY VICE MAYOR KIICK AND CARRIED ON A 5-0 VOTE, THE CITY COUNCIL ADOPTED THE FOLLOWING RESOLUTIONS AND INTRODUCED THE FOLLOWING ORDINANCES:

Resolution 2023-213 Finding the project is exempt from the California Environmental Quality Act.

Ordinance introduced amending Chapter 5.90 Short- Term Rentals, Section 5.90.050 of the Livermore Municipal Code, allowing accessory dwelling units with building permits issued prior to January 1, 2020, to be used as short- term rentals.

7. MATTERS FOR CONSIDERATION

7.1 Resolution accepting the Altamont Landfill Open Space Committee's recommendation to expend funds for a grant to allow the California Rangeland Trust in the amount of $145,810 for the purchase of a 120-acre conservation easement on a portion of the of the 160-acre Diranne Ranch (DC Ranch) located in Eastern Alameda County.

Recommendation: Staff recommended the City Council adopt a resolution accepting the Altamont Landfill Open Space Committee's proposed expenditure of $145,810 of Altamont Open Space Funds for the purpose of funding the grant request of the California Rangeland Trust to purchase and manage a 120-acre conservation easement on the 160-acre Diranne Ranch (DC Ranch) located in Eastern Alameda County and finding the request is consistent with the Altamont Landfill Settlement Agreement.

Assistant Planner, Jennifer Ackerman presented the staff report.

Mayor Marchand opened the public comment period.

There were no speakers, and the public comment period was closed.

ON THE MOTION OF COUNCIL MEMBER CARLING, SECONDED BY VICE MAYOR KIICK AND CARRIED ON A 5-0 VOTE, THE CITY COUNCIL ADOPTED THE FOLLOWING RESOLUTIONS AND INTRODUCED THE FOLLOWING ORDINANCES:

Resolution 2023-214 accepting the Altamont Landfill Open Space Committee's proposed expenditure of $145,810 of Altamont Open Space Funds for the purpose of funding the grant request of the California Rangeland Trust to purchase and manage a 120-acre conservation easement on the 160-acre Diranne Ranch (DC Ranch) located in Eastern Alameda County and finding the request is consistent with the Altamont Landfill Settlement Agreement.…

8. COUNCIL COMMITTEE REPORTS AND MATTERS INITIATED BY CITY MANAGER, CITY ATTORNEY, STAFF AND COUNCIL MEMBERS

THE MAYOR AND CITY COUNCIL MEMBERS PROVIDED A SUMMARY OF RECENTLY ATTENDED EVENTS AND MEETINGS IN ADDITION TO THE INFORMATION PROVIDED IN THE SUPPLEMENTAL PACKET. COUNCIL MEMBERS WHO DID NOT PROVIDE A SUMMARY IN THE SUPPLEMENTAL PACKET ARE INCLUDED BELOW.

Deacon Daves Casa Del Pomba House of the Dove Christmas Extravaganza, Friday, December 1, 2023, at 6:30 pm, Mayor Marchand noted the upcoming event.

Holiday Lights and Sound Parade, Saturday, December 2, 2023, at 6:00 pm, Mayor Marchand noted the upcoming event.

4. OPEN FORUM

Mayor Marchand opened the public comment period.

Nancy Kremer, provided a comment.

David McGuigan, provided a comment.

Saundra Lormond, provided a comment.

Karen Jefferson, provided a comment.

There were no more speakers, and the public comment period was closed.

9. ADJOURNMENT – at 7:58 pm to a Regular City Council meeting on Monday, December 11, 2023 at 7:00 pm, Civic Center Meeting Hall, City Council Chambers, 1016 S. Livermore Avenue.

APPROVED: _____
JOHN P. MARCHAND, MAYOR

ATTEST: _____
MARIE WEBER, DEPUTY CITY MANAGER/CITY CLERK

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.2**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Paul Spence, Community Development Director

SUBJECT: Adoption of an ordinance amending the Livermore Municipal Code Chapter 5.90 Short-Term Rentals, Section 5.90.050 Locations, to allow accessory dwelling units with building permits issued prior to January 1, 2020, to be used as short-term rentals.

RECOMMENDED ACTION

Staff recommends the City Council **adopt an ordinance** amending Chapter 5.90 Short-Term Rentals, Section 5.90.050 of the Livermore Municipal Code, allowing accessory dwelling units with building permits issued prior to January 1, 2020, to be used as short-term rentals.

SUMMARY

DISCUSSION

ATTACHMENTS

1. Ordinance

Prepared by: Steve Riley
Principal Planner

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

AN ORDINANCE AMENDING LIVERMORE MUNICIPAL CODE CHAPTER 5.90, SECTION 5.90.050 (SHORT-TERM RENTALS)

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LIVERMORE DOES ORDAIN AS FOLLOWS:

Section 1. *Public Hearing.* Prior to taking action on the Project, and at a properly noticed public hearing, the City Council of the City of Livermore reviewed the written and oral staff reports, conducted a public hearing on the Project and took testimony, and received into the record all pertinent documents related to the Project (collectively, the "Record of Evidence"). The City Council's determination is based on the Record of Evidence, which is incorporated into this Ordinance by reference.

Section 2. *Environmental.* The City Council has adopted Resolution No. _____ finding that Municipal Code Amendment 23-001 is exempt from the California Environmental Quality Act.

Section 3. *Ordinance.* Section 5.90.050 of Chapter 5.90 *Short-Term Rentals* of the Livermore Municipal Code is hereby amended as follows:

5.90.050 Locations.

A. Short-term rentals are permitted only in the following:
   1. legal conforming and legal nonconforming permanent dwelling units within residential districts, and
   2. accessory dwelling units for which a building permit was issued prior to January 1, 2020, and a certificate of occupancy was subsequently issued.

B. No person shall operate or allow short-term rental of property in any location not approved for use as a permanent dwelling unit, including but not limited to any vehicle, trailer, tent, storage shed, or garage.

C. No person shall operate a short-term rental in an accessory dwelling unit that obtained a building permit on or after January 1, 2020.

D. Hosts shall be limited to one short-term rental permit at any one time in the City.

E. A residential dwelling that is a short-term rental may not be rented by more than one renter at a time.

F. No more than one short-term rental may be operated at a single location.

Section 4. *Consistency.* The ordinance is consistent with the Livermore General Plan, any applicable specific plan, and the Livermore Municipal Code.

Section 5. *Publication and Effective Date*. This ordinance or a comprehensive summary thereof shall be published once in a newspaper of general circulation of the City of Livermore within 15 days after its adoption and shall take effect and be in force 30 days from and after its adoption.

Section 6. *Filing.* The Planning Manager is directed to file a Notice of Exemption with the Alameda County Clerk.

Section 7. *Documents.* The documents that constitute the record of proceedings upon which this decision is based can be found in the City Clerk's Office, 1052 S. Livermore Avenue, Livermore, California.

Section 8. *Severability.* If any part of this ordinance is declared unconstitutional or invalid by a court, such unconstitutionality or invalidity shall not affect any remaining parts.

The foregoing ordinance was introduced at the meeting of the City Council of the City of Livermore held on November 27, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

The ordinance was adopted at the regular meeting of the City Council held on _____, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR, CITY OF LIVERMORE

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Kimberly D. Cilley
Kimberly D. Cilley
Senior Assistant City Attorney

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.3**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Paul Spence, Community Development Director

SUBJECT: Resolution approving a supplemental appropriation of $390,000 from Traffic Impact Fees to Fiscal Year 2023-24 and authorizing the City Manager to execute a first amendment to the agreement with Quincy Engineering increasing the not-to-exceed contract amount from $694,000 to $1,074,000 and extending the term of the agreement to June 30, 2026, for additional right-of-way close out services associated with Isabel Avenue/I-580 Interchange Project 1992-38.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution:

1. Approving a supplemental appropriation of $390,000 from Traffic Impact Fees to the Fiscal Year 2023-24 budget for the Isabel Avenue/I-580 Interchange Project 1992-38; and
2. Authorizing the City Manager to execute a first amendment to the agreement with Quincy Engineering for Isabel Avenue/I-580 Interchange Project 1992-38, accepting the name change of Quincy Engineering to Consor North America, Inc., increasing the not-to-exceed agreement amount by $380,000 from $694,000 to $1,074,000, and extending the term of the agreement to June 30, 2026.

SUMMARY

The City of Livermore (City) hired Quincy Engineering on November 30, 2020, to provide roadway right-of-way engineering related to the Isabel Avenue/I-580 Interchange Project 1992-38. A first amendment to the agreement is required to cover remaining right-of-way closeout services which includes record maps, title reports, appraisals, and right-of-way acquisitions. Additional work also includes establishing easements for relocated utilities and access rights, and to clear various types of utility easements and encumbrances in 18 right-of-way parcels that will be transferred from the City to the State. Staff requests a $390,000 supplemental appropriation from Traffic Impact Fees in FY 2023-24 to cover both the cost of this first amendment and other non-consultant right-of-way closeout costs.

The first amendment also accepts the change of the consultant's name from Quincy Engineering to

Consor North America, Inc., and it extends the term of the agreement to June 30, 2026. The first amendment services will complete the remaining right-of-way work for the State Route 84 (Isabel Avenue) corridor, the new junction connection to the I-580 interchange, the Portola Avenue/I-580 overcrossing, and the Airway Boulevard/I-580 interchange that served as the temporary State Route 84 connection.

DISCUSSION

The City hired Quincy Engineering (Consultant) on November 30, 2020, to coordinate with Caltrans right-of-way functional unit staff, conduct state highway and city streets right-of-way surveys, and prepare various types of required right-of-way documents, maps and legal descriptions for right-of-way parcels and utility easements relocated by the Isabel Avenue/I-580 Interchange Project 1992-38. Work also included identifying the remaining right-of-way parcels that will complete the final operational right-of-way for the Isabel Avenue (SR 84) corridor improvements from Jack London Boulevard to I-580, the new interchange connection at I-580 and Isabel Avenue, the Portola Avenue overcrossing at I-580, and the Airway Boulevard//I-580 interchange improvements.

City staff has been working with the Consultant and the Caltrans Right of Way functional unit staff to prepare all the right-of-way closeout documents based on state requirements. Three individual Records of Survey were recorded in 2023 for the Isabel Avenue (SR 84)/I-580 interchange and Portola Avenue/I-580 overcrossing bridge structure, the SR 84 corridor improvements, and the Airway Boulevard/I-580 interchange. The extensive record right-of-way maps that identify the right of way parcels, utility easements, and access rights are 60% prepared and will be finalized once remaining utility easements and right-of-way parcels are acquired.

The City currently holds 13 right-of-way parcels acquired for the Isabel Avenue interchange and SR 84 corridor and five right-of-way parcels for the Airway Boulevard/I-580 interchange improvements. The City is currently working with Chicago Title Company to prepare new title reports, title insurance, and escrow services for the transfer of 18 parcels that the City plans to convey to the State before the middle of 2024. The Consultant has identified about 83 easement and access right parcels inside and outside the highway right-of-way and has prepared 30% of the corresponding legal descriptions and plats. Most of the easements are for electric, gas, water, sewer, and telecommunications lines that were relocated by the roadway project to utility corridors outside of the right-of-way limits and along both sides of the SR 84 and I-580 ultimate right-of-way. The plats and legal descriptions for easements for utilities that cross the State right-of-way still need to be prepared. The City has been coordinating with PG&E land rights staff to grant PG&E utility easements for relocating and undergrounding electric overhead lines that were in conflict with the highway interchange and corridor improvements. The City has already granted PG&E most of the easements for their facilities relocated by SR 84 and the Airway Boulevard interchanges and is currently working to grant PG&E the remaining easement rights on Water Reclamation Plant and Airport land to accommodate a relocated joint trench, occupied by PG&E, AT&T and Comcast, from Jack London Boulevard to I-580 along SR 84.

The Portola Avenue/I-580 overcrossing is part of the Portola Avenue extension and connection to the Isabel Avenue /I-580 interchange improvements and requires additional roadway bridge abutment and utility corridor right-of-way from the adjacent property, to north of Portola Avenue, owned by DR Livermore, LLC (formerly Lin). The City's right-of-way agent is working with the property owner's coordinator to finalize the arrangement of parcels that are needed for the Portola Avenue overcrossing bridge structure. The City anticipates a friendly right-of-way acquisition of the DR Livermore, LLC

property that will complete the right-of-way needed for the new freeway overcrossing facility. As the final step, the City will grant Sprint with an easement for a relocated fiber optic line outside the State right-of-way along Portola Avenue.

Staff requests approval of the First Amendment to the Engineering Services Agreement with Quincy Engineering which will accept their name change to Consor North America, Inc., increase the not-to-exceed amount of the original agreement by $380,000 from $694,000 to $1,074,000, and extend the term by one year, from June 30, 2025, to June 30, 2026. This amendment will cover additional right-of way engineering services and property acquisition to finalize the right-of-way maps, plat and legal descriptions for transfer parcels, and relocated easements. Additional work also covers clearing transfer parcel encumbrances and conveying the remaining 18 right-of-way parcels to the State to complete the highway right-of-way for the SR 84 corridor, Isabel Avenue (SR 84)/I-580 junction, and the Airway Boulevard /I-580 interchange facilities.

FISCAL AND ADMINISTRATIVE IMPACTS

The Isabel Avenue/I-580 Interchange Project 1992-38 is funded in the 2023-2028 Capital Improvement Program. A supplemental appropriation from Traffic Impact Fees (Fund 306) in the amount of $390,000 in FY 2023-24, as shown in table below, is required to finalize the right-of-way documents, transfer the highway parcels to the State, and closeout the right-of-way phase of the project. There are sufficient funds in Fund 306 to cover this increased expense.

Existing and Proposed Budget Isabel Ave./I-580 Interchange Project 1992-38

Fund No.	Fund Name	FY 2023-24 (Existing)	FY 2023-24 (Proposed)
306	Traffic Impact Fee	$180,000	$570,000
Total		$180,000	$570,000

COMMUNITY PILLAR

1: A Safe Community that Thrives

GOAL

10: Work to maintain a safe and efficient local transportation network and address safety concerns

ATTACHMENTS

1. Resolution
2. Exhibit A - First Amendment to Engineering Services Agreement

Prepared by: Roberto Escobar
Associate Civil Engineer

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION OF $390,000 FROM TRAFFIC IMPACT FEES (FUND 306) TO FISCAL YEAR 2023-24 AND AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT WITH QUINCY ENGINEERING INCREASING THE NOT-TO-EXCEED AMOUNT FROM $694,000 TO $1,074,000 FOR ADDITIONAL RIGHT-OF-WAY CLOSE OUT SERVICES, AND EXTENDING THE TERM OF THE AGREEMENT TO JUNE 30, 2026

(ISABEL AVENUE/I-580 INTERCHANGE PROJECT 1992-38

The City of Livermore ("City") hired Quincy Engineering on November 30, 2020, to provide roadway right-of-way engineering related to the Isabel Avenue/I-580 Interchange Project 1992-38. A first amendment to the agreement is required to cover remaining right-of-way closeout services which includes record maps, title reports, appraisals, and right-of-way acquisitions. Additional work also includes establishing easements for relocated utilities and access rights, and to clear various types of utility easements and encumbrances in 18 right-of-way parcels that will be transferred from the City to the State. City staff requests a $390,000 supplemental appropriation from Traffic Impact Fees (Fund 306) in FY 2023-24 to cover the cost of this first amendment. The first amendment also accepts the change of the consultant's name from Quincy Engineering to Consor North America, Inc., and extends the term of the agreement to June 30, 2026. The first amendment services will complete the remaining right-of-way for the State Route 84 (Isabel Avenue) corridor, the new junction connection to the I-580 interchange, the Portola Avenue/I-580 overcrossing, and the Airway Boulevard/I-580 interchange that served as the temporary SR 84 connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that it hereby:

1. Approves a supplemental appropriation of $390,000 from Traffic Impact Fees (Fund 306) to the Fiscal Year 2023-24 budget for the Isabel Avenue/I-580 Interchange Project 1992-38; and

2. Authorizes the City Manager to execute a first amendment to the engineering services agreement with Quincy Engineering for Isabel Avenue/I-580 Interchange Project 1992-38 accepting the change of name of Quincy Engineering to Consor North America, Inc., increasing the not-to-exceed agreement amount by $380,000 from $694,000 to $1,074,000, and extending the term of the agreement to June 30, 2026.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Tara Mazzanti
Tara Mazzanti
Assistant City Attorney

Exhibit A – First Amendment to Engineering Services Agreement

EXHIBIT A

FIRST AMENDMENT TO ENGINEERING SERVICES AGREEMENT

THIS FIRST AMENDMENT, is made and entered into this ____ day of _____, 2023, by and between the City of Livermore, a municipal corporation ("City"), and Consor North America, Inc., an Oregon corporation authorized to do business in California (Consultant).

RECITALS

On November 30, 2020, City and Consultant entered into an agreement for Consultant to provide engineering design services in the amount of $694,000 and perform roadway right of way engineering related to the Isabel Avenue (SR 84)/I-580, CIP 199238 interchange improvements to City ("Original Agreement"). Section 21 of the Original Agreement requires that any modifications to it must be in writing and signed by the parties.

City and Consultant desire to amend the Original Agreement to reflect the true and correct legal name of the Consultant, increase compensation by $380,000 for additional right of way engineering services, and extend the term by one year to June 30, 2026. This is the first amendment to the Original Agreement.

AGREEMENT

NOW, THEREFORE, City and Consultant hereby agree that the aforementioned recitals are true and correct and further agree as follows:

1. The Original Agreement is amended as follows:

   A. The Original Agreement is amended by substituting the name of Quincy Engineering to Consor North America, Inc. everywhere it appears in the Original Agreement.

   B. Section 22 of the Original Agreement is amended to read as follows:

   Notice. Notices under this Agreement must be delivered to the addresses below by deposit in the United States mail or by overnight delivery service, with postage prepaid and delivery confirmation:

   TO CITY: Attention: City Engineer
   City of Livermore
   1052 South Livermore Avenue
   Livermore, California 94550

TO CONSULTANT: Attention:
Consor North America, Inc.
11017 Cobblerock Drive, Suite 100
Rancho Cordova, CA 95670

C. Section 3, "Description of Services" of the Original Agreement is amended to read as follows:

Description of Services. Consultant shall provide right of way engineering services as more particularly set forth in "Exhibit A" to the Original Agreement, and "Exhibit A-1" to the First Amendment which shall be known collectively as ("the Services").

D. Section 6, "Compensation and Payment" of the Original Agreement is amended to read as follows:

Compensation and Payment.

(a) The total compensation payable by City to Consultant for the Services SHALL NOT EXCEED the sum of $1,074,000 ("not-to-exceed amount").

1. The compensation payable by City to Consultant for the Services required by Exhibit A to the Original Agreement SHALL NOT EXCEED the sum of $694,000.

2. The compensation payable by City to Consultant for the Services required by Exhibit A-1 to the Original Agreement SHALL NOT EXCEED the sum of $380,000.

E. Section 7, "Term" of the Original Agreement is amended to read as follows:

Term. The term of this Agreement commences on the Effective Date and terminates upon the depletion of funds or June 30, 2026, whichever occurs first.

2. This amendment accomplishes a change of name and all rights and obligations of the City and Consultant under the Original Agreement are unaffected by this change. This Amendment does not relieve the parties of the terms and conditions of the Original Agreement as written and in effect at the time the Services were rendered.

3. City shall compensate Consultant for the Services rendered at the hourly rates or task amounts set forth in Exhibit A to the Original Agreement and Exhibit A-1 to the First Amendment up to the not-to-exceed amount. Except as provided in the body of this Agreement, the hourly rates or task amounts are intended to be Consultant's only compensation for the Services and is inclusive of all costs of labor, licensing,

permitting, travel expenses, overhead and administrative costs, and any-and-all other costs, expenses, and charges incurred by Consultant, its agents, and employees to provide the Services.

(a) City shall pay Consultant no later than 30 days after City receives a written invoice from Consultant and verifies the Services were performed for the payment requested.

4. These amendments are prospective and only apply to the Services rendered by Consultant after the execution of this Amendment. Unless otherwise stated herein, this Amendment does not relieve the parties of the terms and conditions of the Original Agreement as written and in effect at the time the Services were rendered.

5. Except as amended above, the Original Agreement remains in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

EXHIBIT A

In concurrence and witness whereof, and in recognition of the mutual consideration provided therefore, the parties have executed this Agreement effective on the date first written above.

CONSULTANT: **Dated:**

DocuSigned by:
A4462E9A1E784EC...

10/25/2023 | 1:37 PM EDT

By: Jason Jurrens
Title: District Manager, California Transportation

CITY OF LIVERMORE: **Dated:**

Marianna Marysheva
City Manager

APPROVED AS TO FORM:

DocuSigned by:
245F8B35F34C457...

Assistant/City Attorney

APPROVED AS TO INSURANCE:

DocuSigned by:
A5F7D34BB6A748A...

Risk Manager/Analyst

Attachment:

Exhibit A-1 - Scope of Services

EXHIBIT A

Exhibit A-1

September 14, 2023

Roberto Escobar, PE
City of Livermore
1052 South Livermore Avenue
Livermore, Ca 94550

RE: Right-of-Way Closeout for Isabel Avenue (SR-84)/I-580 Interchange Improvements, CIP No. 199238 & Airway Blvd/I-580 Interchange Improvements, CIP No. 199554
Request for Amendment No. 1, Consor Engineering Services Agreement No. 20-584

Dear Mr. Escobar,

The Consor team has continued in good faith ongoing survey and right-of-way support efforts to progress all scope of work items for Right-of-Way Closeout work on the above mentioned projects. To date, all the Record of Surveys (5 in total) have been completed and recorded. Consor delivered documents for the Portola Ave Mitigation area. Consor has provided significant coordination, several iterations of the plat/legal descriptions and follow-up support for the Lin property. As discussed, additional survey and project management efforts to coordinate with City of Livermore Staff, and Caltrans District Staff to finalize the remaining documents are necessary for the close out of the two projects:

Isabel Avenue (SR-84)/I-580 Interchange Improvements, CIP No. 199238

- Isabel Ave/I-580, Airway Blvd to Portola Ave (Record Map R-10216.00)
- SR-84, Isabel Ave Corridor (Record Map R-10217.00)

Airway Blvd/I-580 Interchange Improvements, CIP No. 199554

- Airway Blvd/I-580 Interchange (Record Map R-10628.0)

In addition to the finalizing of the three record maps, various types of transfer documents remain including the following:

- General Transfer Documents
- Section 83
- State CCUAs for relocated utilities
- State JUAs for relocated utilities
- Quitclaim
- Grant Deeds
- Transfer Parcels Encumbrance Vacations
- PUE and Utility Easements
- Ingress/Egress Maintenance Easement
- Storm Drainage Easement
- State Wall Maintenance Easement
- Vehicular/Pedestrian Access Easement
- PG&E exclusive easement
- AT&T easement
- Sprint line non-exclusive easement

We have provided an attached Amendment Scope of Services Summary that describes the exact breakdown and split between the various transfer documents. Consor has prepared the following Amendment request to include:

- Completion of the 8 remaining easement and access control parcels for Airway Blvd

- Completion of the 23 remaining easement and access control parcels for Isabel Ave/I-580, Airway Blvd to Portola Ave
- Completion of the 54 remaining easement and access control parcels for SR-84, Isabel Ave Corridor
- Review of 18 Title Reports (including 3 recorded Section 83 parcels) to verify and assist in clearing encumbrances and support the City's remaining Transfer Parcels. We understand the City is currently coordinating with Chicago Title Company for new title reports for 15 transfer parcels.
- Consor to coordinate with AR/WS to facilitate the update and completion of the appraisals for the Lin property acquisition.
- Recurring weekly status meetings (virtual MS Teams) between City staff and Consor.
- Recurring monthly coordination meetings (virtual MS Teams) between City staff, Consor, and Caltrans staff.

Task	Hours	Subtask Cost
Isabel Ave/I-580, Airway Blvd to Portola Ave (Record Map R-10216.00)	390	$ 102,861
SR-84, Isabel Ave Corridor (Record Map R-10217.00)	398	$ 88,477
Airway Blvd/I-580 Interchange (Record Map R-10628.0)	248	$ 57,575
Project Review (Review of 18 Title Reports / Invoicing)	156	$ 32,179
	Subtotal	$ 281,092
Optional Task for Additional Scope of Work (for unforeseeable needs from new title reports)	TBD	$ 98,908
	Grand Total of Amendment Request	$ 380,000

The amount for this amendment request is $ 380,000. Upon approval of this amendment, the new total not-to-exceed for this contract would be $ 1,074,000.

If you would like to discuss this in further detail, please call me directly. We highly value our working relationship with the City and look forward to assisting in the completion and full closeout of all parcel transfers. I can be reached by calling my cell number (916) 761.5278 if you would like to contact me.

Sincerely,
Consor North America, Inc.

Mike Sanchez, PE
Project Manager

Attach: Amendment No. 1 - Scope of Services Summary
Amendment No. 1 - Hours/Cost Breakdown
Amendment No. 1 - Schedule

Cc: J. Jurrens, PE, District Manager, California Transportation, Consor

EXHIBIT A

EXHIBIT A-1

SCOPE OF WORK

FOR CONSOR NORTH AMERICA, INC. SERVICES AGREEMENT NO. 20-284

For

ADDITIONAL RIGHT-OF-WAY ENGINEERING SERVICES
FOR CLOSEOUT OF ISABEL AVENUE (SR-84)/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199238 (CT EA 17300)
& AIRWAY BLVD/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199554 (CT EA 11606)

Consor recommends the following order of priorities:

1. Isabel Avenue (SR-84)/I-580 Interchange Improvements, CIP No. 199238
   a. Isabel Ave/I-580, Airway Blvd to Portola Ave
   b. SR-84, Isabel Ave
2. Airway Blvd/I-580 Interchange Improvements, CIP No. 199554

As specific transfer documents are prepared, Consor will submit them in bundles (between 5 to 8) for City review and comment. Consor will execute a 3-step submittal/review process as follows:

1. Prepare Draft for City review / Requesting the City provide comments within 3 weeks of receipt of the Draft
2. Prepare Final Draft with responses to City comments on of the Draft / Requesting City provide comments within 2 weeks of receipt of the Final Draft
3. Consor to address all final comments and prepare Final documents

There are some individual transfers that require separate coordination with either a specific utility company (AT&T, PG&E, Sprint) or a separate agency (such as Alameda County). Consor intends to coordinate those in partnership with the City and as parallel processes as much as possible during the City review periods.

The City can reasonably expect the utility involvements to require a 3 to 4 month process in total. Caltrans reviews/approvals can reasonably require a total of 6 to 8 month total processing.

FINAL LIST OF ITEMS TO PREPARE FOR CLOSE-OUT AND GETTING DOCUMENTS COMPLETED WITH CITY & CALTRANS.

Isabel Ave/I-580, Airway Blvd to Portola Ave, Isabel Ave (SR-84)/I-580 Interchange Improvements, CIP No. 199238

1.) Transfer Document no. 62689, not started. (0% COMPLETE)
2.) Quitclaim of an area along North R-O-W, 58625-1. (30% COMPLETE)
3.) Quitclaim of an area along North R-O-W, 58626-1/62689-1. (30% COMPLETE)
4.) QUITCLAIM 15’ WATER LINE ESMT PER DOC. NO. 99-353867. (0% COMPLETE)
5.) Quitclaim of PG&E ESMT., RE: 4367 IM: 112, 58647-1. (0% COMPLETE)
6.) QUITCLAIM – PORTION OF EAST CONSTITUTION DRIVE – 58647-7. (0% COMPLETE)
7.) PARTIAL QUITCLAIM of 25’ PLE area along North R-O-W, 58627-1/62689-2. (0% COMPLETE)
8.) PARTIAL QUITCLAIM OF 15’ PUE & SWE ESMT. per 268 PM 85, 58627-1/62689-2. (0% COMPLETE)
9.) 15’ STORM DRAINAGE ESMT., per Doc. No. 98-411265. (0% COMPLETE)
10.) PARTIAL QUITCLAIM 15’ PUE & SWE ESMT. per 268 PM 85. (0% COMPLETE)
11.) PARTIAL QUITCLAIM of 25’ PLE area along EAST END OF CONSTITUTION DRIVE. (0% COMPLETE)
12.) QUITCLAIM OF PLE PER PM# 7341-PARCEL 5? (0% COMPLETE)
13.) PARTIAL QUITCLAIM OF 19’ PG&E ESMT. Per 8711 O.R. 277. (0% COMPLETE)
14.) PARTIAL QUITCLAIM OF 21’ PG&E ESMT. Per 8711 O.R. 277. (0% COMPLETE)
15.) VACATION OF 55’ AND 40’ UTILITY ESMT, Per 8719 O.R. 159. (0% COMPLETE)

EXHIBIT A-1

SCOPE OF WORK

FOR CONSOR NORTH AMERICA, INC. SERVICES AGREEMENT NO. 20-284

For

ADDITIONAL RIGHT-OF-WAY ENGINEERING SERVICES
FOR CLOSEOUT OF ISABEL AVENUE (SR-84)/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199238 (CT EA 17300)
& AIRWAY BLVD/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199554 (CT EA 11606)

16.) JUA – 62689-G; (60% COMPLETE)
17.) CCUA-AT&T ESMT., 62689-C; (60% COMPLETE)
18.) CCUA-PG&E ESMT., 62689-D; (60% COMPLETE)
19.) Proposed PG&E PUE. (0% COMPLETE)
20.) VACATION OF STATE OF CALIFORNIA DRAINAGE EASEMENT PER 2216 O.R. 730. (0% COMPLETE)
21.) JUA – JOINT TRENCH – 62689-B; (60% COMPLETE)
22.) QUITCLAIM OF SPRINT ESMT-10' WIDENORTH R-O-W I-580, WEST OF PORTOLA? (0% COMPLETE)
23.) LIN PROPERTY UPDATED PARCELS AND ESMTS – CITY LEGAL TEAM (50% COMPLETE)
24.) RECORD RIGHT OF WAY MAPPING. (Record Map R-10216.00) (50% COMPLETE)

SR-84, Isabel Ave Corridor, Isabel Ave (SR-84)/I-580 Interchange Improvements, CIP No. 199238

1.) SEE #9 – BELOW – SECTION 83 - No. 58648-1, needs Legal Description and Closures. (0% COMPLETE)
2.) Transfer Document No. 58636-1/62689-5, GRANT DEED. (0% COMPLETE)
3.) PARTIAL QUITCLAIM OF 19' PG&E ESMT. PER 8711 O.R. 277
4.) CCUA - 62689-X-JOINT TRENCH. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
5.) SECTION 83 – 58290-3, LEGAL DESCRIPTION. (0% COMPLETE)
6.) JUA - 62689-U-JOINT TRENCH. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
7.) SECTION 83 – 60251-1, LEGAL DESCRIPTION. (0% COMPLETE)
8.) JUA - 62689-P, Plat Complete, no Legal Description or Closure. (30% COMPLETE)
9.) SECTION 83 – 58648-1, LEGAL DESCRIPTION. (0% COMPLETE)
10.) QUITCLAIM OF 32' PG&E ESMT. PER DOC. NO. 81-081067. (0% COMPLETE)
11.) JUA - 62689-V-SEWER. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
12.) JUA - 62689-W-JOINT TRENCH. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
13.) JUA - 62689-Y-SEWER. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
14.) JUA - 62689-R-SEWER, Plat Complete, no Legal Description or Closure. (30% COMPLETE)
15.) JUA - 62689-U-JOINT TRENCH, Plat Complete, no Legal Description or Closure. (30% COMPLETE)
16.) QUITCLAIM OF 30' PG&E ESMT. PER DOC. NO. 2003-692873. (0% COMPLETE)
17.) PREPARED PUE AT WATER TREATMENT PLANT – PLAT, LEGAL SENT TO CITY. (25% COMPLETE)
18.) QUITCLAIM/RELOCATION OF PORTION OF PG&E ESMT? NOW A PORTION OF NEW ESMT-# 17.
19.) PARTIAL QUITCLAIM OF ROAD DEDICATION PER 80-202518? (0% COMPLETE)
20.) JUA - 62689-P. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
21.) JUA - 62689-T-SEWER. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
22.) CCUA - 62689-S-GAS/SEWER. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
23.) QUITCLAIM OF 40' ESMT FOR ROAD AND OTHER PURPOSES – PER 8926 O.R. 89. (0% COMPLETE)
24.) QUITCLAIM OF 10' PG&E ESMT PER 80-196983. (0% COMPLETE)
25.) JUA - 62689-Q-SEWER. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
26.) GRANT OF BIOSWALE MAINTENANCE ESMT. – DOCUMENT ON LIVERMORE AIRPORT. (0% COMPLETE)
27.) GRANT OF PUE / SWE – 58650-1. (0% COMPLETE)
28.) * JUA – 62689-N – JOINT TRENCH. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
29.) CCUA - 62689-F - JOINT TRENCH. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
30.) QUITCLAIM OF 10' PUE PER 165 PM 59. (0% COMPLETE)
31.) PREPARED PUE AT EAST SIDE SR-84 – PLAT, LEGAL AND CLOSURE SENT TO CITY. (25% COMPLETE)

EXHIBIT A-1

SCOPE OF WORK

FOR CONSOR NORTH AMERICA, INC. SERVICES AGREEMENT NO. 20-284

For

ADDITIONAL RIGHT-OF-WAY ENGINEERING SERVICES
FOR CLOSEOUT OF ISABEL AVENUE (SR-84)/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199238 (CT EA 17300)
& AIRWAY BLVD/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199554 (CT EA 11606)

32.) PREPARED PUE AT AIRPORT PARCEL – PLAT, LEGAL AND CLOSURE SENT TO CITY. (25% COMPLETE)
33.) PROPOSED ESMT. FOR PG&E – 10' WIDE? (0% COMPLETE)
34.) 58636-3/62690-1; INGRESS-EGRESS WALL MAINTENANCE ESMT. (0% COMPLETE)
35.) JUA - 62689-L – JOINT TRENCH. (30% COMPLETE)
36.) JUA - 62689-J – WATER. (30% COMPLETE)
37.) 58636-2 – PUE, SLOPE AND LANDSCAPE ESMT. (0% COMPLETE)
38.) 58636-5/62690-3 INGRESS-EGRESS MAINTENANCE ACCESS. (0% COMPLETE)
39.) 58649-2/62689-11 INGRESS-EGRESS MAINTENANCE ESMT. (0% COMPLETE)
40.) 58636-1/62689-5 CITY OF LIVERMORE, LEGAL CHECKED. (40% COMPLETE)
41.) JUA - 62689-M – ZONE 7 - WATER. (30% COMPLETE)
42.) PARTIAL QUITCLAIM – 33' PUE PER DOC. NO. 2006-383815. (0% COMPLETE)
43.) * CCUA - 62689-N – CITY WATER. Plat Complete, no Legal Description or Closure. (30% COMPLETE)
44.) GRANT DEED – PG&E ESMT. (0% COMPLETE)
45.) JUA - 62689-O – JOINT TRENCH. (30% COMPLETE)
46.) PARTIAL QUITCLAIM OF 21' PG&E ESMT. PER 8711 O.R. 293. (0% COMPLETE)
47.) JUA – 62689-E – CITY OF LIVERMORE – PUE. (30% COMPLETE)
48.) GRANT DEED, PUE – KITTY HAWK – SENT TO CITY – (50% COMPLETE)
49.) GRANT DEED, WATER TURNOUT ESMT. (0% COMPLETE)
50.) GRANT DEED, ACCESS ESMT. (0% COMPLETE)
51.) QUITCLAIM 40' - UTILITY ESMT PER 8719 O.R. 159. (0% COMPLETE)
52.) QUITCLAIM OF 40' ESMT FOR ROAD AND OTHER PURPOSES – PER 8557 O.R. 409. (0% COMPLETE)
53.) JUA – 62689-H – SEWER; PLAT COMPLETE. (30% COMPLETE)
54.) JUA – 62689-K – SEWER; PLAT COMPLETE. (30% COMPLETE)
55.) RECORD RIGHT OF WAY MAPPING. (Record Map R-10217.00) (50% COMPLETE)

* – there are Two (2) "N's" The JUA for Electric, confirm if these were made "Z" (to be verified with City and Caltrans)

Airway Blvd/I-580 Interchange Improvements, CIP No. 199554

1.) AT&T Vacation of Public Utility Easement – Documents have been prepared and have been sent to AT&T for recordation – Recorded on April 13, 2023 – DOC. NO. 2023042118 (COMPLETE)
2.) 25 foot wide Vehicular and Pedestrian Access Easement – plat and Legal Description sent to City, May, 2022. (40% COMPLETE)
3.) PUE and LE, Vacation by City of Livermore along Constitution Drive, Vacation submitted to City, July, 2022. (40% COMPLETE)
4.) Slope and Drainage Vacation by the County of Alameda, Accepted by County Surveyor, signed and sent to County on March 27, 2023 (90% COMPLETE)
5.) 04/24/2023 - Draft of Transfer Document – 57924 – Legal Description; Prepared, awaiting other documents, to finalize. (30% COMPLETE)
6.) Wall Maintenance Easement, Ingress-Egress Easement – North Side of Kitty Hawk Road; Plats prepared and sent to City, May, 2022. (40% COMPLETE)
7.) Wall Maintenance Easement, Ingress-Egress Easement – West Side of Airway Blvd.; Plats prepared and sent to City, May, 2022. (40% COMPLETE)

EXHIBIT A-1

SCOPE OF WORK

FOR CONSOR NORTH AMERICA, INC. SERVICES AGREEMENT NO. 20-284

For

ADDITIONAL RIGHT-OF-WAY ENGINEERING SERVICES
FOR CLOSEOUT OF ISABEL AVENUE (SR-84)/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199238 (CT EA 17300)
& AIRWAY BLVD/I-580 INTERCHANGE IMPROVEMENTS, CIP NO. 199554 (CT EA 11606)

8.) J.U.A.-57924-4 - AT&T- portion of Kitty Hawk. (50% COMPLETE)
9.) Sprint Line Easement - East side of Portola Ave north of I-580; prepare plat and legal description. City to grant, late 2023 (0% COMPLETE)
10.) RECORD RIGHT OF WAY MAPPING (Record Map R-10628.0). (66% COMPLETE)

EXHIBIT A

COMPENSATION SUMMARY
Amendment No. 1 - Consor Agreement No. 20-584 Hours/Cost Breakdown

Project Number: CIP 199238 / 199554 Project Name: Consor / Amend No.1 - ROW Services

Task No.	TASKS	Professional Engineer	Principal Engineer	Survey Project Manager	Senior Survey Project Manager	Project Accountant		Consor Total Hours	Consor Total Labor Dollars	Consor Labor	Consor Profit	Consor NLF Budget	NLF + Escalation	Task Cost	Task Hours	AR/WS (Appraisal Services)	Subconsultant Subtotal	NLF + Escalation + Sub	Task Cost (With Sub)
		ILK	MAS	ADD	SHI	AdAs			Direct Labor	Labor+OH Multiplier	Fee Multiplier	Actual Labor Multiplier							
No.	Initial Hourly Rate	$53.07	$83.73	$53.14	$85.68	$40.00	$0.00												
	Key Personnel	No	No	No	No	No	No												
	Prevailing Wage	No	No	No	No	No	No												
										2.9408	10%	3.2349							
	Isabel Ave/I-580, Airway Blvd to Portola Ave							0	$0	$0	$0.00	$0	$0				$0	$0	
1.0	Quitclaims for Multiple Areas (12)			48	16			64	$3,922	$11,533	$1,153.26	$12,686	$13,161	$ 88,361	390		$0	$13,161	$102,861
1.1	Finalize Lin Property Documents			24	24			48	$3,332	$9,798	$979.78	$10,778	$11,182			$14,500	$14,500	$25,682	
1.2	Finalize JUA/CCUA Packages (4)			24	12			36	$2,304	$6,774	$677.42	$7,452	$7,731				$0	$7,731	
1.3	Draft/Finalize Transfer Parcel Descriptions			40	16			56	$3,496	$10,282	$1,028.24	$11,311	$11,735				$0	$11,735	
1.4	PG&E Easement			16	8			24	$1,536	$4,516	$451.61	$4,968	$5,154				$0	$5,154	
1.5	Section 83 - Descriptions / Closures			24	12			36	$2,304	$6,774	$677.42	$7,452	$7,731				$0	$7,731	
1.6	Finalize Record Right of Way Mapping			40	20			60	$3,839	$11,290	$1,129.03	$12,419	$12,885				$0	$12,885	
1.7	Coordination with City of Livermore (inlcuding virtual weekly status meetings)		20		20			40	$3,388	$9,964	$996.40	$10,960	$11,371				$0	$11,371	
1.8	Coordination with Caltrans		10		16			26	$2,208	$6,494	$649.38	$7,143	$7,411				$0	$7,411	
								0	$0	$0	$0.00	$0	$0				$0	$0	
	SR-84, Isabel Ave Corridor							0	$0	$0	$0.00	$0	$0				$0	$0	
2.0	Draft/Finalize Transfer Parcel Descriptions			24	12			36	$2,304	$6,774	$677.42	$7,452	$7,731	$ 88,477	398		$0	$7,731	$88,477
2.1	Quitclaims for Multiple Areas (12)			40	16			56	$3,496	$10,282	$1,028.24	$11,311	$11,735				$0	$11,735	
2.2	Finalize JUA/CCUA Packages (22)			60	24			84	$5,245	$15,424	$1,542.37	$16,966	$17,602				$0	$17,602	
2.3	Section 83 - Descriptions / Closures (4)			24	8			32	$1,961	$5,766	$576.63	$6,343	$6,581				$0	$6,581	
2.4	Grants of Easement - Plat/Legal Description (15)			48	16			64	$3,922	$11,533	$1,153.26	$12,686	$13,161				$0	$13,161	
2.5	Finalize Record Right of Way Mapping			40	20			60	$3,839	$11,290	$1,129.03	$12,419	$12,885				$0	$12,885	
2.6	Coordination with City of Livermore (inlcuding virtual weekly status meetings)		20		20			40	$3,388	$9,964	$996.40	$10,960	$11,371				$0	$11,371	
2.7	Coordination with Caltrans		10		16			26	$2,208	$6,494	$649.38	$7,143	$7,411				$0	$7,411	
	Airway Blvd/I-580 Interchange																$0	$0	
3.0	Finalize Easements - Constitution Drive			20	12			32	$2,091	$6,149	$614.91	$6,764	$7,018	$ 57,575	248		$0	$7,018	$57,575
3.1	Offsite Easement Vacations			20	10			30	$1,920	$5,645	$564.52	$6,210	$6,442				$0	$6,442	
3.2	Draft/Finalize Transfer Parcel Descriptions			32	16			48	$3,071	$9,032	$903.23	$9,935	$10,308				$0	$10,308	
3.3	Finalize City Easement Documents			20	10			30	$1,920	$5,645	$564.52	$6,210	$6,442				$0	$6,442	
3.4	Finalize JUA Package			8	2			10	$596	$1,754	$175.41	$1,930	$2,002				$0	$2,002	
3.5	Finalize Record Right of Way Mapping			24	8			32	$1,961	$5,766	$576.63	$6,343	$6,581				$0	$6,581	
3.6	Coordination with City of Livermore (inlcuding virtual weekly status meetings)		20		20			40	$3,388	$9,964	$996.40	$10,960	$11,371				$0	$11,371	
3.7	Coordination with Caltrans		10		16			26	$2,208	$6,494	$649.38	$7,143	$7,411				$0	$7,411	
								0	$0	$0	$0.00	$0	$0				$0	$0	
								0	$0	$0	$0.00	$0	$0				$0	$0	
	Project Review Items							0	$0	$0	$0.00	$0	$0				$0	$0	
4.0	Review of 18 Preliminary Title Reports **			48	48			96	$6,663	$19,596	$1,959.56	$21,555	$22,363	$ 32,179	156		$0	$22,363	$32,179
4.1	INVOICING		12			48		60	$2,925	$8,601	$860.11	$9,461	$9,816				$0	$9,816	
								0	$0	$0	$0.00	$0	$0				$0	$0	
								0	$0	$0	$0.00	$0	$0				$0	$0	
	Subtotal - Hours	**0**	**102**	**624**	**418**	**48**	**0**	**1192**	**$79,434.06**	**$233,599.68**	**$23,359.97**	**$256,959.65**	**$266,592**	**$ 266,592**	**1192**		0		
	Anticipated Salary Increases								**$2,977.64**	**$8,756.63**	**$875.66**	**$9,632.29**							
	Other Direct Costs											**$0.00**					0		
	Total Cost	$0	$8,540	$33,159	$35,814	$1,920	$0	**$79,434**	**$82,412**	**$242,356**	**$24,236**	**$266,592**				**$14,500**	**$14,500**		**$281,092**

EXHIBIT A

Consor / Amend No.1 - ROW Services

Consor - Rates are effective January 1, 2023 through December 31, 2024

	Labor by Classification	Hourly Rate (2023)	Hourly Rate (2024)
	Principal Engineer	$80 - $135	$84 - $142
	Senior Engineer	$55 - $125	$58 - $131
	Professional Engineer	$45 - $100	$48 - $105
	Associate Engineer	$45 - $90	$48 - $95
	Engineering Designer	$35 - $95	$37 - $100
	Senior CAD Designer	$39 - $75	$41 - $79
*	CAD Technician*	$30 - $65	$32 - $68
*	Student Intern*	$18 - $31	$19 - $33
			$0
	Senior Project Manager	$65 - $125	$69 - $131
	Project Manager	$55 - $115	$58 - $121
*	Project Manager Assistant*	$30 - $60	$32 - $63
*	Project Accountant	$20 - $60	$21 - $63
	Surveying - Office Classifications		
	Survey Project Manager	$45 - $75	$48 - $79
	Senior Survey Project Manager	$65 - $95	$69 - $100
		-	
	Surveying - Field Classifications	-	
*	Party Chief*	$45 - $75	$48 - $79
*	Chainman/Rodman*	$35 - $65	$37 - $68

Overhead Rate	194.08%

Other Direct Costs		
Office Computer & Software		Included in Overhead
Office Phone/Cell/Fax		Included in Overhead
Reproduction		
In office		Included in Overhead
Vendor		Cost
Delivery		Cost
Mileage		Current Federal Rate ($0.625/mi.)
Other Travel		Cost
Subconsultants		Cost
Short Term Per Diem	up to	$180 per day
Long Term Per Diem	up to	$120 per day
Prevailing Wage**		loaded with overhead and fee
Miscellaneous		Cost

Fee	
Labor + Overhead	10%
Other Direct Costs	0%

Notes:

*Overtime rates apply to these classifications and will typically be charged at 1.5 times the hourly rate.
**Prevailing Wage may apply for Construction Inspection and Surveying Services.
Labor Costs to be invoiced based on actual hourly rate plus overhead plus fee.
Other Direct Costs to be invoiced at actual cost plus fee.
The Client and Quincy agree that the Indirect Cost Rate shall remain unchanged for a multi-year contract
All rates subject to an annual escalation of up to 5% per year

Exhibit 10-H1 Cost Proposal Page 1 of 3

Cost-Plus-Fixed Fee or lump sum or Firm Fixed Price contracts
(Design, Engineering and Environmental Studies)

Note: Mark-ups are Not Allowed ☑ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Project: Amend No.1 - ROW Closeout
Consultant Consor North America, Inc.
Project No. CIP 199238 / 199554 Contract No. 20-584 Date 9/11/2023

DIRECT LABOR

Classification/Title		Name	Initials	Hours	Actual Hourly Rate	Range	Total
Principal Engineer		Reno, Mark	MLR	0	$ 114.40	$80 - $135	$ -
Principal Engineer		Young, Gregory	GRY	0	$ 91.73	$80 - $135	$ -
Senior Engineer		Mitchell, Andrew	AKM	0	$ 76.36	$55 - $125	$ -
Professional Engineer		Williams, Kevin	KDW	0	$ 55.70	$45 - $100	$ -
Professional Engineer		Wilson, Jared	JBW	0	$ 55.70	$45 - $100	$ -
Professional Engineer		Kotsyubuk, Igor	ILK	0	$ 53.07	$45 - $100	$ -
Principal Engineer		Sanchez, Michael	MAS	102	$ 83.73	$80 - $135	$ 8,540.46
Survey Project Manager		Dabu, Alfonso	ADD	624	$ 53.14	$45 - $75	$ 33,159.36
Senior Survey Project Manager		Irish, Seth	SHI	418	$ 85.68	$65 - $95	$ 35,814.24
Project Accountant		Project Accountant	AdAs	48	$ 40.00	$20 - $60	$ 1,920.00
			0	0	$ -	$ -	$ -
			0	0	$ -	$ -	$ -
			0	0	$ -	$ -	$ -
			Subtotal:	1192			$ 79,434.06

LABOR COSTS

a) Subtotal Direct Labor Costs $ 79,434.06
b) Anticipated Salary Increases (see page 2 for calculation) $ 2,977.64
c) **Total Direct Labor Costs** [(a) + (b)] $ 82,411.70

INDIRECT COSTS

d) Fringe Benefits (Rate: 43.02%): e) Total Fringe Benefits [(c) x (d)] $ 35,453.51
f) Overhead (Rate: 151.06%): g) Overhead [(c) x (f)] $ 124,491.11
h) General and Administrative (Rate: 0.00%): i) Gen & Admin [(c) x (h)] $ -
j) **Total Indirect Costs** [(e) + (g) + (i)] $ 159,944.62

FIXED FEE k) **TOTAL FIXED FEE** [(c) + (j)] x fixed fee 10.00%] $ 24,235.63

l) **CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)**

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs		Miles	$ 0.655	$ -
Per Diem/Hotel		Day	$ -	$ -
Equipment Rental and Supplies		EA	$ -	$ -
Permit Fees		EA	$ -	$ -
Vendor Reproduction				$ -
Vellum		EA		$ -
81/2 X 11 Reproduction		EA		$ -
11 X 17 Reproduction		EA		$ -
Mounting Boards for Presentations		EA		$ -
Newsletters (Translation and printing)		EA		$ -
Title Report		EA		$ -
Miscellaneous				$ -
			l) **TOTAL OTHER DIRECT COSTS**	$ -

m) **SUBCONSULTANTS' COSTS (Add additional pages if necessary)**

AR/WS (Appraisal Services)	$ 14,500.00
0	$ -
m) **TOTAL SUBCONSULTANTS' COSTS**	$ 14,500.00
n) **Total Other Direct Costs INCLUDING SUBCONSULTANTS** [(l)+(m)]	$ 14,500.00
TOTAL COST [(c) + (j) + (k) + (n)]	$ 281,091.94

NOTES:

1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
3. Anticipated salary increases calculation (page 2) must accompany.

Exhibit 10-H1 Cost Proposal Page 2 of 3

Cost-Plus-Fixed Fee or Lump Sum or Firm Fixed Price Contracts

(Calculations for Anticipated Salary Increases)

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal		Avg Hourly Rate	**5 Year Contract Duration**
$ 79,434.06	1192	=	$66.64	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$66.64	+	5%	=	$69.97	Year 2 Avg Hourly Rate
Year 2	$69.97	+	5%	=	$73.47	Year 3 Avg Hourly Rate
Year 3	$73.47	+	5%	=	$77.14	Year 4 Avg Hourly Rate
Year 4	$77.14	+	5%	=	$81.00	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	25.00%	*	1192	=	298	Estimated Hours Year 1
Year 2	75.00%	*	1192	=	894	Estimated Hours Year 2
Year 3	0.00%	*	1192	=	0	Estimated Hours Year 3
Year 4	0.00%	*	1192	=	0	Estimated Hours Year 4
Year 5	0.00%	*	1192	=	0	Estimated Hours Year 5
	Total		Total	=	1192	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$66.64	*	298	=	$19,858.52	Estimated Hours Year 1
Year 2	$69.97	*	894	=	$62,553.18	Estimated Hours Year 2
Year 3	$73.47	*	0	=	$0.00	Estimated Hours Year 3
Year 4	$77.14	*	0	=	$0.00	Estimated Hours Year 4
Year 5	$81.00	*	0	=	$0.00	Estimated Hours Year 5
			Total Direct Labor Cost with Escalation	=	$82,411.70	
			Direct Labor Subtotal before Escalation	=	$ 79,434.06	
			Estimated total of Direct Labor Salary Increase	=	**$2,977.64**	Transfer to Page 1

NOTES:

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. $250,000 x 2% x 5 yrs = $25,000 is not an acceptable methodology)
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

Exhibit 10-H1 Cost Proposal Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Jason Jurrens, P.E. Title *: Regional Manager

Signature : Date of Certification (mm/dd/yyyy): 6/1/2023

Email: jason.jurrens@consoreng.com Phone Number: 916.368.9181

Address: 11017 Cobblerock Drive Suite 100 Rancho Cordova, CA 95670

*An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Finalize three record maps, transfer documents associated with:
Isabel Avenue (SR-84)/I-580 Interchange Improvements, CIP No. 199238
•Isabel Ave/I-580, Airway Blvd to Portola Ave (Record Map R-10216.00)
•SR-84, Isabel Ave Corridor (Record Map R-10217.00)
Airway Blvd/I-580 Interchange Improvements, CIP No. 199554
•Airway Blvd/I-580 Interchange (Record Map R-10628.0)

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Right of Way Closeout for CIP No. 199238 & CIP No. 199554

Select a period to highlight at right. A legend describing the charting follows.

PLAN DURATION | INVOICING | AGENCY REVIEWS | NTP / PROJECT FILE REVIEWS | HOLIDAY

	PLAN ACTIVITY	START DATE	PLAN DURATION
A. Amendment for Professional Services for Right-of-Way Engineering for Various City Projects - Consor			
1	***Project Management/Project Initiation***		
A.	ISABEL AVE / I-580, AIRWAY BLVD TO PORTOLA AVE	10/01/23	09/15/24
B.	SR-84, ISABEL AVE CORRIDOR	10/01/23	09/15/24
C.	AIRWAY BLVD / I-580 INTERCHANGE	10/01/23	09/15/24
2	***Project Coordination***		
A.	ISABEL AVE / I-580, AIRWAY BLVD TO PORTOLA AVE	10/01/23	09/15/24
B.	SR-84, ISABEL AVE CORRIDOR	10/01/23	09/15/24
C.	AIRWAY BLVD / I-580 INTERCHANGE	10/01/23	09/15/24
3	***Prepare Remaining Transfer Documents, Condemnation Updates, Clear Encumbrances***		
A.	ISABEL AVE / I-580, AIRWAY BLVD TO PORTOLA AVE	10/01/23	08/15/24
B.	SR-84, ISABEL AVE CORRIDOR	10/01/23	08/15/24
C.	AIRWAY BLVD / I-580 INTERCHANGE	10/01/23	08/15/24
4	***Record Maps and Boundary Map***		
A.	ISABEL AVE / I-580, AIRWAY BLVD TO PORTOLA AVE	10/01/23	09/15/24
B.	SR-84, ISABEL AVE CORRIDOR	10/01/23	09/15/24
C.	AIRWAY BLVD / I-580 INTERCHANGE	10/01/23	09/15/24

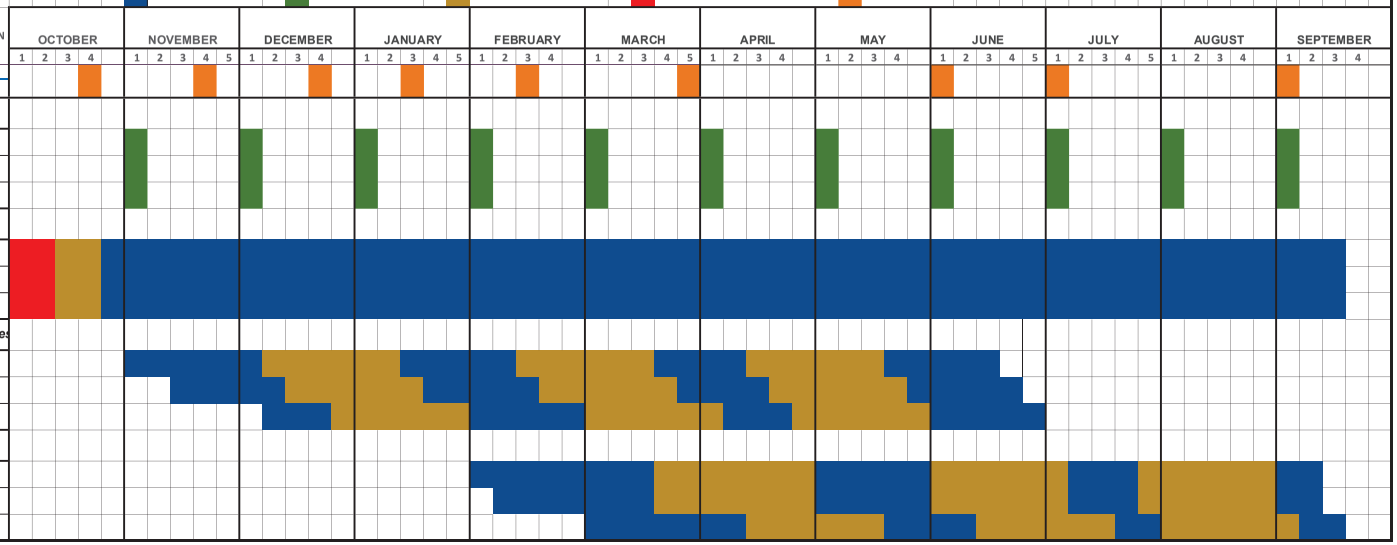

EXHIBIT A

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SCOPE OF WORK

Associated Right of Way Services, Inc. (AR/WS) will provide right of way services to Consor Engineering (Client) for the City of Livermore's (City) Portola Avenue Extension Project.

The subject property is identified as:

APN	OWNER	ADDRESS
903-9-6-10	DR LIVERMORE 1, LLC, A DELAWARE LIMITED LIABILITY COMPANY	NORTHEAST OF PORTOLA AVE AND I-580

ASSUMPTIONS:

- → Assumes the proposed acquisitions are in the approximate locations as provided by to AR/WS by the Client in deeds, legal descriptions and exhibits on June 15, 2023.
- → The primary acquisition/negotiations scope of work is for limited negotiation/acquisition services. Our budget covers approximately 24 hours to assist City with the owner negotiations.

PROJECT MANAGEMENT – GENERAL CONSULTATION

- Establish work process with Client and schedule, manage and coordinate all real estate functions.
- On-going consultation, meetings and recurring project management duties.
- Coordinate with Client, City, subcontractors (independent review appraiser), appraiser, property acquisition agent and legal counsel.
- Assistance with analyzing various courses of action. Work with Client and City to resolve problems and recommend solutions.
- Contract management, budget monitoring and control, and project reporting.
- Implementation and compliance with applicable state and federal laws and regulations.
- Maintaining accurate records. Monitor work plan and work flow.

APPRAISAL

- Appraisal to be delivered to Client and City staff as directed.
- Appraisal to be prepared in accordance with California Eminent Domain Law, California Government Code Section 7260 et seq., Uniform Standards of Professional Appraisal Practice requirements, except as jurisdictionally exempt, 49 CFR Part 24, and the Caltrans Right of Way Manual.
- Appraisal to be prepared in an Appraisal Report format in accordance with Uniform Standards of Professional Appraisal Practice, Standard Rule 2-2.
- The appraisal report will be completed within approximately 12 weeks upon receipt of Client's written authorization to proceed.
- Appraisal is for the "Fair Market Value" of the property as per California Code of Civil Procedure, Section 1263.320.
- In accordance with the California Code of Civil Procedure Section 1263.330, the market value of the property acquired will not include consideration of any increase or decrease in the value of the property that is attributable to any of the following:
  - → The project for which the property is taken;
  - → The eminent domain proceeding in which the property is taken;

→ Any preliminary actions of the acquiring authority relating to the taking of the property.

- The appraiser will work directly with the Review Appraiser.
- If revisions are made to the property or assignment requirements during the appraisal process or upon completion of the report, appraisal time to address these revisions will be billed on an hourly basis in accordance with the AR/WS Fee Schedule. (Optional Service)

DELIVERABLES

✓ Draft Notice of Decision to Appraise for approval.

✓ Appraisal Report.

CLIENT/CITY OBLIGATIONS

- Final legal descriptions and plat maps.
- Current title report, if available.

APPRAISAL REVIEW

Appraisal review will be required and AR/WS proposes to subcontract with a qualified independent review appraiser for these services.

- Upon receiving appraisal report, an office review of the reports using the various standards prescribed by the Federal and State Uniform Acts, Federal Highway Administration, Caltrans appraisal procedures, Uniform Standards of Professional Appraisal Practice (USPAP) and the California Eminent Domain codes will be completed.
- Review appraiser will provide comments to the appraiser for discussion and will communicate with the appraiser to clarify potential issues and resolve problems.
- Upon satisfactory completion of the appraisal reports, an appraisal review report will be prepared.

DELIVERABLES

✓ Appraisal Review Report.

LIMITED NEGOTIATIONS / ACQUISITIONS

- AR/WS to prepare acquisition documents. Said documents include, but are not limited to: offer letter, summary statement pertaining to the acquisition of real property or an interest therein, purchase agreement, deed, and public acquisition brochure. Per Section 102 of the California Streets and Highways code a copy of the appraisal report will be provided to the property owner. AR/WS will initiate and maintain individual acquisition files. All acquisition documents to receive City's written approval as to form prior to use in the field.
- AR/WS to assist City with negotiations with owners, which includes providing the owner with the written offer and negotiating to acquire partial acquisitions identified by the Client. We are assuming there will be negotiations with up to 1 property owner and no lessees.
- All discussions for the acquisition of property or an interest therein will be directed to result in the payment of just compensation.
- If settlement with owners is reached pursuant to the City approved appraisal or City approved administrative settlement, AR/WS will prepare a Memorandum of Settlement for transmittal to City, reviewing the issues. This memorandum will require City written approval before implementation of any settlement agreement.
- AR/WS will make every reasonable effort to acquire property on behalf of the City expeditiously through agreement with its owner and to avoid litigation. This may necessitate greater levels of effort in the

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negotiations phase and, where appropriate, should continue after eminent domain has been initiated. City will provide ongoing feedback to AR/WS as to authorization for settlements.

- AR/WS will establish a process of coordinating escrow closings and reviewing escrow instructions. Where there are escrow closings, preparation of escrow instructions will be completed by title company. Approval of conditions of title and escrow instructions, including but not limited to, "subject to" title exceptions, will be done by City.
- If agreement with owner cannot be reached, AR/WS will advise City that negotiations have reached an impasse. The City will consider scheduling of an action in eminent domain including the required public necessity hearing. AR/WS will provide condemnation support as needed and requested, budget allowing.

DELIVERABLES

- ✓ Draft Acquisition Documents for approval.
- ✓ Memorandum of Settlement and Signed Agreement (upon settlement).
- ✓ Notice that negotiations have reached an impasse (if needed).

CLIENT/CITY OBLIGATIONS

- Written approval of all acquisition documents in a timely manner.
- Direction as to administrative settlements, negotiating authority and condition of title acceptance.
- Providing any formats to be used by AR/WS on City's behalf.
- Selection of title company.
- Review and approval of title company prepared escrow instructions.

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BUDGET ESTIMATE

TASKS	BUDGET
1. Project Management *(Time Charged)*	$3,400
2. Appraisal Services *(Lump Sum)*	$5,000
3. Appraisal Review Services *(Subcontractor)*	$2,000
4. Limited Negotiation/Acquisition Services *(Time Charged)*	$4,100
Total	$14,500

BUDGET NOTES

A budget of **$14,500** is requested. Appraisal services and Appraisal Review Services are billed lump sum. All other services are billed on an hourly basis in conformance with the AR/WS Fee Schedule. Estimated costs are based on preliminary information. Variables not known on the date of this estimate or additional project information may impact scope and fees.

Estimated appraisal delivery timeframe quote is as of August 23, 2023, if notification of selection is provided within 2 weeks from the date of the quote.

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1. AR/WS estimated budget assumes timely assignment by Client of all appraisals, acquisition parcels and relocation cases. Deferring or "piece meal" assignments adds to level of effort and costs.
2. Client to provide written appraisal approval. Client to sign Offers of Just Compensation as reflected in the Appraisal Summary Statement(s). Client letterhead to be used for offers and significant correspondence, including Notices of Decision to Appraise and acquisition and relocation notices. Initiation of acquisition work assumes that Client has secured any required environmental certification as well as any federal or state approvals to begin right of way services.
3. All services to be provided pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable state and federal laws, related guidelines and regulations.
4. Client to provide adequate appraisal maps, plat maps, construction plans, mitigation measures, preliminary title reports, legal descriptions and deed sheets *(for easements)*.
5. Unless noted otherwise, pre-acquisition activities for soliciting Permits to Enter for soils/testing/contract work, Rights of Entry, Agreements for Possession and Use are not included.
6. Except for appraisals, which are typically charged lump sum; this is a "time charged" contract in accordance with the AR/WS Fee Schedule. Material changes to the contracted Scope of Work after services begin will add to the original budget/contract amount. Material changes, for which AR/WS is not responsible, include, but are not limited to, addition of new parcels, schedule changes, new and revised legislation, regulations, statutes or ordinances by any public entity or legislature, extended negotiations, multiple vestings, title complications, relocation complications, hard to house households, unrecorded claims, extended site searches, eminent domain actions, design changes, revised or updated appraisals. This Agreement is not a guarantee of property rights requested or displacements completed for a fixed budget amount. Unless otherwise agreed, preparation for or attendance at depositions, relocation appeals, expert witness testimony or court appearances are not included in the budget.
7. Budget to be reviewed periodically. AR/WS may reapportion budget allocations among categories. Team composition may be adjusted by AR/WS.
8. Escrow costs and title reports shall be paid by Client. Escrow instructions to be prepared by Title Company with AR/WS coordination. Client to determine acceptable condition of title and what, if any, title exceptions to take "subject to". AR/WS to assist and consult as requested.
9. Upon written notice from Client, AR/WS will suspend, delay, or interrupt all or a part of its services. In such event, AR/WS will resume services upon written notice from Client. An extension of time and added costs will be mutually agreed upon within a reasonable time following re-initiation of all or any part of services.
10. Client will give prompt notice to AR/WS whenever Client observes or becomes aware of any development that affects the scope or timing of AR/WS' services, or any defect in the work of AR/WS.
11. Unless otherwise noted, preparation of Caltrans Right of Way Certification documents is not included in the Scope of Services.
12. AR/WS understands that construction and design plans are subject to some change. AR/WS will accommodate changes in the property requirements, including number or parcels, acquisitions and relocations. Changes in proposed acquisitions after appraisals have begun or negotiations/relocations have commenced will add time and expense to assignments. The parties acknowledge that such revisions may add to costs.
13. AR/WS reviews and adjusts billing rates and fees from time to time, generally as of January 1st of each year, but no more than once annually. Any rate adjustments will be reflected in the AR/WS monthly invoice.
14. Except for Client's obligations to pay for services rendered, no liability will attach to either AR/WS or Client from delay in performance or non-performance caused by circumstances or events beyond the reasonable control of the party affected, including, but not limited to, acts of God, fire, flood, explosion, war, request or intervention of a governmental authority, court order, labor relations, accidents, unanticipated delays or inability to obtain materials, equipment, fuel or transportation.
15. Once AR/WS has completed an appraisal, the fee for that appraisal is due and payable upon Client's receipt of invoice. If any formal or informal appraisal review requires additional appraisal services after AR/WS has completed an appraisal, these additional appraisal services will be billed on a time-charged basis in accordance with the AR/WS Fee Schedule.
16. AR/WS submits invoices on a monthly basis. If AR/WS is a sub-consultant to a prime consultant, that prime consultant agrees to bill its Client within thirty (30) calendar days of receipt of the AR/WS monthly invoice.

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.4**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Brandon Cardwell, Innovation and Economic Development Director

SUBJECT: Resolution authorizing a third amendment to the Exclusive Negotiating Rights Agreement between the City of Livermore and Livermore Petroleum LLC.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute a third amendment to the Exclusive Negotiating Rights Agreement between the City of Livermore and Livermore Petroleum LLC extending the term twelve months.

SUMMARY

The Montecito Development Company, LLC approached staff in 2018 to develop the Airport's 1.2-acre parcel at Kitty Hawk Road and Airway Blvd with a full-service gas station and mini-mart on the parcel. The Airport Commission unanimously approved the concept on June 11, 2018, and the City entered into an Exclusive Negotiating Rights Agreement (ENRA) with Montecito in January of 2019. In March 2021, the City Council approved a First Amendment to the ENRA. In September 2021, the City Council approved a Second Amendment to the ENRA to assign the ENRA to Livermore Petroleum LLC and extend the agreement 18 months. Lease negotiations have been impacted by changes in airport management staff and the need to complete development review of the project entitlements. Livermore Petroleum is now requesting a 12-month extension of the ENRA, with an option for the City Manager to extend for an additional 12 months, to finish the lease negotiations and process the development application to receive entitlements.

DISCUSSION

In June 2018, The Montecito Development Company, LLC contacted City staff regarding development of the 1.2-acre parcel of land APN 904-11-3 located at Kitty Hawk Road and Airway Blvd. At that time, Montecito Development Company, LLC also placed a cash deposit on the property and informed the City of their desire to develop the site into a gas station, convenience store, fast food restaurant, car wash or other approved use. The City Airport Commission unanimously approved the concept on June 11, 2018, and the City entered into an Exclusive Negotiating Rights Agreement (ENRA) with Montecito in January of 2019.

In March 2021, the City Council approved a First Amendment to the ENRA. In September 2021, the City Council approved a Second Amendment to the ENRA, extending the agreement by 18 months and assigning the ENRA to Livermore Petroleum LLC, a joint venture between Montecito Development Company, LLC and Premium Petroleum Group LLC. That extension has expired due to ongoing lease negotiations, changes in airport management staff, and the need to complete development review of the project entitlements. Livermore Petroleum LLC has now requested a 12-month extension of the ENRA, with an option for the City Manager to extend for an additional 12 months, to finish lease negotiations and process the development application to receive entitlements.

Throughout the term of the ENRA, the City has the option to terminate the agreement should the developer fail to negotiate in good faith. The agreement will terminate upon completion of an executed land lease with the City and entitlements on the property.

FISCAL AND ADMINISTRATIVE IMPACTS

There are no anticipated fiscal impacts resulting from execution of a Third Amendment to the Exclusive Negotiating Agreement between the City of Livermore and Livermore Petroleum LLC. However, once a ground lease is executed the Airport Enterprise Fund will benefit from additional revenue likely in excess of $36,000, and the general fund will benefit from additional sales tax.

COMMUNITY PILLAR
5: City That Works

GOAL
14: Develop, operate, and maintain the City's infrastructure.

ATTACHMENTS

1. Resolution
2. Exhibit A - Third Amendment

Prepared by: Brandon Cardwell
Innovation and Economic Development Director

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION AUTHORIZING EXECUTION OF A THIRD AMENDMENT TO THE EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT WITH LIVERMORE PETROLEUM LLC TO EXTEND THE AGREEMENT FOR A PERIOD OF TWELVE MONTHS

(APN 904-0011-003-00)

In January of 2019, the City of Livermore ("City") signed an Exclusive Negotiating Rights Agreement with Montecito Development Company, LLC for the development of the 1.2-acre parcel of City land located at Kitty Hawk Road and Airway Blvd (APN 904-11-3). In March of 2021, the City of Livermore signed the First Amendment to the Agreement.

In September of 2021, the City of Livermore approved the assignment of Montecito Development Company, LLC's rights in the Agreement to the newly formed joint venture between Montecito Development Company, LLC and Premium Petroleum Group, called Livermore Petroleum LLC. The City also signed the Second Amendment to the Agreement at that time.

A Third Amendment to the Agreement will allow Livermore Petroleum LLC time to secure the appropriate City development approvals and lease for project development, after unforeseen delays.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that it hereby authorizes the City Manager to sign, on behalf of the City of Livermore, the Third Amendment to the Exclusive Negotiating Rights Agreement with Livermore Petroleum LLC, attached hereto as Exhibit A, extending the Agreement for a period of 12 months, and authorizing the City Manager to approve an additional 12-month extension provided the Developer has made good faith efforts towards entitlement of the property.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Katherine Mirassou
Katherine Mirassou
Deputy City Attorney

Exhibit A – Third Amendment to Exclusive Negotiating Rights Agreement

RESOLUTION NO. _____

DocuSign Envelope ID: 404CA804-17CA-4571-A201-7460DA376754

EXHIBIT A

THIRD AMENDMENT TO EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT BETWEEN THE CITY OF LIVERMORE AND LIVERMORE PETROLEUM LLC

This Exclusive Negotiating Rights Agreement ("Agreement") is entered into as of this _____ day of _____, 20___ ('Effective Date") by and between the City of Livermore, a municipal corporation ("City"), and Livermore Petroleum LLC ("Developer") on the basis of the following facts:

RECITALS

A. City is the owner of real property ("Property") located at Kitty Hawk Road and Airway Blvd (APN 904-11-3) comprised of approximately 1.2 acres, as depicted in Exhibit A.

B. Developer desires to develop Property as a gas station, convenience store, fast food restaurant, car wash or other approved uses.

C. To facilitate development of the Property, City is willing to enter into this Agreement to allow Developer sufficient time to engage in good faith efforts with the goal of entitling the Property with necessary discretionary and ministerial permits and approvals towards developing the Property under the structure of a long-term ground lease.

D. Developer acknowledges and agrees that this Agreement in itself does not grant the Developer the right to develop the project.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and for other valuable consideration, the receipt and sufficiency of which is acknowledged, the parties mutually agree as follows:

1. City grants Developer the exclusive right to negotiate with City for a ground lease agreement to develop the Property for the term of this Agreement, as set forth in Section 2 below. During the term of this Agreement, City and Developer shall negotiate in good faith and City shall not negotiate with any entity, other than Developer, regarding development of the Property, or solicit or entertain bids or proposals to do so.

2. The term of this Agreement shall be for 12 months from the Effective Date. The Agreement may be extended, in writing by mutual consent of the parties, for one additional 12-month period, provided Developer has made good faith efforts towards entitlement of the property as agreed to by the City Manager. Nothing herein shall obligate either party to agree to such extension.

The City may terminate this Agreement as provided in Section 8 if the Developer fails to negotiate in good faith.

3. This Agreement shall not obligate the City to lease, nor obligate Developer to lease and develop, the Property. By execution of this Agreement, the City is not

committing itself to or agreeing to undertake the leasing of land or any acts or activities requiring the subsequent independent exercise of discretion by the City or any agency or department thereof. Execution of this Agreement by City is merely an agreement to conduct a period of exclusive negotiations in accordance with the terms hereof, reserving for subsequent City Council action the final discretion of ultimate leasing and development approvals for the Property, and all proceedings and decisions in connection therewith. Developer acknowledges that this Agreement provides no assurances of approvals.

4. Developer agrees to pay City all applicable development application fees and to reimburse the City for staff time at the City adopted hourly rates if deemed necessary and at the sole discretion of the City. If during the term of this Agreement, City requires the assistance of outside consultants, City will provide Developer with an estimate of costs prior to engaging any third-party consultants for Developer's review and approval. Developer's refusal to approve the costs may be cause for City to terminate this Agreement. Notwithstanding the language in this Section of the Agreement, Developer may engage their own professional consultants in order to prepare the required technical reports and studies necessary for the any City department and City Council to review and approve any ground lease and development application for the project at the Property. City reserves the right to approve in advance any professional consultant to be engaged by Developer. City approvals shall not be unreasonably withheld.

5. It is expressly understood and agreed by the parties that no liens or other encumbrance shall be filed against the Property with respect to this Agreement or any dispute or act arising from it.

6. All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, postage prepaid. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

CITY	DEVELOPER
Airport Manager	Livermore Petroleum Co. LLC
Livermore Municipal Airport	Attn: Edgar Rizkallah
680 Terminal Circle	2605 Camino Tassajara #1582
Livermore CA 94551	Danville CA 94526
	Diamondpetroleum1@yahoo com

7. Both Parties agree to treat all confidential information disclosed by the other Party, either directly or indirectly, in writing, orally, electronically or by inspection of tangible objects (including without limitation documents, business plans, financial projections, Intellectual property), as strictly private and confidential, and take all steps

necessary to preserve such confidentiality, subject to any legal requirements of disclosure. City will work with Developer to maintain the confidentiality of proprietary information subject to the requirements imposed on the City by the Public Records Act (Government Code Section 6250 et seq.). Developer expressly acknowledges that the City is subject to the California Public Records Act ("Act"), which only allows certain records to be withheld from production. If Developer believes any documents or information it provides the City is privileged, Developer shall identify it and the corresponding exemption or privilege that justifies exempting the document or information from disclosure under the Act. In the event a third party requests the City produce the designated document or information pursuant to the Act, as soon as practical (but not later than five (5) calendar days) after receipt of such request, City shall notify Developer and advise whether the City believes that there is a reasonable possibility that the materials may not be exempt from disclosure. Also, within ten (10) calendar days of a third party's request, the Developer shall either (i) authorize the City to release the documents or information sought; or (ii) if the Developer reasonably believes that the documents or information are exempt from disclosure, it shall immediately seek a protective order and advise the City not to release the materials until a court of competent jurisdiction decides the issue. The Developer agrees to defend and indemnify the City, its elected officials, officers, agents, employees, and designated volunteers for any and all claims, demands, costs, damages, or liability, including reasonable attorney's fees, that arise out of, or pertain to, or relate to any documents or information withheld by the City based upon the Developer's designation or request. Developer's obligation to defend and indemnify the City shall survive any termination of this Agreement.

Developer acknowledges that City may share information provided by Developer of a financial and potential proprietary nature with third party consultants who have been contractually engaged to advise City concerning matters related to this Agreement and to City Council members as part of the negotiation and decision making process. If any litigation is filed seeking to make public any information Developer submitted to City in confidence, Developer shall have ten (10) days to either consent to disclosure and release of the purportedly confidential information or to agree to reimburse City for all costs and expenses incurred by City in defending such litigation, including all costs and attorney's fees awarded to the plaintiff in any such litigation.

8. Failure by the Developer to negotiate in good faith shall constitute an event of default hereunder. The City shall give written notice of a default to the Developer, specifying the nature of the default and required action to cure the default. If a default remains uncured ten (10) days after receipt of such notice, the City's sole remedy shall be to terminate this Agreement and neither party shall have any further right, remedy, or obligation under this Agreement.

Except as expressly provided herein, neither party shall have any liability to the other for damages or otherwise for any default, nor shall either party have any other claims with respect to performance under this Agreement. Each party specifically waives and releases any such rights or claims they may otherwise have at law or in equity.

9. The interpretation, validity, and enforcement of this Agreement shall be governed and interpreted in accordance with the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be flied and heard in a court of competent jurisdiction in the County of Alameda.

10. This Agreement constitutes the entire agreement of the parties regarding the subject matters of this Agreement. This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.

11. This Agreement, and any portion thereof, shall not be assigned or transferred, nor shall any of Developer's duties be delegated without the written consent of City. Any attempt to assign or delegate this Agreement without the written consent of the City shall be void and of no force or effect. A consent by City to one assignment shall not be deemed to be a consent to any subsequent assignment.

12. This Agreement is made and entered into solely for the benefit of City and Developer and no other person shall have any right of action under or by reason of this Agreement.

13. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

CITY OF LIVERMORE:

_____
Marianna Marysheva,
City Manager

DEVELOPER:

DocuSigned by:
Edgar Rizkallah
2356622E78844FD...
Edgar Rizkallah, President and CEO
Livermore Petroleum Co. LLC

APPROVED AS TO FORM:

DocuSigned by:
Katherine Mirassou
D48B6A0C4F27411...
DS
JS
Deputy/Assistant/City Attorney

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.5**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Paul Spence, Community Development Director

SUBJECT: Resolution of Intention to form Community Facilities District 2023-2 (Arroyo Vista Maintenance and Services) located on the east and west side of the Arroyo Seco Channel along Las Positas Road pursuant to the Mello-Roos Community Facilities Act of 1982.

RECOMMENDED ACTION

Staff recommends the City Council take the following actions:

1. Accept the petition from the property owner requesting initiation of formation of City of Livermore Community Facilities District No. 2023-2 (Arroyo Vista Maintenance and Services) (the "CFD") located on the east and west side of the Arroyo Seco Channel along Las Positas Road to finance certain ongoing maintenance services, and waiving the otherwise-applicable election time periods; and
2. Adopt a resolution of intention to form the CFD and call for a public hearing on January 22, 2024, to consider formation of the CFD.

SUMMARY

To meet the conditions of approval for Tentative Tract 8379, located on the east and west side of the Arroyo Seco Channel along Las Positas Road, the property owner, TH Arroyo Vista LLC has submitted a signed petition and consents to the formation of Community Facilities District No. 2023-2 (Arroyo Vista Maintenance and Services) (the "CFD").

Under the Mello-Roos Act of 1982, a Resolution of Intention must be adopted establishing the hearing date for district formation. The Resolution of Intention describes the operation and maintenance services proposed to be included in the CFD and describes the rate and method of apportionment of the special tax rate to be levied (the "Rate and Method") in the CFD. The resolution also establishes the public hearing date, which must be held between 30 and 60 days after the date of the resolution. The public hearing allows for public protest of the formation of the district and allows the Council to count ballots from the landowner election. If the election is successful and the Council chooses, they may adopt a Resolution of Formation to form the district. An ordinance must then be adopted levying the special tax in

perpetuity in the CFD. The ordinance authorizes the City Manager to levy the special taxes each year based upon the Rate and Method.

With the formation of the CFD, the residential units within Tentative Tract 8379 will provide their pro-rata share of maintenance funds for the Arroyo Vista Neighborhood Plan infrastructure and amenities. The maximum annual operation and maintenance costs for the Arroyo Vista Maintenance and Services public amenities in the CFD is estimated at $183,279 in 2023 dollars to be spread over 435 residential units in Tract 8379 and Tract 8689 (both included in Vesting Tentative Tract Map 8379). This estimate establishes the Max Cap of the annual assessment for the CFD and will be adjusted annually on July 1, based upon the prior calendar year's change in the Consumer Price Index - All Urban Consumers (San Francisco-Oakland-San Jose, CA) plus one percent (CPI +1%).

DISCUSSION

Development projects with new public amenities such as trails, landscaping, and other public infrastructure are required, through conditions of approval, to provide for the long-term maintenance of the new infrastructure.

The Arroyo Vista residential development Tract 8379 and Tract 8689, located on the east and west side of the Arroyo Seco Channel along Las Positas Road, was conditioned to form a maintenance district to finance the maintenance and operation of the new Arroyo Seco Trail (between Las Positas Road and Arroyo Vista) and the public landscaping along Las Positas Road. In addition, the CFD will also have a contingency item that would collect funding for the future long-term repair and replacement costs of the pedestrian bridge that connects the two phases of the project over the Arroyo Seco Channel upon completion of construction of the bridge. The owners of the project have elected to form Community Facilities District 2023-2 (Arroyo Vista Maintenance and Services) pursuant to the Mello-Roos Act. The boundary of CFD 2023-2 is shown in Attachment 1.

Cost for administration of the CFD maintenance items, as well as Alameda County's collection of the special taxes, will also be funded by the CFD and are further defined in the description of services attached to the Resolution of Intention.

PROCEDURE - INTENT TO FORM

The City of Livermore (City)'s consultant, NBS, has prepared the proposed boundary map and the Rate and Method for the CFD. The law firm of Jones Hall has prepared the legal documents associated with the CFD formation. Staff has reviewed the proposed Boundary Map, Rate and Method and legal documents, pursuant to which the City will levy special taxes in the CFD to pay the services described above.

Staff recommends the City Council use the following process to form the CFD:

December 11, 2023 - The City Council receives the executed petition from the landowner/developer in the proposed CFD; petition asks the City Council to establish the CFD and waives the time requirements and certain procedures otherwise applicable to the special tax election.

December 11, 2023 - The City Council adopts the Resolution of Intention to establish the CFD. The Resolution of Intention will set the date, time, and place of the public hearing, direct the City Clerk to

record the boundary map for the CFD and direct the City Engineer to prepare a report (Community Facilities District Report) that describes the services that will be required to adequately meet the needs of the CFD and estimates the fair and reasonable cost of the services and incidental expenses related to the services, and all other related costs.

Following adoption of the Resolution of Intention, the Community Facilities District Report will be available for public review at City Hall and on the City's website. A Public Hearing Notice will be published in a local newspaper a minimum of 7 days prior to the City Council public hearing on January 22, 2024.

January 22, 2024 - The City Council holds a public hearing and adopts a Resolution of Formation, which forms the CFD.

The City Clerk conducts an election of the qualified landowner electors in the CFD (mailed ballots will be mailed to the landowner electors approximately 2 weeks before the election and will be received by the City Clerk prior to the public hearing). Each landowner elector will have one vote for each acre or portion of an acre of land that they own within the CFD. If two-thirds of the votes cast at the election are in favor of levying the special tax, then the election will be successful.

Following the election, the City Council will adopt a resolution declaring the results of the election and directing recordation of a notice of special tax lien, and it will undertake the first reading of an ordinance levying special taxes in the CFD.

February 12, 2024 – The City Council adopts an ordinance levying the special tax in perpetuity in the CFD.

August 10, 2024 – Deadline to file the special tax with Alameda County for FY 2024-25.

FISCAL AND ADMINISTRATIVE IMPACTS

The City will administer the CFD on an annual basis and will budget for, and manage, the necessary maintenance, operation, and administration. All related expenditures will be paid by the CFD. The estimated annual cost for maintaining all the items in the Description of Services for the CFD is approximately $183,279.

The FY 2024-25 Special Tax Requirement Maximum Cap is estimated at $183,279, an average of $443 per residential unit. The maximum cap will escalate on July 1, 2024, and annually each July 1 thereafter, based upon the prior calendar year's change in the Consumer Price Index (CPI)– All Urban Consumers (San Francisco-Oakland- San Jose, CA) plus one percent (CPI + 1%).

COMMUNITY PILLAR
1: A Safe Community That Thrives

GOAL
Goal 9: Facilitate new development consistent with the City's General Plan

ATTACHMENTS

1. CFD 2023-2 (Arroyo Vista Maintenance and Services)-Boundary Map
2. Landowner Petition
3. Resolution
4. Exhibit A - Description of Services
5. Exhibit B - Rate and Method of Apportionment for Special Tax

Prepared by: Farnoush Levers
Senior Civil Engineer

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

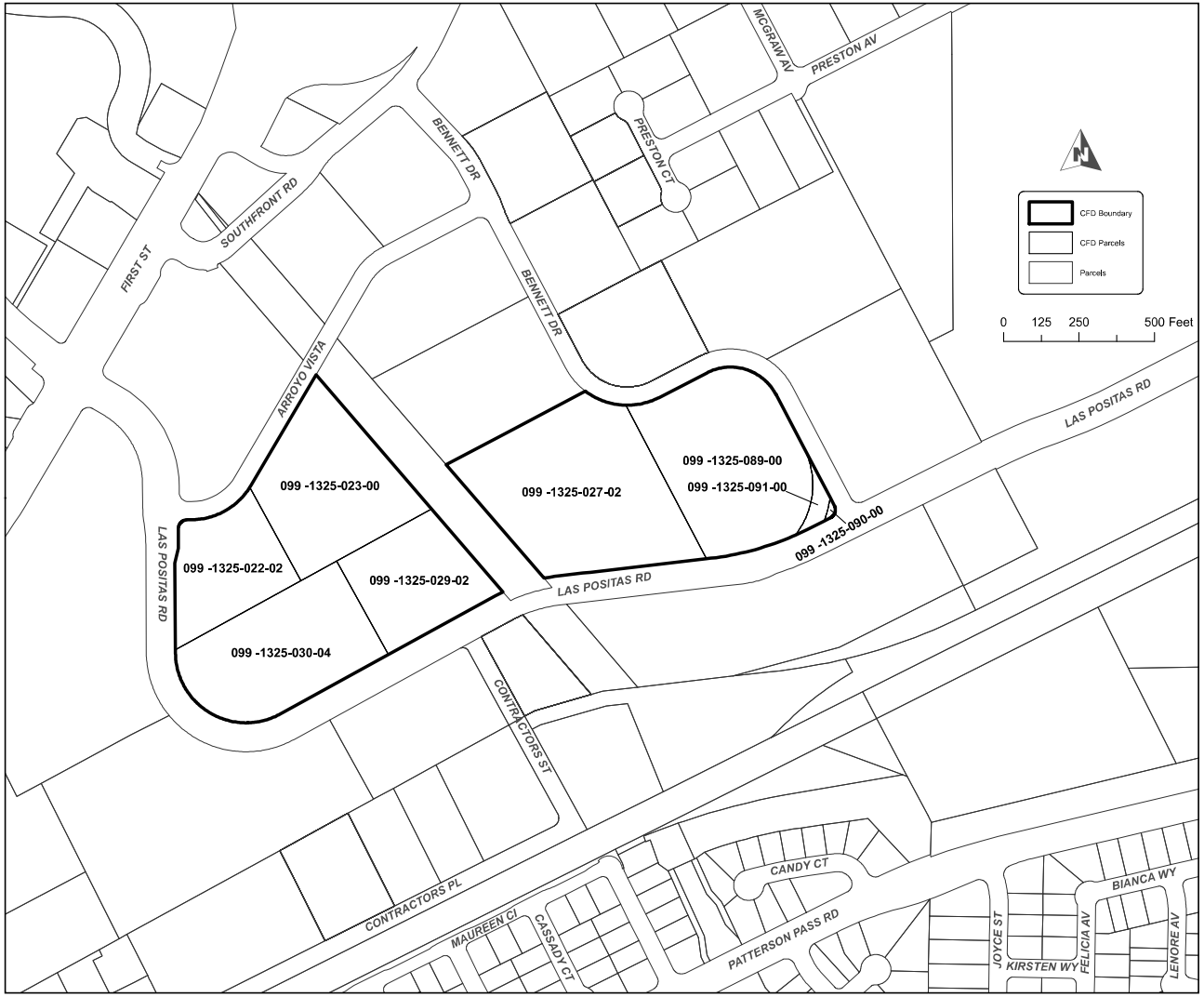
Tina Olson
Administrative Services Director

ATTACHMENT 1

Sheet 1 of 1

PROPOSED BOUNDARIES OF CITY OF LIVERMORE COMMUNITY FACILITIES DISTRICT NO. 2023-2 (ARROYO VISTA MAINTENANCE & SERVICES)

CITY OF LIVERMORE
COUNTY OF ALAMEDA
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF LIVERMORE THIS ____ DAY OF _____, 20__.

_____
CITY CLERK

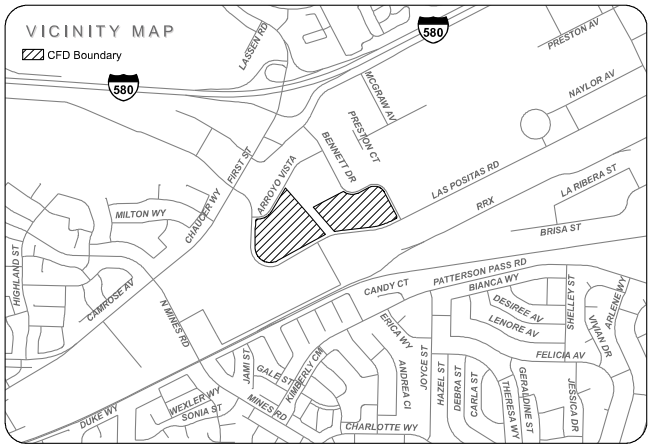
I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF CITY OF LIVERMORE COMMUNITY FACILITIES DISTRICT NO. 2023-2 (ARROYO VISTA MAINTENANCE & SERVICES), CITY OF LIVERMORE, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF LIVERMORE AT A REGULAR MEETING THEREOF, HELD ON THE ____ DAY OF _____, 20__, BY ITS RESOLUTION NO. _____.

_____
CITY CLERK

FILED THIS ____ DAY OF _____, 20__, AT THE HOUR OF __ O'CLOCK _M, IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF ALAMEDA, STATE OF CALIFORNIA.

_____
COUNTY RECORDER
COUNTY OF ALAMEDA

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF ALAMEDA, STATE OF CALIFORNIA.



Source: Alameda County GIS
Geographic Coordinate Reference: GCS North American 1983
Projection: NAD 1983 StatePlane California III FIPS 0403 Feet

NBS

DocuSign Envelope ID: 19A2CB66-E396-46EF-A12E-3E7B67C46C52

CITY OF LIVERMORE
Community Facilities District No. 2023-2
(Arroyo Vista Maintenance and Services)

PETITION
(With Waivers)

To Create a Community Facilities District and Related Matters

_____, 2023

To The Honorable City Council
City of Livermore
1052 South Livermore Avenue
Livermore, CA 94550

Members of the City Council:

This is a petition to create a Community Facilities District and related matters under the Mello-Roos Community Facilities Act of 1982 (the "Act") and it states as follows:

1. Petitioner. This Petition is submitted by the person (the "Petitioner") (whether one or more) identified below as or for the record owner(s) of the parcels of land identified below (the "Property"). The Petitioner warrants under penalty of perjury under California law to the City of Livermore (the "City") that the Petitioner is such owner or is legally authorized to execute this Petition for and on behalf of such owner(s).

2. Proceedings Requested. This Petition asks that the City Council undertake proceedings under the Act to create a Community Facilities District to be designated "City of Livermore Community Facilities District No. 2023-2 (Arroyo Vista Maintenance and Services)" (the "Community Facilities District") to levy special taxes ("Special Taxes") in the Community Facilities District.

3. Boundaries. This Petition asks that the territory to be included in the boundaries of the Community Facilities District consist of that shown on a map of the proposed boundaries of the Community Facilities District filed with the City Clerk of the City and which map is hereby made a part hereof and which map includes the Property.

4. Purpose. This Petition requests that the Community Facilities District be created and that the Special Taxes be levied to finance all or a part of the public services (the "Services") shown in Exhibit A attached hereto and made a part hereof.

5. Special Taxes. The Petitioner agrees that the City will, subject to the approval of the Petitioner in the proceedings for the Community Facilities District, be authorized to levy Special Taxes in the Community Facilities District to pay for the Services, subject to the completion of all proceedings by the City under the Act.

6. Election. The Petitioner asks that the special property-owner election to be held under the Act to authorize the Special Taxes and to establish any appropriations limits for the Community Facilities District be conducted by the City and its officials, using a mailed or hand-delivered ballot and that such ballot be canvassed and the results certified at the same meeting of the City Council as the public hearing on the Community Facilities District under the Act or as soon thereafter as possible.

7. Waivers. To expedite the completion of the proceedings for the Community Facilities District, the Petitioner waives all notices of hearing and all published notices regarding the establishment of the Community Facilities District, notices of election, applicable waiting periods under the Act for the holding of any public hearing and for election and all ballot arguments and analysis for the election, it being acknowledged by the Petitioner that all such notices are for the benefit of the Petitioner and may be waived.

8. Authority Warranted. The Petitioner warrants to the City that the presentation of this Petition, any waivers contained herein, casting of ballots at the property owner election and other actions mandated by the City for the formation of the Community Facilities District shall not constitute or be construed as events of default or delinquencies under any existing or proposed financing documents entered into or to be entered into by the Petitioner for the Property, including any "due-on-encumbrance" clauses under any existing security instruments secured by the Property. If requested by the City, the Petitioner agrees, at its expense, to supply to the City current title evidence so that the City may supply any notice and ballot required under the Act for the establishment of the Community Facilities District.

9. Due-Diligence and Disclosures. The Petitioner agrees to cooperate with the City, its attorneys and consultants and to provide all information and disclosures required by the City about the Special Taxes to purchasers of the Property or any part of it.

10. Agreements. The Petitioner further agrees to execute such additional or supplemental agreements as may be required by the City to provide for any of the actions and conditions under this Petition, including any amount of cash deposit required to pay for the City's costs of establishing the Community Facilities District. Petitioner agrees that this Petition shall not be considered as filed with the City for purposes of commencing proceedings for the Community Facilities District under the Act unless and until deemed filed by the City in its absolute discretion.

The Assessor Parcels comprising the Property are listed on the attached Exhibit B and contain the acreage identified on Exhibit B.

The Petitioner (record owner) is:

TH Arroyo Vista LLC,
a California limited liability company

By: Tony Bosowski

Name: Tony Bosowski

Its: Authorized Agent

Declaration

I hereby affirmatively represent and certify that I have taken all necessary steps, and that I am duly authorized, to sign and submit this Petition to the City on behalf of the owner(s) of the Property (identified by the Assessor Parcel Numbers listed on Exhibit B) to form the Community Facilities District for the Property, and that the City may rely upon my representation to process this Petition on behalf of the owner(s) of the Property.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 11/29/23 | 4:34 PM PST

Name: Tony Bosowski

EXHIBIT A

CITY OF LIVERMORE
Community Facilities District No. 2023-2
(Arroyo Vista Maintenance and Services)

DESCRIPTION OF SERVICES

Special Taxes collected in the CFD will fund, in whole or in part, the services listed below. Services may be performed inside the CFD and outside the CFD if the City has concluded that such services would benefit properties in the CFD.

A. SERVICES TO BE FINANCED BY THE ANNUAL SERVICES SPECIAL TAX:

1. Trail Improvement Services
   Trail Improvement Services include the maintenance, operation and repair and replacement of the Arroyo Seco Trail between Las Positas Road and Arroyo Vista Road. Trail Improvement Services also include trash pickup, weed control, and flood and storm protection services. The costs of Trail Improvement Services include any associated electricity, water, and other utility costs. Trail Improvements include, but are not limited to, maintenance, operation, repair and replacement of storm drain system (including pipe, catch basins and manholes), permeable swale, rip rap, pavement restoration and rehabilitation, sidewalks, curbs and gutters, driveways to adjacent roadways, bollards, gates, signage and monuments.
2. Landscape Improvements along Las Positas Road (Tract 8379) Services
   Landscape Improvements along Las Positas Road (Tract 8379) Services include maintenance, operation and repair and replacement of the public landscaping and storm drain improvements that wrap around Tract 8379 along Las Positas Road. Landscape Improvements along Las Positas Road (Tract 8379) Services include, but are not limited to, landscaping and irrigation, maintenance, operation and repair and replacement of sidewalks, curb and gutter, fencing and public storm drain system (including pipe, catch basins and manholes). Landscape Improvements along Las Positas Road (Tract 8379) Services also include trash pickup and weed control. The costs of Landscape Improvements along Las Positas Road (Tract 8379) Services include any associated electricity, water and other utility costs.
3. Landscape Improvements along Las Positas Road (Tract 8689) Services
   Landscape Improvements along Las Positas Road (Tract 8689) Services include maintenance, operation and repair and replacement of the public landscaping and storm drain improvements along the southern entrance to Tract 8689 along Las Positas Road. Landscape Improvements along Las Positas Road (Tract 8689) Services include, but are not limited to, landscaping and irrigation, maintenance, operation and repair and replacement of sidewalks, curb and gutter, fencing and public storm drain system (including pipe, catch basins and manholes). Neighborhood Park Landscape Improvement Services also include cleaning and removal of graffiti, trash pickup and weed control. The costs of Neighborhood Park Landscape Improvement Services include any

associated electricity, water and other utility costs. The costs of removing graffiti include the acquisition, use and removal of cleaning chemicals and or paint used as part of the required graffiti removal process.

B. SERVICES TO BE FINANCED BY THE ANNUAL CONTINGENT BRIDGE REPAIR/REPLACEMENT SERVICES SPECIAL TAX:

The Annual Contingent Bridge Repair/Replacement Services Special Tax will pay for the following services:

1. Annual Contingent Bridge Repair/Replacement Services
   The Annual Contingent Bridge Repair/Replacement Services include all costs associated with the maintenance, repair and replacement of the private pedestrian bridge across the Arroyo Seco between Tract 8379 and Tract 8689, including the bridge itself, adjacent elevators, any structural components attached to the bridge, any infrastructure required to access the bridge, and any other infrastructure or improvements related to the bridge (collectively, the "Bridge Improvements"). Annual Contingent Bridge Repair/Replacement Services include, but are not limited to, preventative maintenance activities, demolition, reconstruction costs (including design, administrative and construction costs), and any required environmental studying, monitoring and reporting activities, in all cases related to the Bridge Improvements. The costs included in this paragraph are intended to constitute capital expenditures that increase the assets' useful life.

   Annual Contingent Bridge Repair/Replacement Special Taxes will be set aside in a reserve to fund replacement from time to time of the Bridge Improvements at the end of their useful lives.

   The Bridge Improvements are being constructed on property owned by Alameda County Flood Control and Water Conservation District, Zone 7 ("Zone 7"). The Annual Contingent Bridge Repair/Replacement Services are necessary to operate and maintain the Bridge Improvements in accordance with the aerial easement granted to the City by Zone 7.

   The City will ensure that, as long as the City is financing the Annual Contingent Bridge Repair/Replacement Services, the public will have access to the Bridge Improvements.

C. SERVICES TO BE FINANCED BY THE ANNUAL CONTINGENT BRIDGE OPERATION/MAINTENANCE SERVICES SPECIAL TAX:

The Annual Contingent Bridge Operation/Maintenance Services Special Tax will pay for the following services:

1. Annual Contingent Bridge Operation/Maintenance Services
   Annual Contingent Bridge Operation/Maintenance Services include routine maintenance and operation of the Bridge Improvements. Annual Contingent Bridge Operation/Maintenance Services include, but are not limited to, trimming of vegetation and debris removal, repair to bridge deck, bridge rails, stairways, lighting, signage, painting,

elevator maintenance and inspection, graffiti removal and trash pickup. The costs of Annual Contingent Bridge Operation/Maintenance Services include any associated electricity, water and other utility costs. The services include acquisition, use and disposal of hydraulic fluid required to lift the elevators and any required cleaning chemicals and petroleum-based lubricants for keeping the elevator equipment and motors clean and operational, and any graffiti removal cleaning chemicals and or paint used as part of the required graffiti removal process. The costs included in this paragraph are routine expenses incurred to ensure the functional and safe working condition of the assets.

The Bridge Improvements are being constructed on property owned by Zone 7. The Annual Contingent Bridge Operation/Maintenance Services are necessary to operate and maintain the Bridge Improvements in accordance with the aerial easement granted to the City by Zone 7.

The City will ensure that, as long as the City is financing the Annual Contingent Bridge Operation/Maintenance Services, the public will have access to the Bridge Improvements.

D. MISCELLANEOUS ITEMS RELATED TO THE SERVICES TO BE FINANCED BY THE ANNUAL SERVICES SPECIAL TAX, THE ANNUAL CONTINGENT BRIDGE REPAIR/REPLACEMENT SERVICES SPECIAL TAX AND THE ANNUAL CONTINGENT BRIDGE OPERATION/MAINTENANCE SERVICES SPECIAL TAX

1. Flood and Storm Protection Services.
   Flood and Storm Protection Services include the operation and maintenance of storm drainage systems.

2. Definitions
   a. "Services" has the meaning given that term in the Mello-Roos Community Facilities Act of 1982, as amended (the "Act").
   b. "Maintenance" has the meaning given that term in the Act, and includes, but is not limited to, servicing, repair and removal.

3. Special Taxes may be used to fund operating reserves and capital reserves.
   The Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax may be used to fund operating reserves and capital reserves. The Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax may be used to fund "costs" and "incidental expenses" related to the eligible services as those terms are defined in the Act.

4. Curing Delinquencies. The Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge

Operation/Maintenance Services Special Tax may be levied to cure actual or estimated delinquencies in such special taxes for the current or previous fiscal years.

5. Performance of Services. The services financed by the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax may be performed by the City, or the City may engage a third party (including any owner of property in the CFD or a property owners' association) by contract to perform the services.

6. Maintenance and Operation of Other Property.
   Maintenance and operation of any real property or other tangible property with an estimated useful life of five or more years that is owned by the City or by another local agency pursuant to an agreement entered into under Section 53316.2.

7. Additional Services; No Supplanting.

   The services shall be in addition to those provided in the territory of the CFD before the CFD was created, and the additional services shall not supplant services already available within that territory when the CFD was created.

8. Administrative Expenses
   The CFD will also finance the expenses incurred by the CFD in administering the CFD, including, but not limited to, the levy and collection of the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax, the fees and expenses of its legal counsel, costs related to annexing property into the CFD, charges levied by the County of Alameda in connection with the levy and collection of the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax, costs related to property owner inquiries regarding the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax, costs associated with appeals or requests for interpretation associated with the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax and the Rate and Method, costs associated with foreclosure and collection of delinquent Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax and all other costs and expenses of the City and County in any way related to the establishment or administration of the CFD.

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EXHIBIT B

CITY OF LIVERMORE
Community Facilities District No. 2023-2
(Arroyo Vista Maintenance and Services)

ASSESSOR PARCEL NUMBERS

APN	Acreage
099-1325-022-02, 099-1325-023-00, 099-1325-027-02, 099-1325-029-02, 099-1325-030-04, 099-1325-089-00, 099-1325-090-00, 099-1325-091-00	29.154

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION OF INTENTION TO ESTABLISH A COMMUNITY FACILITIES DISTRICT

Under the Mello-Roos Community Facilities Act of 1982, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code (the "Act"), this Council is authorized to establish a community facilities district and to act as its legislative body.

The Livermore City Council, having received petitions from the owner(s) of not less than 10% of the area of land proposed to be included in the proposed community facilities district, now desires to proceed with the establishment of such community facilities district to finance costs of certain services required to meet the demands of development of lands in the City of Livermore.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Livermore (the "City") that:

1. Authority. This Council proposes to conduct proceedings to establish a community facilities district pursuant to the Act.

2. Name of CFD. The name proposed for the community facilities district is "City of Livermore Community Facilities District No. 2023-2 (Arroyo Vista Maintenance and Services)" (the "CFD").

3. Boundaries Described. The proposed boundaries of the CFD are as shown on the map on file with the City Clerk, which is hereby preliminarily approved and to which reference is hereby made for further particulars. The City Clerk is hereby directed to record, or cause to be recorded, the map of the boundaries of the CFD in the office of the County Recorder within 15 days of the date of adoption of this Resolution.

4. Services. The type of services proposed to be financed by the CFD pursuant to the Act shall consist of those listed in Exhibit A, attached hereto, and hereby incorporated herein (the "Services"). The Council hereby determines that the Services are necessary to meet increased demands for such services placed upon local agencies as the result of development occurring within the area of the CFD. The Services are in addition to those provided in the territory of the CFD as of the date hereof and will not supplant services already available within the territory of the CFD as of the date hereof.

5. Special Tax. Except to the extent that funds are otherwise available to the CFD to pay for the Services, one or more special taxes (the "Special Tax") sufficient to pay the costs thereof, secured by recordation of a continuing lien against all non-exempt real property in the CFD, will be levied annually within the CFD, and collected in the same manner as ordinary ad valorem property taxes, or in such other manner as this Council or its designee shall determine, including direct billing of the affected property owners. The proposed rate and method of

apportionment of the Special Tax (the "Rate and Method") among the parcels of real property within the CFD in sufficient detail to allow each landowner within the proposed CFD to estimate the maximum amount such owner will have to pay, are described in Exhibit B, attached hereto, and hereby incorporated herein. This Council hereby finds that the provisions of Section 53313.6, 53313.7 and 53313.9 of the Act (relating to adjustments to ad valorem property taxes and schools financed by a community facilities district) are inapplicable to the proposed CFD.

6. Exempt Property. Except as may otherwise be provided by law or by the Rate and Method, all lands owned by any public entity, including the United States, the State of California, the County or the City, or any departments or political subdivisions thereof, shall be omitted from the levy of the Special Tax to be made to cover the costs and expenses of the Services and the CFD. In addition, properties in the CFD shall be exempt from the Special Tax to the extent required by the Act. If any portion of the property within the CFD becomes for any reason exempt, wholly or in part, from the levy of the Special Tax, this Council will, on behalf of the CFD, increase the levy to the extent necessary upon the remaining property within the CFD that is not exempt in order to yield the annual expenses of the CFD, if any, subject to the provisions of the rate and method of apportionment of the Special Tax.

7. Election. The levy of the Special Tax in the CFD shall be subject to the approval of the qualified electors of the CFD at a special election. The proposed voting procedure shall be by a mailed or hand-delivered ballot among the landowners in the proposed CFD, with each owner having one vote for each acre or portion of an acre such owner owns in the CFD, not exempt from the Special Tax.

8. CFD Report. The City Engineer (or deputy or designee thereof) is hereby directed to study the proposed Services and to make, or cause to be made, and file with the City Clerk, a report in writing (the "CFD Report"), which shall be a part of the record of the public hearing hereinafter specified and which shall present the following:

(a) A description of the Services that will be required to adequately meet the needs of the CFD.

(b) An estimate of the fair and reasonable cost of the Services and incidental expenses in connection therewith, and all other related costs.

9. Public Hearing. This Council hereby appoints and fixes January 22, 2024, at 7:00 p.m. or as soon as possible thereafter, in the City Council Chambers, 1016 S. Livermore Avenue, Livermore, California, as the time and place when and where this Council, as legislative body for the CFD, will conduct a public hearing on the establishment of the CFD and consider and finally determine whether the public interest, convenience and necessity require the formation of the CFD and the levy of the Special Tax.

10. Notice of Hearing. The City Clerk is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of the CFD. The publication shall be completed at least 7 days before the date of the public hearing specified above.

The notice of the public hearing shall be substantially in the form specified in Section 53322 of the Act, with the form summarizing the provisions hereof hereby specifically approved.

11. Appointment of Legal Counsel; Special Tax Consultant. The City Council hereby appoints (i) Jones Hall, A Professional Law Corporation, as legal counsel to the City in connection with formation of the CFD and (ii) NBS as special tax consultant to the City in connection with formation of the CFD. The Director of Administrative Services is hereby authorized to execute a retainer agreement with NBS and the City Attorney is hereby authorized to execute a legal services agreement with Jones Hall, each in substantially the form and substance of the agreement on file with the City Clerk.

12. Effective Date. This resolution shall take effect upon its adoption.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:	APPROVED AS TO FORM:
_____	*/s/ Tara Mazzanti*
Marie Weber	Tara Mazzanti
Deputy City Manager/City Clerk	Assistant City Attorney

Exhibit A – Description of Services
Exhibit B - Rate and Method of Apportionment for Special Tax

EXHIBIT A

CITY OF LIVERMORE
Community Facilities District No. 2023-2
(Arroyo Vista Maintenance and Services)

DESCRIPTION OF SERVICES

Special Taxes collected in the CFD will fund, in whole or in part, the services listed below. Services may be performed inside the CFD and outside the CFD if the City has concluded that such services would benefit properties in the CFD.

A. SERVICES TO BE FINANCED BY THE ANNUAL SERVICES SPECIAL TAX:

1. Trail Improvement Services
   Trail Improvement Services include the maintenance, operation and repair and replacement of the Arroyo Seco Trail between Las Positas Road and Arroyo Vista Road. Trail Improvement Services also include trash pickup, weed control, and flood and storm protection services. The costs of Trail Improvement Services include any associated electricity, water, and other utility costs. Trail Improvements include, but are not limited to, maintenance, operation, repair and replacement of storm drain system (including pipe, catch basins and manholes), permeable swale, rip rap, pavement restoration and rehabilitation, sidewalks, curbs and gutters, driveways to adjacent roadways, bollards, gates, signage and monuments.
2. Landscape Improvements along Las Positas Road (Tract 8379) Services
   Landscape Improvements along Las Positas Road (Tract 8379) Services include maintenance, operation and repair and replacement of the public landscaping and storm drain improvements that wrap around Tract 8379 along Las Positas Road. Landscape Improvements along Las Positas Road (Tract 8379) Services include, but are not limited to, landscaping and irrigation, maintenance, operation and repair and replacement of sidewalks, curb and gutter, fencing and public storm drain system (including pipe, catch basins and manholes). Landscape Improvements along Las Positas Road (Tract 8379) Services also include trash pickup and weed control. The costs of Landscape Improvements along Las Positas Road (Tract 8379) Services include any associated electricity, water and other utility costs.
3. Landscape Improvements along Las Positas Road (Tract 8689) Services
   Landscape Improvements along Las Positas Road (Tract 8689) Services include maintenance, operation and repair and replacement of the public landscaping and storm drain improvements along the southern entrance to Tract 8689 along Las Positas Road. Landscape Improvements along Las Positas Road (Tract 8689) Services include, but are not limited to, landscaping and irrigation, maintenance, operation and repair and replacement of sidewalks, curb and gutter, fencing and public storm drain system (including pipe, catch basins and manholes). Neighborhood Park Landscape Improvement Services also include cleaning and removal of graffiti, trash pickup and weed control. The costs of Neighborhood Park Landscape Improvement Services include any

associated electricity, water and other utility costs. The costs of removing graffiti include the acquisition, use and removal of cleaning chemicals and or paint used as part of the required graffiti removal process.

B. SERVICES TO BE FINANCED BY THE ANNUAL CONTINGENT BRIDGE REPAIR/REPLACEMENT SERVICES SPECIAL TAX:

The Annual Contingent Bridge Repair/Replacement Services Special Tax will pay for the following services:

1. Annual Contingent Bridge Repair/Replacement Services
   The Annual Contingent Bridge Repair/Replacement Services include all costs associated with the maintenance, repair and replacement of the private pedestrian bridge across the Arroyo Seco between Tract 8379 and Tract 8689, including the bridge itself, adjacent elevators, any structural components attached to the bridge, any infrastructure required to access the bridge, and any other infrastructure or improvements related to the bridge (collectively, the "Bridge Improvements"). Annual Contingent Bridge Repair/Replacement Services include, but are not limited to, preventative maintenance activities, demolition, reconstruction costs (including design, administrative and construction costs), and any required environmental studying, monitoring and reporting activities, in all cases related to the Bridge Improvements. The costs included in this paragraph are intended to constitute capital expenditures that increase the assets' useful life.

   Annual Contingent Bridge Repair/Replacement Special Taxes will be set aside in a reserve to fund replacement from time to time of the Bridge Improvements at the end of their useful lives.

   The Bridge Improvements are being constructed on property owned by Alameda County Flood Control and Water Conservation District, Zone 7 ("Zone 7"). The Annual Contingent Bridge Repair/Replacement Services are necessary to operate and maintain the Bridge Improvements in accordance with the aerial easement granted to the City by Zone 7.

   The City will ensure that, as long as the City is financing the Annual Contingent Bridge Repair/Replacement Services, the public will have access to the Bridge Improvements.

C. SERVICES TO BE FINANCED BY THE ANNUAL CONTINGENT BRIDGE OPERATION/MAINTENANCE SERVICES SPECIAL TAX:

The Annual Contingent Bridge Operation/Maintenance Services Special Tax will pay for the following services:

1. Annual Contingent Bridge Operation/Maintenance Services
   Annual Contingent Bridge Operation/Maintenance Services include routine maintenance and operation of the Bridge Improvements. Annual Contingent Bridge Operation/Maintenance Services include, but are not limited to, trimming of vegetation and debris removal, repair to bridge deck, bridge rails, stairways, lighting, signage, painting,

elevator maintenance and inspection, graffiti removal and trash pickup. The costs of Annual Contingent Bridge Operation/Maintenance Services include any associated electricity, water and other utility costs. The services include acquisition, use and disposal of hydraulic fluid required to lift the elevators and any required cleaning chemicals and petroleum-based lubricants for keeping the elevator equipment and motors clean and operational, and any graffiti removal cleaning chemicals and or paint used as part of the required graffiti removal process. The costs included in this paragraph are routine expenses incurred to ensure the functional and safe working condition of the assets.

The Bridge Improvements are being constructed on property owned by Zone 7. The Annual Contingent Bridge Operation/Maintenance Services are necessary to operate and maintain the Bridge Improvements in accordance with the aerial easement granted to the City by Zone 7.

The City will ensure that, as long as the City is financing the Annual Contingent Bridge Operation/Maintenance Services, the public will have access to the Bridge Improvements.

D. MISCELLANEOUS ITEMS RELATED TO THE SERVICES TO BE FINANCED BY THE ANNUAL SERVICES SPECIAL TAX, THE ANNUAL CONTINGENT BRIDGE REPAIR/REPLACEMENT SERVICES SPECIAL TAX AND THE ANNUAL CONTINGENT BRIDGE OPERATION/MAINTENANCE SERVICES SPECIAL TAX

1. Flood and Storm Protection Services.
   Flood and Storm Protection Services include the operation and maintenance of storm drainage systems.

2. Definitions
   a. "Services" has the meaning given that term in the Mello-Roos Community Facilities Act of 1982, as amended (the "Act").
   b. "Maintenance" has the meaning given that term in the Act, and includes, but is not limited to, servicing, repair and removal.

3. Special Taxes may be used to fund operating reserves and capital reserves.
   The Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax may be used to fund operating reserves and capital reserves. The Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax may be used to fund "costs" and "incidental expenses" related to the eligible services as those terms are defined in the Act.

4. Curing Delinquencies. The Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge

Operation/Maintenance Services Special Tax may be levied to cure actual or estimated delinquencies in such special taxes for the current or previous fiscal years.

5. Performance of Services. The services financed by the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax may be performed by the City, or the City may engage a third party (including any owner of property in the CFD or a property owners' association) by contract to perform the services.

6. Maintenance and Operation of Other Property.
   Maintenance and operation of any real property or other tangible property with an estimated useful life of five or more years that is owned by the City or by another local agency pursuant to an agreement entered into under Section 53316.2.

7. Additional Services; No Supplanting.

   The services shall be in addition to those provided in the territory of the CFD before the CFD was created, and the additional services shall not supplant services already available within that territory when the CFD was created.

8. Administrative Expenses
   The CFD will also finance the expenses incurred by the CFD in administering the CFD, including, but not limited to, the levy and collection of the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax, the fees and expenses of its legal counsel, costs related to annexing property into the CFD, charges levied by the County of Alameda in connection with the levy and collection of the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax, costs related to property owner inquiries regarding the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax, costs associated with appeals or requests for interpretation associated with the Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax and the Rate and Method, costs associated with foreclosure and collection of delinquent Annual Services Special Tax, the Annual Contingent Bridge Repair/Replacement Services Special Tax and the Annual Contingent Bridge Operation/Maintenance Services Special Tax and all other costs and expenses of the City and County in any way related to the establishment or administration of the CFD.

RATE AND METHOD OF APPORTIONMENT
FOR CITY OF LIVERMORE
COMMUNITY FACILITIES DISTRICT NO. 2023-2
(ARROYO VISTA MAINTENANCE AND SERVICES)

The Special Tax, as hereinafter defined, shall be levied and collected in City of Livermore Community Facilities District No. 2023-2 (Arroyo Vista Maintenance and Services) ("CFD No. 2023-2") each Fiscal Year commencing in Fiscal Year 2024-25, in an amount determined by the application of the procedures below. All Taxable Property, as hereinafter defined, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meaning:

"Accessory Dwelling Unit" or "ADU" means all Assessor's Parcels of Residential Property for which a building permit(s) has been issued for an "Accessory Dwelling Unit" as defined in California Government Code Section 65852.2(j)(1), as may be amended from time to time, which is accessory to a primary Unit. The ADU may be located on the same Assessor's Parcel as the primary Unit that is the primary Unit or on a separate Assessor's Parcel. For purposes of clarification, where an ADU and primary Unit are on the same Assessor's Parcel, the ADU located on such Assessor's Parcel is considered a separate Unit from the primary Unit on such Assessor's Parcel for purposes of the Special Tax. Should an Assessor's Parcel contain only an ADU, such Assessor's Parcel will be taxed as an ADU Unit only.

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map or in the Assessor's Data for each Assessor's Parcel. In the event the Assessor's Parcel Map or Assessor's Data shows no Acreage, the Acreage for any Assessor's Parcel shall be determined by the CFD Administrator based upon the applicable final map, parcel map, condominium plan, or other recorded County parcel map. If the preceding maps are not available, the Acreage of an Assessor's Parcel may be determined utilizing GIS.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State.

"Administrative Expenses" means the actual or reasonably estimated costs directly related to the administration of CFD No. 2023-2 including, but not limited to, the following: the costs of computing the Annual Special Tax Requirement and of preparing the Special Tax collection schedules; the costs of collecting the Special Tax, including any charges levied by the County Auditor's Office, Tax Collector's Office or Treasurer's Office; the costs of the City or designee in complying with the disclosure requirements of the California Government Code (including the Act), including public inquiries regarding the Special Tax; the costs of the City or designee related to an appeal of the Special Tax; and the costs of commencing and pursuing to completion any action arising from any delinquent Special Tax in CFD No. 2023-2. Administrative Expenses shall also include amounts estimated or advanced by the City or CFD No. 2023-2 for any other administrative purposes, including, but not limited to, attorney's fees.

"Annual Contingent Bridge Operation/Maintenance Services" means those items listed in "Exhibit A" to the Resolution of Formation that are described as being financed by the Annual Contingent Bridge Operation/Maintenance Services Special Tax.

"Annual Contingent Bridge Operation/Maintenance Services Costs" means the respective amounts determined by the CFD Administrator required to finance the Annual Contingent Bridge Operation/Maintenance Services for the applicable yearly period.

"Annual Contingent Bridge Operation/Maintenance Services Special Tax" means the amount levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement.

"Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement" means that amount with respect to CFD No. 2023-2 determined by the City Council or designee as required in any Fiscal Year to pay: (1) the Administrative Expenses, (2) the Annual Contingent Bridge Operation/Maintenance Services Costs, including any amount required to establish or replenish any reserve or replacement fund, and (3) any reasonably anticipated delinquent Special Tax based on the delinquency rate for any Special Tax levied in the previous Fiscal Year.

"Annual Contingent Bridge Repair/Replacement Services" means those items listed in "Exhibit A" to the Resolution of Formation that are described as being financed by the Annual Contingent Bridge Repair/Replacement Services Special Tax.

"Annual Contingent Bridge Repair/Replacement Services Costs" means the respective amounts determined by the CFD Administrator required to finance the Annual Contingent Bridge Repair/Replacement Services for the applicable yearly period.

"Annual Contingent Bridge Repair/Replacement Services Special Tax" means the amount levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement.

"Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement" means that amount with respect to CFD No. 2023-2 determined by the City Council or designee as required in any Fiscal Year to pay: (1) the Administrative Expenses, (2) the Annual Contingent Bridge Repair/Replacement Services Costs, including any amount required to establish or replenish any reserve or replacement fund, and (3) any reasonably anticipated delinquent Special Tax based on the delinquency rate for any Special Tax levied in the previous Fiscal Year.

"Annual Services" means those items listed in "Exhibit A" to the Resolution of Formation that are described as being financed by the Annual Services Special Tax.

"Annual Services Costs" means the respective amounts determined by the CFD Administrator required to finance the Annual Services authorized to be funded by CFD No. 2023-2 for the applicable yearly period.

"Annual Services Special Tax" means the amount levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Annual Services Special Tax Requirement.

"Annual Services Special Tax Requirement" means that amount with respect to CFD No. 2023-2 determined by the City Council or designee as required in any Fiscal Year to pay: (1) the Administrative Expenses, (2) the Annual Services Costs, including any amount required to establish or replenish any reserve or replacement fund, and (3) any reasonably anticipated delinquent Special Tax based on the delinquency rate for any Special Tax levied in the previous Fiscal Year.

"Assessor's Data" means Assessor's Parcel Number, Units, Building Square Feet, Acreage, or other information contained in the records of the County Assessor for each Assessor's Parcel.

"Assessor's Parcel" or **"Parcel"** means a lot or parcel shown in an Assessor's Parcel Map and/or Assessor's Data with an assigned Assessor's Parcel Number.

"Assessor's Parcel Map" means an official map of the Assessor of the County designating parcels by Assessor's Parcel Number.

"Assessor's Parcel Number" means, with respect to an Assessor's Parcel, that number assigned to such Assessor's Parcel by the County Assessor for purposes of identification.

"Bedroom" means a habitable room intended to be used as sleeping quarters, but does not include a bathroom, living room, dining room, or kitchen.

"Building Square Feet" or "BSF" means all of the square footage within the perimeter of a structure, not including any carport, walkway, garage, overhang, patio, enclosed patio, or similar area. The determination of Building Square Feet shall be made by reference to the Assessor's Data. If the Assessor's Data does not show Building Square Feet, building permit(s) issued for such structure, or other records of the City shall be used, as determined by the CFD Administrator.

"CFD Administrator" means an official of the City, or designee thereof, responsible for determining the Annual Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"CFD No. 2023-2" means the City of Livermore Community Facilities District No. 2023-2 (Arroyo Vista Maintenance and Services).

"City" means the City of Livermore.

"City Council" means the City Council of the City, acting as the legislative body of CFD No. 2023-2.

"County" means the County of Alameda.

"County Assessor" means the County Assessor of the County.

"Developed Property" means, in any Fiscal Year, all Taxable Property in CFD No. 2023-2 for which a building permit for new construction was issued by the City on or before June 30 of the preceding Fiscal Year.

"Exempt Property" means all Assessors' Parcels within the boundary of CFD No. 2023-2 which are exempt from the Special Tax pursuant to Section E.

"Final Map Property" means, in any Fiscal Year, all Taxable Property in CFD No. 2023-2 for which a Final Subdivision Map was approved by the City Council on or before June 30 of the preceding Fiscal Year.

"Final Subdivision Map" means a subdivision of property created by recordation of a final subdivision map, parcel map or lot line adjustment, approved by the City pursuant to the Subdivision Map Act (California Government Code Section 66410 *et seq.)* or recordation of a condominium plan pursuant to California Civil Code 4120, that creates individual lots for which residential building permits may be issued without further subdivision of such property.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"GIS" means a geographic information system.

"Initiative #1935" means initiative constitutional amendment 1935 which is eligible for the November 5, 2024, general election ballot and will be certified as qualified unless withdrawn by the proponent prior to June 27, 2024.

"Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax" means the maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax authorized to fund the Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement in any Fiscal Year that may apply to Taxable Property as described in Section C, Table 2.

"Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax" means the maximum Annual Contingent Bridge Repair/Replacement Services Special Tax authorized to fund the Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement in any Fiscal Year that may apply to Taxable Property as described in Section C, Table 3.

"Maximum Annual Services Special Tax" means the maximum Annual Services Special Tax authorized to fund the Annual Services Special Tax Requirement in any Fiscal Year that may apply to Taxable Property as described in Section C, Table 1.

"Open Space Property" means property within the boundaries of CFD No. 2023-2 which (i) has been designated with specific boundaries and Acreage on a final subdivision map as open space, (ii) is classified by the County Assessor as open space, (iii) has been irrevocably offered for dedication as open space to the federal government, the State, the County, the City, or any other public agency, or (iv) is encumbered by an easement or other restriction required by the City limiting the use of such property to open space.

"Property Owner's Association" means any property owner's association. As used in this definition, a Property Owner's Association includes any home-owner's association, condominium owner's association, master or sub-association or non-residential owner's association.

"Property Owner's Association Property" means any property within the boundaries of CFD No. 2023-2 which is (a) owned by a Property Owner's Association or (b) designated with specific boundaries and acreage on a final subdivision map as property owner association property.

"Proportionately" means for Taxable Property that the ratio of the Annual Services Special Tax levy to the Maximum Annual Services Special Tax is equal for all Assessors' Parcels of Taxable Property levied within each property land use classification within CFD No. 2023-2, and means for Taxable Property that the ratio of the Annual Contingent Bridge Operation/Maintenance Services Special Tax levy to the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax is

equal for all Assessors' Parcels of Taxable Property levied within each property land use classification within CFD No. 2023-2, and means for Taxable Property that the ratio of the Annual Contingent Bridge Repair/Replacement Services Special Tax levy to the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax is equal for all Assessors' Parcels of Taxable Property levied within each property land use classification within CFD No. 2023-2.

"Public Property" means any property within the boundaries of CFD No. 2023-2 which (i) is owned by a public agency, (ii) has been irrevocably offered for dedication to a public agency, or (iii) is designated with specific boundaries and Acreage on a final subdivision map as property which will be owned by a public agency. For purposes of this definition, a public agency includes the federal government, the State, the County, the City, school districts, or any other public agency.

"Residential Lot" means an individual residential lot within a recorded Final Subdivision Map on which a Building Permit is permitted to be issued for construction of one or more Units.

"Resolution of Formation" means the resolution adopted by the City Council establishing CFD No. 2023-2.

"Single Family Residential Duet Property" means all Assessor's Parcels of Developed Property for which a building permit has been issued for purposes of constructing one Unit containing two Bedrooms, according to Assessor's Data or as otherwise known by the CFD Administrator.

"Single Family Residential Property" means all Assessor's Parcels of Developed Property for which a building permit has been issued for purposes of constructing one Unit containing three or four Bedrooms, according to Assessor's Data or as otherwise known by the CFD Administrator.

"Special Tax" means, collectively, the Annual Contingent Bridge Repair/Replacement Services Special Tax, Annual Contingent Bridge Operation/Maintenance Services Special Tax and the Annual Services Special Tax.

"State" means the State of California.

"Taxable Property" means all of the Assessor's Parcels within the boundaries of CFD No. 2023-2 that are not exempt from the Special Tax pursuant to law or Section E below.

"Undeveloped Property" means all of the Assessor's Parcels within the boundaries of CFD No. 2023-2 that are not classified as Developed Property, Final Map Property, Open Space Property, Property Owner's Association Property, or Public Property.

"Unit" means an individual residential dwelling unit. The number of Units assigned to each Assessor's Parcel may be determined by (i) referencing Assessor's Data, (ii) site surveys and physical unit counts, and/or (iii) other research by the CFD Administrator.

"Welfare Exempt Property" means, in any Fiscal Year, all Parcels within the boundaries of CFD No. 2023-2 that (a) have been granted a welfare exemption by the County under subdivision (g) of Section 214 of the Revenue and Taxation Code indicated in the Assessor's Data finalized as of January 1 of the previous Fiscal Year, and (b) are exempt from the Special Tax pursuant to Section 53340(c) of the Act.

B. DETERMINATION OF TAXABLE PARCELS

Each Fiscal Year, the CFD Administrator shall determine the valid Assessor's Parcel Numbers for all Taxable Property within CFD No. 2023-2. If any Assessor's Parcel Numbers are no longer valid, the CFD Administrator shall determine the new Assessor's Parcel Number or Numbers in effect for the then-current Fiscal Year. To the extent a Parcel or Parcels of Taxable Property are subdivided, consolidated, or otherwise reconfigured, the Maximum Annual Services Special Tax, Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax, and Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax shall be assigned to the new Assessor's Parcels Numbers pursuant to Section C. The CFD Administrator shall also determine: (i) which Parcels are Taxable Property; (ii) the number of Units, Acres, and/or Building Square Footage each Parcel contains; (iii) the property type, i.e., Single Family Residential Property, Single Family Residential Duet Property, etc.; and (iv) the Annual Services Special Tax Requirement, the Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement, and the Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement for the Fiscal Year.

C. MAXIMUM ANNUAL SPECIAL TAX RATES

1. Maximum Annual Services Special Taxes

The Maximum Annual Services Special Tax for each Assessor's Parcel of Taxable Property shall be assigned according to Table 1 below:

TABLE 1
MAXIMUM ANNUAL SERVICES SPECIAL TAX RATES
FISCAL YEAR 2023/24*

Land Use Category	Maximum Annual Services Special Tax Rate	Per
Single Family Residential Property	$292.24	Unit
Single Family Residential Duet Property	233.79	Unit
Final Map Property	277.73	Residential Lot
Undeveloped Property	4,143.94	Acre

*On July 1 of each Fiscal Year, commencing on July 1, 2024, the Maximum Annual Services Special Tax rates shall be increased by the February annual percentage change in the Consumer Price Index for all Urban Consumers ("CPI-U") for the San Francisco-Oakland-Hayward, CA, plus one percent (1.0%). If the percentage change in the CPI-U is negative, the Maximum Annual Services Special Tax rates shall not be decreased. In the event the index described above ceases to be published, it shall be replaced by another reasonably comparable index, as determined by the City.

2. Maximum Annual Contingent Bridge Operation/Maintenance Services Special Taxes

The Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax for each Assessor's Parcel of Taxable Property shall be assigned according to Table 2 below:

TABLE 2
MAXIMUM ANNUAL CONTINGENT BRIDGE OPERATION/MAINTENANCE SERVICES SPECIAL TAX RATES
FISCAL YEAR 2023/24*

Land Use Category	Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax Rate	Per
Single Family Residential Property	$24.98	Unit
Single Family Residential Duet Property	19.99	Unit
Final Map Property	23.74	Residential Lot
Undeveloped Property	354.24	Acre

*On July 1 of each Fiscal Year, commencing on July 1, 2024, the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax rates shall be increased by the February annual percentage change in the Consumer Price Index for all Urban Consumers ("CPI-U") for the San Francisco-Oakland-Hayward, CA, plus one percent (1.0%). If the percentage change in the CPI-U is negative, the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax rates shall not be decreased. In the event the index described above ceases to be published, it shall be replaced by another reasonably comparable index, as determined by the City.

3. **Maximum Annual Contingent Bridge Repair/Replacement Services Special Taxes**

The Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for each Assessor's Parcel of Taxable Property shall be assigned according to Table 3 below:

TABLE 3
MAXIMUM ANNUAL CONTINGENT BRIDGE REPAIR/REPLACEMENT SERVICES SPECIAL TAX RATES
FISCAL YEAR 2023/24*

Land Use Category	Maximum Annual Contingent Bridge Repair/Replacement Special Tax Rate	Per
Single Family Residential Property	$151.10	Unit
Single Family Residential Duet Property	120.88	Unit
Final Map Property	143.60	Residential Lot
Undeveloped Property	2,142.64	Acre

*On July 1 of each Fiscal Year, commencing on July 1, 2024, the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax rates shall be increased by the February annual percentage change in the Consumer Price Index for all Urban Consumers ("CPI-U") for the San Francisco-Oakland-Hayward, CA, plus one percent (1.0%). If the percentage change in the CPI-U is negative, the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax rates shall not be decreased. In the event the index described above ceases to be published, it shall be replaced by another reasonably comparable index, as determined by the City.

4. Accessory Dwelling Units

The Maximum Annual Services Special Tax, the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax, and the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for an Accessory Dwelling Unit shall be calculated as a percentage of the Maximum Annual Services Special Tax, the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax, and the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for the primary Unit the ADU is accessory to, based on Building Square Footage. For example, if a primary Unit of Single Family Residential Property with 2,000 BSF has an ADU of 800 BSF, the Maximum Annual Services Special Tax, the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax, and the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for the ADU shall be calculated by the following steps:

1. 800 BSF / 2,000 BSF = 0.40 or 40%
2. $292.24 Maximum Annual Services Special Tax per Unit x 40% = $116.90 Maximum Annual Services Special Tax for such ADU
3. $24.98 Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax per Unit x 40% = $9.99 Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax for such ADU
4. $151.10 Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax per Unit x 40% = $60.44 Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for such ADU

5. Assignment of Assessor's Parcel(s) to Property Land Use Category

When an Assessor's Parcel changes from being classified as Undeveloped Property or Final Map Property to another land use category and is considered Developed Property, that assignment shall not change due to future changes in land use.

6. Assignment of Maximum Annual Services Special Tax to Newly Created Assessor's Parcel(s)

When an Assessor's Parcel changes or subdivides, the Maximum Annual Services Special Tax shall be assigned to each newly created Assessor's Parcel so that there is no net loss in the Maximum Annual Services Special Tax revenue to be generated as a result of changes in the planned development.

When an Assessor's Parcel changes or subdivides, and there are changes to the overall planned development within CFD No. 2023-2, the process for assigning the Maximum Annual Services Special Tax to each newly created Assessor's Parcel is as follows:

Step 1: Sum the expected Maximum Annual Services Special Tax assigned to each Assessor's Parcel that is being changed or subdivided.

Step 2: Identify the newly created Assessor's Parcel(s) of Taxable Property created by the change or subdivision and assign the Maximum Annual Services Special Tax to each newly

created Assessor's Parcel of Taxable Property according to the then-current Maximum Annual Services Special Tax Rates for each Land Use Category. Sum the Maximum Annual Services Special Tax assigned to each newly created Assessor's Parcel of Taxable Property.

Step 3: Divide the total expected Maximum Annual Services Special Tax in Step 1 by the total Maximum Annual Services Special Tax assigned in Step 2 to arrive at a fraction.

Step 4: Apportion the total Maximum Annual Services Special Tax from Step 1 to each newly created Assessor's Parcel of Taxable Property by multiplying each newly created Assessor's Parcel fraction, determined in Step 3, by the then-current Maximum Annual Services Special Tax Rates for each Land Use Category.

Step 5: The Maximum Annual Services Special Tax assigned to each newly created Assessor's Parcel of Taxable Property shall be the greater of the Maximum Annual Services Special Tax assigned in Step 2 or the Maximum Annual Services Special Tax calculated in Step 4.

When an Assessor's Parcel changes or subdivides, and there are no changes to the planned development within CFD No. 2023-2, the Maximum Annual Services Special Tax shall be assigned according to Table 1.

The planned development is provided in the table below:

Land Use Category	Planned Development
Single Family Residential Property	327 Units
Single Family Residential Duet Property	108 Units
Final Map Property	435 Residential Lots

Once created, if a newly created Assessor's Parcel(s) of Taxable Property further changes or subdivides, the above steps shall be repeated to determine the Maximum Annual Services Special Tax for the additional newly created Assessor's Parcel(s) of Taxable Property created from the change or subdivision.

7. **Assignment of Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax to Newly Created Assessor's Parcel(s)**

When an Assessor's Parcel changes or subdivides, the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax shall be assigned to each newly created Assessor's Parcel so that there is no net loss in the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax revenue to be generated as a result of changes in the planned development.

When an Assessor's Parcel changes or subdivides, and there are changes to the overall planned development within CFD No. 2023-2, the process for assigning the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax to each newly created Assessor's Parcel is as follows:

Step 1: Sum the expected Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax assigned to each Assessor's Parcel that is being changed or subdivided.

Step 2: Identify the newly created Assessor's Parcel(s) of Taxable Property created by the change or subdivision and assign the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax to each newly created Assessor's Parcel of Taxable Property according to the then-current Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax Rates for each Land Use Category. Sum the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax assigned to each newly created Assessor's Parcel of Taxable Property.

Step 3: Divide the total expected Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax in Step 1 by the total Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax assigned in Step 2 to arrive at a fraction.

Step 4: Apportion the total Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax from Step 1 to each newly created Assessor's Parcel of Taxable Property by multiplying each newly created Assessor's Parcel fraction, determined in Step 3, by the then-current Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax Rates for each Land Use Category.

Step 5: The Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax assigned to each newly created Assessor's Parcel of Taxable Property shall be the greater of the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax assigned in Step 2 or the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax calculated in Step 4.

When an Assessor's Parcel changes or subdivides, and there are no changes to the planned development within CFD No. 2023-2, the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax shall be assigned according to Table 2.

The planned development is provided in the table below:

Land Use Category	**Planned Development**
Single Family Residential Property	327 Units
Single Family Residential Duet Property	108 Units
Final Map Property	435 Residential Lots

Once created, if a newly created Assessor's Parcel(s) of Taxable Property further changes or subdivides, the above steps shall be repeated to determine the Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax for the additional newly created Assessor's Parcel(s) of Taxable Property created from the change or subdivision.

8. Assignment of Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax to Newly Created Assessor's Parcel(s)

When an Assessor's Parcel changes or subdivides, the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax shall be assigned to each newly created Assessor's Parcel so that there is no net loss in the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax revenue to be generated as a result of changes in the planned development.

When an Assessor's Parcel changes or subdivides, and there are changes to the overall planned development within CFD No. 2023-2, the process for assigning the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax to each newly created Assessor's Parcel is as follows:

Step 1: Sum the expected Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax assigned to each Assessor's Parcel that is being changed or subdivided.

Step 2: Identify the newly created Assessor's Parcel(s) of Taxable Property created by the change or subdivision and assign the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax to each newly created Assessor's Parcel of Taxable Property according to the then-current Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax Rates for each Land Use Category. Sum the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax assigned to each newly created Assessor's Parcel of Taxable Property.

Step 3: Divide the total expected Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax in Step 1 by the total Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax assigned in Step 2 to arrive at a fraction.

Step 4: Apportion the total Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax from Step 1 to each newly created Assessor's Parcel of Taxable Property by multiplying each newly created Assessor's Parcel fraction, determined in Step 3, by the then-current Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax Rates for each Land Use Category.

Step 5: The Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax assigned to each newly created Assessor's Parcel of Taxable Property shall be the greater of the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax assigned in Step 2 or the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax calculated in Step 4.

When an Assessor's Parcel changes or subdivides, and there are no changes to the planned development within CFD No. 2023-2, the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax shall be assigned according to Table 3.

The planned development is provided in the table below:

Land Use Category	Planned Development
Single Family Residential Property	327 Units
Single Family Residential Duet Property	108 Units
Final Map Property	435 Residential Lots

Once created, if a newly created Assessor's Parcel(s) of Taxable Property further changes or subdivides, the above steps shall be repeated to determine the Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for the additional newly created Assessor's Parcel(s) of Taxable Property created from the change or subdivision.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

All Taxable Property shall be subject to the Special Tax defined as follows. The Special Tax shall be levied each Fiscal Year by the CFD Administrator.

1. The Annual Services Special Tax Requirement shall be apportioned to each Parcel within CFD No. 2023-2 by the method shown below.

   First: Determine the Annual Services Special Tax Requirement.

   Second: Levy the Annual Services Special Tax on each Parcel of Developed Property, Proportionately, up to the applicable Maximum Annual Services Special Tax for Developed Property.

   Third: If additional monies are needed to satisfy the Annual Services Special Tax Requirement after the second step has been completed, the Annual Services Special Tax shall be levied on each Assessor's Parcel of Final Map Property, Proportionately, up to the applicable Maximum Annual Services Special Tax for Final Map Property.

   Fourth: If additional monies are needed to satisfy the Annual Services Special Tax Requirement after the third step has been completed, the Annual Services Special Tax shall be levied on each Assessor's Parcel of Undeveloped Property, Proportionately, up to the applicable Maximum Annual Services Special Tax for Undeveloped Property.

2. The Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement shall be apportioned to each Parcel within CFD No. 2023-2 in accordance with this Section D.2. The City will only levy the Annual Contingent Bridge Operation/Maintenance Services Special Tax to finance the Annual Contingent Bridge Operation/Maintenance Services Costs in the event (a) the City has determined that the Bridge Improvements (as defined in "Exhibit A" to the Resolution of Formation) have been constructed and completed and (b) the City determines in its discretion that the property owner(s) of Taxable Property failed to provide the Annual Contingent Bridge Operation/Maintenance Services to reasonable City standards, or the property owner(s) of Taxable Property requested the City to provide the Annual Contingent Bridge Operation/Maintenance Services by submitting a written request to the City's Public Works and Engineering Department and the City Manager has accepted this request. In the

event of a request by the property owner(s) of Taxable Property for the City to provide the Annual Contingent Bridge Operation/Maintenance Services (which the City is under no obligation to accept), such request must be received from the property owner(s) of Taxable Property by May 1 of any Fiscal Year; if the City approves the request to provide the Annual Contingent Bridge Operation/Maintenance Services, the Maximum Contingent Services Special Tax shall be levied beginning in the immediately succeeding Fiscal Year. In the event the property owner(s) fail to provide the Annual Contingent Bridge Operation/Maintenance Services to reasonable City standards, the City will notify the property owner(s) of such failure. Should the deficiency not be corrected within ninety (90) days of the City providing notice, the City will assume responsibility for providing the Annual Contingent Bridge Operation/Maintenance Services on the date specified by the City and may levy the Annual Contingent Bridge Operation/Maintenance Services Special Tax beginning in the immediately succeeding Fiscal Year. The Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement shall be apportioned to each Parcel within CFD No. 2023-2 by the method shown below.

First: Determine the Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement.

Second: Levy the Annual Contingent Bridge Operation/Maintenance Services Special Tax on each Parcel of Developed Property, Proportionately, up to the applicable Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax for Developed Property.

Third: If additional monies are needed to satisfy the Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement after the second step has been completed, the Annual Contingent Bridge Operation/Maintenance Services Special Tax shall be levied on each Assessor's Parcel of Final Map Property, Proportionately, up to the applicable Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax for Final Map Property.

Fourth: If additional monies are needed to satisfy the Annual Contingent Bridge Operation/Maintenance Services Special Tax Requirement after the third step has been completed, the Annual Contingent Bridge Operation/Maintenance Services Special Tax shall be levied on each Assessor's Parcel of Undeveloped Property, Proportionately, up to the applicable Maximum Annual Contingent Bridge Operation/Maintenance Services Special Tax for Undeveloped Property.

3. The Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement shall be apportioned to each Parcel within CFD No. 2023-2 in accordance with this Section D.3. The City will only levy the Annual Contingent Bridge Repair/Replacement Services Special Tax to finance the Annual Contingent Bridge Repair/Replacement Services Costs in the event the City has determined that the Bridge Improvements (as defined in "Exhibit A" to the Resolution of Formation) have been constructed and completed. The Maximum Contingent Bridge Repair/Replacement Services Special Tax shall be levied beginning in the Fiscal Year immediately succeeding completion of construction of the Bridge Improvements. The Annual Contingent

Bridge Repair/Replacement Services Special Tax Requirement shall be apportioned to each Parcel within CFD No. 2023-2 by the method shown below.

First: Determine the Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement.

Second: Levy the Annual Contingent Bridge Repair/Replacement Services Special Tax on each Parcel of Developed Property, Proportionately, up to the applicable Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for Developed Property.

Third: If additional monies are needed to satisfy the Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement after the second step has been completed, the Annual Contingent Bridge Repair/Replacement Services Special Tax shall be levied on each Assessor's Parcel of Final Map Property, Proportionately, up to the applicable Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for Final Map Property.

Fourth: If additional monies are needed to satisfy the Annual Contingent Bridge Repair/Replacement Services Special Tax Requirement after the third step has been completed, the Annual Contingent Bridge Repair/Replacement Services Special Tax shall be levied on each Assessor's Parcel of Undeveloped Property, Proportionately, up to the applicable Maximum Annual Contingent Bridge Repair/Replacement Services Special Tax for Undeveloped Property.

Under no circumstances will the Special Taxes on any Assessor's Parcel of Developed Property be increased by more than 10% as a consequence of delinquency or default by the owner of any other Assessor's Parcel within CFD No. 2023-2.

E. EXEMPTIONS

Notwithstanding any other provision of this Rate and Method of Apportionment of Special Tax, no Special Tax shall be levied on Open Space Property, Property Owner's Association Property, Undeveloped Property, Assessor's Parcels with public or utility easements making impractical their utilization for any use other than the purposes set forth in the easement, or Public Property, except as otherwise provided in Sections 53317.3, 53317.5 and 533401 of the Act.

No Special Tax shall be levied on any Assessor's Parcel in any Fiscal Year in which such Assessor's Parcel is classified as Welfare Exempt Property.

F. APPEAL OF SPECIAL TAX LEVY

Any property owner may file a written appeal of the Special Tax with the CFD Administrator claiming that the amount or application of the Special Tax is not correct. The appeal must be filed not later than one calendar year after having paid the Special Tax that is disputed, and the appellant must be current in all payments of the Special Tax. In addition, during the term of the appeal process, all Special Tax levied must be paid on or before the payment date established when the levy was made.

The appeal must specify the reasons why the appellant claims the Special Tax is in error. The CFD Administrator shall review the appeal, meet with the appellant if the CFD Administrator deems necessary, and advise the appellant of its determination.

If the property owner disagrees with the CFD Administrator's decision relative to the appeal, the owner may then file a written appeal with the City Council whose subsequent decision shall be final and binding on all interested parties. If the decision of the CFD Administrator or subsequent decision by the City Council requires the Special Tax to be modified or changed in favor of the property owner, then an adjustment shall be made to credit the Special Tax in future years.

This procedure shall be exclusive and its exhaustion by any property owner shall be a condition precedent to filing any legal action by such owner.

G. INTERPRETATIONS OF RATE AND METHOD OF APPORTIONMENT

The City reserves the right to make administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Special Tax. In addition, the interpretation and application of any section of this document shall be at the City's discretion. Interpretations may be made by the City Council by ordinance or resolution for purposes of clarifying any vagueness or ambiguity in this Rate and Method of Apportionment of Special Tax.

H. MANNER AND DURATION OF SPECIAL TAX

The Special Tax shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided that the City may directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner if needed to meet the financial obligations of CFD No. 2023-2, and may collect delinquent Special Taxes through available methods.

The Special Tax shall be levied commencing in Fiscal Year 2024-25 to the extent necessary to satisfy the Annual Special Tax Requirement and shall be levied each Fiscal Year thereafter for as long as required to satisfy the Annual Special Tax Requirement. However, should Initiative #1935 be included as an initiative measure at election and subsequently be approved by voters, the duration of the Special Tax is 500 years.

I. PREPAYMENT OF SPECIAL TAX

The Special Tax may not be prepaid.

J. REPEAL OF SPECIAL TAX

If the levy of the Special Tax is repealed by initiative or any other action participated in by the owners of Assessor's Parcels in CFD No. 2023-2, the City shall cease to levy the Special Tax and shall cease to be obligated to provide the authorized services for which the Special Tax was levied. The obligations to provide the authorized services previously funded by the repealed Special Tax shall become the joint obligations of the property owners of Assessor's Parcels within CFD No. 2023-2.

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.6**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Paul Spence, Community Development Director

SUBJECT: Resolution recommending the Livermore Local Roadway Safety Plan is exempt from the provisions of the California Environmental Quality Act and approving the Livermore Local Roadway Safety Plan.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution:

- Recommend the Livermore Local Roadway Safety Plan is exempt from the provisions of the California Environmental Quality Act;
- Approving the Livermore Local Roadway Safety Plan; and
- Authorizing the City Manager to take whatever actions are necessary and appropriate to carry out the purpose and intent of this resolution.

SUMMARY

The City of Livermore (City) is a recipient of Highway Safety Improvement Program (HSIP) grant funding and the One Bay Area Grant (OBAG), both of which require the City to complete a Local Roadway Safety Plan by December 31, 2023.

The Livermore Local Roadway Safety Plan (Plan) is funded through a grant provided by the California Department of Transportation (Caltrans). The goal of the Plan is to reduce collisions and enhance safety on City roads. It is a comprehensive plan that creates a framework to systematically identify and analyze traffic safety related issues at high-risk locations and recommend safety enhancements.

Adopting the Livermore Local Roadway Safety Plan will allow staff to seek future funding opportunities for the recommended safety improvements. Staff expects to administratively update the Plan every five years.

DISCUSSION

The development of the Livermore Local Roadway Safety Plan is funded by Caltrans to help local agencies take a more proactive approach to identifying safety improvement projects. Plan development

began in early 2023 and the project team made up of City staff and consultants collected historical collision data, conducted extensive community outreach, and identified, analyzed and prioritized roadway and intersection safety improvement elements that are suitable for future Highway Safety Improvement Program and other safety-related grant opportunities.

The analysis of 5-year (2015-2019) pre-pandemic historical collision data identified high-injury roadway segments and intersections in Livermore. Pre-pandemic data was used to better represent the typical traffic patterns on Livermore roads. These high-injury networks are illustrated in Attachment 1.

Community and stakeholder input was vital to the development of the Plan. To engage the community and stakeholders, staff conducted several virtual meetings this year and reached out to bicycle advocates for feedback. In addition to virtual meetings and attending Back to School Night events at Livermore middle and high schools, staff distributed pamphlets at farmers markets, the 2023 Downtown Street Fest, and to downtown businesses. Project flyers were also posted in downtown kiosks, in the local newspaper, and on social media platforms. In addition to the comments received through virtual meetings, nearly 150 comments were received through the project website.

A total of eight (8) types of safety projects, as listed below, were developed for high-risk intersections and corridors. Safety improvement measures and project locations for each safety project were identified based on data analysis, staff, stakeholder and community input. The locations recommended for each type of project are included in Attachment 2.

- Project 1 - Improve safety at signalized intersections: Improve signal timing (coordination, phases, red, yellow, or operation).
- Project 2 - Improve pedestrian safety at signalized intersection: Install flashing beacons as advance warning, install advance stop bars before crosswalks (bicycle box), and modify signal phasing to implement a Leading Pedestrian Interval (LPI).
- Project 3 - Improve safety at non-signalized intersections: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, install flashing beacons as advance warning, install rectangular rapid flashing beacons (RRFB).
- Project 4 - Citywide signal upgrades: Improve signal hardware including lenses, back-plates with retroreflective borders, mounting, size of signal, and number of signals.
- Project 5 - Citywide streetlight inventory: Add intersection lighting (signalized intersection), add intersection lighting (non-signalized intersection), add street lighting (roadway segment).
- Project 6 - Citywide sign inventory: Install/upgrade signs with new fluorescent sheeting (regulatory or warning).
- Project 7 - Improve safety on corridors: Install dynamic/variable speed warning signs.
- Project 8 - Improve pedestrian and bicycle safety on corridors: Install/upgraded pedestrian crossings (with enhanced safety features), install rectangular rapid flashing beacons (RRFB), and install separated bike lanes.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Sections 15378 and 15061(b)(3) because approval of the City's Local Roadway Safety Plan does not meet CEQA's definition of a "project" since it does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Likewise, the project does not have the potential for causing a significant effect on the environmental. The Local Roadway Safety Plan is exempt

under Guidelines Section 15262, since it is a planning study for possible future actions which have not been approved, adopted, or funded and does not require the preparation of an EIR or negative declaration. Any future project that results from the Local Roadway Safety Plan will have its own analysis for compliance with CEQA.

FISCAL AND ADMINISTRATIVE IMPACTS

The Local Roadway Safety Plan is funded in the Operation Budget, with $84,000 of Caltrans' Local Roadway Safety Plan funds and $9,500 of Measure B Local Street and Road funds (Fund 678) as a local match. The proposed safety improvements in the Livermore Local Roadway Safety Plan will be implemented as part of the City's Capital Improvement Program.

COMMUNITY PILLAR
1: A Safe Community that Thrives

GOAL CATEGORY
10: Work to maintain a safe and efficient local transportation network and address safety concerns

ATTACHMENTS

1. High Injury Network
2. Project List
3. Resolution
4. Exhibit A - Local Roadway Safety Plan

Prepared by: Joanna Liu
Senior Transportation Engineer

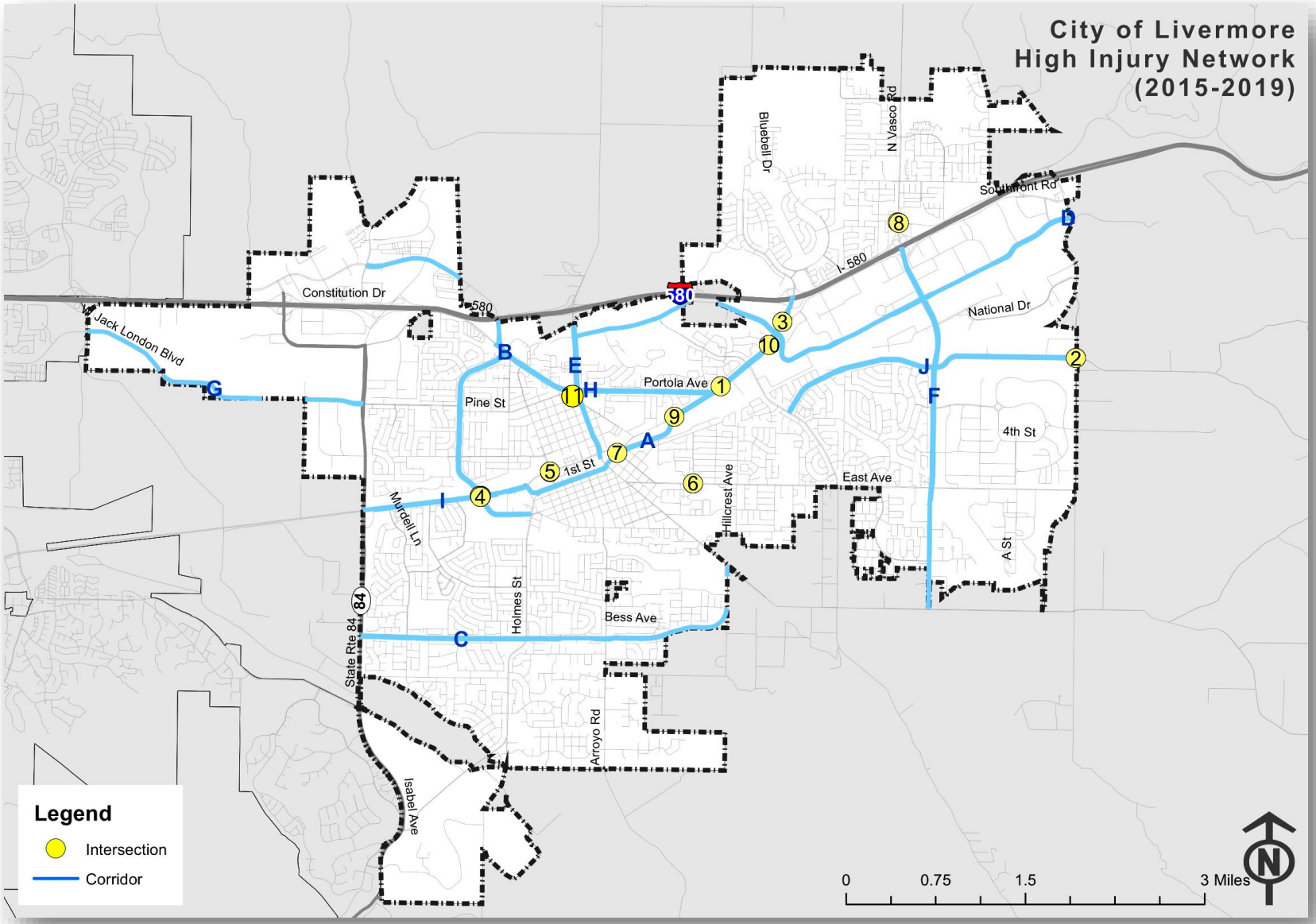
Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

Figure 35 Citywide High Injury Network (HIN)



A. SAFETY PROJECTS – SIGNALIZED INTERSECTIONS

Table 12 List of Viable Safety Projects for Signalized Intersections

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 1 – Improve safety at Signalized Intersection: Improve signal timing (coordination,-phases, red, yellow, or operation)						
First St and Southfront Rd	S03			$17,700	$106,200	38.56
E Stanley Blvd & Murrieta Blvd	S03			$17,700		
Railroad Ave & S P St	S03			$17,700		
First St & Maple St	S03			$17,700		
Northfront Road & North Vasco Road	S03			$17,700		
Portola Ave & N L St	S03			$17,700		
Project 2 – Improve pedestrian safety at Signalized Intersection: Install flashing beacons as an advance warning (S.I), Install advance stop bar before the crosswalk, Modify signal phasing to implement a Leading Pedestrian Interval (LPI)						
First St and Southfront Rd		S20PB	S21PB	$6,300	$413,200	54.91
E Stanley Blvd & Murrieta Blvd	S10	S20PB	S21PB	$154,100		
Railroad Ave & S P St	S10	S20PB	S21PB	$153,500		
First St & Maple St		S20PB	S21PB	$5,800		
Northfront Road & North Vasco Road	S10			$73,500		
Portola Ave & N L St		S20PB	S21PB	$6,300		
Fenton St & E Stanley Blvd		S20PB	S21PB	$6,800		
East Ave & Charlotte Way		S20PB	S21PB	$6,900		

Notes: CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

B. SAFETY PROJECTS – NON-SIGNALIZED INTERSECTIONS

Table 13 List of Viable Safety Projects for Non-Signalized Intersections

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 3 – Improve safety at Non-Signalized Intersections: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, Install flashing beacons as an advance warning (NS.I.), Install Rectangular Rapid Flashing Beacon (RRFB)						
First St & Portola Ave Slip Ramp	NS06	NS09	NS22PB	$155,300	$452,400	50.78
Jensen St & East Ave	NS06		NS22PB	$63,400		
First St & Scott St	NS06		NS22PB	$213,500		
First St & Bellmawr Dr	*Addressed in Project 7*					
Las Flores Rd & Bluebell Dr	*RRFB installed and needs to be monitored*					
Maple St and 5th Street	NS06			$8,900		
Charlotte Way & Marcella St	NS06			$5,900		
Charlotte Way & Arlene Way	NS06			$5,400		

Notes: CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

C. SAFETY PROJECTS – CITYWIDE SYSTEMIC PROJECTS

Table 14 List of Viable Citywide Safety Projects

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 4 – Citywide Signal Upgrade: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number.						
Citywide Signal Upgrade	S02			$45,600	$5,113,900	8.73
Project 5 – Citywide Street Light Inventory: Add intersection lighting (signalized intersection), Add intersection lighting (non-signalized intersection), Add segment lighting (roadway segments)						
Citywide Street Light Inventory	S01	NS01	R01		$9,919,900	20.23
Project 6 – Citywide Sign Inventory: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)						
Citywide Sign Inventory	R22				$7,150,500	12.24

Project 6 will include costs for "Install signs "Bicycle WRONG WAY Sign and RIDE WITH TRAFFIC" and Las Positas Rd: N Livermore Ave to Greenville Rd (City Limit- East): Additional warning signs (Signal ahead) – only for eastbound approaching Big5 Plaza intersection.
Notes: CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

D. SAFETY PROJECTS – CORRIDORS

Table 15 List of Viable Corridor Safety Projects

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 7: Improve safety on Corridors: Install dynamic/variable speed warning signs						
First St: E Stanley Blvd to I-580/ John P Miller Memorial Hwy -Segment near First St & Holmes St -Segment near First St & S Livermore Ave -Segment near First St& Maple St -Segment near First St & Inman St -Segment near First St & Scott St -Segment between Las Positas Rd and Mines Road	R26			$212,400	$1,248,600	56.85
Murrieta Blvd: Holmes St to Portola Avenue -Segment near Murrieta Blvd & Fenton St -Segment near Murrieta Blvd & E Stanley Blvd -Segment near Murrieta Blvd & Arroyo Bike Trial -Segment near Murrieta Blvd & Chippewa Way	R26			$185,900		
Concannon Blvd: Isabel Avenue to S Livermore Avenue -Segment near Concannon Blvd & Normandy Cir -Segment near Concannon Blvd & San Vicente Dr -Segment near Concannon Blvd & Wente St	R26			$106,200		
Las Positas Rd: N Livermore Ave to Greenville Rd -Segment near Las Positas Road & Las Colinas Road -Segment near Las Positas Road & Big 5 Sporting Goods	R26			$106,200		

N Livermore Avenue: 400' N) to Railroad Avenue -Segment near N Livermore Ave & Portola Avenue	R26			$53,100		
S Vasco Rd: I-580 to Tesla Rd -Segment near N Vasco Rd & Northfront Rd -Segment near S Vasco Rd & Brisa St -Segment near S Vasco Rd & Patterson Pass Rd	R26			$79,700		
W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr -Segment near Flight Level Aviation Training -Segment near W Jack London Blvd & Wolf House Dr -Segment near Livermore Outlet	R26			$132,800		
Portola Avenue: First St to Murrieta Blvd -Segment near Portola Ave & N L St -Segment near Portola Ave & First St	R26			$106,200		
E Stanley Blvd: Railroad Avenue to Murdell Lane -Segment near Stanley Blvd & N Murrieta Blvd -Segment near Stanley Blvd & N Murrieta Blvd -Segment near Stanley Blvd & Railroad Ave	R26			$106,500		
Patterson Pass Rd: Greenville Rd to N Mines Rd -Segment near Patterson Pass Rd & Carol Common -Segment near Patterson Pass Rd & Joyce St -Segment near Patterson Pass Rd & Shelley St -Segment near CSA Transportation San Francisco	R26			$159,600		

Note: Speed Warning Signs between Las Positas Blvd & First St and Mines Road & First St in Southbound and Northbound should be installed in the median.

Project 8: Improve pedestrian and bicycle safety on corridors: Install Separated Bike Lanes, Install/upgrade pedestrian crossing (with enhanced safety features), Install Rectangular Rapid Flashing Beacon (RRFB)						
First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	R33PB			$1,041,200	$5,382,300	12.22
Murrieta Blvd: Jack London Blvd to Portola Avenue	R33PB			$1,208,300		
Portola Avenue: First St to Murrieta Blvd - Portola Ave & Livermore Ave -*Portola Ave & Paseo Laguna Seco -*Portola Ave & Portola Meadows Rd -*Portola Ave & Royal Rd -*Portola Ave & Yorkshire Dr -*Portola Ave & Lee Ave -*Portola Ave & Edinburgh Dr		R35PB		$371,700		
E Stanley Blvd: Railroad Avenue to Murdell Lane	R33PB			$500,600		
Concannon Blvd: Isabel Avenue to S Livermore Avenue -*Concannon Blvd & San Vicente Dr	R33PB	R35PB	R37PB	$1,130,300		
S Vasco Rd: I-580 to Tesla Rd (City Limit-South)	R33PB			$776,800		
Maple St: First St to East Avenue - Maple St and Third St (Monitor existing RRFB) - Maple St and Sixth St		R35PB		$350,500		

Note: Locations with "*" are requested by the City

- CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
- Specific locations on each roadway segment and countermeasures are derived from the community comments received through the survey portal.
- The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

The locations mentioned below show the improvements for the signalized intersections requested by the city for the "Install/upgrade pedestrian crossing (with enhanced safety features)". However, these proposed enhancements are not currently identified within the LRSM in **Appendix E**. To address the safety of pedestrians in the city, alternative funding resources need to be facilitated to implement these enhancements.

The improvements at each location include upgrading existing crosswalks to high visibility, installing curb extensions, medians, and pedestrian crossing islands, upgrading curb ramps at locations where curb extensions are proposed, installing advance "yield" marking, flashing beacons, and other/or other safety features.

Table 16 Other Safety Elements for Signalized Intersections

Location	Cost per Location	Total
Murrieta Blvd: Holmes St to Portola Avenue -*Murrieta Blvd & Portola Ave -*Murrieta Blvd & Jack London Blvd -*Murrieta Blvd & Olivina Ave -*Murrieta Blvd & Holmes St	$745,200	$1,824,100
Concannon Blvd: Isabel Avenue (City Limit- West) to S Livermore Avenue (City Limit- East) -*Concannon Blvd & El Padro Dr	$114,200	
N Livermore Avenue: 400' N (City Limit) to Railroad Avenue -*Livermore Ave & Portola Ave -*Livermore Ave & Junction Ave -*Livermore Ave & Cromwell Wy	$456,700	
S Vasco Rd: Dalton Ave (City Limit-North) to I-580 -*Vasco Rd & Garaventa Ranch Rd -*Vasco Rd & Scenic Ave -*Vasco Rd & Crestmont Ave	$184,100	
E Stanley Blvd: Railroad Avenue to Murdell Lane -Stanley Blvd & Murrieta Blvd -E Stanley Blvd & Fenton St	$323,900	

Note: Locations with "*"are requested by the City
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

Table 17 Additional List of Locations Identified by the Community

No.	Additional Locations	Traffic Safety Concerns	Safety Projects
1	First St & N Mines Road	Pedestrian Safety	Can be included in Project 8
2	First St & McLeod Street	Pedestrian Safety	Can be included in Project 8
3	S Livermore Avenue & Second Street	Pedestrian Safety	Can be included in Project 8
4	S Livermore Avenue & College Avenue	Speeding	Can be included in Project 7
5	S Livermore Avenue & 7th Street	Limited Visibility to pedestrian	Can be included in Project 6/8
6	Scenic Avenue & Central Avenue	Traffic Sign Violation	Addressed in Project 6
7	Wall Street & Sonoma Avenue	School Safety/ Pedestrian Safety	Can be included in Project 8
8	Wall Street & Judith Way	Intersection Safety/ School Safety	Can be included in Project 8
9	South Vasco Road & Preston Avenue	Intersection Safety	Can be included in Project 3 (NS)
10	East Stanley Boulevard & El Caminito	Curve Unsafe	Can be included in Project 7
11	First Street & Springtown Boulevard	Bicycle Safety	Can be included in Project 8
12	Maple Street & Second Street	Pedestrian Safety/Traffic Sign Violation	Can be included in Project 8
13	East Vineyard Avenue & Vallecitos Avenue	Intersection Safety/ Pavement Condition	Addressed in Project 6, Pavement condition should be addressed thru CIP Project
14	Wagoner Drive & Mocho Street	School Safety	Addressed in Project 6
15	Garaventa Ranch Rd & N Vasco Rd	Speeding/Traffic Sign Violation	Can be included in Project 7
16	First St & Las Positas Rd	Speeding/Traffic Sign Violation	Can be included in Project 7
17	Spruce St & N P St	Pavement Conditions	Pavement condition should be addressed thru CIP Project
18	Garaventa Ranch Rd & Maralisa Lane	Curve Unsafe/School Safety	Addressed in Project 6
19	Portola Avenue & Highland St	Speeding/Pedestrian Safety	Can be included in Project 7/8
20	Portola Avenue & Lee Ave	School Safety/ Pedestrian Safety	Can be included in Project 8

Table 18 List of Countermeasures

	Countermeasure Name
S01	Add segment lighting (S.I)
S02	Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number
S03	Improve signal timing (coordination, phases, red, yellow, or operation)
S10	Install flashing beacons as an advance warning (S.I)
S20PB	Install advance stop bar before crosswalk (Bicycle Box)
S21PB	Modify signal phasing to implement a Leading Pedestrian Interval (LPI)
NS01	Add segment lighting (NS.I)
NS06	Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs
NS09	Install flashing beacons as advance warning (NS.I)
NS22PB	Install Rectangular Rapid Flashing Beacon (RRFB)
R01	Add segment lighting
R22	Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)
R26	Install dynamic/variable speed warning signs
R33PB	Install Separated Bike Lanes
R35PB	Install/upgrade pedestrian crossing (with enhanced features)
R37PB	Install Rectangular Rapid Flashing Beacon (RRFB)

Note: S refers to improvements at signalized locations, NS refers to improvements at non-signalized locations, and R refers to improvements at roadway segments.

DESIGN ELEMENTS

Figures below illustrate each safety project mentioned in **Table 12-16** above, with their detailed description, costs, and collision history in the subsequent layout cut sheets.

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION RECOMMENDING THE LIVERMORE LOCAL ROADWAY SAFETY PLAN IS EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND APPROVING THE LIVERMORE LOCAL ROADWAY SAFETY PLAN

The City of Livermore ("City") is a recipient of the Highway Safety Improvement Program (HSIP) grant funding and the One Bay Area Grant (OBAG), both of which require the City to complete a Local Roadway Safety Plan by December 31, 2023.

The Livermore Local Roadway Safety Plan is a comprehensive plan that creates a framework to systematically identify and analyze traffic safety related issues and recommend projects and countermeasures. It aims to reduce collisions through a prioritized list of improvements that can enhance safety on Livermore roadways. It is also a living document, which needs to be routinely reviewed and updated by City staff and the safety partners to reflect evolving collision trends and community needs and priorities. Staff expects to administratively update the Livermore Local Roadway Safety Plan every 5 years.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that:

1. The City Council recommend the Livermore Local Roadway Safety Plan is exempt from the provisions of the California Environmental Quality Act.

2. The City Council approves the Livermore Local Roadway Safety Plan, a copy of which is attached as Exhibit A, and is incorporated by this reference.

3. The City Manager is hereby authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Resolution.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Tara Mazzanti
Tara Mazzanti
Assistant City Attorney

Exhibit A – Livermore Local Roadway Safety Plan

RESOLUTION NO. _____

EXHIBIT A

LIVERMORE ROADWAY SAFETY PLAN

Prepared for:
City of Livermore
Approved by City Council
December 11, 2023

CITY OF LIVERMORE CALIFORNIA

TJKM

EXECUTIVE SUMMARY

The City of Livermore's Local Roadway Safety Plan (LRSP) is a comprehensive plan that creates a framework to systematically identify and analyze traffic safety-related issues and recommend projects and countermeasures.

It aims to reduce collisions through a prioritized list of improvements that can enhance safety on local roadways.

Livermore's LRSP takes a proactive approach to addressing safety needs. It is viewed as a guidance document that can be a source of information and ideas. It is also a living document, one that is routinely reviewed and updated by City staff and their safety partners to reflect evolving collision trends and community needs and priorities. With the LRSP as a guide, the City will be able to apply for grant funds, such as the Federal Highway Administration's (FHWA) Highway Safety Improvement Program (HSIP), Safe Streets for All (SS4A), One Bay Area Grant (OBAG), etc. This document summarizes the analysis of collisions that occurred in Livermore, identifies high-injury network, and recommends countermeasures at these high-risk locations.

The development of Livermore's LRSP seeks to create a safe, connected, and efficient citywide active transportation network that also provides safe access to schools. It includes descriptions of policies, infrastructure projects, and supporting programs while identifying funding sources and implementation strategies for projects that enhance bicycling and walking in Livermore.

This LRSP is funded through a grant provided by the California Department of Transportation (Caltrans). This plan was initiated by Caltrans to help local agencies take a more proactive approach to identifying safety improvement projects by completing a system-wide, multi-year data-driven analysis of collisions. The intent of this plan is to assist local agencies in performing a collision analysis, identifying safety issues on their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP and other safety program grants.

GOALS OF THE LRSP

- Goal 1: Identify and analyze road safety issues from a systemic perspective and recommend improvements
- Goal 2: Improve pedestrian and bicyclist safety through the application of proven effective countermeasures
- Goal 3: Coordinate the actions of key stakeholders to implement road safety improvements and emergency response in the City of Livermore
- Goal 4: Continually seek funding for safety improvements
- Goal 5: Ensure that all safety improvements are made in a fair and equitable manner for all residents of the City of Livermore

PROCESS

The systemic approach in preparing the LRSP involves the following steps:

- Develop plan goals and objectives
- Analyze collision data
- Engage stakeholders/safety partners
- Determine focus areas and identify crash reduction strategies
- Prioritize countermeasures/projects
- Prepare the LRSP

COLLISION DATA

Collision data was obtained for a five-year period from 2015 to 2019 from the City of Livermore Crossroads Software's Traffic Collision Database. Factors such as collision severity, type of collision, primary collision factor, lighting, weather, and time were analyzed. Following this, a detailed analysis was conducted for killed and severe injury (KSI) collisions that have occurred on the city's roadways, including analyzing intersection and roadway segment collisions separately.

COLLISION TRENDS

Key findings on patterns and trends:

- A total of 1,142 injury collisions occurred between 2015 and 2019.
- 16 collisions resulted in fatality, 52 collisions resulted in severe injuries, 386 resulted in a visible injury, and 688 resulted in a complaint of pain injury.
- The year 2017 had highest number of injury collisions with 268 collisions, and 2015 had the lowest number of injury collisions with 192 collisions.
- The highest number of injury collisions occurred within 250 feet of an intersection (82%).
- Broadside and Rear-End collisions, each accounted for 32% and 27% of total injury collisions respectively.

- Unsafe speed accounted for 26% of all injury collisions, followed by automobile right-of-way violation (21%) and pedestrian violation (19%).
- Most of the KSI collisions occurred between 5:00 p.m. and 6:00 p.m. (11%).
- Motor vehicle involved with other motor vehicles contributed to 61% of injury collisions followed by motor vehicle involved with a fixed object (11%), motor vehicle involved with a pedestrian (10%), and bicycle (9%).
- There were a total of 209 bicycle and pedestrian injury collisions within the study period, of which 109 were pedestrian and 100 bicycle collisions.

HIGH RISK LOCATIONS

The collision rate analysis was performed on all City streets. The high risk locations were ranked to show the top 11 high-collision intersections and top 10 high-collision roadway segments.

Key findings of identifying high-risk intersections are as follows:

- There were a total of 940 injury collisions that occurred at the intersection
- A total of 14 collisions led to KSI
- The intersection of Patterson Pass Road & Greenville Road and First Street & Southfront Road had the highest number of injury collisions, whereas intersection of First Street and Portola Avenue slip ramp had the highest number of KSI Collisions.

Key findings of identifying high-risk roadway segment are as follows:

- There were a total of 202 injury collisions that occurred on roadway segments
- A total of 27 collisions led to KSI
- First Street and Murrieta Boulevard corridors have the highest number of KSI collisions.

EMPHASIS AREAS

Emphasis areas are focus areas for the LRSP that are identified through the comprehensive collision analysis of the identified high injury locations within the City of Livermore. The five emphasis areas identified for the City of Livermore are:

- Address Broadside Collisions & Automobile Right of Way Violations
- Improve Rear End Collisions & Unsafe Speeds
- Reduce Nighttime Collisions
  - Collisions occurring in low or no natural lighting conditions
- Address Pedestrian Safety Collisions
  - Vehicle-pedestrian collisions (Vehicle-pedestrian collisions are any crash involving both a motor vehicle and a pedestrian)
  - Pedestrian right-of-way violations (These collisions involve instances where pedestrians fail to follow traffic rules, such as jaywalking or ignoring signals, leading to collisions with vehicles)

- Pedestrian violations (These collisions refer to a collision where a pedestrian is identified to be at fault or causing violations)
- Improve Intersection Safety
  - Collisions within 250 feet of intersections

VIABLE SAFETY PROJECTS

A set of eight safety projects were created for the high-risk intersections and roadway segments.

- **Project 1:** Improve safety at signalized intersections: Improve signal timing (coordination, phases, red, yellow, or operation)
- **Project 2:** Improve pedestrian safety at signalized intersections: Install flashing beacons as advance warning (S.I), Install an advance stop bar before crosswalk (Bicycle Box), Modify signal phasing to implement a Leading Pedestrian Interval (LPI)
- **Project 3:** Improve safety at non-signalized Intersections: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, Install flashing beacons as an advance warning (NS.I.), and Install Rectangular Rapid Flashing Beacon (RRFB)
- **Project 4:** Citywide signal upgrade: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number
- **Project 5:** Citywide street light inventory: Add intersection lighting (signalized intersection), Add intersection lighting (non-signalized intersection), Add segment lighting (roadway segment)
- **Project 6:** Citywide sign inventory: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)
- **Project 7:** Improve safety on corridors: Install dynamic/variable speed warning signs
- **Project 8:** Improve pedestrian and bicycle safety on corridors: Install/upgrade pedestrian crossing (with enhanced safety features), Install Rectangular Rapid Flashing Beacon (RRFB), Install separated bike lanes

REPORT ORGANIZATION

Chapter 1 summarizes the project background and study area for the LRSP.

Chapter 2 summarizes the involvement of safety partners, which is critical to the success of the LRSP. For the City of Livermore, this included City Staff from the Community and Economic Development Department, Engineering Division and Planning Division, Livermore Public Works Streets, Livermore Public Works Sanitation, Livermore Police Department, Livermore-Pleasanton Fire Department, Livermore Valley Joint Unified School District, Bike East Bay, Livermore Area Recreation and Park District, Caltrans, and Livermore residents. This chapter introduces the safety partners and summarizes the involvement of the stakeholders in the LRSP process.

Chapter 3 summarizes City and regional planning documents and projects that are relevant to the LRSP. It ensures that the recommendations of the LRSP are in line with existing goals, objectives, policies, or projects.

Chapter 4 summarizes the data analysis approach and presents preliminary as well as detailed collision analysis and findings in the study area. This analysis of collisions is performed by facility type (intersection and roadway segment). Collision data was obtained and analyzed for a five-year period from 2015 to 2019 from CROSSROADS. This time period was chosen because 2020 data were provisional at the time of the analysis. It should be noted that in many situations, the safety measures implemented post-collision may result in eliminating or reducing future collisions. For post-2020 collisions, future reviews and updates of the LRSP will be required to capture those collisions.

***CROSSROADS:** Crossroads Software's Traffic Collision Database is a powerful yet simple, solid yet flexible program for data input and management, queries and reports, and data analysis for traffic collisions, citations, and Driving Under Influence (DUI). Used by cities and counties throughout California. The Traffic Collision Database provides data input and management for collisions, citations, and DUIs; queries and reports, including historical, high incidence, and monthly, as well as collision reports by day and hour and other parameters; graphs and charts for such categories as the highest degree of injury, collision type, weather and lighting conditions, and much more.

Chapter 5 summarizes emphasis areas that a focus of the LRSP. They are identified through three broad methodologies: analysis of data that identifies where various collisions have occurred within the City of Livermore, analysis of actual or potential collision locations relative to context, and evaluation of social and behavioral factors that are attributable to increased risk of collisions.

Chapter 6 summarizes engineering countermeasures that were selected for each of the high-risk locations and for the emphasis areas. These were based on approved countermeasures from the Caltrans Local Roadway Safety Manual (LRSM) used in HSIP-grant calls for projects. The intention is to provide the City of Livermore with the potential countermeasures for each location that can be implemented either in future HSIP calls for projects or using other funding sources, such as the Capital

Improvement Program (CIP). Non-engineering countermeasures were also selected and are included in the emphasis areas.

Chapter 7 a set of eight safety projects were created for high-risk intersections and roadway segments, using HSIP approved countermeasures. Through the collision analysis process, locations were identified as projects of interest including six signalized intersections, four non-signalized intersections, and 10 roadway segments. These locations were selected taking into account community feedback on areas of concern in collaboration with City staff and were chosen to represent different situations or conditions that can be observed on the roadways seen throughout the City of Livermore. To aid in the preparation of HSIP grant applications, each project is accompanied by a cost estimate and benefit/cost ratio. This chapter also includes additional funding sources that can be used to finance safety projects around the City. The funding list includes regional, state, and federal funding programs, along with a description of the program's purpose.

Chapter 8 summarizes evaluation and implementation strategies. The LRSP is a guidance document that is recommended to be updated every two to five years in coordination with the safety partners. The LRSP document provides engineering, education, enforcement, and emergency medical service-related countermeasures that can be implemented throughout the City to reduce traffic collisions. After implementing countermeasures, the performance measures for each emphasis area should be evaluated annually. The most important measure of success of the LRSP should be reducing collisions throughout the City. If the number of injury collisions does not decrease over time, then the emphasis areas and countermeasures should be re-evaluated.

In addition to the quantitative and geographic data analyzed as part of this project, outreach to stakeholders and the public was also performed to collect and understand local safety issues from a qualitative perspective.

ACKNOWLEDGEMENTS

The City of Livermore (City) developed a plan to evaluate transportation safety for motorists, bicyclists, and pedestrians within the city. Input was sought from several groups consisting of City Staff from Community and Economic Development Department, Engineering Division and Planning Division, Livermore Public Works Streets, Livermore Public Works Sanitation, Livermore Police Department, Livermore-Pleasanton Fire Department, Livermore Valley Joint Unified School District, Bike East Bay, Livermore Area Recreation and Park District, Caltrans, and Livermore residents. Community engagement and stakeholder outreach were held with opportunities to provide online feedback to solicit input from the community at large. City Council members and representatives also provided feedback through this process. A consulting team led by TJKM Transportation Consultants assisted City staff in preparing the plan.

Note: Throughout this plan, reference to the "City" refers to Livermore government.

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GLOSSARY

8 E's – Abbreviation for Engineering, Education, Encouragement, Enforcement, Emergency Medical Services, Equity, Engagement, Evaluation: A traffic engineering approach for improving safety on the roadways.

ACS – Abbreviation for American Community Survey: A U.S. Census survey that helps local officials, community leaders, and businesses understand the changes taking place in their communities.

ADT – Abbreviation for average daily traffic: Refers to vehicle traffic volumes.

BCR – Abbreviation for benefit-cost ratio: Indicator used to quantify project benefits in relation to project costs.

LRSP – Abbreviation for Local Road Safety Plan. A document that provides a framework for identifying, analyzing, and prioritizing roadway safety improvements on local roads.

CRF – Abbreviation for crash reduction factor: The percentage of expected effect of a countermeasure or safety project to decrease collisions.

Collision Severity – Defined as the intensity of collisions typically in the following categories: killed and severe injury (KSI), other visible injury and complaint of pain (other), and property damage only (PDO).

CROSSROADS (Collision Database System) – This tool provides a platform for data input and management. It allows the user to develop collision reports and collision diagrams as well as GIS maps of crash data. Users can run queries and generate reports based on data analysis of traffic collisions, citations, and driving under the influence (DUIs). Standard and customizable data entry forms are used with drop-down menus when possible, and the tool includes a street name verification process.

EMS – Abbreviation for emergency medical services.

EPDO – Abbreviation for equivalent property damage only.

FHWA – Abbreviation for Federal Highway Administration: The federal agency responsible managing the nation's highway system, including bridges and tunnels.

HSIP – Abbreviation for Highway Safety Improvement Program: A roadway safety funding program managed by Caltrans, California State Department of Transportation.

HAWK – Pedestrian Hybrid Beacon/Pedestrian Signal (HAWK)

KSI – Abbreviation for killed and severe injury collisions.

LRSM – Abbreviation for Local Roadway Safety Manual: A Manual for California's Local Road Owners.

Primary Violation Factor/Primary Collision Factor – Defined as contributing causes of collisions.

RRFB - Abbreviation for Rectangular Rapid Flashing Beacon

Table of Contents

Executive Summary 1
Acknowledgements 4
Glossary 5
1. Project Background 14
What is an LRSP? 14
Study Area 14
2. Safety Projects 17
Safety Goals 20
3. Existing Planning Efforts 20
4. Collision Data and Analysis 25
Data Collection 25
Collision History 25
Collision Classification 27
Killed and Severe Injury (KSI) Collisions 34
Geographic Collision Analysis 39
Pedestrian and Bicycle Collisions 45
Collision Severity Weight 48
High Injury Network 50
Intersection Ranking 52
Corridor Ranking 53
5. Emphasis Areas 54
The Eight E's of Traffic Safety 54
Factors Considered in the Determination of Emphasis Areas 55
Emphasis Area 1 – Address Broadside Collisions & Automobile Right of Way Violations 56
Emphasis Area 2 – Improve Rear End Collisions & Unsafe Speed Violations 57
Emphasis Area 3 – Reduce NightTime Collisions 58
Emphasis Area 4 – Address Pedestrian Safety 59
Emphasis Area 5 – Improve Intersection Safety 60

6. Countermeasure Selection 61
Identification of Countermeasures 61
Countermeasure Toolbox 62
What You'll see In this Toolbox 62
Countermeasures ToolBox Criteria 67
7. Viable Safety Projects 68
List of Safety Projects 69
Design Elements 78
HSIP Grant Program 79
8. Implementation and Evaluation 80
Implementation 80
Monitoring and Evaluation 83
LRSP Update 83

Figures

Figure 1 Study Area City of Livermore 15
Figure 2 Zoom Meeting from Stakeholder Meeting #1 17
Figure 3 Livermore Local Roadway Safety Plan: Project Website 18
Figure 4 Interactive Map Comment Responses 18
Figure 5 Public Comments on Traffic Safety by Location 19
Figure 6 Citywide Collisions Locations 26
Figure 7 Collisions by Severity 27
Figure 8 Five Year Collision Trend 28
Figure 9 Citywide Collisions by Year 29
Figure 10 Intersection vs Roadway Collisions - All Collisions and KSI 29
Figure 11 Citywide Collision Type 30
Figure 12 Citywide Collision Causes 31
Figure 13 Motor Vehicle Involved With 32
Figure 14 Modes for All Collisions vs. KSI Collisions 32
Figure 15 Lighting Conditions 33
Figure 16 Time of Day 33
Figure 17 Citywide Collisions Outcome 34
Figure 18 Citywide KSI Collisions Outcome 34
Figure 19 Citywide Killed and Severe Injury Collisions 35
Figure 20 KSI Collisions: Collision Type 36
Figure 21 KSI Collisions: Violation Category Type 36
Figure 22 KSI Collisions: Motor Vehicle Involved with 37
Figure 23 KSI Collisions: Lighting 37
Figure 24 KSI Collisions: Time of Day 38
Figure 25 KSI Collisions by Collision Type and Movement Preceding Collisions of Party at Fault 38
Figure 26 Citywide Rear End Collisions 40
Figure 27 Citywide Broadside Collisions 41
Figure 28 Citywide Nighttime Collisions 42

Figure 29 Citywide Unsafe Speed Collisions 43
Figure 30 Citywide Pedestrian Collisions 44
Figure 31 Pedestrian and Bicycle Collisions 45
Figure 32 Citywide Pedestrian Collisions 46
Figure 33 Citywide Bicycle Collisions 47
Figure 34 Citywide Equivalent Property Damage Only 49
Figure 35 Citywide High Injury Network (HIN) 51

Tables

Table 1 Livermore Commute to Work Data 16
Table 2 Overview of Plans and Polices 22
Table 3 Collisions by Severity 28
Table 4 EPDO Score used in HSIP Cycle 12 48
Table 5 High Collision Intersections 52
Table 6 High Injury Corridors 53
Table 7 Emphasis Area 1 Strategies 56
Table 8 Emphasis Area 2 Strategies 57
Table 9 Emphasis Area 3 Strategies 58
Table 10 Emphasis Area 4 Strategies 59
Table 11 Emphasis Area 5 Strategies 60
Table 12 List of Viable Safety Projects for Signalized Intersections 70
Table 13 List of Viable Safety Projects for Non- Signalized Intersections 71
Table 14 List of Viable Citywide Safety Projects 72
Table 15 List of Viable Corridor Safety Projects 73
Table 16 Other Safety Elements 75
Table 17 Additional List of Locations Identified by the Community 77
Table 18 List of Countermeasures 78
Table 19 Summary of Application Categories for HSIP Cycle 11 79
Table 20 List of Potential Funding Sources 81

Appendix

A: Public Comments with Map Input Data

B: Summary of Planning Documents

C: Consolidated High Injury Collision Database

D: Countermeasure Toolbox

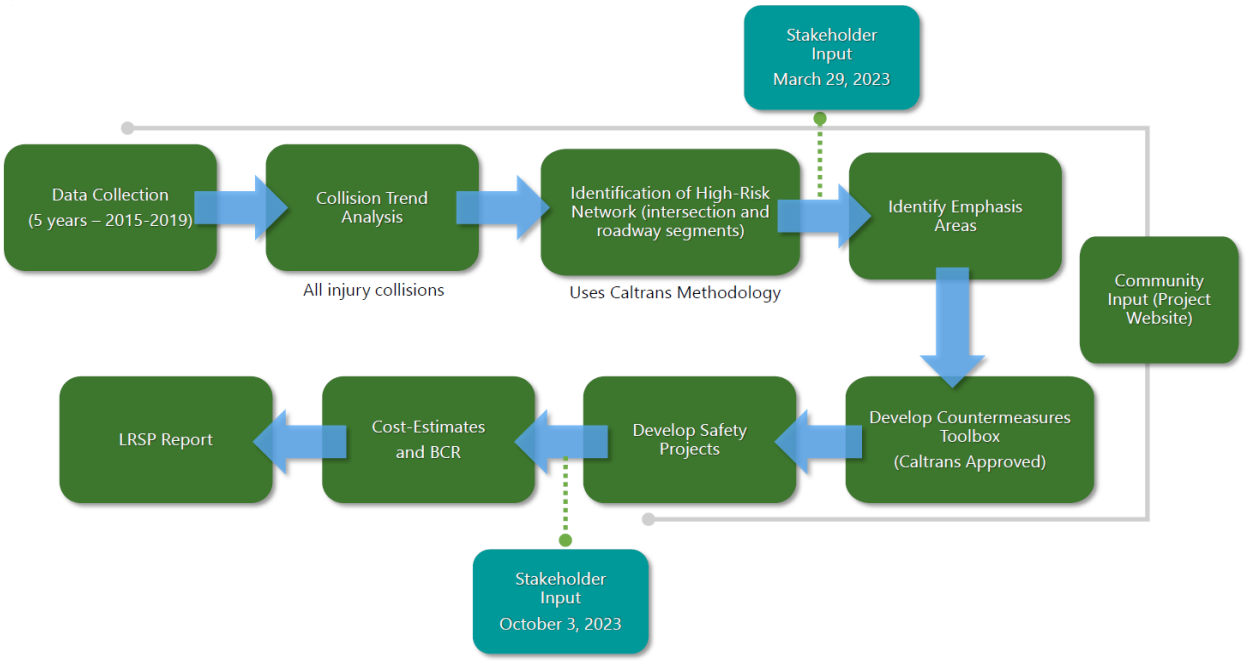
E: LRSM Excerpt

F: HSIP Analyzers

1 PROJECT BACKGROUND

WHAT IS AN LRSP?

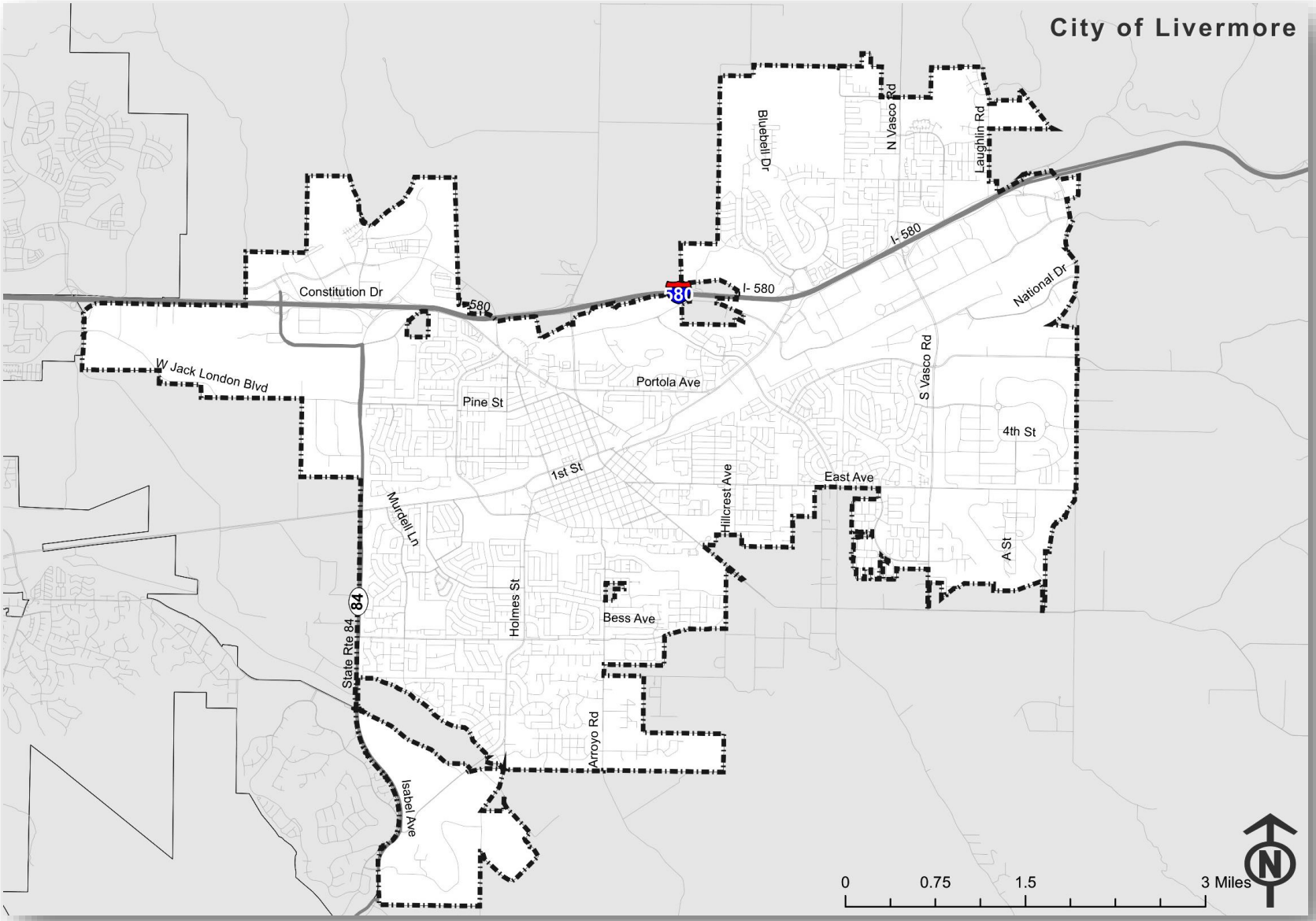
The Local Roadway Safety Plan (LRSP) is a localized data-driven traffic safety plan that provides opportunities to address unique roadway safety needs and reduce the number of collisions. The LRSP creates a framework to systematically identify and analyze traffic safety-related issues, and recommend safety projects and countermeasures. It facilitates the development of local agency partnerships and collaboration, resulting in the development of a prioritized list of improvements that can qualify for HSIP funding. The LRSP is a proactive approach to addressing safety needs and is viewed as a living document that can be constantly reviewed and revised to reflect evolving trends, and community needs and priorities.



STUDY AREA

The City of Livermore is located in Alameda County, California. Livermore is the one of most populous cities in the Tri-Valley, giving its name to the Livermore Valley. It is located on the eastern edge of California's San Francisco Bay Area. The City covers a total area of 26.45 square miles. Interstate 580 passes the outskirts of the City of Livermore before it heads east through the Altamont Pass to the Central Valley and Interstate 580. The City's estimated population is 86,803 (2021 ACS Five-Year Estimates). Interstate 680 lies on the west, and Highway 84 heads southwest from Interstate 580. These nearest cities include Pleasanton towards the west and Dublin to the northwest, Spring Town to the north, and unincorporated areas of Alameda County to the south and southeast. The study area is mapped in **Figure 1.**

Figure 1 Study Area: City of Livermore



In the 2020 American Community Survey (ACS) five-year estimates by the U.S. Census, it was found that 73.8% of Livermore commuters prefer driving alone to work, with 58.5% using this mode of transportation across the County, while the State overall registers a higher rate at 78%. The second most common method of commuting to work in Livermore is carpooling at 8.92%. **Table 1** shows various modes of transportation used by Livermore residents to commute to work.

Table 1 Livermore Commute to Work Data

Commute to Work	Livermore	Alameda County	California
Drive Alone	73.8%	58.5%	78%
Carpool	8.92%	9.5%	11%
Public Transportation	3.89%	14.3%	5%
Walked	1.31%	3.3%	3%
Bicycled	0.8%	1.6%	0.8
Work from Home	10.1%	11%	3.8%
Other	0.71%	1.05%	3%

Source: Data from the Census Bureau ACS 5-year Estimate 2020 | https://datausa.io/profile/geo/livermore-ca

2 SAFETY PARTNERS

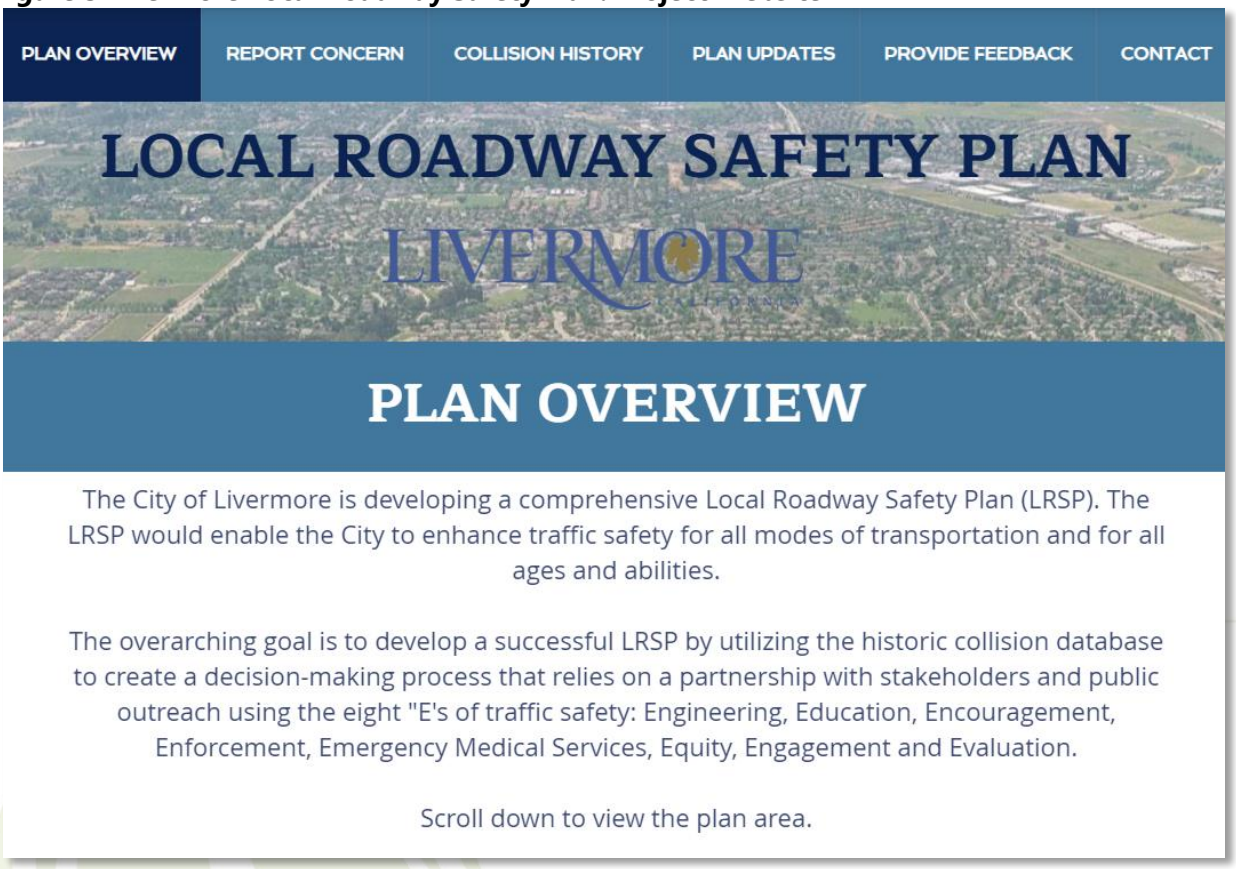
Safety partners are vital to the development and implementation of an LRSP. For the City of Livermore, these include City Staff from the Community and Economic Development Department, Engineering Division and Planning Division, Livermore Public Works Streets, Livermore Public Works Sanitation, Livermore Police Department, Livermore-Pleasanton Fire Department, Livermore Valley Joint Unified School District, Bike East Bay, Livermore Area Recreation and Park District, Caltrans, and Livermore residents. These stakeholders attended two virtual stakeholder outreach events, which were held on March 29th, 2023, and October 3rd, 2023, and community outreach on August 22nd, 2023 to review project goals and, findings, and to solicit feedback from the group.

Figure 2 illustrates the landing page design of the PowerPoint presentation for the virtual Stakeholder Outreach.

Figure 2 Zoom Meeting from Stakeholder Meeting #1

This stakeholder outreach was supplemented by a project website and with an interactive platform. The interactive map was used to solicit feedback from Livermore residents and stakeholders outside the confines of traditional meetings. **Figure 3** presents the landing page of the project website.

Figure 3 Livermore Local Roadway Safety Plan: Project Website



In total, **146 comments** were received through the project website of Livermore. The most comments offered concerned First Street, South Livermore Avenue, East Avenue, and Portola Avenue. The most common concerns expressed were speeding, intersection safety, pedestrian safety, bicycle safety, and school safety. The results of the interactive map are shown below in **Figure 4**, and summarized in **Figure 5**.

Figure 4 Interactive Map Comment Responses

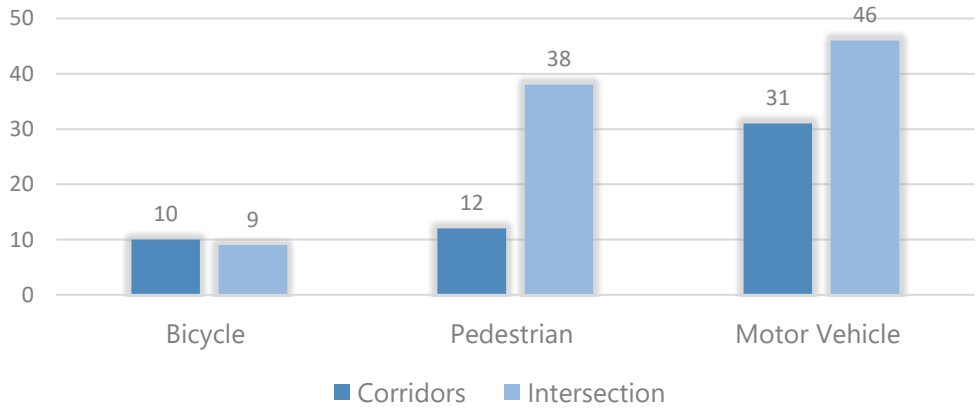
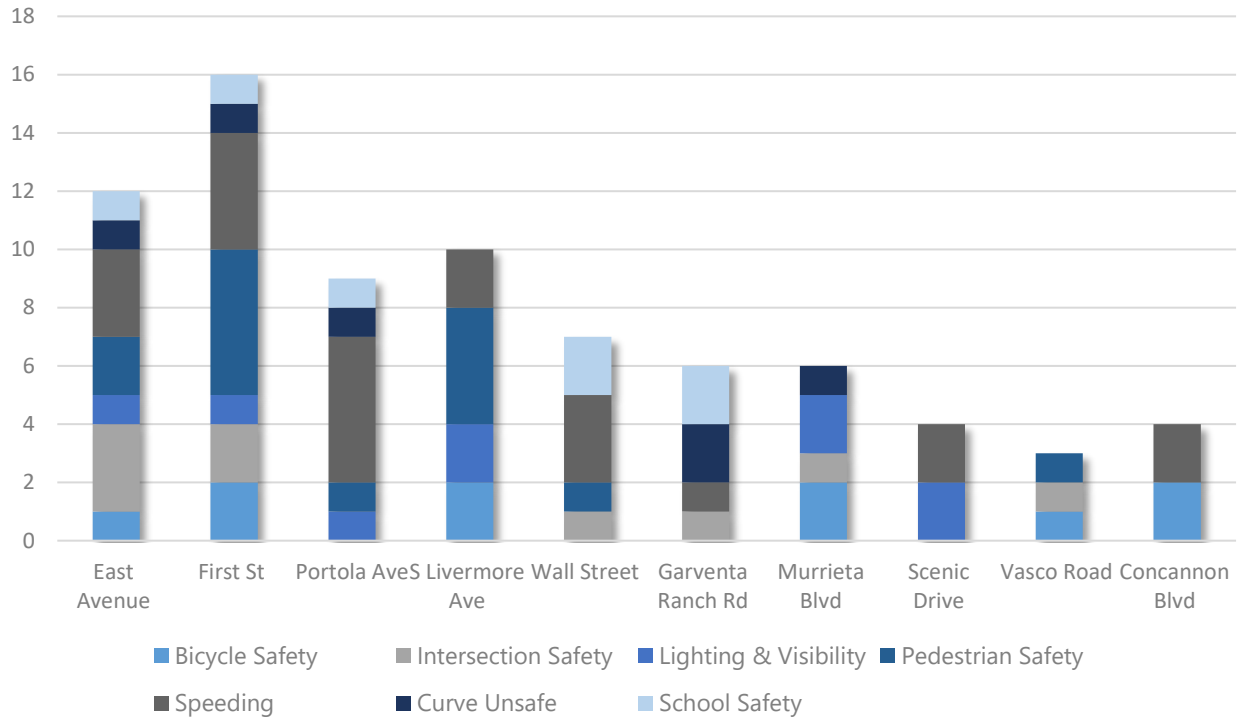


Figure 5 Public Comments on Traffic Safety by Location



*This survey was conducted from 06/01/2023 to 09/01/2023.
Note: Corridors with less than two comments are not listed in this summary. The category was chosen based on the primary issue listed in the comment. Each comment was assigned to the major road if at an intersection.

Appendix A includes all public comments from the Map Input Tool.

SAFETY GOALS

Reducing Injury Collisions

Reducing injury collisions on the city roads.

Safe Streets

Enhance safety for all roadway users through both roadway design and engineering improvements as well as non-engineering countermeasures such as outreach, education and enforcement. To support safe travel for people walking and biking, who are especially vulnerable in crashes, special focus should be paid near commercial areas, schools, recreational facilities, areas that are poorly lit at nighttime, and other areas where people walking and biking are present in high numbers or are vulnerable.

Ongoing Monitoring

Ongoing monitoring of outcomes, including collision trends and project delivery, through the empaneling of a standing Working Group and ongoing collaboration between City departments, other local and regional agencies, and other stakeholders.

Equity

Commit to equity in all aspects of Safe System, including data analysis that acknowledges and addresses reporting biases, project prioritization efforts that promote projects in historically under-invested communities rather than providing unequal opportunities to those with the historically "loudest" voices or most resources for civic participation, and implementation strategies that follow data-driven approaches.

3 EXISTING PLANNING EFFORTS

This chapter provides a review of previous and ongoing planning efforts that are relevant to enhancing transportation safety in Livermore. Livermore aims to achieve a multimodal roadway system that responds to the evolving transportation landscape and addresses safer mobility for all. The purpose of this chapter is to ensure the LRSP vision, goals, and 8 E's strategies (**E**ngineering, **E**ducation, **E**ncouragement, **E**nforcement, **E**mergency Medical Services (EMS), **E**quity, **E**ngagement, and **E**valuation) are aligned with prior planning efforts, planned transportation projects, and non-infrastructure programs for the City.

Table 2 outlines key resources for improving street safety through transportation plans, design guidelines, and area plans. Many of these documents establish goals or visions for the safe movement of people throughout Livermore, including enhancing the safety of active modes for people of all ages and abilities to help achieve transportation mode shares and environmental targets.

The following sections include brief descriptions of these documents and how they inform the development of the LRSP. A detailed list of relevant policies and projects is listed in **Appendix B**.

Table 2 Overview of Plans and Policies

Document/Program	Description	E's Addressed
City of Livermore General Plan (Circulation Element) (2004) Amend. 2014 (The General Plan Update process is anticipated to be completed by Summer 2024)	The City of Livermore General Plan was adopted in 2004 and the circulation element was last amended in 2014. The purpose of the circulation element is to identify the anticipated circulation needs, indicate the location and extent of the existing and proposed circulation network, and provide policies and priorities for circulation system improvements. The general plan would balance the need to provide efficient ways to travel from one place to another and also serve goals to revitalize the Downtown and limit non-local cut-through traffic on city streets. Major streets are typically four- to six-lane divided facilities. The Vision statement of the on-going Livermore General Plan Update: "In 2045, Livermore will be a community with a big heart where families and individuals flourish, and people with diverse experiences and perspectives work together for the common good. Insightful land-use policies and wise resource management will ensure services and infrastructure for a high quality of life and enable Livermore to be safe and welcoming for all."	Enforcement and Engineering
Livermore Bicycle, Pedestrian and Trials Active Transportation Plan (ATP) (2018)	The Active Transportation Plan (ATP), adopted in 2018, carries the vision of a vibrant community where people can comfortably walk, bicycle, and access trails for transportation and recreation. This includes a strategy to realize a safer, more comfortable active transportation environment with a thriving walking and bicycling culture. The Plan identifies challenges and recommends implementation strategies to improve walking, biking, and trails in Livermore. The plan analyzes existing conditions, incorporates community objectives, implements current ones, and polices, and recommends network improvements and programs that address limitations and challenges to active transportation. The plan proposes enhancements that will be implemented to the existing network to close gaps and increase safety, comfort, and connectivity.	Engineering and Education
Livermore Bicycle, Pedestrian and Trails Active Transportation Plan (ATP) (2018) | Design Guidelines	This documentation presents design guidelines and best practices recommended for the City of Livermore to use for pedestrian, bicycle, and equestrian facilities, to be used in conjunction with the City's Standards Details and Standards Specifications. This document follows the design standards and guidelines of national best practice documents, as well as California-specific guidance. Furthermore, the document provides design guidelines on crossing and bicycle facilities design at intersections. The improvements identified in this plan will guide the safety improvements and connectivity strategies to be recommended in the City's Local Roadway Safety Plan.	Engineering and Education
Neighborhood Traffic Calming Program (NTCP) 2020	The program intends to utilize traffic calming devices to address neighborhood traffic issues. The program mainly focuses on local and collector streets. Some of the tools listed as part of the program include median, entry island, chokers, curb extensions, chicanes, and speed bumps. The programs highlight the need for neighborhood participation and consensus-building exercises. NTCP 2020 would protectively improve livability and quality of life within residential neighborhoods by reducing cut-through traffic,	Engineering

Document/Program	Description	E's Addressed
	accident, and speed locations. The goal of NTCP 2020 is to implement measures approved by the neighborhood that would improve the safety and quality of life of the residents, pedestrians, bicyclists, and motorists. The plan through policies and standards has addressed key objectives that reflect proposed improvements and pedestrian/bike management to operate and manage site pedestrian/bike requirements. The Plan also prioritizes implementation goals and objectives that will guide in development of the City's Local Road Safety Plan.	
Alameda Safe Routes to School Program (2019)	The program promotes safe and healthy transportation choices as being fun and easy options for parents and children throughout Alameda County. The Alameda County SR2S program seeks to distribute Safe Routes to School programming equitably around the County. The program seeks to increase the number of students who use active (walking and biking) or shared (carpooling, school bus, and transit) travel modes to get to and from school. The plan also addresses the Bicycle Safety Education program and encourages bicycle riding among the residents. The Alameda County Safe Routes to School (SR2S) programs aim to encourage students and their families to move away from single-family car trips and towards healthier, more sustainable modes of walking, biking, carpooling, and transit. Looking at student and parent barriers to walking and biking, environmental/infrastructure issues that make walking and biking easy or difficult, and education, support, and incentives to encourage walking, communities have increased the number of students that walk and bike to school. The program establishes objectives that can serve as a guide for the Local Road Safety Plan as it works to create safe school environments.	Education
Alameda Countywide Active Transportation Plan (2019)	The Alameda Countywide Active Transportation Plan (Countywide ATP) provides a vision, goals, and priorities to improve walking and biking throughout the 15 diverse jurisdictions in Alameda County. The Countywide ATP was developed to establish countywide priorities that further local agencies' efforts. The plan also addresses community concerns about pedestrian quality and safety, better access to transit, affordable transit fares, safe biking and walking, and pavement quality. The plan also includes strategies to improve safety on high-injury networks, work on speed limit setting and safer multimodal travel, and also make sure of enhancing safety at At-Grade Rail Crossings. The plan further provided resources and recommendations that could be used by local jurisdictions. This plan will help guide the safety improvements and strategies to be recommended in the City's Local Roadway Safety Plan to ensure consistency.	Engineering, Education
Alameda Countywide Multimodal Arterial Plan (2016)	The Alameda Countywide Multimodal Arterial Plan intends to address the needs and mobility for all modes using complete streets concepts. Alameda County has a network of efficient, safe, and equitable accessible arterials that facilitate multimodal movement and travel, and help create a strong economy, healthy environment, and vibrant communities while maintaining local contexts. The Plan provides a roadmap for a future with superior	Engineering, Equity

Document/Program	Description	E's Addressed
	mobility for all modes of continuous and connected networks for each mode that better supports adjacent land uses. The Plan will have a network of efficient, safe, and equitably accessible arterials that facilitate the multimodal movement. The Plan focuses on the strengths of active transportation and strategies for safer routes to school to be recommended in the City's Local Roadway Safety Plan.	
LAVTA Short Range Transit Plan (SRTP) | FY 2016-2025 (2016)	The purpose of this SRTP is to provide an understanding of Livermore Amador Valley Transit Authority (LAVTA)'s existing conditions, discuss standards achieved, evaluate performance metrics, provide recommendations, and plan for operational sustainability over the next 10 years. LAVTA recently updated the bus system routes after the adoption of this plan. The plan provides equal access to a variety of safe, affordable, and reliable public transportation choices, increasing mobility and improving the quality of life of those who live and work in the Tri-Valley area. The Plan focuses on multi-use, increases multi-modal connectivity, and better transit facilities and infrastructure to be recommended in the City's Local Roadway Safety Plan.	Equity
Isabel Neighborhood Specific Plan (2022)	The Isabel Neighborhood Specific Plan established a new regulatory framework for guiding private and public development within the Isabel Neighborhood over the next 20 years. The Plan's regulatory framework replaces the existing land use designations of the General Plan as well as the zoning regulations of the Livermore Development Code. The Plan will guide future development of the area surrounding the Isabel Valley Link Station in the I-580 median at Isabel Avenue. The Plan is a "Specific Plan", which has been an effective tool used by the City of Livermore to meet community goals for and guide the transformation of several specific areas within the city. In the Isabel Neighborhood area, the abundance of vacant land near the proposed Valley Link station is a major opportunity for shaping a new neighborhood for the city centered on a major transit hub.	Equity

4 COLLISION DATA AND ANALYSIS

A primary component of the LRSP is the identification of locations with elevated risk of collisions either through their collision histories or their similarities to other locations that have more active collision patterns. A summary of the data utilized and key findings is included in this chapter.

The LRSP focuses on systemically identifying and analyzing traffic safety issues and recommends appropriate safety improvements. The chapter starts with a comprehensive analysis of collisions of all severity types in Livermore and compares this with the KSI (killed and severe injury) collisions. Factors such as collision severity, type of collision, primary collision factor, lighting, weather, and time were analyzed. Following this, a more detailed analysis was conducted for KSI collisions that have occurred on the city's roadways, including analyzing intersection and roadway segment collisions separately.

DATA COLLECTION

Collision data helps to understand different factors that might be leading to collisions and influencing collision patterns in a given area. For this analysis, five years of jurisdiction-wide collision data (2015 to 2019) was retrieved from CROSSROADS. Collisions that occurred along SR 84 are not part of this analysis since SR 84 is relinquished by the City. The collision data was analyzed and plotted in ArcMap to identify high-risk intersections and roadway segments. Each collision was assigned to the nearest intersection within 250 feet, or the nearest roadway segment if no intersection was within range. A raw count of crashes was calculated for each intersection and roadway segment, and intersection collisions were separated by signalized and non-signalized locations.

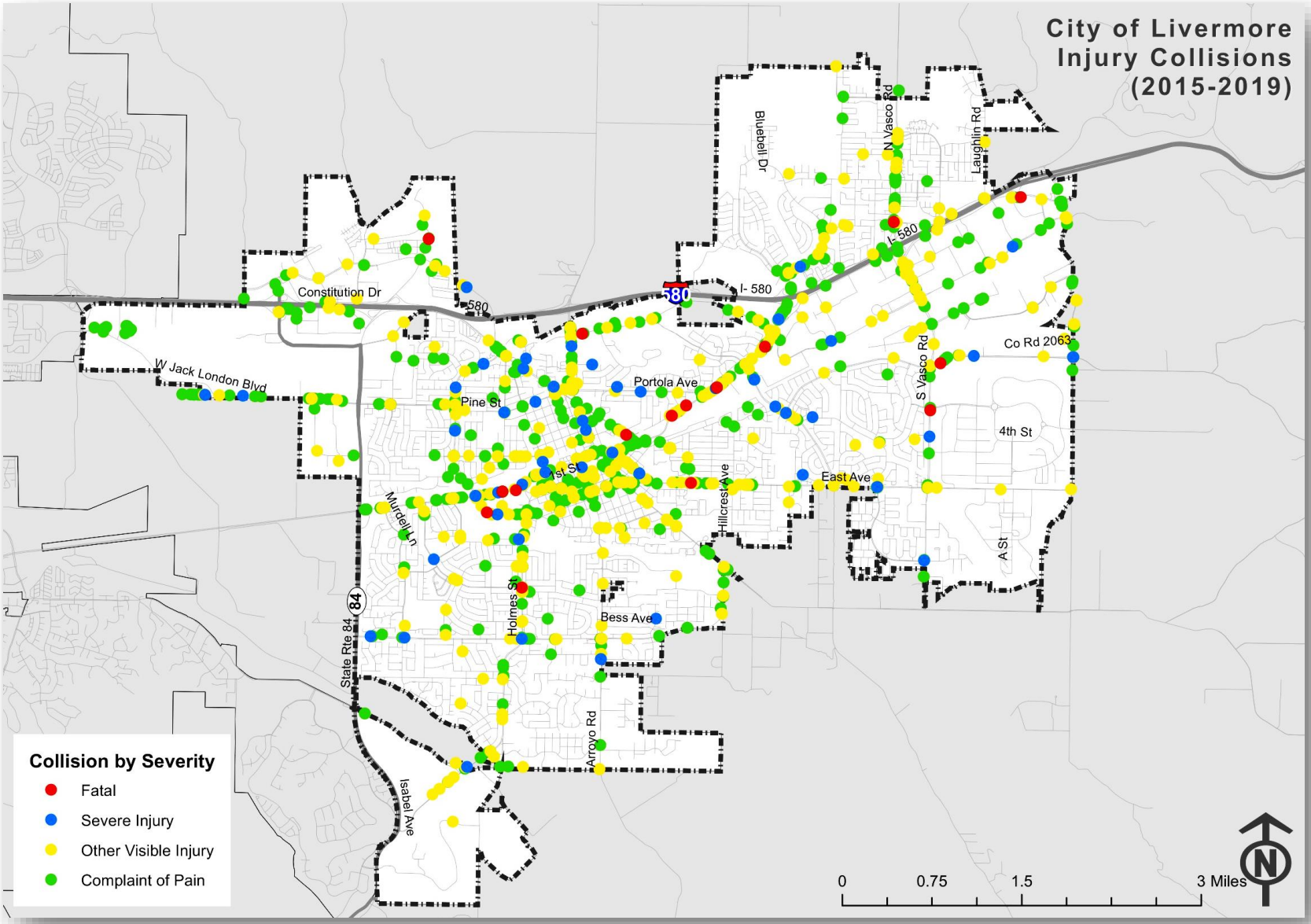
COLLISION HISTORY

The time periods have been classified into five discrete one-year periods for this analysis:

- Year 1 – January 1, 2015 to December 31, 2015
- Year 2 – January 1, 2016 to December 31, 2016
- Year 3 – January 1, 2017 to December 31, 2017
- Year 4 – January 1, 2018 to December 31, 2018
- Year 5 – January 1, 2019 to December 31, 2019

Figure 6 illustrates all the injury collisions that have occurred in the City of Livermore from January 1st, 2015 to December 31st, 2019.

Figure 6 Citywide Collision Locations

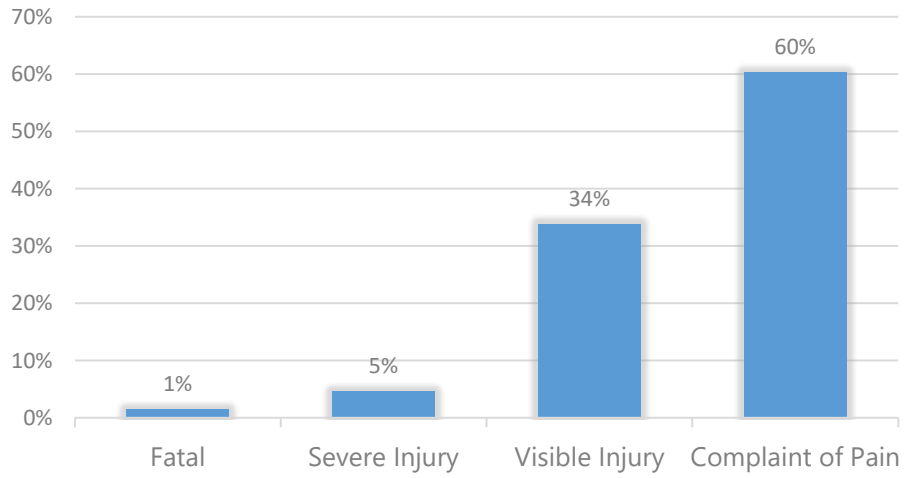


COLLISION CLASSIFICATION

The total number of collisions reported in five years (2015-2019) was 4,520. Among all collisions reported in the City of Livermore, 1,363 injury collisions and 3,157 collisions were PDOs (Property Damaged Only). Among 1,363 injury collisions 221 were found to be on Isabel Ave (SR84).

There were a total of 1,142 injury collisions reported on the City of Livermore roads from 2015 to 2019. Out of these, 688 collisions (60%) led to complaint of pain injury and 386 collisions (34%) led to a visible injury. There were 68 KSI collisions, of which 52 collisions (5%) led to a severe injury and 16 collisions (1%) resulted in a fatality. **Figure 7** illustrates the classification of all collisions based on severity.

Figure 7 Collisions by Severity (2015 -2019)



The analysis first includes a comparative evaluation between all injury collisions and KSI collisions, based on various factors including (but not limited to): collision trend, primary collision factor, collision type, facility type, motor vehicle involved with, weather, lighting, and time of the day. Following this, a comprehensive analysis is conducted for only KSI collisions. KSI collisions cause the most damage to those affected and to infrastructure. Aside from the human toll exacted against the crash victims, emotional impacts are endured by family and friends, by witnesses, and by first responders. There are also financial burdens endured by victims and their families as well as by the community and society as a whole. The LRSP process thus focuses on these collision locations to proactively identify counter-safety issues leading to these KSI collisions.

The reported collisions categorized by facility type and collision severity are presented in **Table 3**.

Table 3 Collisions by Severity

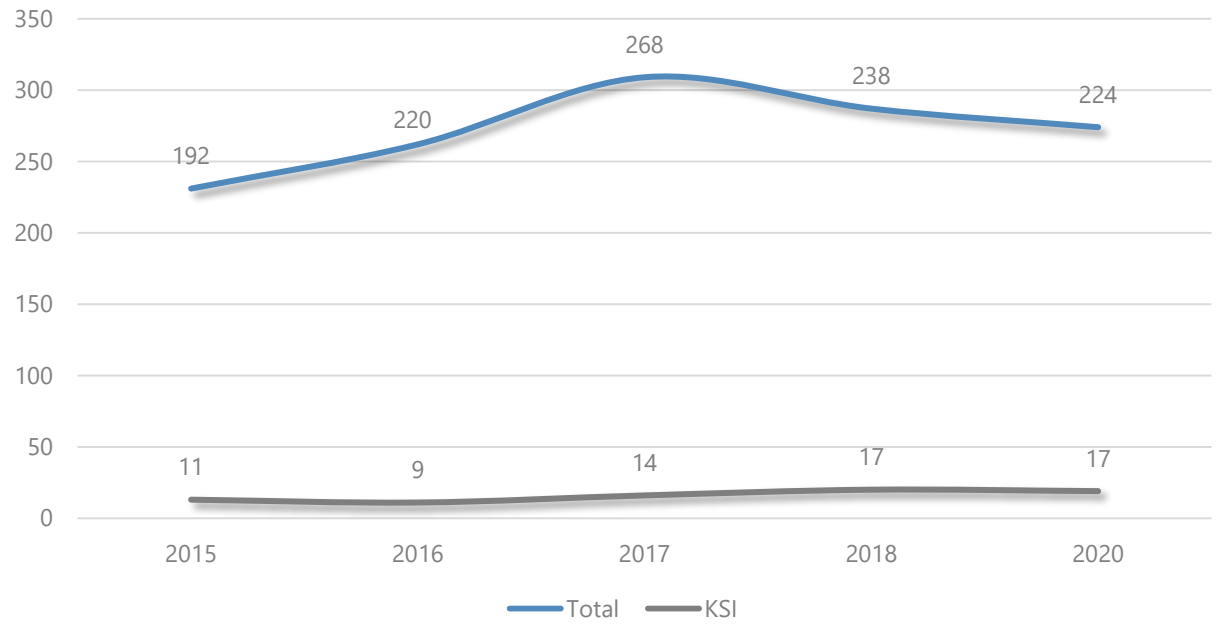
Collision Severity	Roadway Segment	Intersection	Total
Fatal	5	11	16
Severe Injury	8	44	52
Visible Injury	74	312	386
Complaint of Pain	115	573	688
Total	**202**	**940**	**1,142**

Note: The injury collisions in the table above do not include the 221 collisions on Isabel Avenue.

YEARLY TREND

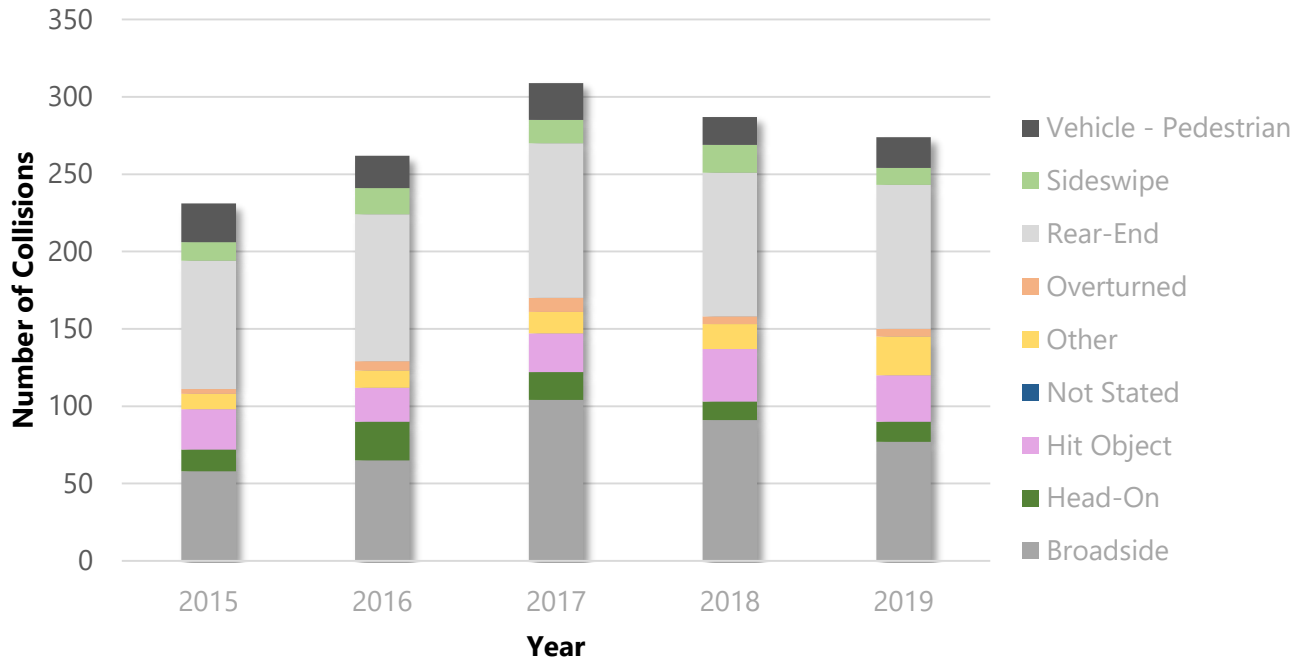
The number of reported injury collisions of all severities increased between 2015 and 2017, whereas the injury collisions decreased from 2017 to 2019. The year with the highest number of injury collisions was 2017 (268 collisions), while the year with the lowest number of injury collisions was 2015 (192 collisions). The yearly total for all years is 68 KSI collisions occurred in the City of Livermore during the study period, is overall consistent from 2015 to 2019. The least number of KSI collisions occurred in 2016 (9 collisions), while the most occurred in both 2018 and 2019 (17 collisions each). **Figure 8** illustrates the five-year collision trend for all injury collisions and KSI collisions.

Figure 8 Five-Year Collision Trend



Collision types describe how a crash is reported by law enforcement based on the parties who were involved and generally describe how contact was made between the involved parties. This classification by facility type is illustrated in **Figure 9.**

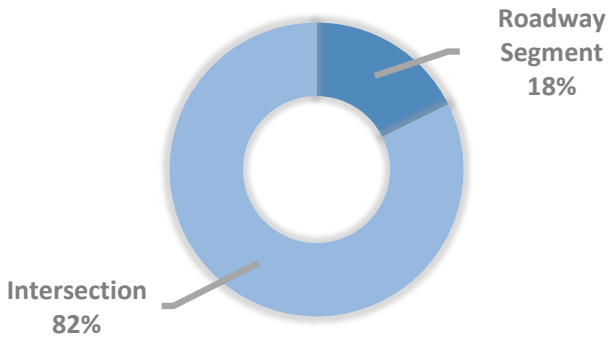
Figure 9 Citywide Injury Collisions by year



ROADWAY SEGMENT VS. INTERSECTION

When evaluating the locations of injury collisions, most collisions occurred at intersections and not along roadway segments. In the City of Livermore, 82% of all injury collisions (940 collisions) occurred at intersections whereas 18% (202 collisions) occurred on roadway segments. This classification by fatality type is presented in **Figure 10** below.

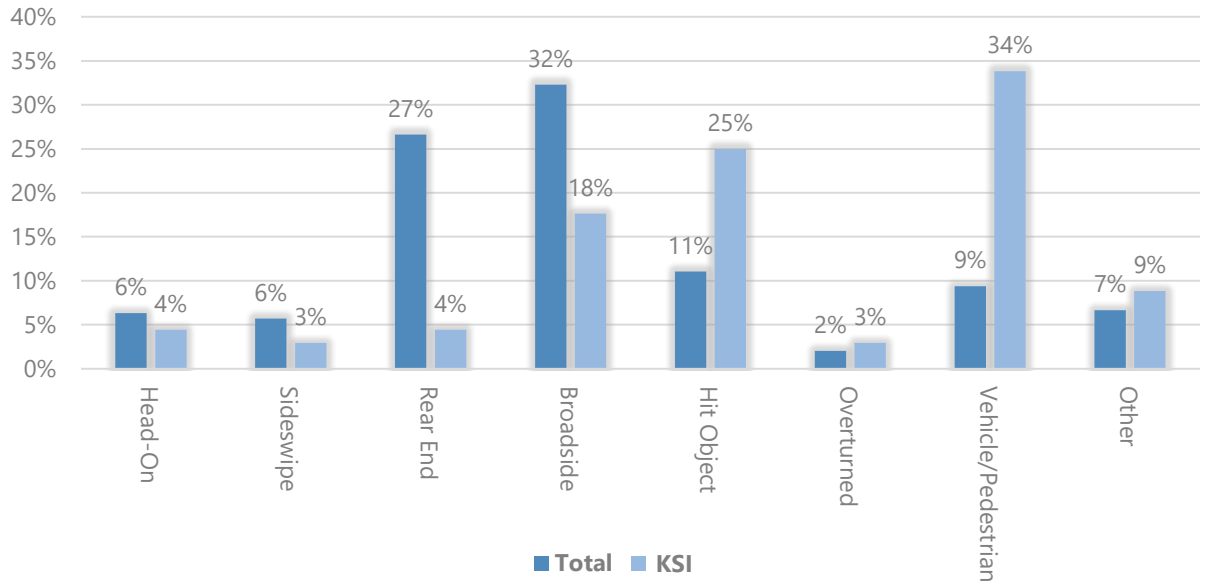
Figure 10 Intersection vs Roadway Collisions - All Collisions and KSI



COLLISION TYPE

Among all injury collisions, the most commonly occurring collision type was broadside type collisions (32%) and rear-end type collisions (27%). The collision types for KSI collisions follow a different pattern, where the most commonly occurring collision type was vehicle/pedestrian collisions (34%), hit object collisions (25%), and broadside (18%). **Figure 11** illustrates the collision type for all injury collisions as well as KSI collisions.

Figure 11 Citywide Collision Type



Vehicle-Pedestrian collisions are any crash involving both a motor vehicle and a pedestrian.

An **Overturned** collision is any type of crash that results in at least one vehicle rotating 90 degrees or more side to-side or end-to-end.

A **Head-on collision** is between two vehicles where the primary point of contact was the front of both vehicles.

Hit Object collisions are between a vehicle and non-vehicular object in or near the roadway

Sideswipe collisions are between vehicles, typically traveling the same direction, where the primary point of contact was the side of the vehicles.

A **Rear-end** collision is between two vehicles traveling in the same direction where the front of one vehicle contacts the rear of another.

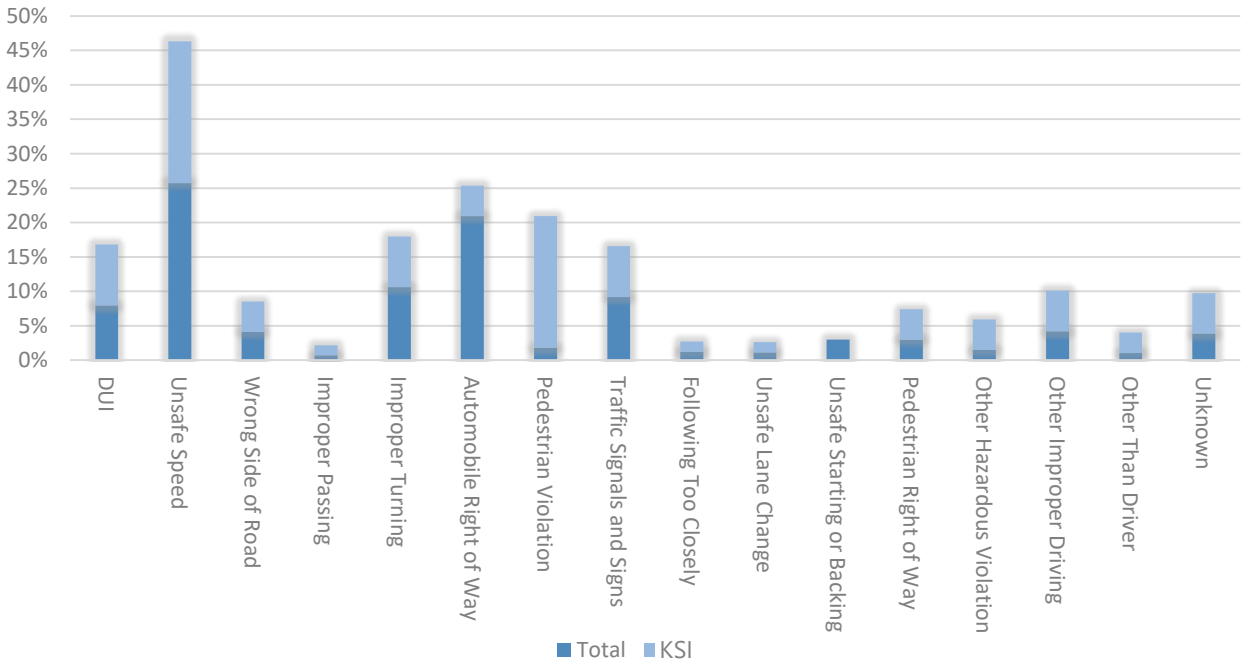
Broadside collisions are between vehicles on conflicting paths where the front of one vehicle contacts the side of another.

Unknown/Other collisions describe any reported collision that was not consistent with one of the primary collision types above or where collision type was not coded into the collision database.

PRIMARY COLLISION FACTOR

Among all injury collisions, the most common violation category was observed to be unsafe speed (26%) and automobile right of way (21%). The most common primary violation categories for KSI collisions were unsafe speed (21%), pedestrian violation (19%), driving under influence (9%), and improper turning and traffic signals and signs (7%). **Figure 12** illustrates the violation category for all injury collisions and KSI collisions.

Figure 12 Citywide Collision Causes



Auto Right-of-Way (R/W) Violation refers to a driver infringing upon the right-of-way of another party in violation.

Improper Turning identifies a collision where a party made a left or right turn in violation.

Unsafe Speed refers to a collision where a party is identified to be traveling at a speed exceeding that deemed reasonable or prudent for conditions.

Traffic Signals and Signs describes a party disobeying a traffic control device such as a traffic signal or roadside sign.

Driving Under Influence identifies a collision where a driver is found to have been operating a vehicle while impaired by a substance – typically alcohol.

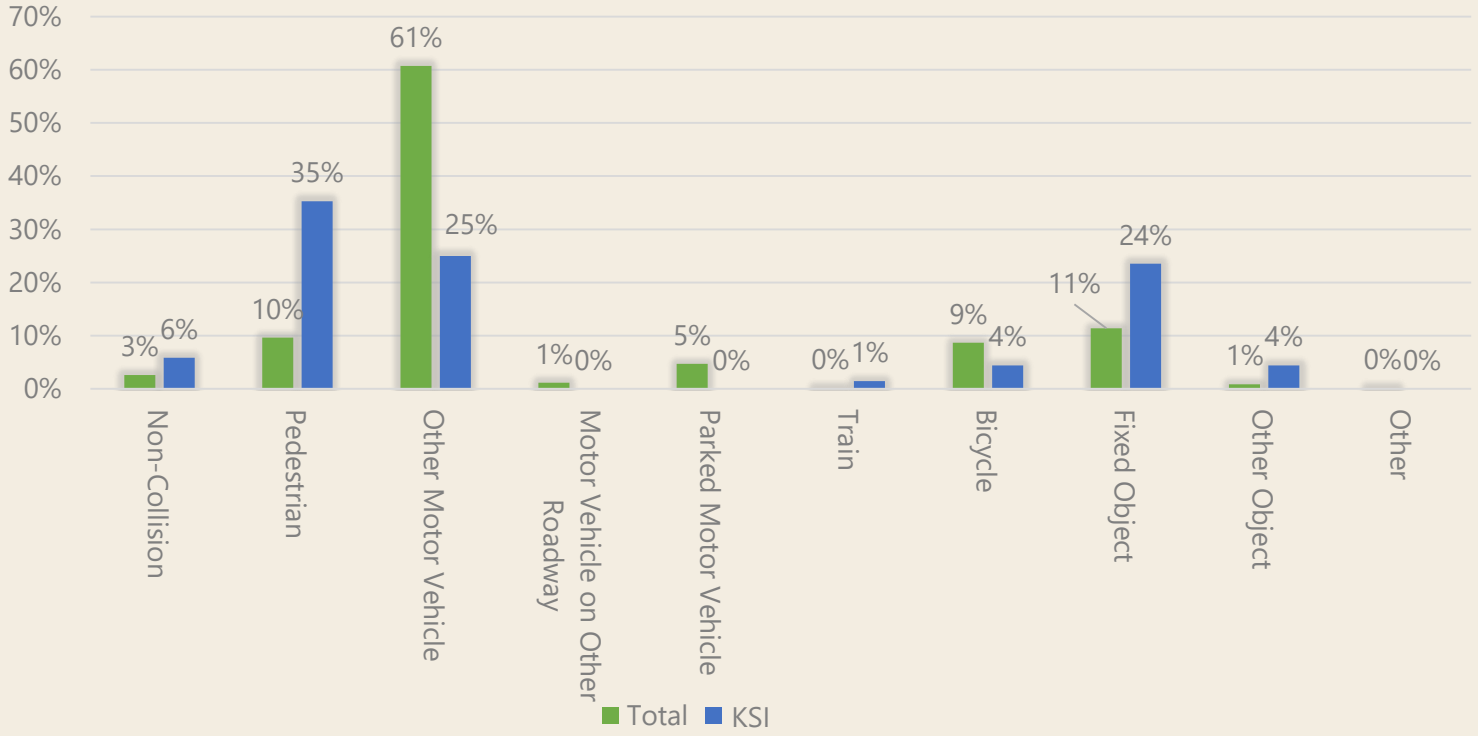
Unsafe Lane Change describes a collision where a party moves between two lanes or deviates course in a hazardous manner and/or without signaling appropriately.

Following Too Closely refers to a driver of a motor vehicle driving behind another vehicle at distance that is too short to be reasonable or prudent for conditions.

Pedestrian Violation refers to a collision where a pedestrian is identified to be at fault or causing violations.

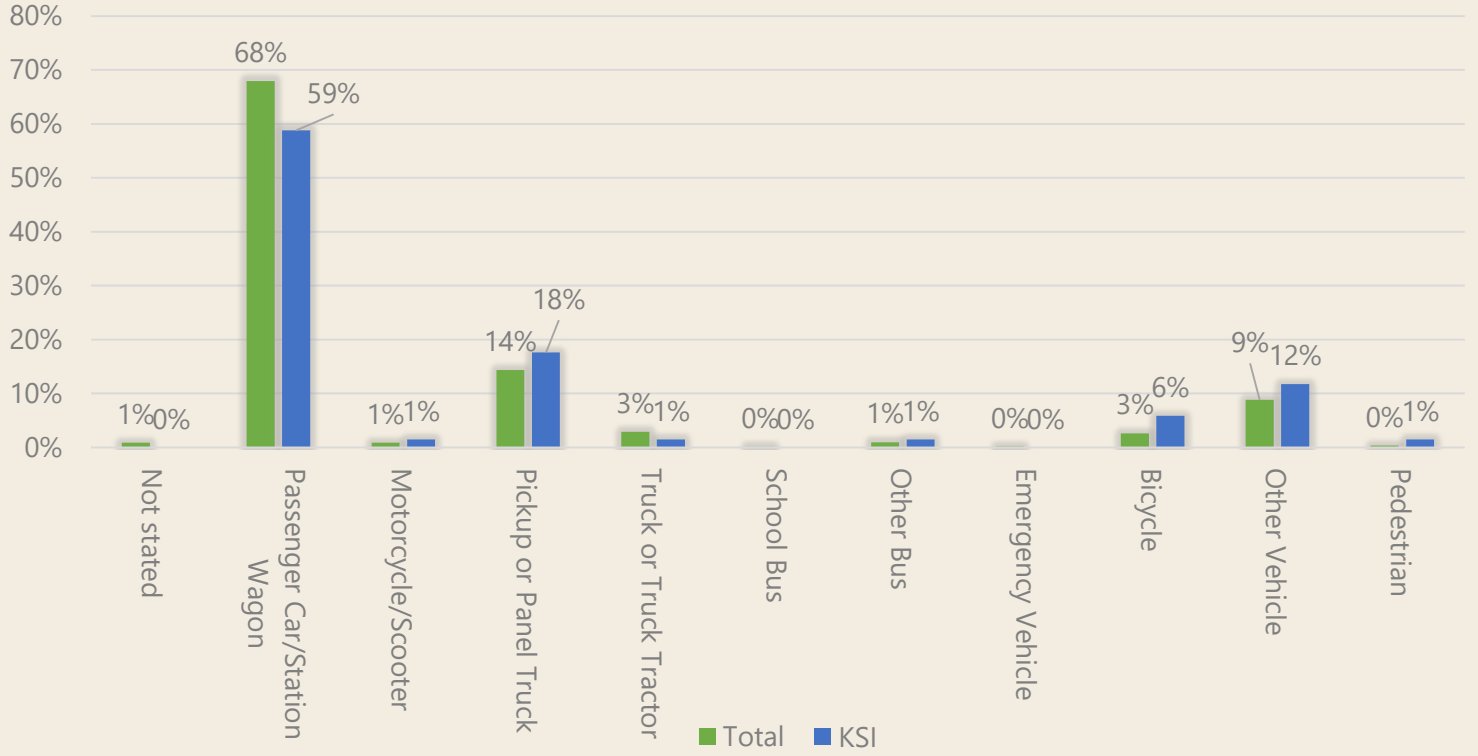
MOTOR VEHICLE INVOLVED WITH

Figure 13 Motor Vehicle Involved with



MODES

Figure 14 Modes for All Injury Collisions vs. KSI Collisions



LIGHTING

Among all injury collisions, 70% of collisions occurred in daylight, while 30% of collisions occurred during hours of darkness. For KSI collisions, a higher percentage of crashes occurred in daytime conditions, with 56% of collisions having occurred in daylight and 44% of collisions occurring at night on streets with street lights. **Figure 15** illustrates the lighting condition for all collisions.

Factors that may contribute to the quality of streetlights include lights being insufficiently bright, placed too widely apart, or poor quality of lighting for people walking on the sidewalk, as streetlights are often designed primarily for vehicles in travel lanes.

TIME OF THE DAY

Among all injury collisions, the hour with the most number of collisions was between 5:00 p.m. to 6:00 p.m. (9%), while the hour with the fewest number of collisions was between 3:00 a.m. to 4:00 a.m. for all KSI collisions, of the most collisions occurred between 5:00 p.m. to 6:00 p.m. (11%). **Figure 16** illustrates the percentage of collisions occurring by the time of day.

Figure 15 Lighting Conditions (2015-2019)

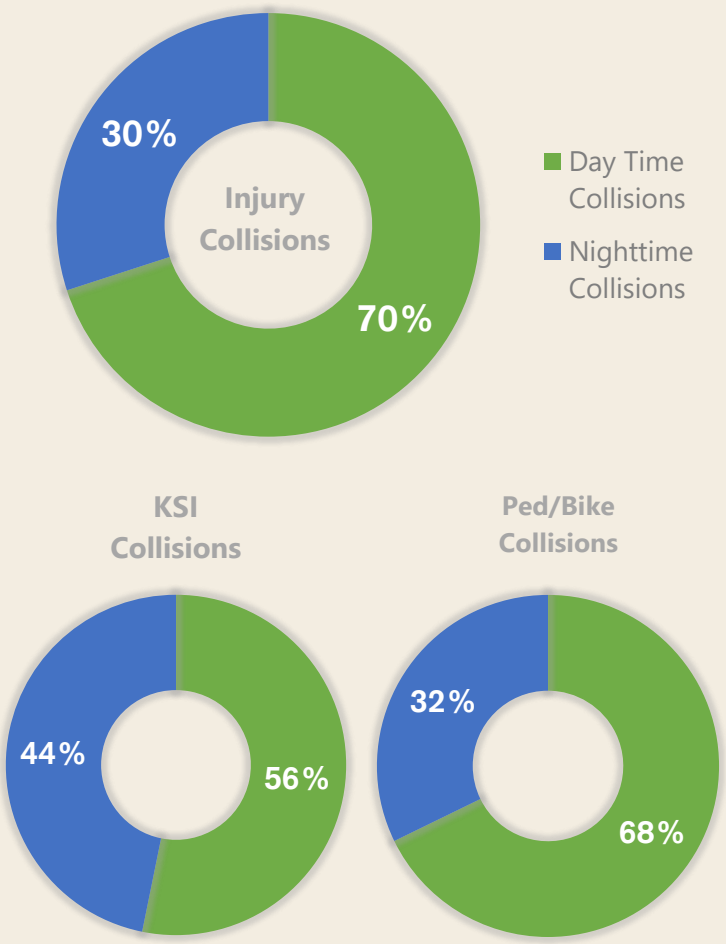
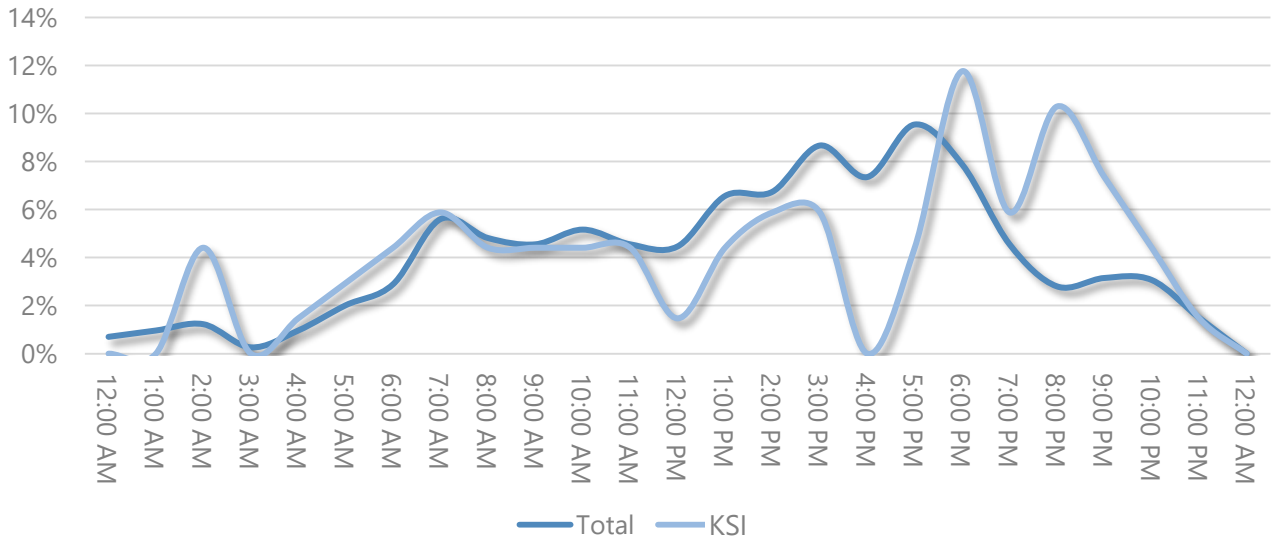


Figure 16 Time of Day



KILLED AND SEVERE INJURY (KSI) COLLISIONS

This section describes a detailed collision analysis performed for KSI collisions occurring at roadway segments and intersections in the City of Livermore. Of the total 68 KSI collisions that occurred during the study period, **13 collisions (19%)** occurred on roadway segments and **55 collisions (81%)** occurred at intersections. This distribution is illustrated in **Figure 17.** Whereas, **Figure 18** illustrates the total of killed and severe injury collisions per year. **Figure 19** maps the KSI collisions that occurred in the City of Livermore during the study period.

Figure 17 Citywide Collisions Outcome

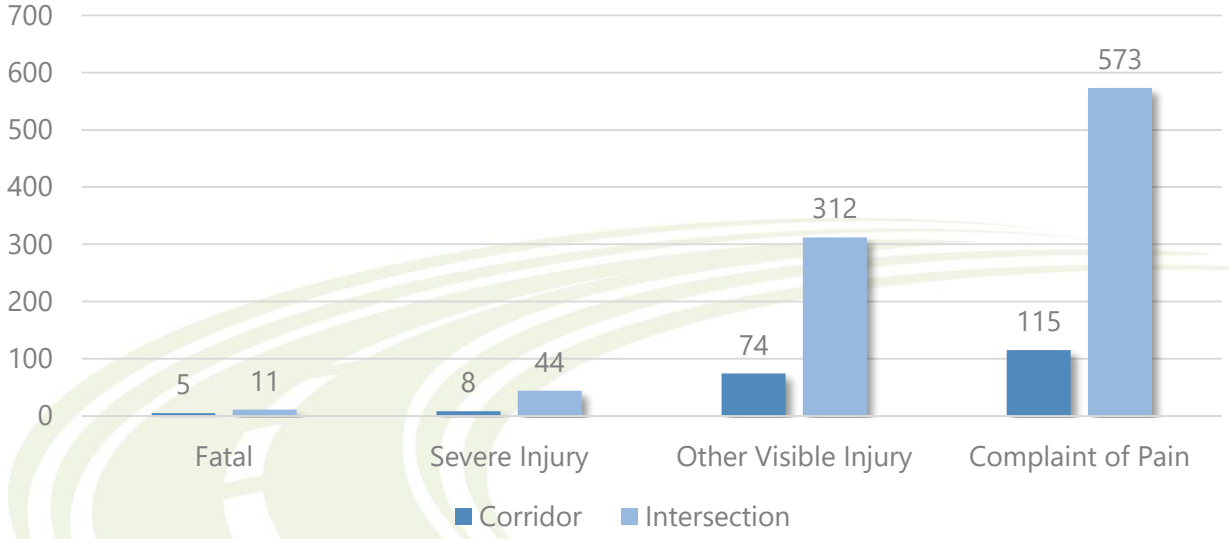


Figure 18 Citywide KSI Collisions Outcome

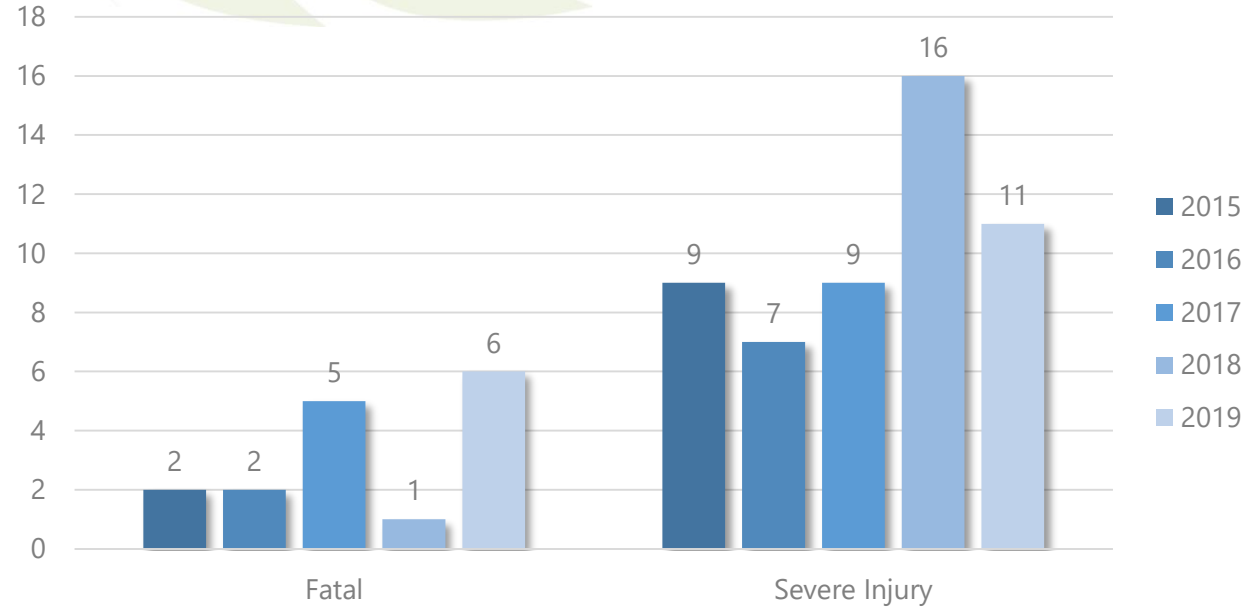
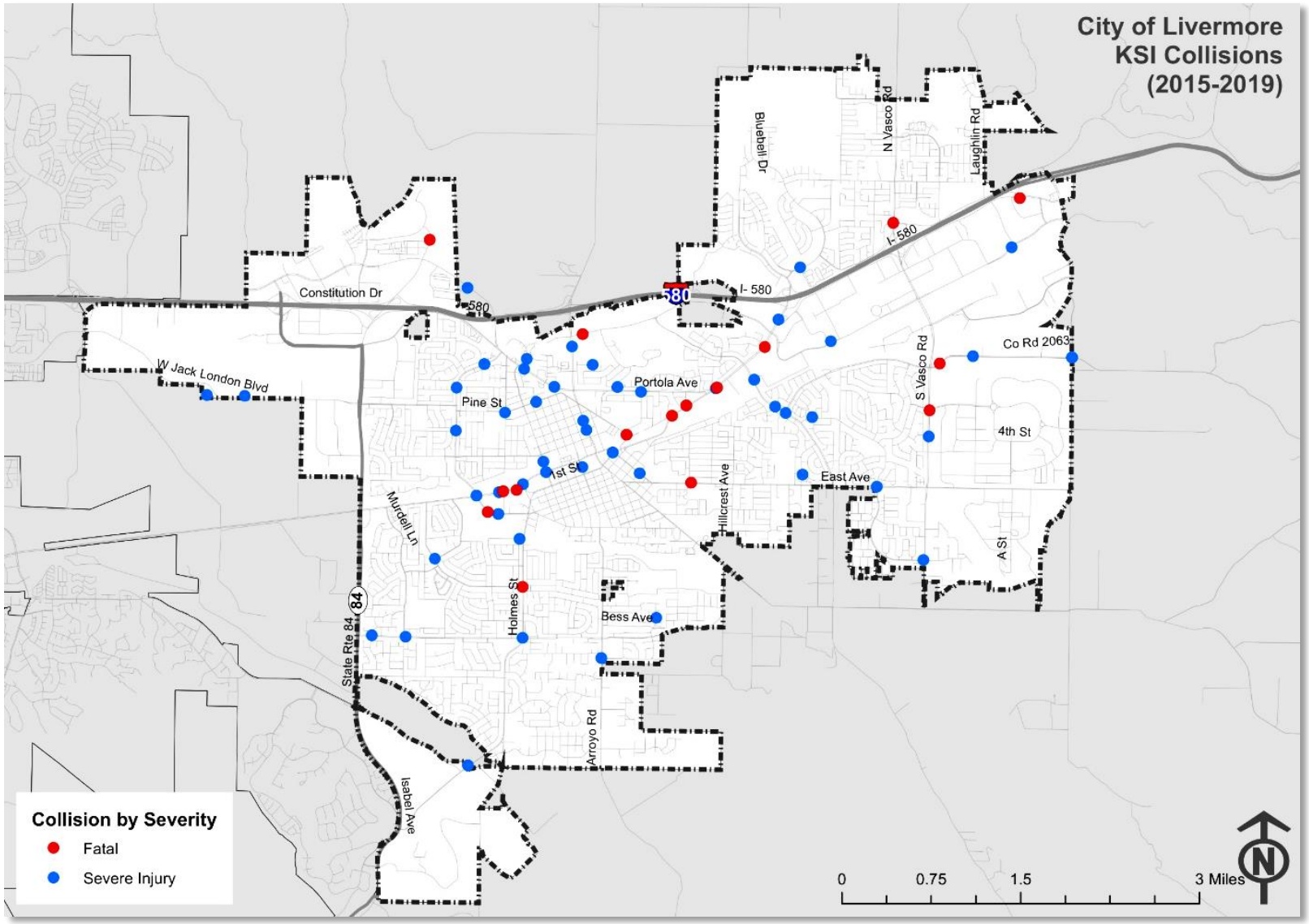
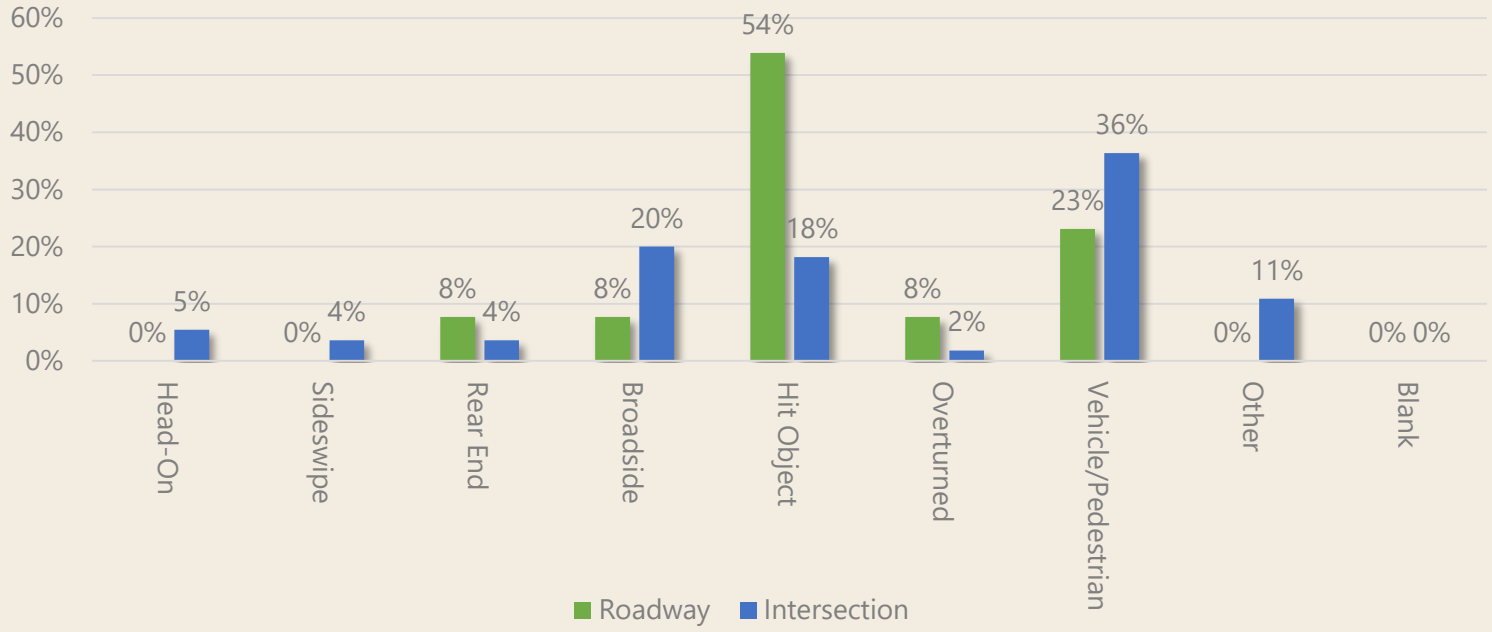


Figure 19 Citywide Killed and Severe Injury Collisions



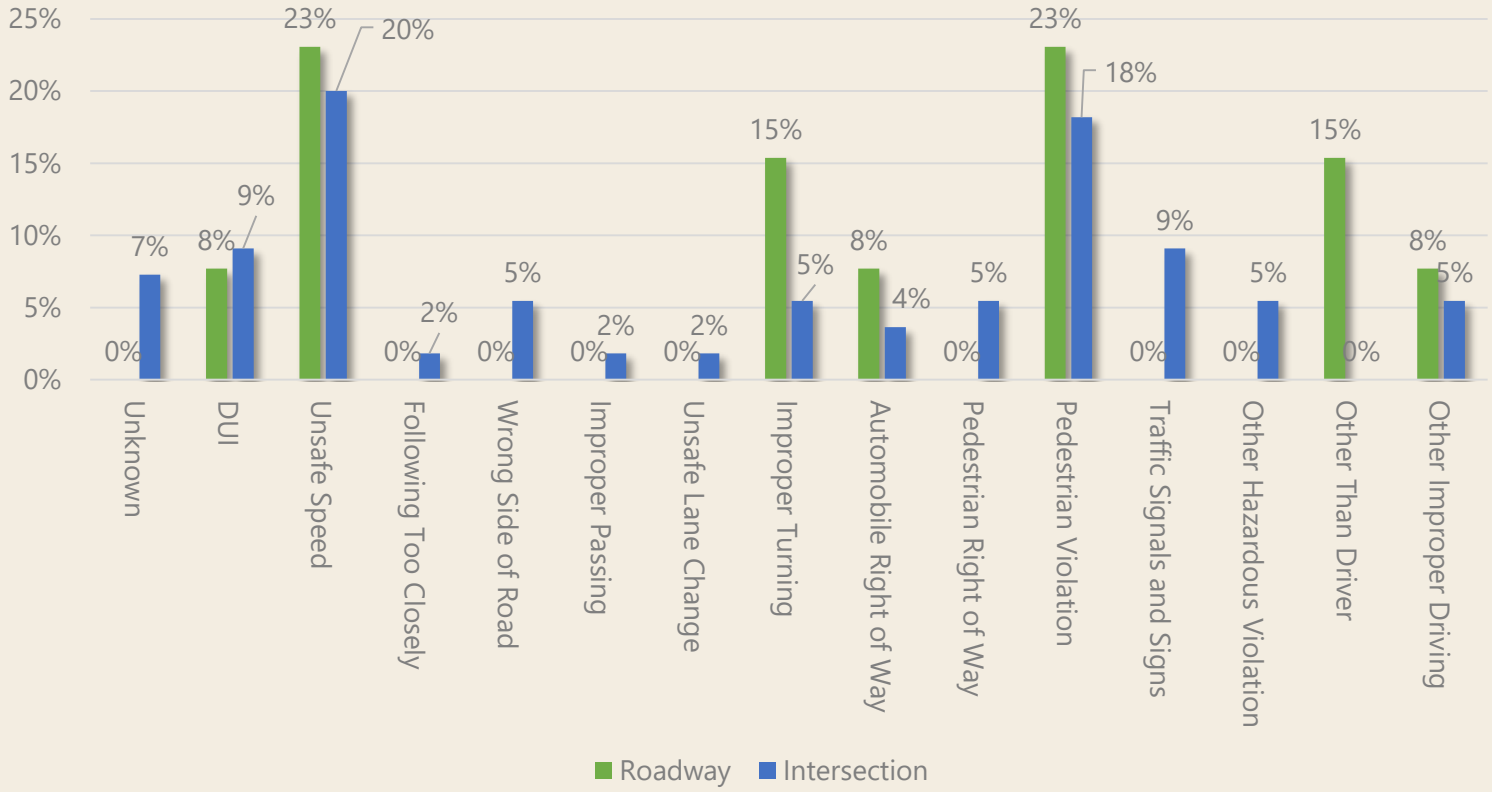
COLLISION TYPE AND LOCATION TYPE

Figure 20 KSI Collisions: Collision Type



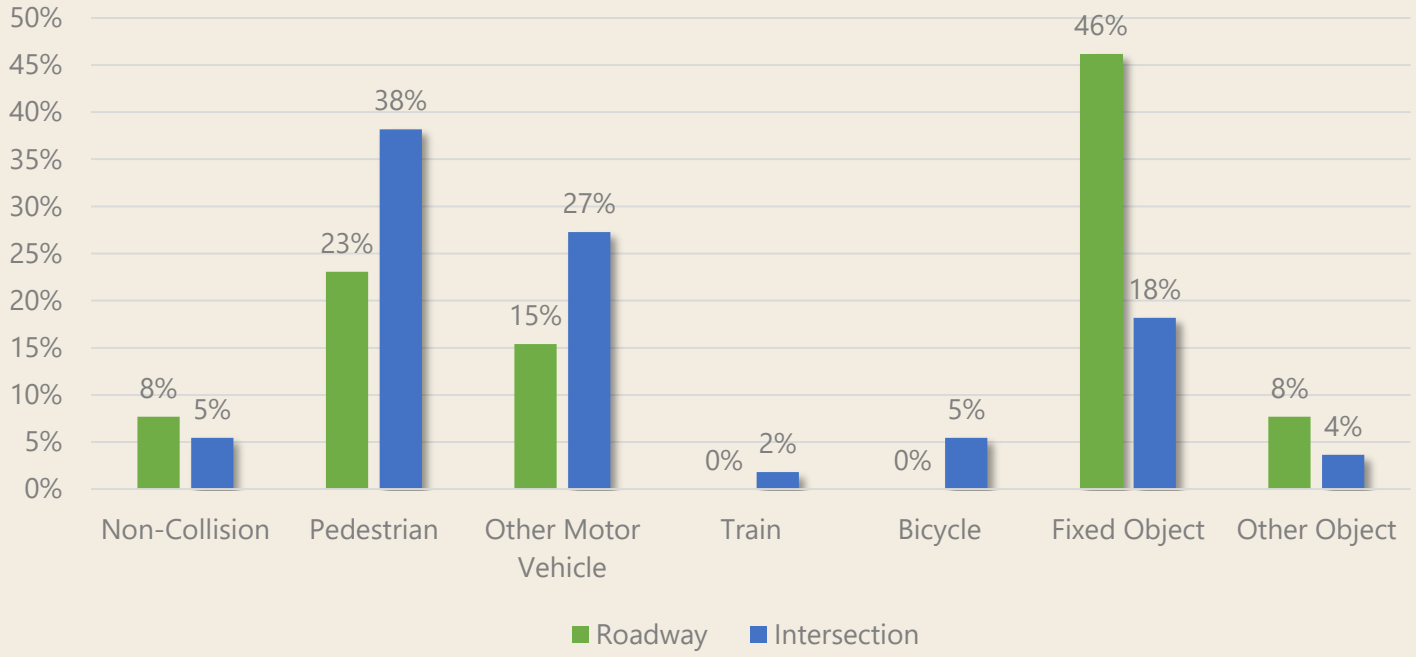
VIOLATION CATEGORY AND LOCATION TYPE

Figure 21 KSI Collisions: Violation Category Type



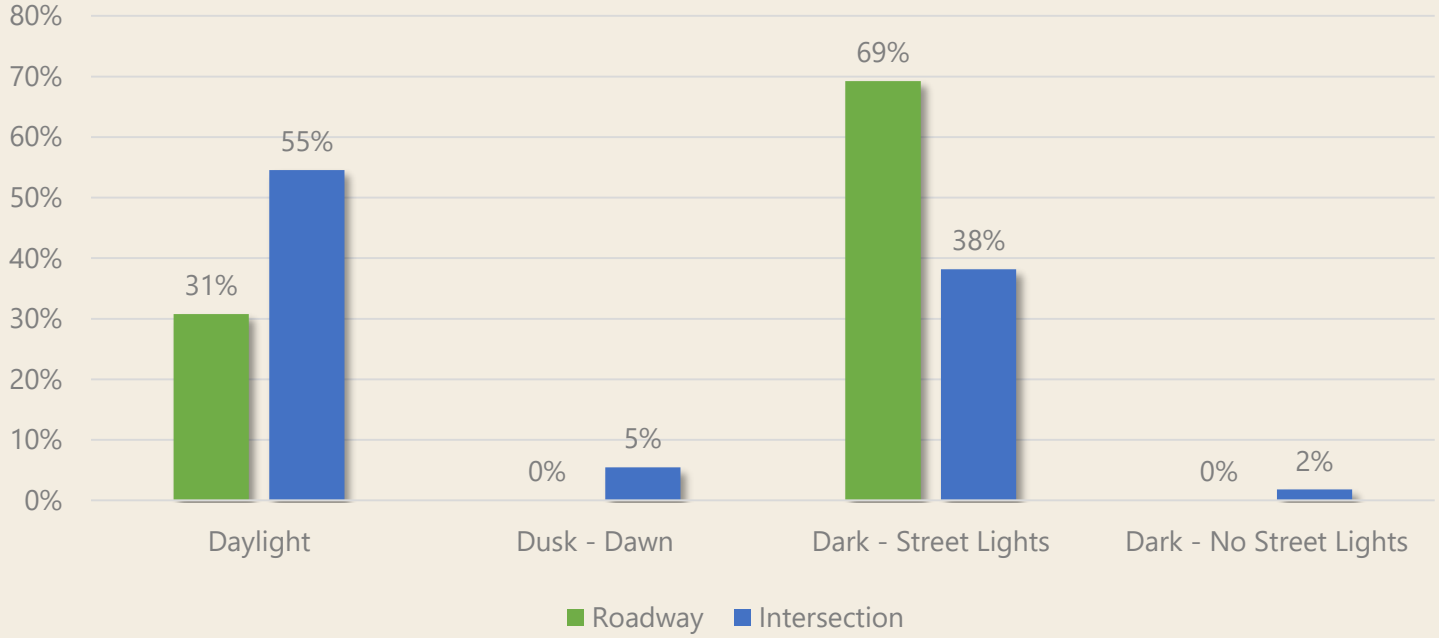
MOTOR VEHICLE INVOLVED WITH AND LOCATION TYPE

Figure 22 KSI Collisions: Motor Vehicle Involved With



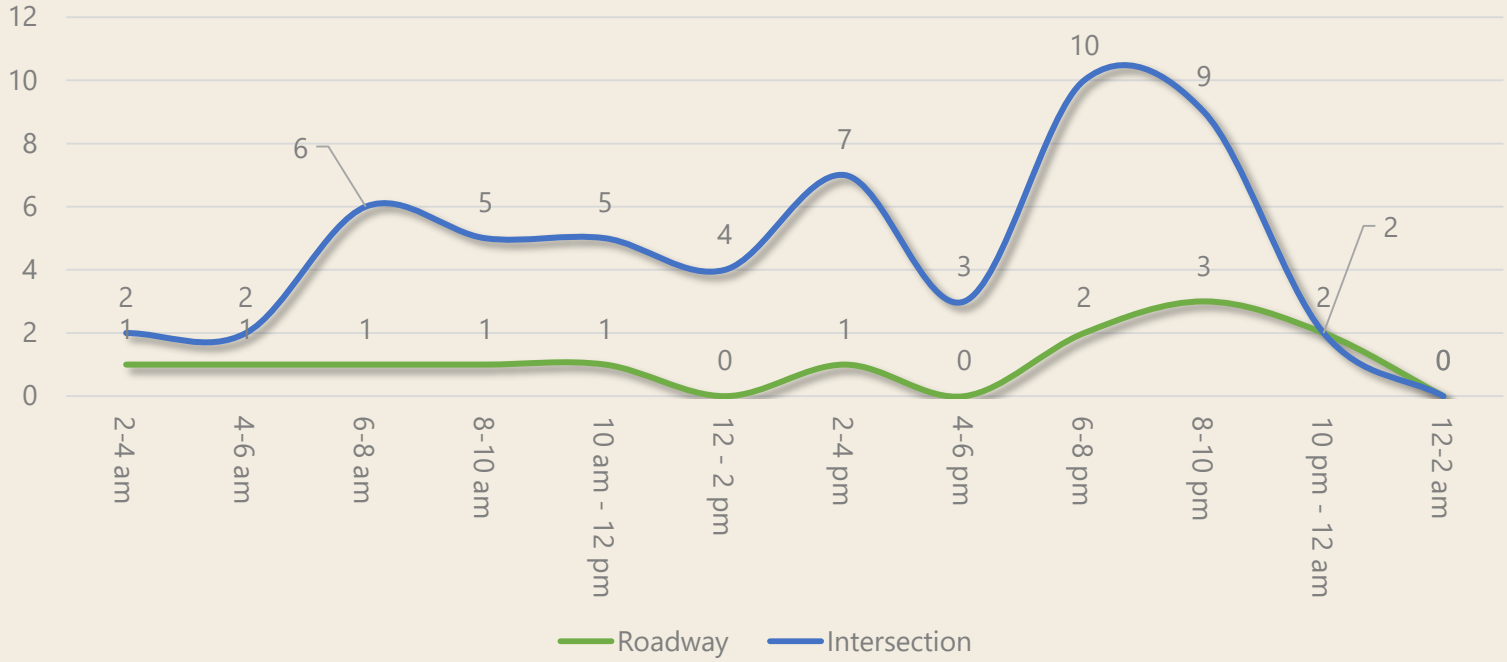
LIGHTING AND LOCATION TYPE

Figure 23 KSI Collisions: Lighting



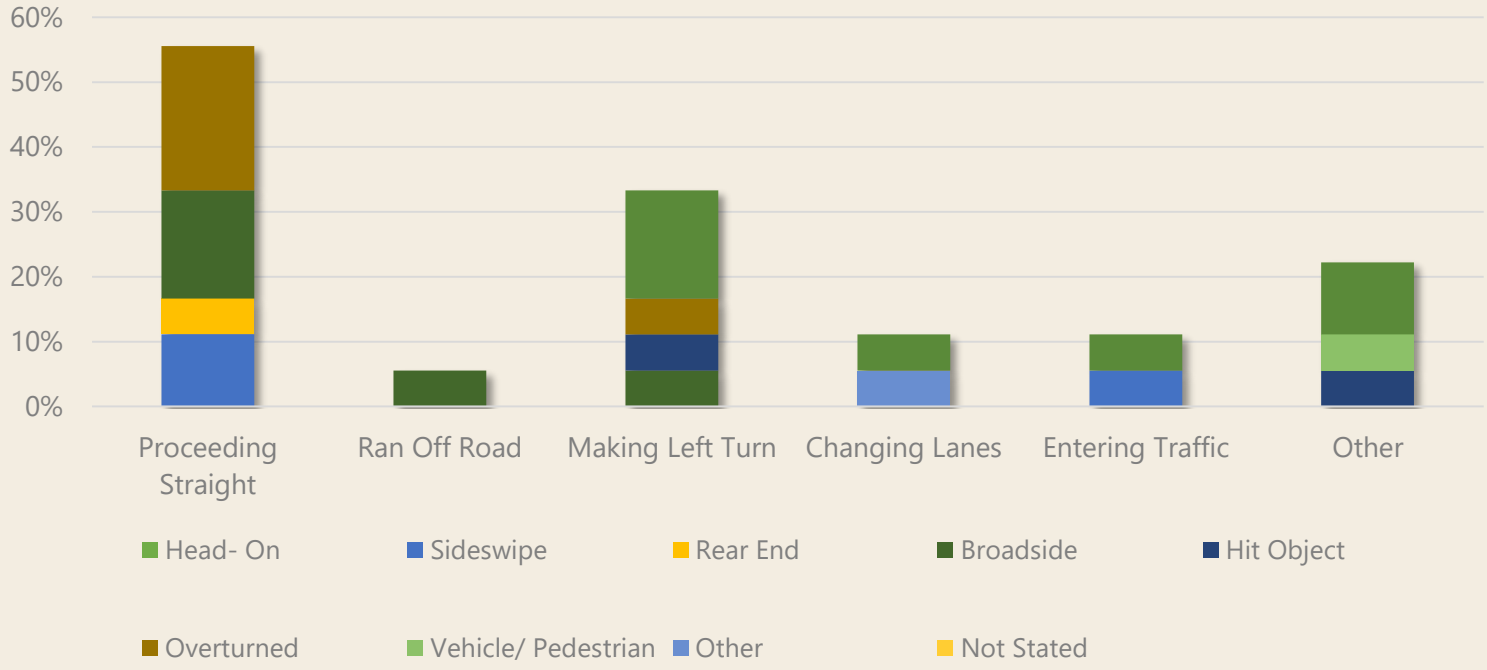
TIME OF DAY AND LOCATION TYPE

Figure 24 KSI Collisions: Time of Day



COLLISION TYPE VS. MOVEMENT PRECEDING COLLISION OF PARTY AT FAULT

Figure 25 KSI Collisions by Collision Type and Movement Preceding Collisions of Party at Fault



GEOGRAPHIC COLLISION ANALYSIS

The above collision analysis was used to identify five main collision factors that highlight the top trends among collisions in the City of Livermore. These five collision factors were identified to be rear-end collisions, broadside collisions, nighttime collisions, unsafe speed violations, and pedestrian collisions.

REAR END TYPE COLLISIONS

Rear-End collisions represented 27% of all injury collisions and 4% of KSI collisions. **Figure 26** shows the distribution of rear-end collisions throughout the City of Livermore between 2015 and 2019. East Stanley Boulevard and North Vasco Road have a higher concentration of rear-end collisions, compared to other Livermore roads.

BROADSIDE TYPE COLLISIONS

Broadside collisions caused 32% of all injury collisions and 18% when considering only KSI collisions. It was the most common collision type among KSI collisions. **Figure 27** shows the distribution of broadside collisions throughout the City of Livermore. Maple Street, Third Street, and Fourth Street have a higher concentration of broadside collisions, compared to other Livermore roads.

NIGHTTIME TYPE COLLISIONS

Collisions occurring at night represented 30% of all injury collisions, but rose significantly to 44% when considering KSI collisions, indicating that lighting may be a factor in those collisions. **Figure 28** shows the distribution of nighttime collisions throughout the City of Livermore. First Street and Livermore Avenue have a higher concentration of nighttime collisions, compared to other roads in the City of Livermore.

UNSAFE SPEED VIOLATIONS

Unsafe speed violations resulted in 26% of all injury collisions, and 21% of KSI collisions in Livermore, the highest of any violation type among all injury collisions. **Figure 29** shows the distribution of unsafe speed collisions throughout the City of Livermore. East Stanley Avenue, First Street, and Livermore Avenue have a higher concentration of unsafe speed collisions, compared to other Livermore roads.

PEDESTRIAN TYPE COLLISIONS

Vehicle/pedestrian collisions accounted for 34% of all injury collisions compared to 10% of KSI collisions. **Figure 30** shows the distribution of pedestrian collisions throughout the City of Livermore. East Stanley Avenue, First Street, and Las Positas Road have a higher concentration of pedestrian collisions, compared to other Livermore roads.

Figure 26 Citywide Rear End Collisions

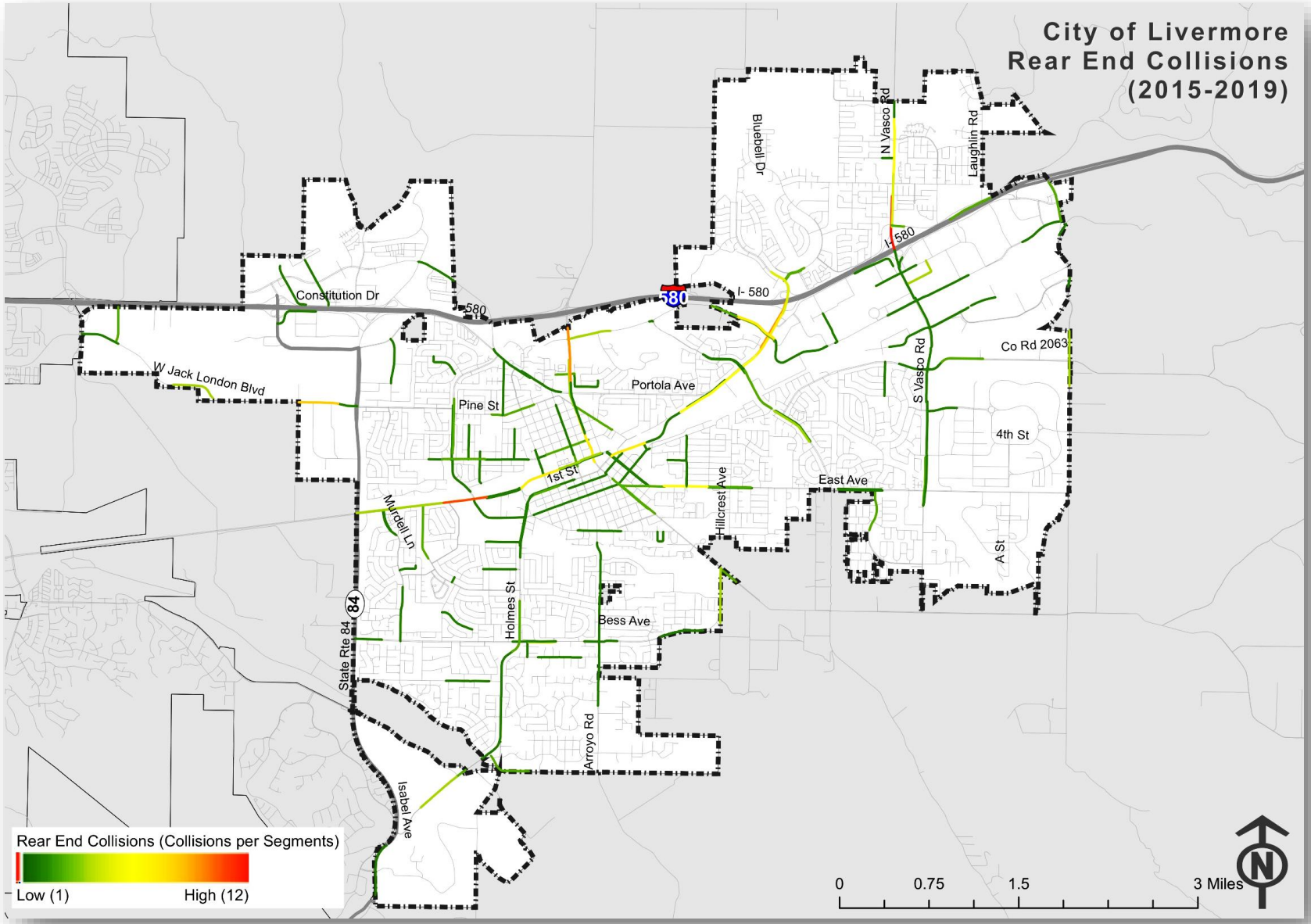


Figure 27 Citywide Broadside Collisions

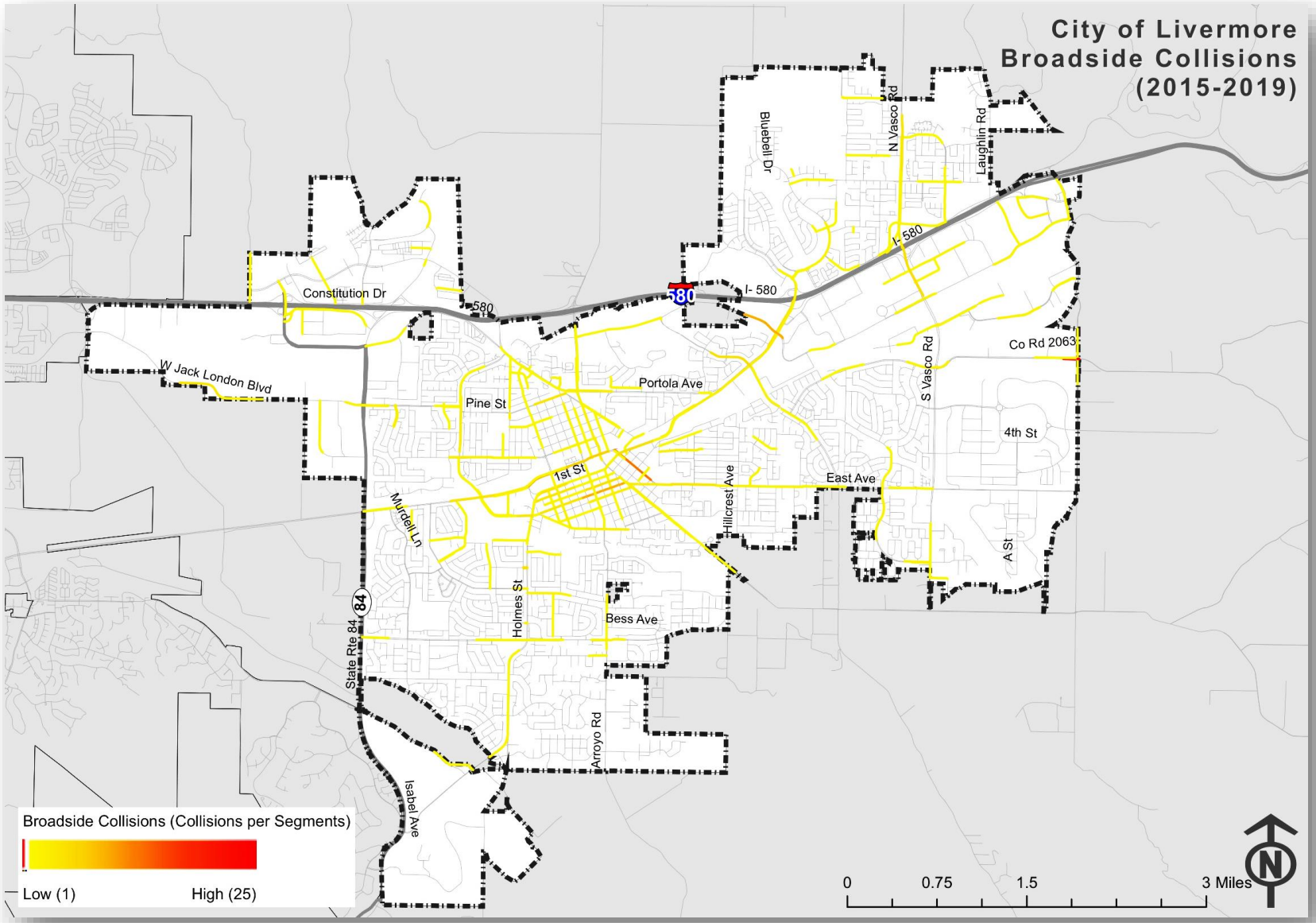


Figure 28 Citywide Night time Collisions

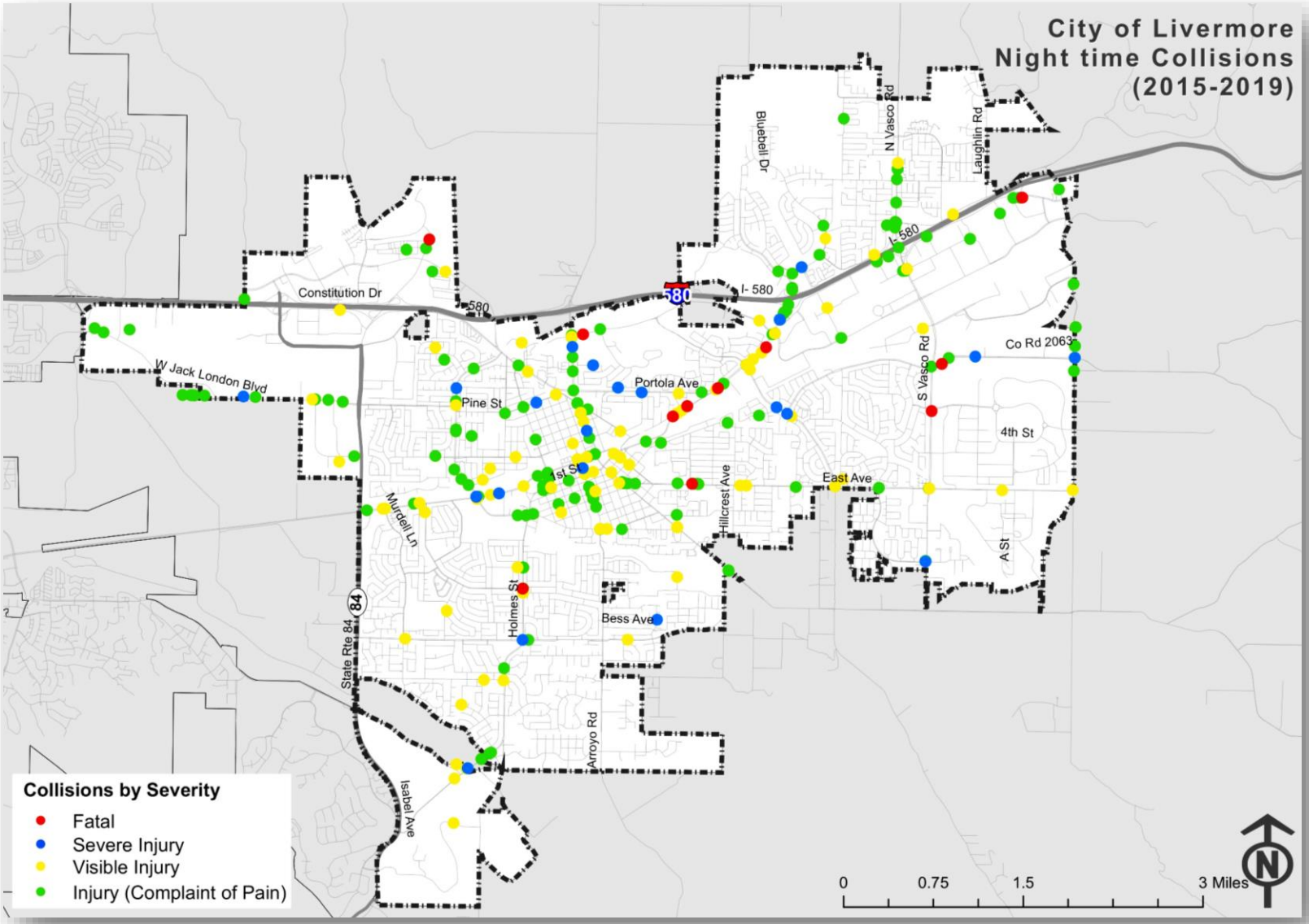


Figure 29 Citywide Unsafe Speed Collisions

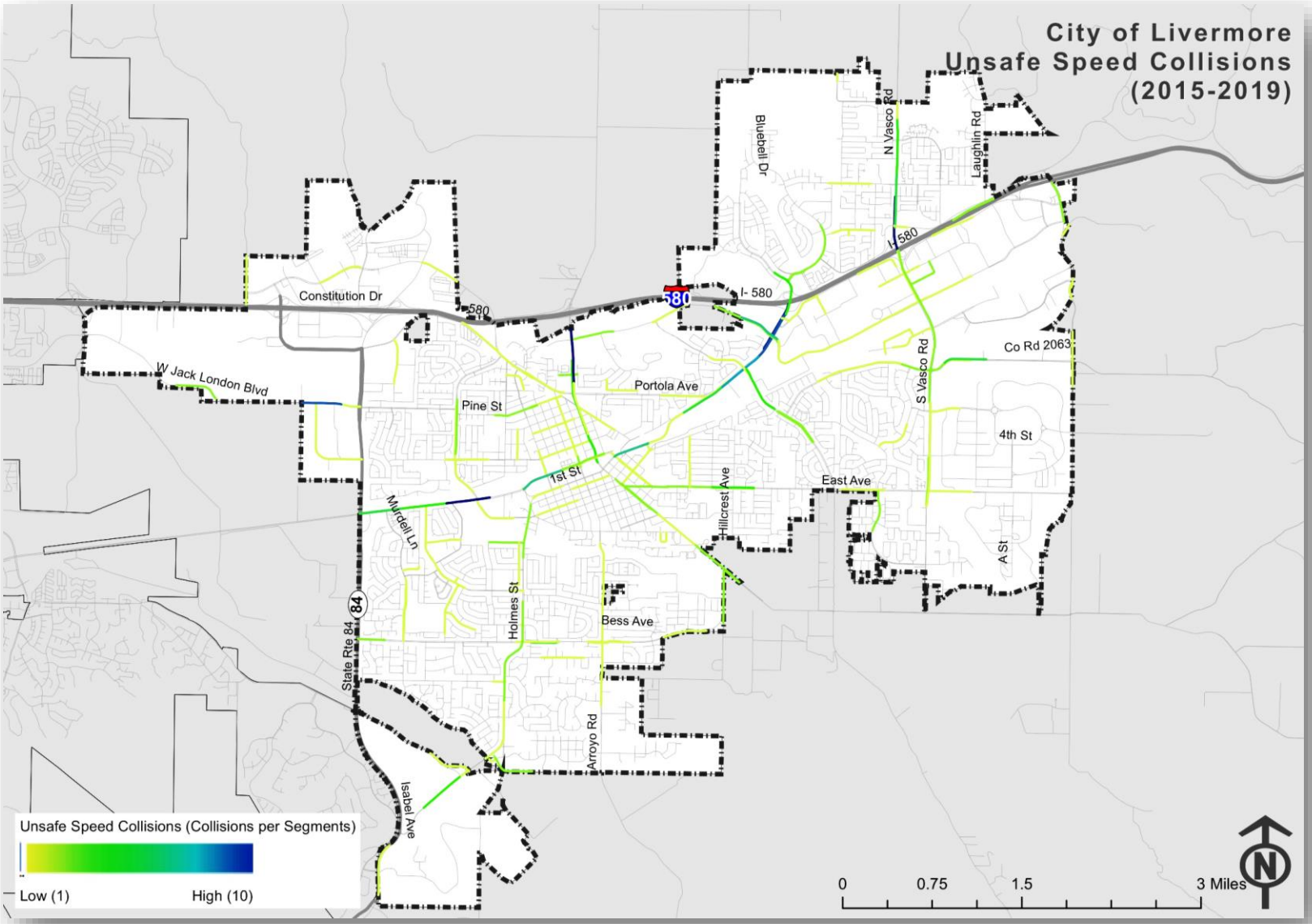
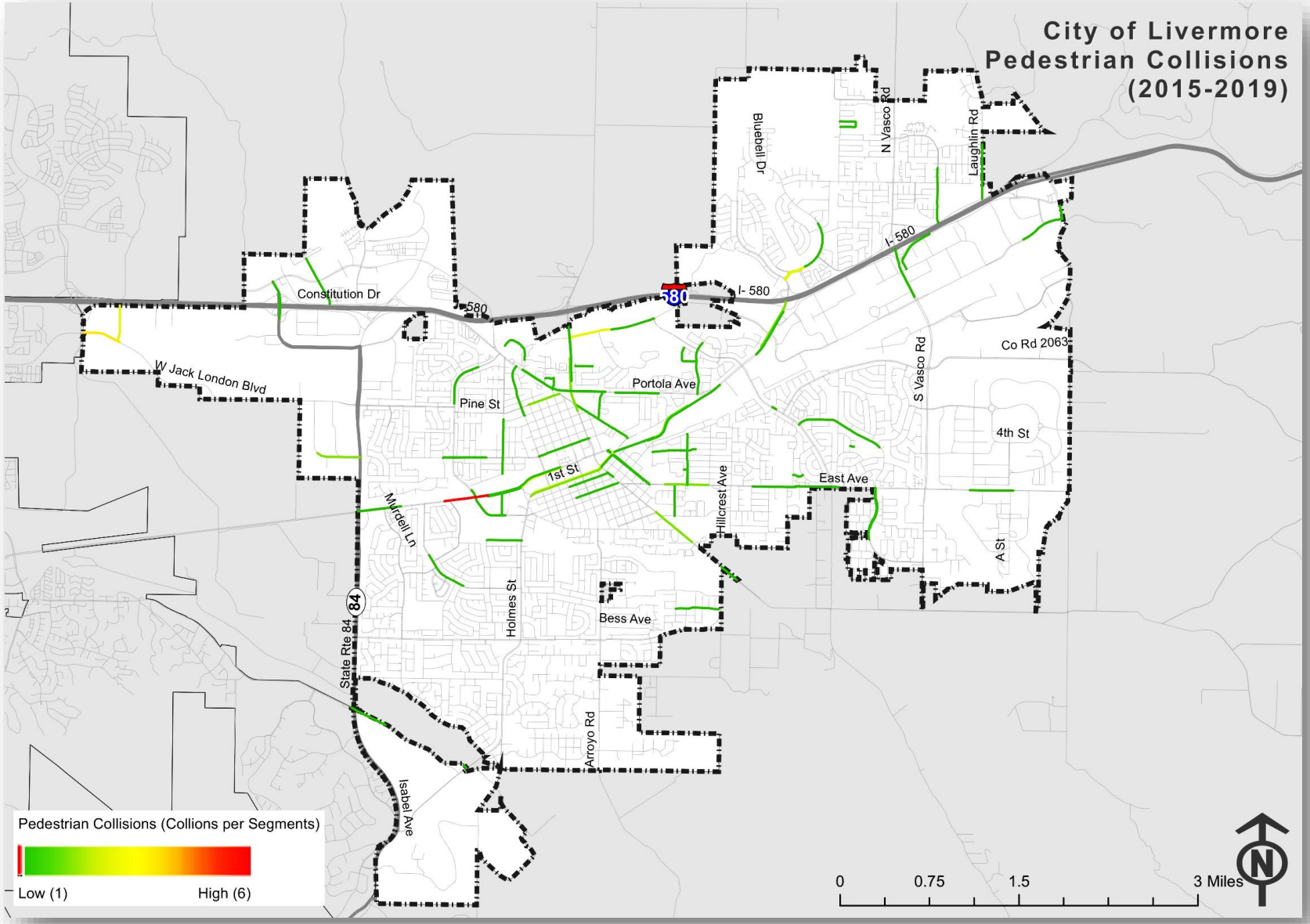


Figure 30 Citywide Pedestrian Collisions



PEDESTRIAN AND BICYCLE COLLISIONS

Out of 1,142 injury collisions, 209 collisions (**18**%) involved pedestrian and bicycle collisions. There were 27 (13%) KSI (killed and severe injury) collisions, of which 20 collisions (74%) led to a severe injury and seven collisions (26%) led to a fatality. **Figure 31** illustrates the classification of pedestrian and bicycle collisions based on severity on city roads.

People walking or biking are particularly vulnerable in the event of a collision, as they lack the protection afforded to them by being inside a motor vehicle. As a result, collisions involving people walking or biking are more likely to result in injury and fatality.

Figure 31 Pedestrian and Bicycle Collisions

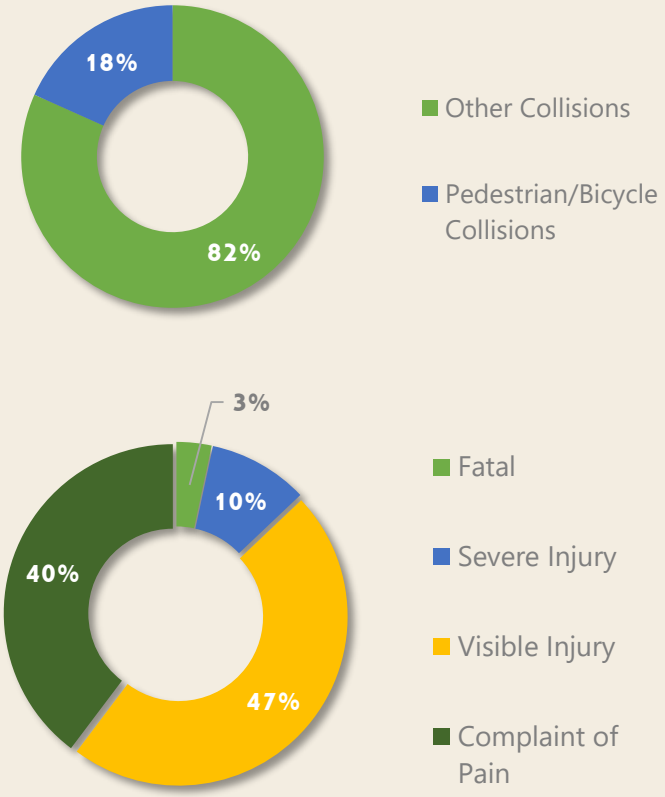


Figure 32 and **Figure 33** illustrate all the pedestrian and bicycle collisions that have occurred in the City from January 1st, 2015 to December 31st, 2019.

Figure 32 Citywide Pedestrian Collisions

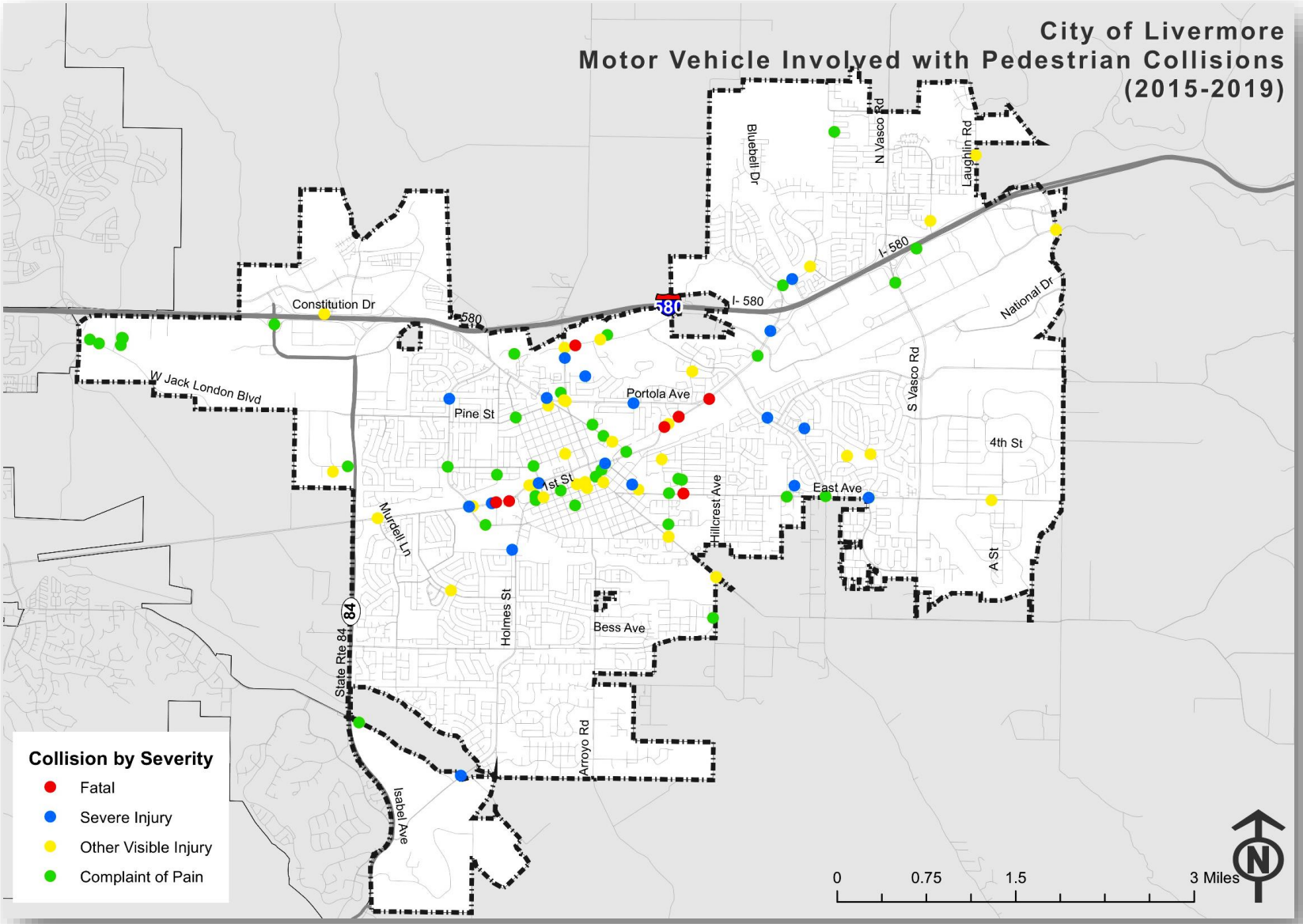
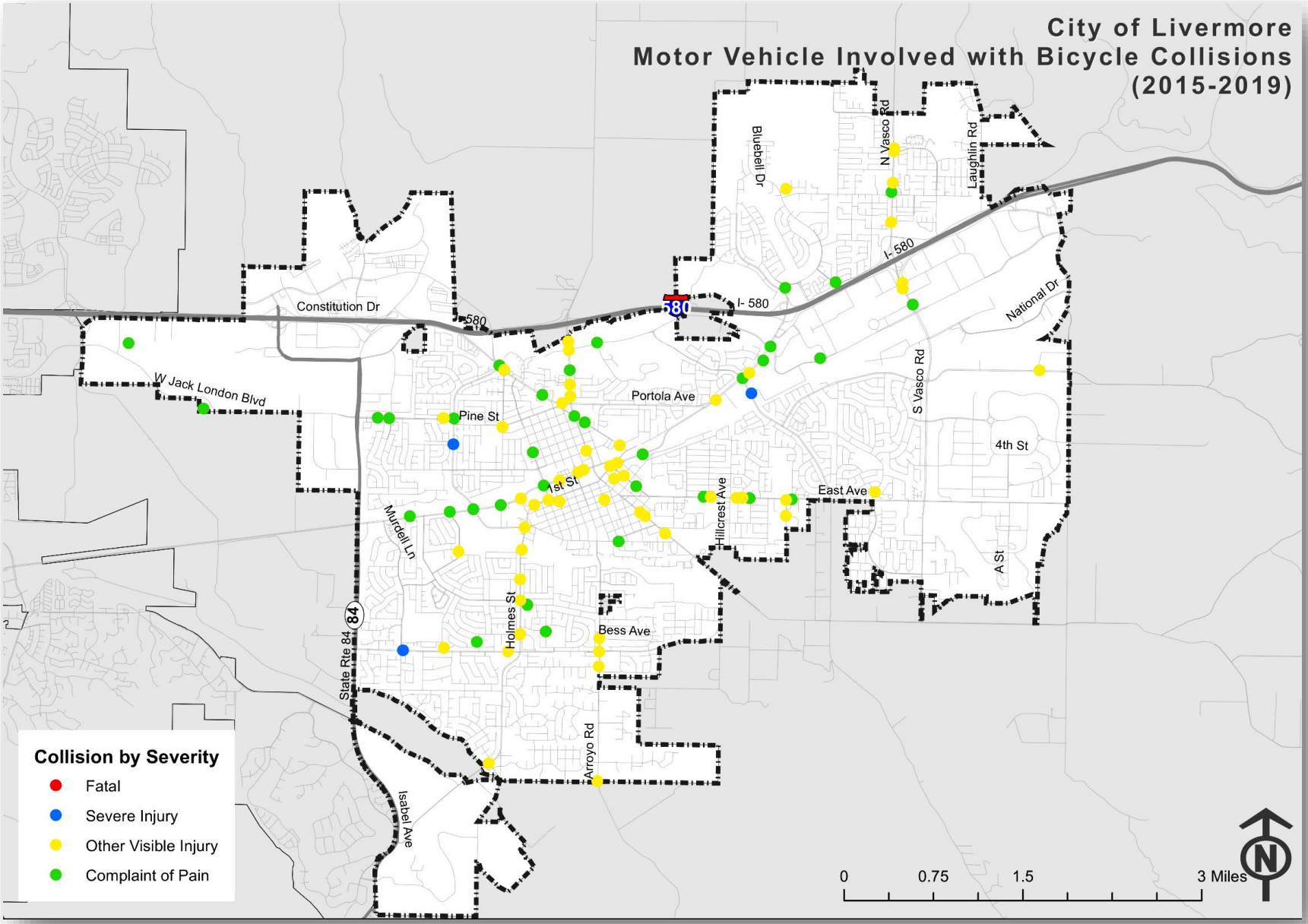


Figure 33 Citywide Bicycle Collisions



COLLISION SEVERITY WEIGHT

The Equivalent Property Damage Only (EPDO) method was used to identify the high-severity collision network. The EPDO method accounts for both the severity and frequency of collisions by converting each collision to an equivalent number of property damage-only (PDO) collisions. The EPDO method assigns a crash cost and score to each collision according to the severity of the crash weighted by the comprehensive crash cost. These EPDO scores are calculated using a simplified version of the comprehensive crash costs per HSIP Cycle 12 application. The weights used in the analysis are shown below in **Table 4**.

Table 4 EPDO Score used in HSIP Cycle 12

Collision Severity	EPDO Score
Fatal and Severe Injury Combined	165*
Visible Injury	11
Possible Injury	6
PDO	1

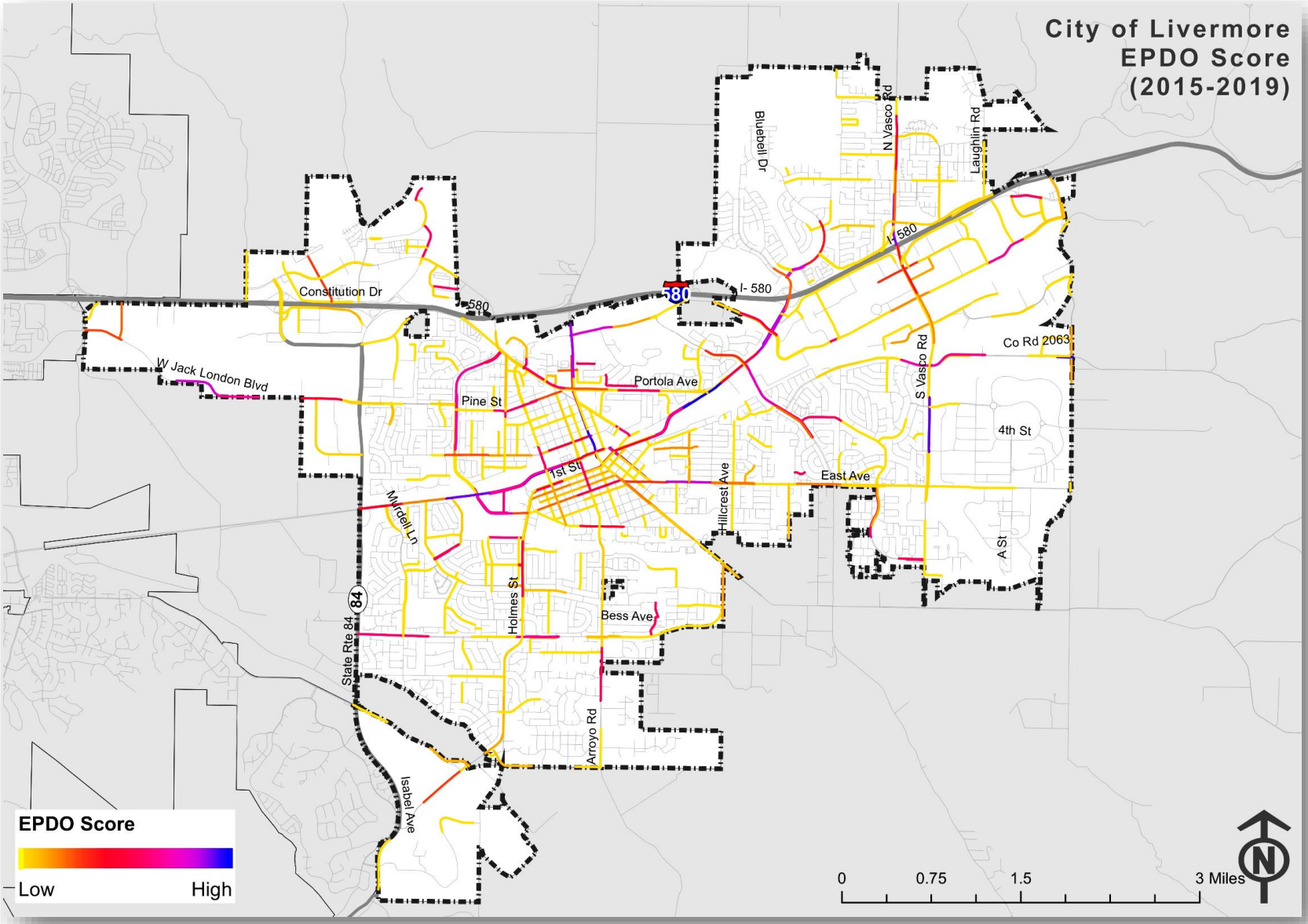
*This is the score used in HSIP Cycle 12 for collisions on roadway segments, to simplify the analysis this study uses the same score for all KSI collisions regardless of location.

EPDO is used because it provides a methodology for the project team to understand the locations in Livermore that are experiencing the most severe crashes. Because of the high score given to fatal and severe injury crashes, locations that have these types of crashes are more likely to receive a higher EPDO score than other locations that may have more collisions, but fewer killed or severe injury collisions. Locations that have the highest EPDO scores are selected for inclusion in the high collision network, shown in the next section. Identified intersections are scored based on collisions occurring at or within 250 feet of the intersection, while roadway segment locations are identified based on collisions that occur along the segment, except directly at an intersection (0 feet from the intersection per CROSSROADS data). Identifying the locations with the most severe crashes allows the team to focus on recommended solutions and countermeasures at these locations.

The EPDO scores for all injury collisions can then be aggregated in a variety of ways to identify collision patterns, such as location hot spots. The weighted collisions for the City of Livermore were geolocated onto Livermore's road network. GIS is then used to calculate the EPDO score for each roadway segment and intersection citywide, which is then ranked according to its score.

Figure 34 shows the location and geographic concentration of collisions by their EPDO score.

Figure 34 Citywide Equivalent Property Damage Only



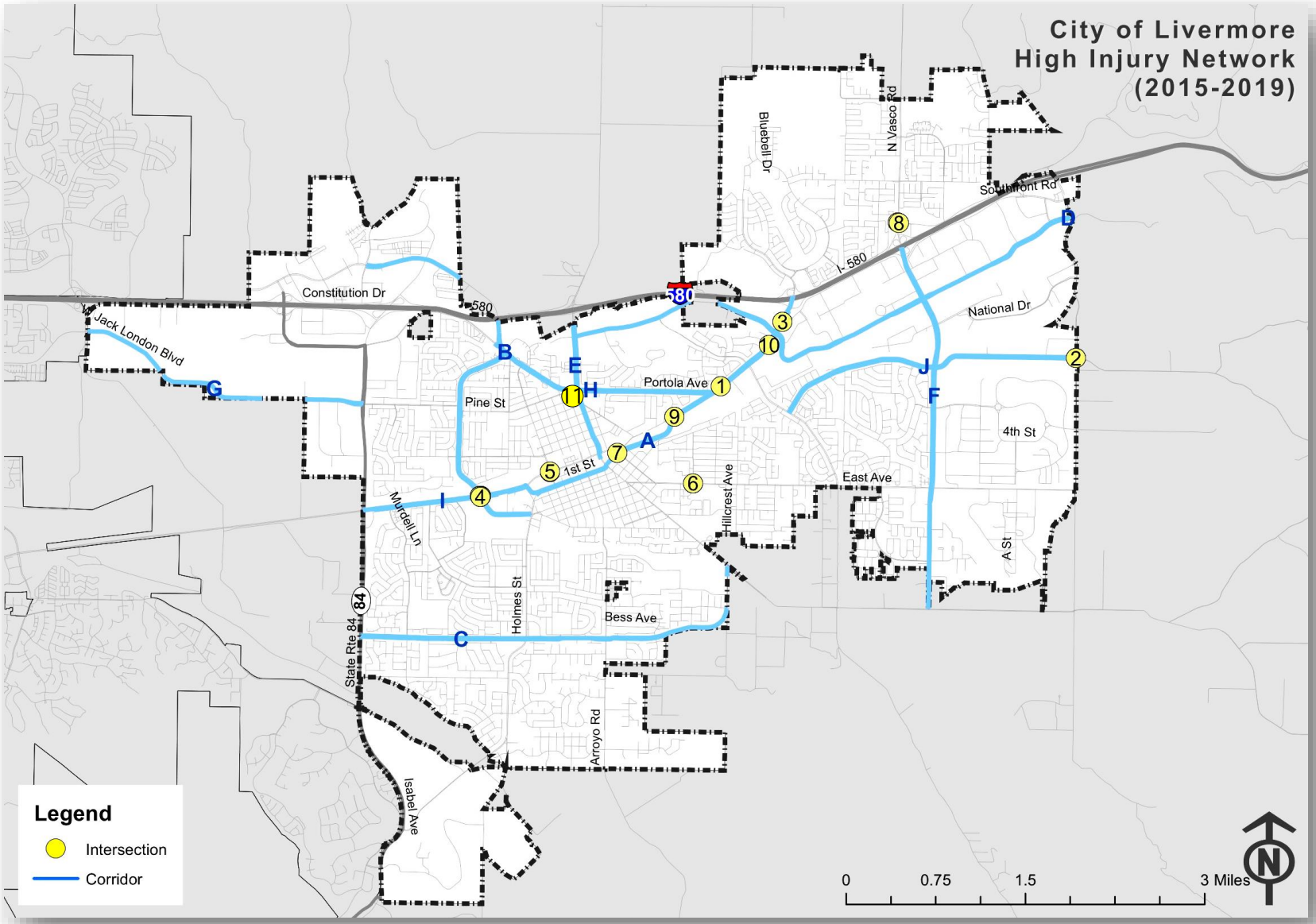
HIGH INJURY NETWORK

Following the detailed collision analysis, the next step was to identify the high-injury roadway segments and intersections in Livermore. The methodology for scoring the high-injury locations is the same method as used in the severity weight section. **Figure 35** shows the top 10 high-collision roadway segments and top 11 high-collision intersections.

For the high collision network analysis, intersections include injury collisions that occurred within 250 feet of it and roadways include all collisions that occurred along the roadway in addition to collisions that occurred directly at an intersection. The weights used in the analysis are shown in **Table 4.**

Figure 35 illustrates high injury network for intersections and corridors.

Figure 35 Citywide High Injury Network (HIN)



INTERSECTION RANKING

A total of 11 intersections were identified as high-risk intersections based on high collision severity weight. There were a total of **106 collisions** and **14 KSI** collisions that occurred at these intersections. The intersection of Patterson Pass Road & Greenville Road and First Street & Southfront Road had the highest number of injury collisions, whereas the intersection of First Street and Portola Avenue slip ramp had the highest number of KSI collisions.

Table 5 lists the collision rate of the top 11 identified high-risk intersections along with their severity weight and the number of KSI collisions.

Table 5 High Collision Intersections

ID	Intersection	Total Injury Collisions	KSI Collisions	Severity Weight
1	First St & Portola Ave Slip Ramp (Non-Signalized)	7	3	534
2	Patterson Pass Rd & Greenville Rd (Signalized)*	27	2	530
3	First St and Southfront Rd (Signalized)	12	1	241
4	E Stanley Blvd & Murrieta Blvd (Signalized)	10	1	239
5	Railroad Ave & S P St (Signalized)	9	1	228
6	Jensen St & East Ave (Non-Signalized)	8	1	227
7	First St & Maple St (Signalized)	7	1	187
8	Northfront Road & North Vasco Road (Signalized)	9	1	282
9	First St & Scott St (Non-Signalized)	7	1	211
10	First St & Bellmawr Dr (Non-Signalized)	6	1	215
11	Portola Ave & N L St (Signalized)	5	1	205

*Note: Signal installed on Patterson Pass Rd & Greenville Rd in the year 2020.

CORRIDOR RANKING

A total of 10 corridors were identified as high-collision corridors. There was a total of **274 injury collisions and 27 KSI collisions** on these corridors. The First Street and Murrieta Boulevard corridors have the highest number of KSI collisions and all injury collisions.

Table 6 lists the collision rate of the top 10 identified high-collision corridors along with the number of KSI collisions, total collisions, corridor length, and severity weight.

Table 6 High Injury Corridors

ID	Corridors	Total	KSI Collisions	Length (miles)	Severity Weight
A	First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy (Intersection)	74	7	3.5	1,518
B	Murrieta Blvd: Holmes St to Portola Avenue	25	5	2.3	995
C	Concannon Blvd: Isabel Avenue to S Livermore Avenue	19	3	3.5	626
D	Las Positas Rd: N Livermore Ave to Greenville Rd	31	2	5.4	544
E	N Livermore Avenue: 400' N (City Limit) to Railroad Avenue	27	2	1.4	510
F	S Vasco Rd: I-580 to Tesla Rd	18	2	3.1	456
G	W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr	19	2	1.3	447
H	Portola Avenue: First St to Murrieta Blvd	13	2	2.0	426
I	E Stanley Blvd: Railroad Avenue to Murdell Lane	38	1	1.2	422
J	Patterson Pass Rd: Greenville Rd to N Mines Rd	10	2	2.6	398

5 EMPHASIS AREAS

Emphasis areas are focus areas for the LRSP that are identified through the comprehensive collision analysis of the identified high-injury locations within the City of Livermore. Emphasis areas help in identifying appropriate safety strategies and countermeasures with the greatest potential to reduce collisions occurring at these high-injury locations. They can include but not be limited to specific collision types, human behaviors, facility types, and specific locations or corridors.

This section summarizes the top five (5) emphasis areas identified for Livermore. These emphasis areas were derived from the consolidated high-injury collision database (**Appendix C**) where top injury factors were identified by combing the data manually. The high-injury collision database contains only collisions occurring at the high-injury intersections or along high injury corridors. Along with findings from the data analysis, stakeholder input was to refine the emphasis areas specific to Livermore.

Based on the systemic safety analysis that helped identify high-injury intersections and roadway segments, the top risk factors and emphasis areas determined for traffic safety in the City of Livermore are as follows:

- Address Broadside Collisions & Automobile Right of Way Violations
- Improve Rear End Collisions & Unsafe Speed
- Reduce Nighttime Collisions
    - Collisions occurring in low or no natural lighting conditions
- Address Pedestrian Safety Collisions
    - Vehicle-pedestrian collisions (Vehicle-pedestrian collisions are any crash involving both a motor vehicle and a pedestrian)
    - Pedestrian right-of-way violations (These collisions involve instances where pedestrians fail to follow traffic rules, such as jaywalking or ignoring signals, leading to accidents with vehicles)
    - Pedestrian violations (These collisions refer to a collision where a pedestrian is identified to be at fault or causing violations)
- Improve Intersection Safety
    - Collisions within 250 feet of intersections

THE EIGHT E'S OF TRAFFIC SAFETY

The LRSP utilizes a comprehensive approach to safety incorporating the "8 E's of traffic safety": **E**ngineering, **E**ducation, **E**ncouragement, **E**nforcement, **E**quity, **E**mergency Medical Services (EMS), **E**ngagement, and **E**valuation. This approach recognizes that not all locations can be addressed solely by infrastructure improvements. Incorporating the 8 E's of traffic safety is often required to ensure the successful implementation of significant safety improvements and reduce the severity and frequency of collisions throughout a jurisdiction.

Some of the common violation types that may require a comprehensive approach are speeding, failure to yield to pedestrians, red light running, aggressive driving, and failure to wear safety belts, distracted driving and driving while impaired. When locations are identified as having these types of violations, coordination with the

appropriate law enforcement agencies is needed to arrange visible targeted enforcement to reduce the potential for future driving violations and related crashes and injuries.

To improve safety, education efforts can be used to supplement enforcement and improve the efficiency of each strategy. **E**ducation can also be employed in the short term to address high crash locations until the recommended infrastructure project can be implemented. **E**ngineering refers to the design and maintenance of roads, intersections, and other infrastructure elements to maximize safety. Similarly, **E**mergency Medical Services entails strategies around supporting organizations that provide rapid response and care when responding to collisions causing injury, by stabilizing victims and transporting them to facilities.

Equity refers to examining the impact collisions have on disadvantaged communities and allocating resources to address them. **E**nforcement involves the implementation and monitoring of traffic laws by law enforcement agencies. **E**ncouragement focuses on promoting positive behavior and safe practices among road users. **E**valuation involves assessing the effectiveness of various safety measures. This ongoing process helps identify areas for improvement and informs future decisions regarding traffic safety initiatives. **E**ngagement in traffic safety refers to the active involvement and participation of stakeholders, communities, and organizations and practices that contribute to enhancing road safety.

FACTORS CONSIDERED IN THE DETERMINATION OF EMPHASIS AREAS

This section presents collision data analysis of collision type, collision factors, facility type, roadway geometries, and party-involved data, analyzed for the various emphasized areas. Emphasis areas were determined by factors that led to the highest amount of injury collisions, with a specific emphasis on KSI injury collisions. Livermore experienced a total of **338 injury collisions** at high-injury network locations during the 2015-2019 study period, including **35 KSI collisions**. The data presented below in each emphasis area is based on these collisions. Emphasis areas were further refined by stakeholder and community input.

Each emphasis area is accompanied by comprehensive programs, policies, and countermeasures to reduce collisions on City roads in that specific emphasis area. It will provide the basis by which the countermeasure toolbox is developed for each identified high-injury location.

EMPHASIS AREA 1 – ADDRESS BROADSIDE COLLISIONS & AUTOMOBILE RIGHT OF WAY VIOLATIONS

83 (24%) out of 338 of the high-injury network collisions were broadside collisions, including five KSI collisions. 43 collisions (51%) out of 83 broadside collisions were caused by an automobile right-of-way violation. 16 collisions (19%) of broadside collisions were caused by traffic signal and sign violation. 67 collisions (80%) of broadside collisions occurred at the intersections. The following collision data is based on only broadside injury collisions on the high injury network of Livermore, followed by E's strategies to address them. These strategies are summarized in **Table 7** below:

Table 7 Emphasis Area 1 Strategies

Objective:

Reduce the number of fatal and severe injuries in broadside collisions and automobile right-of-way violations.

	Strategy	Performance Measure	Agencies/ Organizations
Education	Conduct public information and education campaigns for intersection safety laws regarding traffic lights, stop signs, and turning left or right.	Number of education campaigns or residents reached.	City/Police Department
Enforcement	Targeted enforcement at high-injury locations where violations that lead to broadside collisions are more common, such as automobile right of way and traffic signal/stop sign violations.	Decrease in the number of citations and/or warnings issued over time due to increased driver compliance.	Police Department
Engineering	• S01/NS01/R01, Add intersection or segment lighting • S02, Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number • S03, Improve signal timing • S08, Convert signal to mast arm (from pedestal-mounted) • S09, Install raised pavement markers and striping • S16/NS04/NS05, Convert intersection to roundabout • NS02, Convert to all-way STOP control (from 2-way or Yield control) • NS03, Install signals • NS06, Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs • NS07, Upgrade intersection pavement markings (NS.I.) • NS08, Install flashing beacons at stop-controlled intersections • NS09/S10, Install flashing beacons as advance warning • NS11, Improve sight distance to an intersection (Clear Sight Triangles) • NS13, add splitter-islands on the minor road approaches • S12/NS14, install raised median on approaches	A number of locations improved to mitigate broadside collisions.	City
EMS	S05, Install emergency vehicle pre-emption systems Improve resource deployment for emergency responses to collision sites. Ensure emergency routes are clear and well-defined	EMS vehicle response time.	City/Fire Department & EMS Response Teams

EMPHASIS AREA 2 – IMPROVE REAR END COLLISIONS & UNSAFE SPEED VIOLATIONS

129 (38%) out of 338 collisions on the high injury network were rear-end collisions, including three (2.3%) KSI collisions. 105 collisions (81%) out of 129 rear-end collisions were caused by unsafe speed, which contributed to majority of rear-end collisions. The following collision data is based on only rear-end collisions on the high injury network of Livermore, followed by E's strategies selected to address rear-end collisions. These strategies are summarized in **Table 8** below:

Table 8 Emphasis Area 2 Strategies

	Objective: Reduce the number of fatal and severe injury rear-end collisions.		
	Strategy	**Performance Measure**	**Agencies/ Organizations**
Education	Conduct public information and education campaigns for safety laws regarding unsafe speed and its dangers.	Number of education campaigns or residents reached.	City/Police Department
Enforcement	Targeted enforcement at high-injury locations where unsafe speed violations are more common. Deploy a radar trailer at locations where instances of unsafe speed are more prevalent	Decrease in the number of citations and/or warnings issued over time due to increased driver compliance.	Police Department
Engineering	• S01/NS01/R01, Add intersection or segment lighting • S02, Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number • S03, Improve signal timing • S04, Provide Advanced Dilemma-Zone Detection for high-speed approaches • S06/NS18, Install left turn lane • S09, Install raised pavement markers and striping (Through Intersection) • S11/NS12/R21, Improve pavement friction (High Friction Surface Treatment) • S16/NS04/NS05, Convert intersection to roundabout • NS06, Install/upgrade larger or additional intersection signs • NS07, Upgrade intersection pavement markings (NS.I.) • R14, Road Diet • R22, Install/Upgrade signs with new fluorescent sheeting • R26, Install dynamic/variable speed warning signs • R28, Install edge lines and centerlines • Decrease the width of travel lanes & traffic calming strategies where appropriate • Simplify turn configurations and decrease the curb radius of intersections.	The Number of locations improved.	City
EMS	S05, Install emergency vehicle pre-emption systems Improve resource deployment for emergency responses to collision sites. Ensure emergency routes are clear and well-defined	EMS vehicle response time.	City/Fire Department & EMS Response Teams

EMPHASIS AREA 3 – REDUCE NIGHTTIME COLLISIONS

88 (26%) out of 338 high-injury network collisions occurred at night or in low light (dawn/dusk) conditions, including 16 KSI collisions (18%). 70 collisions (79%) out of 88 nighttime collisions occurred in the dark with street lights. 53 collisions (60%) of nighttime collisions occurred due to a motor vehicle colliding into a motor vehicle and 14 collisions (16%) of nighttime collisions involved driving under the influence. The following collision data is based on only nighttime injury collisions on the high injury network of the City of Livermore, followed by E's strategies selected to address nighttime collisions. These strategies are summarized in **Table 9** below:

Table 9 Emphasis Area 3 Strategies

Objective:

Reduce the number of fatal and severe injury collisions that occur at night or dawn/dusk.

	Strategy	Performance Measure	Agencies/ Organizations
Education	Develop an awareness program to inform motorists of safe nighttime driving habits and the dangers of drunk driving, as well as high-injury collision locations and the most common violations/collision types occurring at night.	Number of education campaigns or residents reached.	City/Police Department
Enforcement	Targeted enforcement at high-injury intersections and roadway locations where nighttime collisions are more common. Establish Driving Under Influence checkpoints at night where appropriate.	Decrease in the number of citations and/or warnings issued over time due to increased driver compliance.	Police Department
Engineering	• S01, Add intersection lighting (Signalized Intersection S.I.) • S02, Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number • S10, Install flashing beacons as advance warning (S.I.) • NS01, Add intersection lighting (NS.I) • NS06, Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs • NS07, Upgrade intersection pavement markings (NS.I.) • NS08, Install Flashing Beacons at Stop-Controlled Intersections • NS09, Install flashing beacons as an advance warning (NS.I.) • NS22PB, Install Rectangular Rapid Flashing Beacon (RRFB) • R01, Add Segment Lighting • R02, Remove or relocate fixed objects outside of the Clear Recovery Zone • R22, Install/Upgrade signs with new fluorescent sheeting (regulatory or warning) • R27, Install delineators, reflectors, and/or object markers • R28, Install edge lines and centerlines • R31, Install edge-line rumble strips/stripes	Number of locations improved.	City
EMS	S05, Install emergency vehicle pre-emption systems Improve resource deployment for emergency responses to collision sites. Ensure emergency routes are clear and well-defined	EMS vehicle response time.	City/Fire Department & EMS Response Teams

EMPHASIS AREA 4 – ADDRESS PEDESTRIAN SAFETY

34 (10%) out of 338 collisions on the high injury network involved pedestrians, out of which 13 collisions (38%) were KSI collisions. The majority of the pedestrian collisions (including four out of 13 KSI collisions) occurred along First Street. 15 collisions (44%) that involved pedestrians occurred during night time and 13 collisions (38%) that involved pedestrians were caused due to pedestrian violation. The following collision data is based on only pedestrian collisions on the high injury network of Livermore, followed by E's strategies to address them. These strategies are summarized in **Table 10** below:

Table 10 Emphasis Area 4 Strategies

Objective:

Reduce the number of fatal and severe injury collisions involving pedestrians.

	Strategy	Performance Measure	Agencies/ Organizations
Education	Conduct pedestrian safety campaigns and outreach to raise awareness of pedestrian safety needs through media outlets, social media, and public events. Partner with Safe Routes to School to conduct bicycle and pedestrian safety programs in Livermore's schools.	Number of education campaigns or residents reached.	City/School District/ Police Department
Enforcement	Targeted enforcement at high-injury locations especially near schools, trails, and other areas where pedestrians are more present. Continue to place a high priority on the enforcement of motorist and pedestrian violations that most frequently cause injuries and fatalities among pedestrians.	Decrease in the number of citations and/or warnings issued over time due to increased driver compliance.	Police Department
Engineering	• S01/NS01/R01, Add intersection or segment lighting • S13PB/R10PB, Install pedestrian median fencing on approaches • S17PB, Install pedestrian countdown signal heads • S18PB, Install pedestrian crossing (S.I.) • S19PB, Pedestrian Scramble • S20PB, Install advance stop bar before crosswalk (Bicycle Box) • S21PB, Modify signal phasing to implement a Leading Pedestrian Interval • NS11, Improve sight distance to the intersection • NS19PB, Install raised medians (refuge islands) • NS21PB/R35PB, Install/upgrade pedestrian crossing (with enhanced safety features) • NS22PB, Install Rectangular Rapid Flashing Beacon (RRFB) • NS23PB, Install pedestrian signal (including Pedestrian Hybrid Beacon (HAWK)) • R34PB, Install sidewalk/pathway (to avoid walking along roadway) • R36PB, Install raised pedestrian crossing • R37PB, Install Rectangular Rapid Flashing Beacons (RRFB) • High-visibility ladder crosswalks • Mid-block curb extension & intersection bulb-outs • In-road yield sign for a pedestrian crossing at a crosswalk	Number of locations improved.	City
EMS	S05, Install emergency vehicle pre-emption systems Improve resource deployment for emergency responses to collision sites. Ensure emergency routes are clear and well-defined, particularly in areas and times of high pedestrian activity.	EMS vehicle response time.	City/Fire Department & EMS Response Teams

EMPHASIS AREA 5 – IMPROVE INTERSECTION SAFETY

Intersection collisions made up the vast majority of collisions occurring on the Livermore high injury network during the study period, a total of 250 collisions (73%) out of 338 collisions occurred at an intersection. Also, 29 collisions (11.6%) of those 250 collisions at an intersection resulted into fatal or severe injury. 89 collisions (35%) occurred at the intersection due to unsafe speed violations. The following collision data is based on only intersection collisions on the high injury network in the City of Livermore, followed by E's strategies selected to address intersection collisions. These strategies are summarized in **Table 11** below:

Table 11 Emphasis Area 5 Strategies

Objective:

Reduce the number of fatal and severe injury collisions on Intersections.

	Strategy	Performance Measure	Agencies/ Organizations
Education	Conduct public information and education campaigns for intersection safety laws regarding traffic signals, stop signs, and turning left or right.	Number of education campaigns or residents reached.	City/Police Department
Enforcement	Targeted enforcement at high-injury intersections to monitor right-of-way violations, speed limit laws, and other violations that occur at intersections	Decrease in the number of citations and/or warnings issued over time due to increased driver compliance.	Police Department
Engineering	• S02, Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number • S03, Improve signal timing • S09, Install raised pavement markers • NS06, Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs • NS07, Upgrade intersection pavement markings • NS08, Install Flashing Beacons at Stop-Controlled Intersections • NS09, Install flashing beacons as an advance warning (Non-Signalized Intersection) (NS.I.) • NS10, Install transverse rumble strips on approaches • NS11, Improve sight distance to an intersection (Clear Sight Triangles) • NS13, Install splitter-islands on the minor road approaches • NS14, Install raised median on approaches • NS19PB, Install raised medians (refuge islands)	Number of locations improved.	City
EMS	S05, Install emergency vehicle pre-emption systems Improve resource deployment for emergency responses to collision sites. Ensure emergency routes are clear and well-defined	EMS vehicle response time.	Fire Department & EMS Response Teams

6 COUNTERMEASURE SECTION

IDENTIFICATION OF COUNTERMEASURES

Following the identification of high-risk locations and emphasis areas was the identification of appropriate safety countermeasures. The Caltrans LRSM provides 82 countermeasures, of which 21 are eligible in the current HSIP call for signalized intersections, 23 for un-signalized intersections, and 38 for roadway segments. The LRSM guides where to apply the countermeasures including the crash types each countermeasure would address, and a Crash Reduction Factor (CRF) for each countermeasure. The Federal Highway Administration (FHWA) CMF Clearinghouse and published research papers were reviewed by the project team to gain additional insight into CRFs and the effectiveness of specific countermeasures.

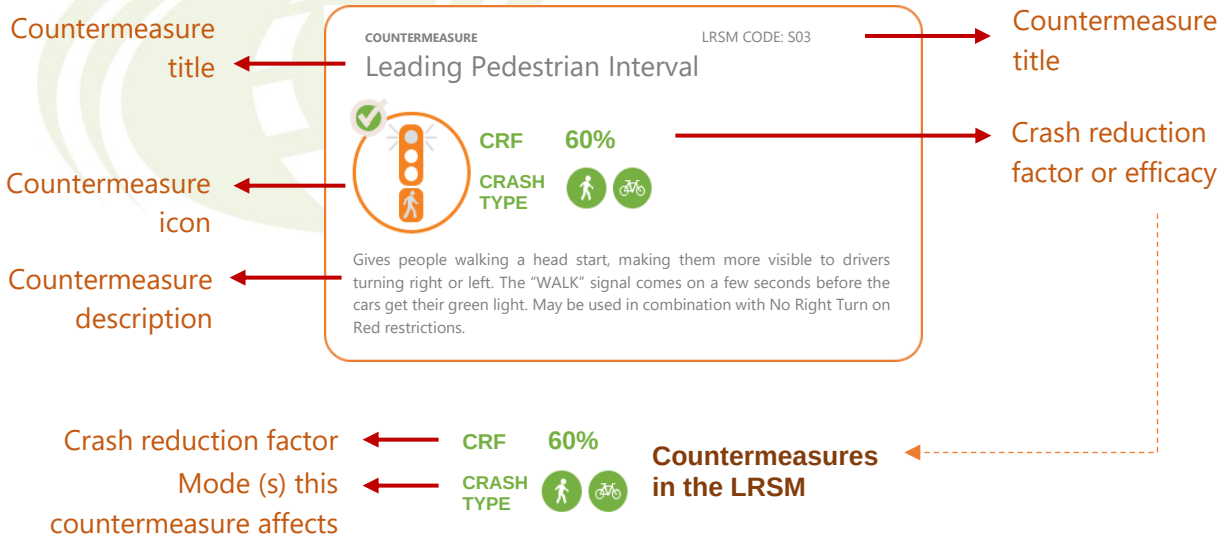
The project team reviewed the high-injury locations (intersections and roadway segments) using aerial photography, Google Maps Street View software, and in-person site visits. Crash characteristics of all injury collisions occurring on the High Injury Network were considered. After combining the physical and collision characteristics, the project team developed a table of preliminary countermeasures that address each of the five identified Emphasis Areas. Below are countermeasures for each high-risk location that were most commonly recommended among all Emphasis Areas. By doing this, the project team was able to identify countermeasures with the greatest opportunity for funding and systemic implementation.

COUNTERMEASURE TOOLBOX

Engineering countermeasures were selected for each of the high-risk locations and the emphasis areas. These were based on approved countermeasures from the Caltrans LRSM used in HSIP grant calls for projects. The intention is to give the City potential countermeasures for each location that can be funded and implemented either in future HSIP calls for projects or using other funding sources, such as the City's Capital Improvement Program. Non-engineering countermeasures were also selected using the 8 E's strategies, and are included in the emphasis areas. The countermeasure toolbox in **Appendix D** details the draft countermeasures for each high-risk location and emphasis area, separated by intersections and roadway segments. While some of these countermeasures might not be ideal for some safety projects, they are included to give the City a toolbox for implementing future safety improvements through other means, such as the Capital Improvement Program (CIP).

The countermeasures listed below are recommended countermeasures for high-injury intersections and corridors. This list below provides a description of each countermeasure along with the CRF, federal funding eligibility, and opportunity for systemic implementation. An excerpt of the LRSM, detailing each available HSIP countermeasure referenced in the recommendations tables, is included as **Appendix E**.

WHAT YOU'LL SEE IN THIS TOOLBOX



Safety Research Sources

Application of Pedestrian Crossing Treatments for Streets and Highways, NCHRP, 2016.
California Local Roadway Safety Manual, Caltrans, FHWA & SafeTrec, 2020.
Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments, NCHRP, 2017.
Evaluation of Bicycle-Related Roadway Measures, Pedestrian and Bicycle Information Center, 2014.
Evaluation of Pedestrian-Related Roadway Measures, Pedestrian and Bicycle Information Center, 2014.

A. COUNTERMEASURES FOR SIGNALIZED INTERSECTIONS

COUNTERMEASURE LRSM CODE: S01

Intersection Lighting

CRF 40%

CRASH TYPE

Providing lighting at the intersection itself, or both at the intersection and on its approaches improves the safety of an intersection during nighttime conditions.

COUNTERMEASURE LRSM CODE: S02

Improve Signal Hardware

CRF 15%

CRASH TYPE

Includes New LED lighting, signal back plates, retro-reflective tape outlining the back plates, or visors to increase signal visibility, larger signal heads, relocation of the signal heads, or additional signal heads.

COUNTERMEASURE LRSM CODE: S03

Improve Signal Timing

CRF 15%

CRASH TYPE

Includes adding phases, lengthening clearance intervals, eliminating or restricting higher-risk movements, and coordinating signals at multiple locations.

COUNTERMEASURE LRSM CODE: S09

Raised Pavement Marking & Striping

CRF 10%

CRASH TYPE

Adding clear pavement markings can guide motorists through complex intersections and approach and traverse through complex intersections.

COUNTERMEASURE LRSM CODE: S10

Flashing Beacons as advance warning

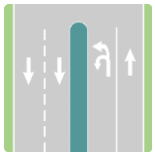
CRF 30%

CRASH TYPE

Increases driver awareness of an approaching signalized intersection and increases the driver's time to react.

COUNTERMEASURE LRSM CODE: S12

Raised Median on Approach



CRF 25%

CRASH TYPE

Raised medians next to left turn lanes at intersections offer a cost-effective means for reducing crashes and improving operations at higher-volume intersections.

COUNTERMEASURE LRSM CODE: S20PB

Advance stop bar before crosswalk

CRF 15%

CRASH TYPE

Signalized Intersections with a marked crossing, where significant bicycle and/or pedestrian volumes are known to occur.

COUNTERMEASURE LRSM CODE: S21PB

Leading Pedestrian Interval (LPI)

CRF 60%

CRASH TYPE

The addition of LPI allows pedestrians to enter an intersection 3-7 seconds before vehicles are given a green indication; only minor signal timing alteration is required.

B. COUNTERMEASURES FOR NON- SIGNALIZED INTERSECTIONS

COUNTERMEASURE LRSM CODE: NS01

Intersection Lighting

CRF 40%

CRASH TYPE

Intersection lighting improves the ability of drivers to see pedestrians and cyclists, thus decreasing accidents involving them during nighttime. Additionally, it enhances driver awareness and response time.

COUNTERMEASURE LRSM CODE: NS06

Large or Additional Stop Signs

CRF 15%

CRASH TYPE

New stop signs at uncontrolled intersections with patterns of rear-end, right-angle, or turning collisions related to lack of driver awareness of the presence of the intersection.

COUNTERMEASURE LRSM CODE: NS07

Intersection Pavement Marking

CRF 25%

CRASH TYPE

The visibility of intersections and, thus, the ability of approaching drivers to perceive them can be enhanced by installing appropriate pavement delineation in advance of and at intersections will provide approaching motorists with additional information at these locations.

COUNTERMEASURE LRSM CODE: NS08

Flashing Beacons at Stop-Controlled Intersection

CRF 25%

CRASH TYPE

Flashing beacons can reinforce driver awareness of the Non-Signalized intersection control and can help mitigate patterns of right-angle crashes related to stop sign violations.

COUNTERMEASURE LRSM CODE: NS09

Flashing Beacons as Advance warning

CRF 30%

CRASH TYPE

Intersections with patterns of crashes could be related to s lack of a driver's awareness of approaching intersections or controls at a downstream intersection.

COUNTERMEASURE LRSM CODE: NS10

Transverse Rumble Strips

CRF 20%

CRASH TYPE

Transverse rumble strips are installed in the travel lane to provide an auditory and tactile sensation for each motorist approaching the intersection.

COUNTERMEASURE LRSM CODE: NS12PB

Pavement Friction (High Friction Surface Treatment)

CRF 55%

CRASH TYPE

This treatment is intended to target locations where skidding and failure to stop is determined to be a problem in wet or dry conditions and the target vehicle is unable to stop due to insufficient skid resistance.

COUNTERMEASURE LRSM CODE: NS21PB

Pedestrian Crossing at Uncontrolled Location

CRF 35%

CRASH TYPE

Intersections where pedestrians are known to be crossing intersections that involve significant vehicular traffic.

COUNTERMEASURE LRSM CODE: NS22PB

Rectangular Rapid Flashing Beacon (RRFB)

CRF 35%

CRASH TYPE

These include pedestrian-activated flashing lights and additional signage that enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings.

C. COUNTERMEASURES FOR ROADWAYS

COUNTERMEASURE LRSM CODE: R01

Segment Lighting

CRF 35%

CRASH TYPE

Street lighting helps make other road users or hazards more visible to motorists at night, improving driver perception and reaction time and reducing the risk of collision.

COUNTERMEASURE LRSM CODE: R22

Signs with New Fluorescent Sheeting

CRF 15%

CRASH TYPE

Intended to get the driver's attention and give them a visual warning by using fluorescent yellow sheeting (or other retroreflective material).

COUNTERMEASURE LRSM CODE: R24

Curve Warning Signs

CRF 25%

CRASH TYPE

Addresses problem curves, and serves as a warning of an unexpected or sharp curve. It provides advanced information and gives drivers a visual warning that their added attention is needed.

COUNTERMEASURE LRSM CODE: R26

Dynamic Speed Warning Signs

CRF 30%

CRASH TYPE

A roadway treatment that uses radar to alert drivers to their actual speed relative to the posted speed limit, encouraging drivers who exceed the speed limit to slow down.

COUNTERMEASURE LRSM CODE: R27

Reflectors and Object Markers

CRF 15%

CRASH TYPE

Delineators, reflectors, and/or object markers are intended to warn drivers of an approaching curve or fixed object that cannot easily be removed.

COUNTERMEASURE LRSM CODE: R28

Edge-line and Centerline

CRF 25%

CRASH TYPE

Installing edge lines and centerlines where none exists or making significant upgrades to existing lines.

COUNTERMEASURE LRSM CODE: R31

Edge-line Rumble Strips

CRF 15%

CRASH TYPE

Rumble strips provide an auditory indication and tactile rumble when driven on, alerting drivers that they are drifting out of their travel lane, and giving them time to recover before they depart the roadway or cross the center

COUNTERMEASURE LRSM CODE: R33

Install Separated Bike Lanes

CRF 45%

CRASH TYPE

Separated bikeways are most appropriate on streets with high volumes of bike traffic and/or high bike-vehicle collisions, presumably in an urban or suburban area.

COUNTERMEASURE LRSM CODE: R37PB

Rectangular Rapid Flashing Beacon (RRFB)

CRF 35%

CRASH TYPE

Pedestrian-activated flashing lights and additional signage enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings.

COUNTERMEASURE LRSM CODE: R35PB

Pedestrian Crossing

CRF 35%

CRASH TYPE

These include pedestrian-activated flashing lights and additional signage that enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings.

COUNTERMEASURE LRSM CODE: R36PB

Raised Pedestrian Crossing

CRF 35%

CRASH TYPE

The crosswalk is elevated to match the sidewalk to make pedestrians more visible to approaching vehicles. Typically located at midblock crossings, they encourage motorists to yield to pedestrians and reduce vehicle speed.

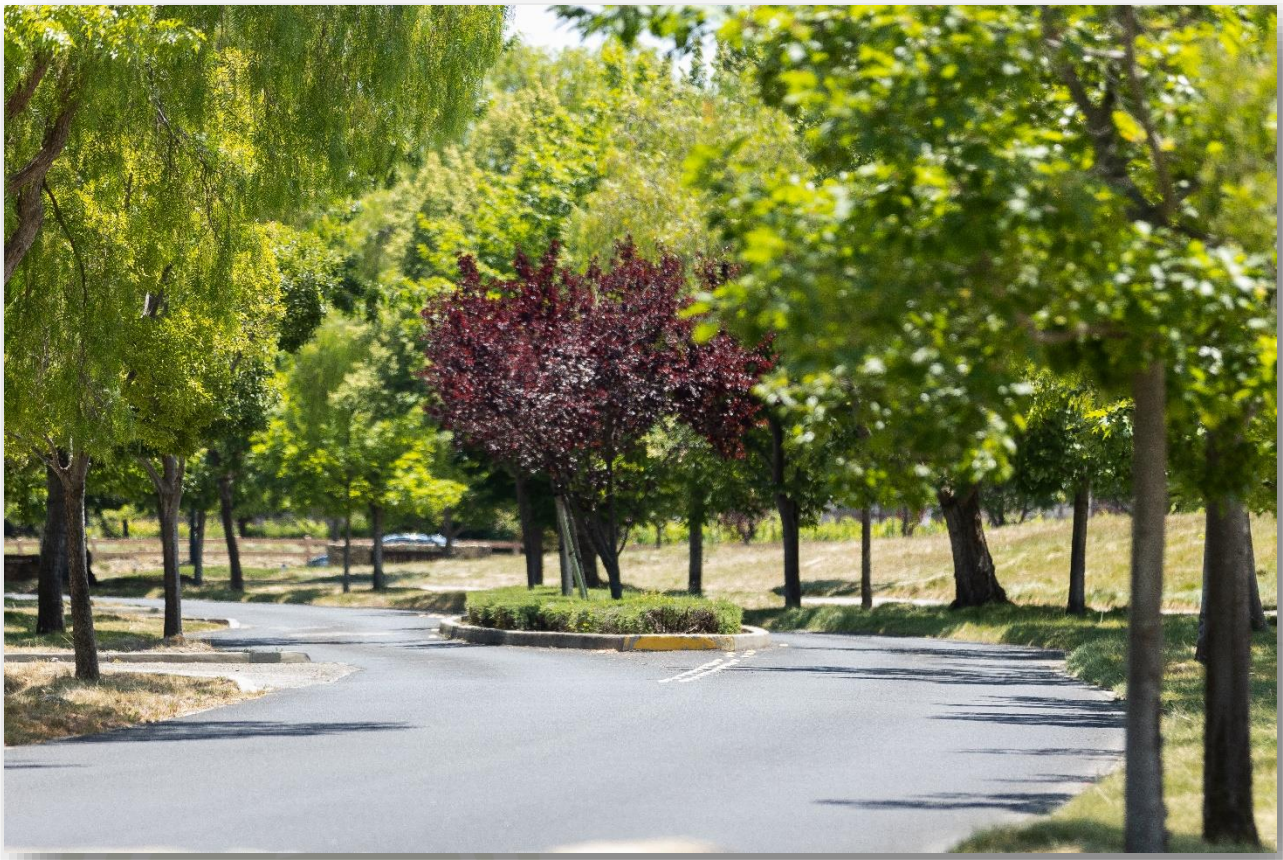
COUNTERMEASURES TOOLBOX CRITERIA

As shown in **Appendix D**, some additional countermeasures that are not included in the 2022 California Local Roadway Safety Manual (LRSM) were provided as part of the Countermeasure Toolbox for several reasons:

- The countermeasures complement or enhance the efficacy of those which are included in the LRSM.
- The countermeasures are emerging tools that are gaining traction throughout California and/or the United States, and may not yet have a history of academic research or efficacy studies, but are likely to be included in future iterations of the LRSM or other safety guidance documents.
- Though the HSIP funding source is based on countermeasure documentation in the LRSM, other funding sources may be more applicable for certain projects or contexts and allow for the inclusion of other countermeasure types.

The availability of research rating for these countermeasures is listed as one of the following in the toolbox:

- Low – No or limited research on safety benefits is available or safety benefits are modest
- Medium – Research on efficacy is available, but safety benefits are modest
- High – A large body of research is available and safety benefits are well-documented



7 VIABLE SAFETY PROJECTS

This chapter summarizes the process of selecting safety projects as part of the analysis for Livermore's LRSP.

The next step after the identification of high-injury locations, emphasis areas, and applicable countermeasures was to identify systemic and location-specific safety improvements for high-risk networks.

The most applicable and appropriate countermeasures as identified have been grouped to form projects that can help make high-risk locations safer. The countermeasures were grouped into safety projects for high-risk intersections and corridors. A total of eight (8) safety projects were developed for both intersections and corridors. Countermeasures and project locations for each safety project were identified based on the technical team's assessment of viability which consisted of extensive analysis, observations, City staff input, and stakeholder/community input.

Table 12 lists the viable safety projects for high-risk intersections and roadway segments.

LIST OF SAFETY PROJECTS

- **Project 1:** Improve safety at signalized intersections: Improve signal timing (coordination, phases, red, yellow, or operation)
- **Project 2:** Improve pedestrian safety at signalized intersections: Install flashing beacons as advance warning (S.I), Install an advance stop bar before crosswalk (Bicycle Box), Modify signal phasing to implement a Leading Pedestrian Interval (LPI)
- **Project 3:** Improve safety at non-signalized Intersections: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, Install flashing beacons as an advance warning (NS.I.), and Install Rectangular Rapid Flashing Beacon (RRFB)
- **Project 4:** Citywide signal upgrade: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number.
- **Project 5:** Citywide street light inventory: Add intersection lighting (signalized intersection), Add intersection lighting (non-signalized intersection), Add segment lighting (roadway segment)
- **Project 6:** Citywide sign inventory: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)
- **Project 7:** Improve safety on corridors: Install dynamic/variable speed warning signs
- **Project 8:** Improve pedestrian and bicycle safety on corridors: Install/upgrade pedestrian crossing (with enhanced safety features), Install Rectangular Rapid Flashing Beacon (RRFB), Install separated bike lanes.

Table 12- Table 15 identified safety projects, with a preliminary cost estimate for each location and the resulting B/C Ratio of the project. **Table 16** lists the viable safety projects requested by the City. **Table 17** shows the lists of locations that were identified by the community and applicable safety projects that they can be included in.

Appendix F lists the detailed methodology to calculate the Benefit/Cost (B/C) Ratio, as well as the complete cost, benefit, and B/C Ratio calculation.

A. SAFETY PROJECTS – SIGNALIZED INTERSECTIONS

Table 12 List of Viable Safety Projects for Signalized Intersections

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 1 – Improve safety at Signalized Intersection: Improve signal timing (coordination,-phases, red, yellow, or operation)						
First St and Southfront Rd	S03			$17,700	$106,200	38.56
E Stanley Blvd & Murrieta Blvd	S03			$17,700		
Railroad Ave & S P St	S03			$17,700		
First St & Maple St	S03			$17,700		
Northfront Road & North Vasco Road	S03			$17,700		
Portola Ave & N L St	S03			$17,700		
Project 2 – Improve pedestrian safety at Signalized Intersection: Install flashing beacons as an advance warning (S.I), Install advance stop bar before the crosswalk, Modify signal phasing to implement a Leading Pedestrian Interval (LPI)						
First St and Southfront Rd		S20PB	S21PB	$6,300	$413,200	54.91
E Stanley Blvd & Murrieta Blvd	S10	S20PB	S21PB	$154,100		
Railroad Ave & S P St	S10	S20PB	S21PB	$153,500		
First St & Maple St		S20PB	S21PB	$5,800		
Northfront Road & North Vasco Road	S10			$73,500		
Portola Ave & N L St		S20PB	S21PB	$6,300		
Fenton St & E Stanley Blvd		S20PB	S21PB	$6,800		
East Ave & Charlotte Way		S20PB	S21PB	$6,900		

Notes: CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

B. SAFETY PROJECTS – NON-SIGNALIZED INTERSECTIONS

Table 13 List of Viable Safety Projects for Non-Signalized Intersections

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 3 – Improve safety at Non-Signalized Intersections: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, Install flashing beacons as an advance warning (NS.I.), Install Rectangular Rapid Flashing Beacon (RRFB)						
First St & Portola Ave Slip Ramp	NS06	NS09	NS22PB	$155,300	$452,400	50.78
Jensen St & East Ave	NS06		NS22PB	$63,400		
First St & Scott St	NS06		NS22PB	$213,500		
First St & Bellmawr Dr	*Addressed in Project 7*					
Las Flores Rd & Bluebell Dr	*RRFB installed and needs to be monitored*					
Maple St and 5th Street	NS06			$8,900		
Charlotte Way & Marcella St	NS06			$5,900		
Charlotte Way & Arlene Way	NS06			$5,400		

Notes: CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

C. SAFETY PROJECTS – CITYWIDE SYSTEMIC PROJECTS

Table 14 List of Viable Citywide Safety Projects

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 4 – Citywide Signal Upgrade: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number.						
Citywide Signal Upgrade	S02			$45,600	$5,113,900	8.73
Project 5 – Citywide Street Light Inventory: Add intersection lighting (signalized intersection), Add intersection lighting (non-signalized intersection), Add segment lighting (roadway segments)						
Citywide Street Light Inventory	S01	NS01	R01		$9,919,900	20.23
Project 6 – Citywide Sign Inventory: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)						
Citywide Sign Inventory	R22				$7,150,500	12.24

Project 6 will include costs for "Install signs "Bicycle WRONG WAY Sign and RIDE WITH TRAFFIC" and Las Positas Rd: N Livermore Ave to Greenville Rd (City Limit- East): Additional warning signs (Signal ahead) – only for eastbound approaching Big5 Plaza intersection.
Notes: CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

D. SAFETY PROJECTS – CORRIDORS

Table 15 List of Viable Corridor Safety Projects

Location	CM1	CM2	CM3	Cost per Location	Total	B/C Ratio
Project 7: Improve safety on Corridors: Install dynamic/variable speed warning signs						
First St: E Stanley Blvd to I-580/ John P Miller Memorial Hwy -Segment near First St & Holmes St -Segment near First St & S Livermore Ave -Segment near First St& Maple St -Segment near First St & Inman St -Segment near First St & Scott St -Segment between Las Positas Rd and Mines Road	R26			$212,400	$1,248,600	56.85
Murrieta Blvd: Holmes St to Portola Avenue -Segment near Murrieta Blvd & Fenton St -Segment near Murrieta Blvd & E Stanley Blvd -Segment near Murrieta Blvd & Arroyo Bike Trial -Segment near Murrieta Blvd & Chippewa Way	R26			$185,900		
Concannon Blvd: Isabel Avenue to S Livermore Avenue -Segment near Concannon Blvd & Normandy Cir -Segment near Concannon Blvd & San Vicente Dr -Segment near Concannon Blvd & Wente St	R26			$106,200		
Las Positas Rd: N Livermore Ave to Greenville Rd -Segment near Las Positas Road & Las Colinas Road -Segment near Las Positas Road & Big 5 Sporting Goods	R26			$106,200		

N Livermore Avenue: 400' N) to Railroad Avenue -Segment near N Livermore Ave & Portola Avenue	R26			$53,100		
S Vasco Rd: I-580 to Tesla Rd -Segment near N Vasco Rd & Northfront Rd -Segment near S Vasco Rd & Brisa St -Segment near S Vasco Rd & Patterson Pass Rd	R26			$79,700		
W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr -Segment near Flight Level Aviation Training -Segment near W Jack London Blvd & Wolf House Dr -Segment near Livermore Outlet	R26			$132,800		
Portola Avenue: First St to Murrieta Blvd -Segment near Portola Ave & N L St -Segment near Portola Ave & First St	R26			$106,200		
E Stanley Blvd: Railroad Avenue to Murdell Lane -Segment near Stanley Blvd & N Murrieta Blvd -Segment near Stanley Blvd & N Murrieta Blvd -Segment near Stanley Blvd & Railroad Ave	R26			$106,500		
Patterson Pass Rd: Greenville Rd to N Mines Rd -Segment near Patterson Pass Rd & Carol Common -Segment near Patterson Pass Rd & Joyce St -Segment near Patterson Pass Rd & Shelley St -Segment near CSA Transportation San Francisco	R26			$159,600		

Note: Speed Warning Signs between Las Positas Blvd & First St and Mines Road & First St in Southbound and Northbound should be installed in the median.

Project 8: Improve pedestrian and bicycle safety on corridors: Install Separated Bike Lanes, Install/upgrade pedestrian crossing (with enhanced safety features), Install Rectangular Rapid Flashing Beacon (RRFB)						
First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	R33PB			$1,041,200	$5,382,300	12.22
Murrieta Blvd: Jack London Blvd to Portola Avenue	R33PB			$1,208,300		
Portola Avenue: First St to Murrieta Blvd - Portola Ave & Livermore Ave -*Portola Ave & Paseo Laguna Seco -*Portola Ave & Portola Meadows Rd -*Portola Ave & Royal Rd -*Portola Ave & Yorkshire Dr -*Portola Ave & Lee Ave -*Portola Ave & Edinburgh Dr		R35PB		$371,700		
E Stanley Blvd: Railroad Avenue to Murdell Lane	R33PB			$500,600		
Concannon Blvd: Isabel Avenue to S Livermore Avenue -*Concannon Blvd & San Vicente Dr	R33PB	R35PB	R37PB	$1,130,300		
S Vasco Rd: I-580 to Tesla Rd (City Limit-South)	R33PB			$776,800		
Maple St: First St to East Avenue - Maple St and Third St (Monitor existing RRFB) - Maple St and Sixth St		R35PB		$350,500		

Note: Locations with "*" are requested by the City

- CM – countermeasure. The B/C ratio is the dollar amount of benefits divided by the cost of the countermeasure.
- Specific locations on each roadway segment and countermeasures are derived from the community comments received through the survey portal.
- The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

The locations mentioned below show the improvements for the signalized intersections requested by the city for the "Install/upgrade pedestrian crossing (with enhanced safety features)". However, these proposed enhancements are not currently identified within the LRSM in **Appendix E**. To address the safety of pedestrians in the city, alternative funding resources need to be facilitated to implement these enhancements.

The improvements at each location include upgrading existing crosswalks to high visibility, installing curb extensions, medians, and pedestrian crossing islands, upgrading curb ramps at locations where curb extensions are proposed, installing advance "yield" marking, flashing beacons, and other/or other safety features.

Table 16 Other Safety Elements for Signalized Intersections

Location	Cost per Location	Total
Murrieta Blvd: Holmes St to Portola Avenue -*Murrieta Blvd & Portola Ave -*Murrieta Blvd & Jack London Blvd -*Murrieta Blvd & Olivina Ave -*Murrieta Blvd & Holmes St	$745,200	$1,824,100
Concannon Blvd: Isabel Avenue (City Limit- West) to S Livermore Avenue (City Limit- East) -*Concannon Blvd & El Padro Dr	$114,200	
N Livermore Avenue: 400' N (City Limit) to Railroad Avenue -*Livermore Ave & Portola Ave -*Livermore Ave & Junction Ave -*Livermore Ave & Cromwell Wy	$456,700	
S Vasco Rd: Dalton Ave (City Limit-North) to I-580 -*Vasco Rd & Garaventa Ranch Rd -*Vasco Rd & Scenic Ave -*Vasco Rd & Crestmont Ave	$184,100	
E Stanley Blvd: Railroad Avenue to Murdell Lane -Stanley Blvd & Murrieta Blvd -E Stanley Blvd & Fenton St	$323,900	

Note: Locations with "*"are requested by the City
The improvement cost includes traffic control, mobilization, contingency, preliminary engineering, construction engineering, and the cost of the improvements.

Table 17 Additional List of Locations Identified by the Community

No.	Additional Locations	Traffic Safety Concerns	Safety Projects
1	First St & N Mines Road	Pedestrian Safety	Can be included in Project 8
2	First St & McLeod Street	Pedestrian Safety	Can be included in Project 8
3	S Livermore Avenue & Second Street	Pedestrian Safety	Can be included in Project 8
4	S Livermore Avenue & College Avenue	Speeding	Can be included in Project 7
5	S Livermore Avenue & 7th Street	Limited Visibility to pedestrian	Can be included in Project 6/8
6	Scenic Avenue & Central Avenue	Traffic Sign Violation	Addressed in Project 6
7	Wall Street & Sonoma Avenue	School Safety/ Pedestrian Safety	Can be included in Project 8
8	Wall Street & Judith Way	Intersection Safety/ School Safety	Can be included in Project 8
9	South Vasco Road & Preston Avenue	Intersection Safety	Can be included in Project 3 (NS)
10	East Stanley Boulevard & El Caminito	Curve Unsafe	Can be included in Project 7
11	First Street & Springtown Boulevard	Bicycle Safety	Can be included in Project 8
12	Maple Street & Second Street	Pedestrian Safety/Traffic Sign Violation	Can be included in Project 8
13	East Vineyard Avenue & Vallecitos Avenue	Intersection Safety/ Pavement Condition	Addressed in Project 6, Pavement condition should be addressed thru CIP Project
14	Wagoner Drive & Mocho Street	School Safety	Addressed in Project 6
15	Garaventa Ranch Rd & N Vasco Rd	Speeding/Traffic Sign Violation	Can be included in Project 7
16	First St & Las Positas Rd	Speeding/Traffic Sign Violation	Can be included in Project 7
17	Spruce St & N P St	Pavement Conditions	Pavement condition should be addressed thru CIP Project
18	Garaventa Ranch Rd & Maralisa Lane	Curve Unsafe/School Safety	Addressed in Project 6
19	Portola Avenue & Highland St	Speeding/Pedestrian Safety	Can be included in Project 7/8
20	Portola Avenue & Lee Ave	School Safety/ Pedestrian Safety	Can be included in Project 8

Table 18 List of Countermeasures

	Countermeasure Name
S01	Add segment lighting (S.I)
S02	Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number
S03	Improve signal timing (coordination, phases, red, yellow, or operation)
S10	Install flashing beacons as an advance warning (S.I)
S20PB	Install advance stop bar before crosswalk (Bicycle Box)
S21PB	Modify signal phasing to implement a Leading Pedestrian Interval (LPI)
NS01	Add segment lighting (NS.I)
NS06	Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs
NS09	Install flashing beacons as advance warning (NS.I)
NS22PB	Install Rectangular Rapid Flashing Beacon (RRFB)
R01	Add segment lighting
R22	Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)
R26	Install dynamic/variable speed warning signs
R33PB	Install Separated Bike Lanes
R35PB	Install/upgrade pedestrian crossing (with enhanced features)
R37PB	Install Rectangular Rapid Flashing Beacon (RRFB)

Note: S refers to improvements at signalized locations, NS refers to improvements at non-signalized locations, and R refers to improvements at roadway segments.

DESIGN ELEMENTS

Figures below illustrate each safety project mentioned in **Table 12-16** above, with their detailed description, costs, and collision history in the subsequent layout cut sheets.

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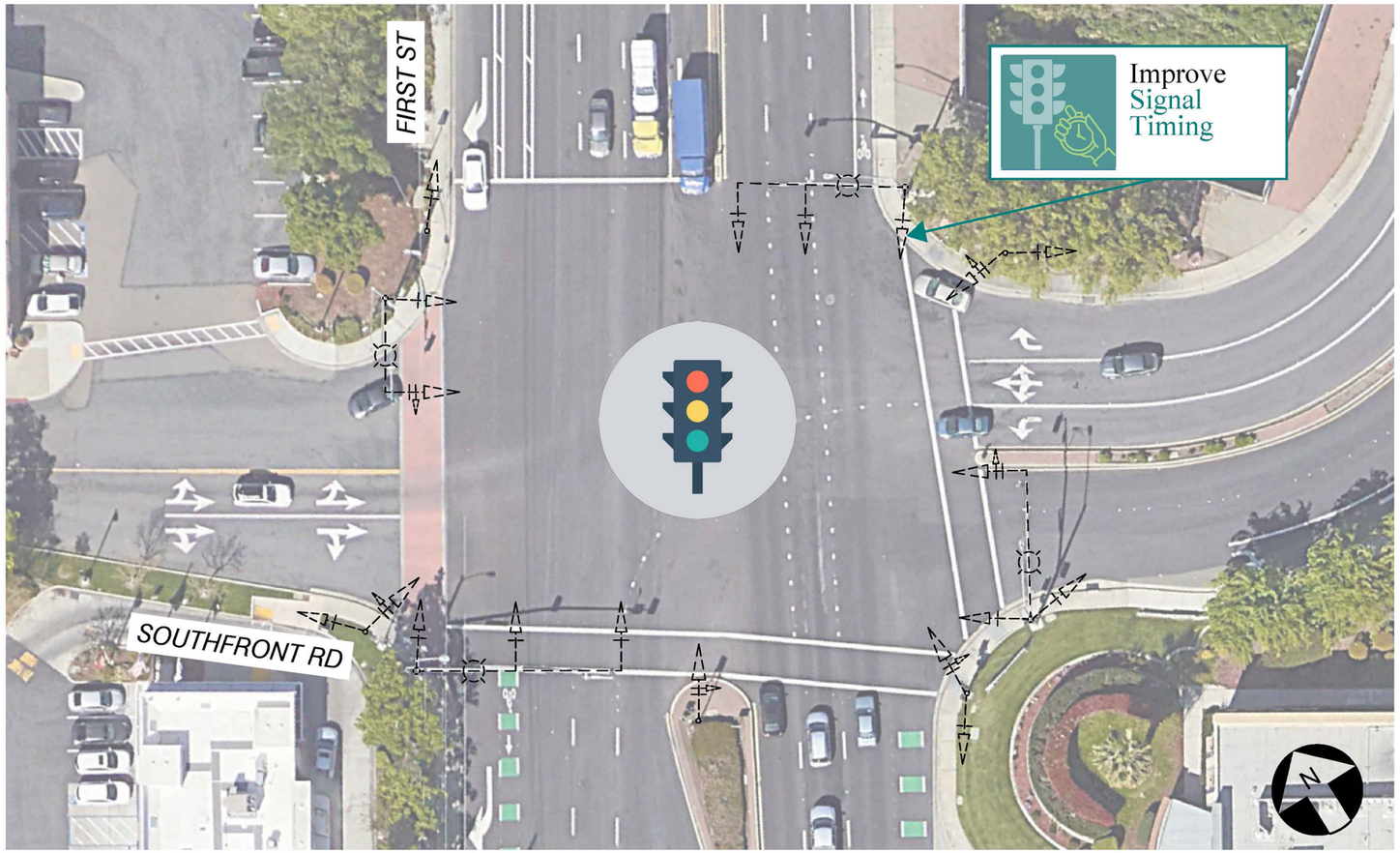
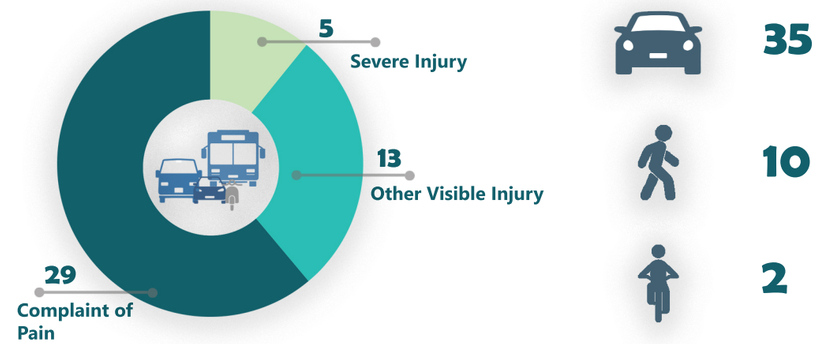
Project 1: Improve Safety at Signalized Intersection

First Street and Southfront Road



Collision History



Notable Collision Types

Countermeasures:
S03 - Improve Signal Timing (coordination, phases, red, yellow, or operation)

Project Description:
Modify existing signal timing to increase safety at the intersection

Project Intersections:
First Street and Southfront Road
E Stanley blvd and Murrieta Boulevard
Railroad Avenue and South P Street
First Street and Maple Street
Northfront Road and North Vasco Road
Portola Avenue and North L Street

Estimated Project Cost:

Modifying traffic signal timing	$60,000
General Items	$9,000
Contingency	$6,900
Total Construction Cost	$75,900
Preliminary Engineering	$18,900
Construction Engineering	$11,400
Total Project Cost	**$106,200**

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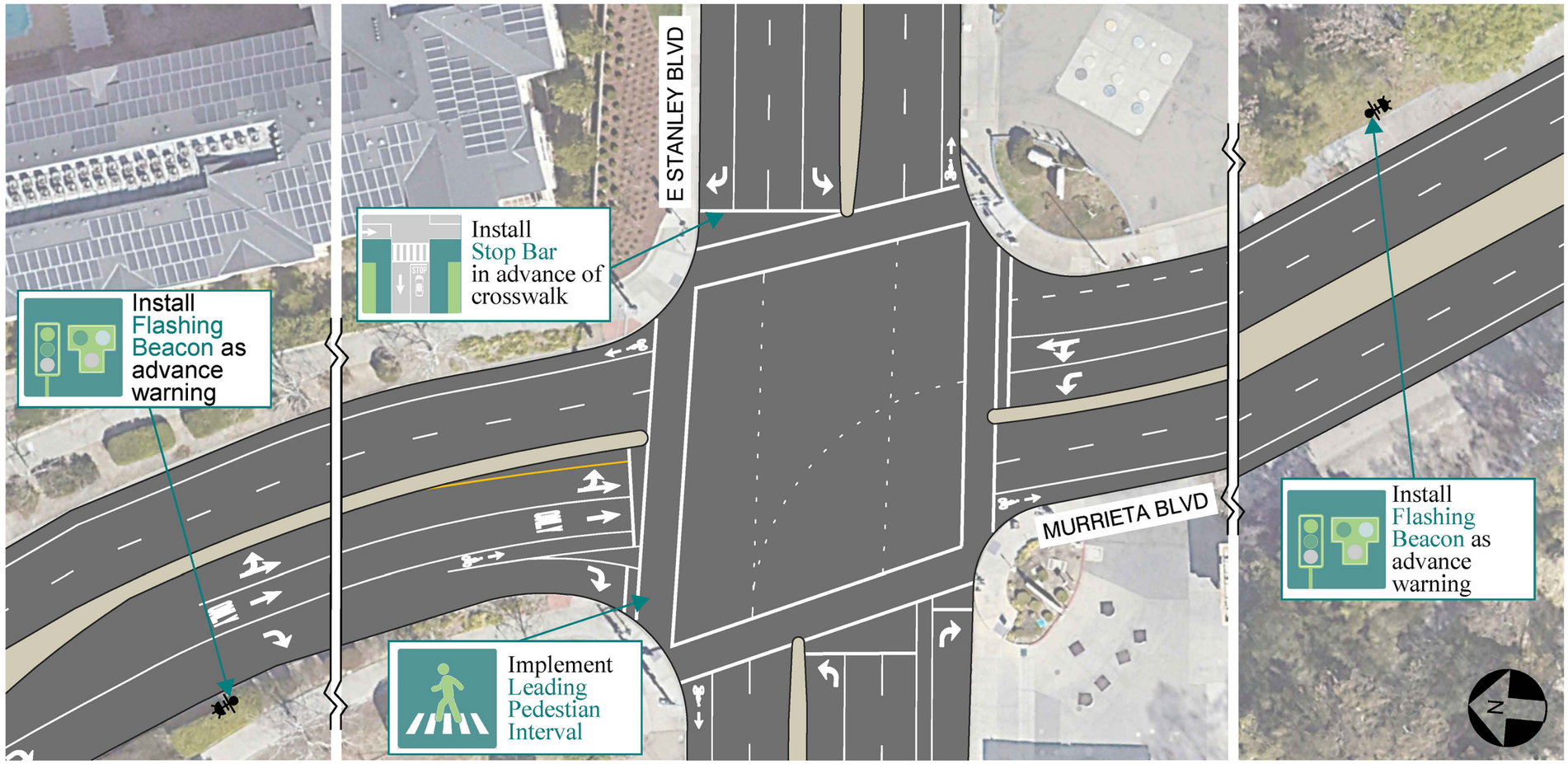
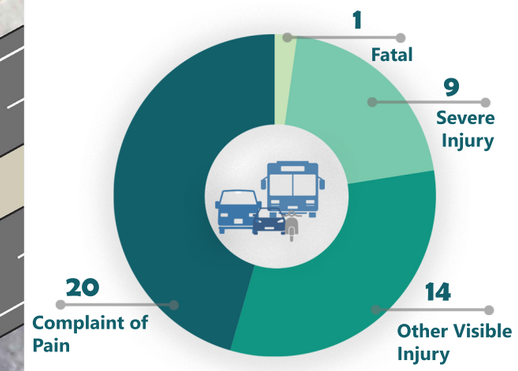
Project 2: Pedestrian Safety at Signalized Intersections

East Stanley Boulevard and Murrieta Boulevard



Collision History



Notable Collision Types

Countermeasures:
S10 - Install Flashing Beacons as advance warning
S20PB - Install advance Stop Bar before crosswalk
S21PB - Modify signal phasing to implement a Leading Pedestrian Interval

Project Description:
Install Advance Warning Flashing Beacon before the curves at each approach
Modify signal timing to include a Leading pedestrian interval to enhance pedestrian and bicycle safety
Install Stop Bars for each approach in advance of crosswalk to enhance pedestrian and bicycle safety

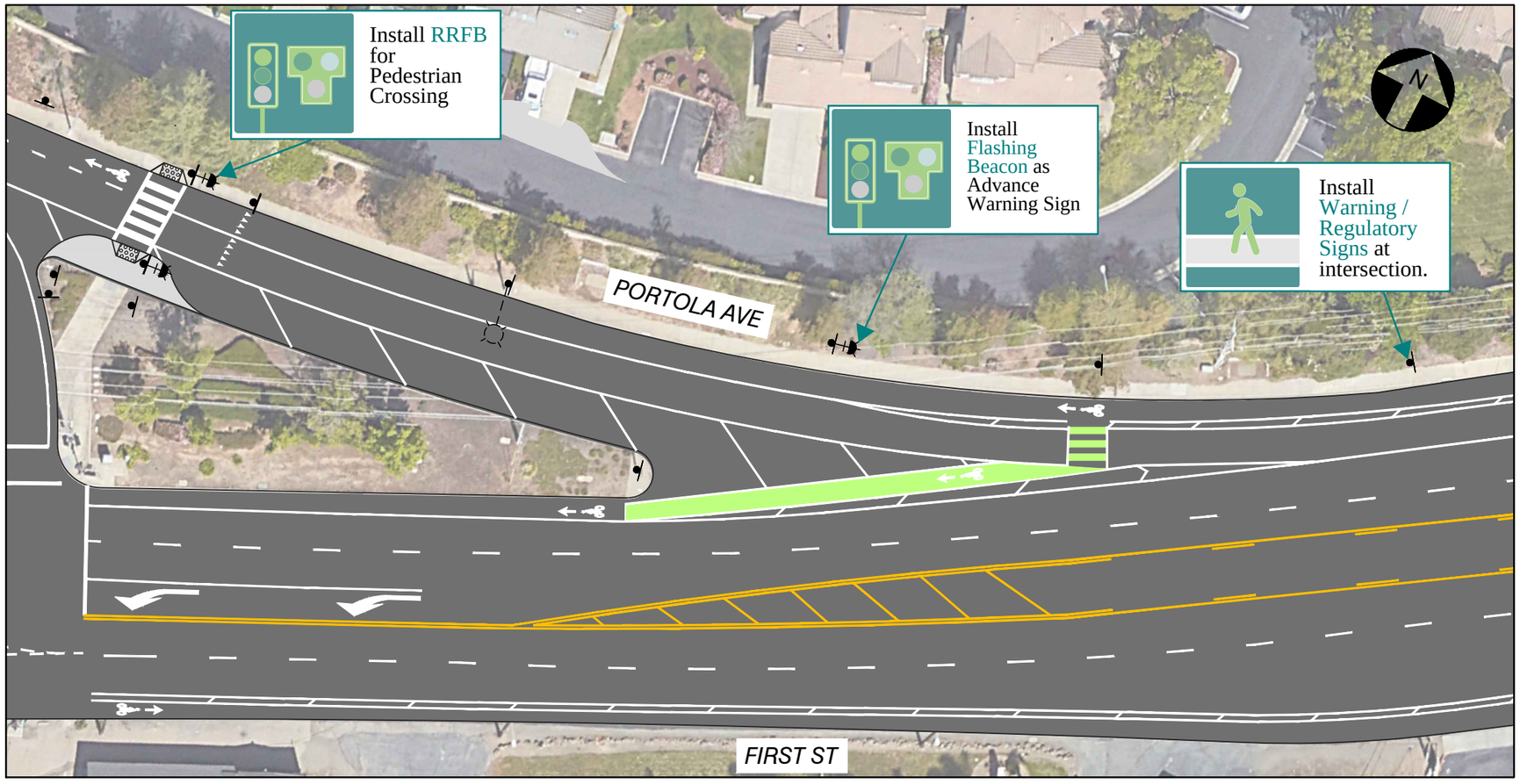
Project intersections:
First Street and Southfront Road
E Stanley Boulevard and Murrieta Boulevard
Railroad Avenue and South P Street
First Street and Maple Street
Northfront Road and North Vasco Road
Portola Avenue and North L Street
Fenton Street and E Stanley Boulevard
East Avenue and Charlotte Way

Estimated Project Cost:

Flashing Beacon System	$207,500
Stop Bar Installation	$8,270
Implement LPI	$17,500
General Items	$34,990
Contingency	$26,826
Total Construction Cost	$295,100
Preliminary Engineering	$73,800
Construction Engineering	$44,300
Total Project Cost	**$413,200**

Project 3: Improve Safety at Non-Signalized Intersections

First Street and Portola Avenue



Countermeasures:
NS06 - Install/Upgrade Warning/Regulatory Signs at intersection.
NS09 - Install Flashing Beacon as advance warning sign.
NS22PB - Install RRFB for Pedestrian Safety

Project Description:
Install or Upgrade Warning and Regulatory signs at each non-signalized approach and intersection
Install Flashing beacon as an advance warning sign to alert drivers for upcoming pedestrian crossing
Install RRFB to enhance the visibility of crosswalk and alert motorists to pedestrian crossing to enhance pedestrian safety.

Project intersections:
First Street and Portola Avenue
First Street and Scott Street
Jensen Street and East Avenue
Maple Street and 5th Street
Charlotte Way and Marcella Street
Charlotte Way and Arlene Way

Estimated Project Cost:

Install/Upgrade Signs	$46,375
Flashing Beacon System	$15,000
RRFB System and Civil Upgrade	$194,000
General Items	$38,306
Contingency	$29,368
Total Construction Cost	$323,100
Preliminary Engineering	$80,800
Construction Engineering	$48,500
Total Project Cost	**$452,400**

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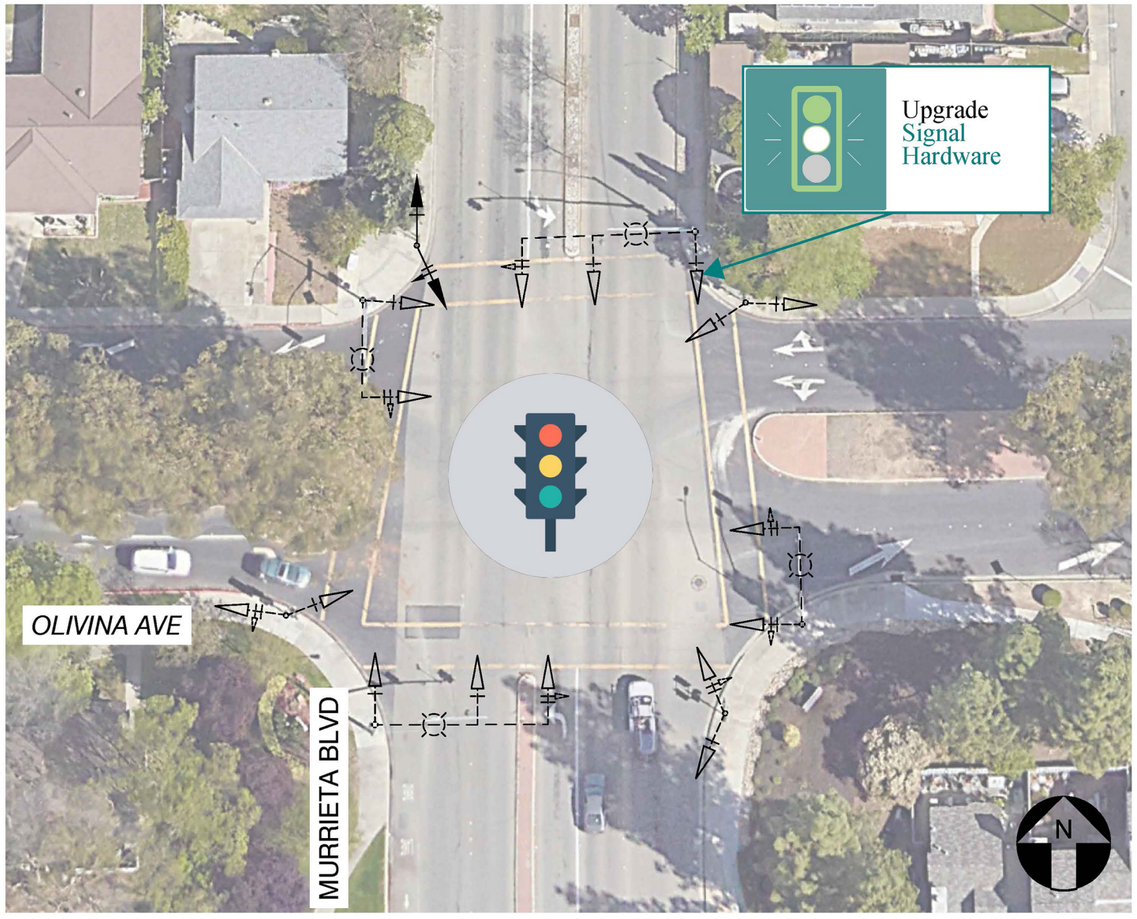
Project 4: Citywide Signal Upgrade

Murrieta Boulevard and Olivina Avenue



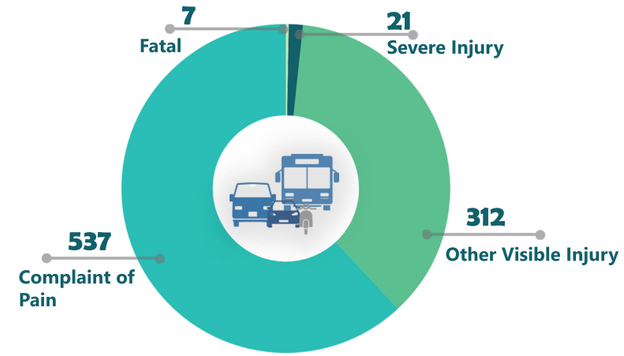
Countermeasures:
S02 - Upgrade Signal Hardware at intersection.

Project Description:
Upgrade existing traffic signals city wide to have 12" lenses and yellow retroreflective borders to provide better visibility of upcoming intersection signals and reduce the collisions at intersections.

Estimated Project Cost:

Upgrade Existing Signal Heads	$2,737,500
Install New Signal Heads	$150,000
General Items	$433,125
Contingency	$332,062
Total Construction Cost	$3,652,700
Preliminary Engineering	$913,200
Construction Engineering	$548,000
Total Project Cost	**$5,113,900**

Collision History



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Notable Collision Types

UNSAFE SPEED 217

AUTOMOBILE RIGHT-OF-WAY 201

TRAFFIC SIGN VIOLATION 103

IMPROPER TURNING 82

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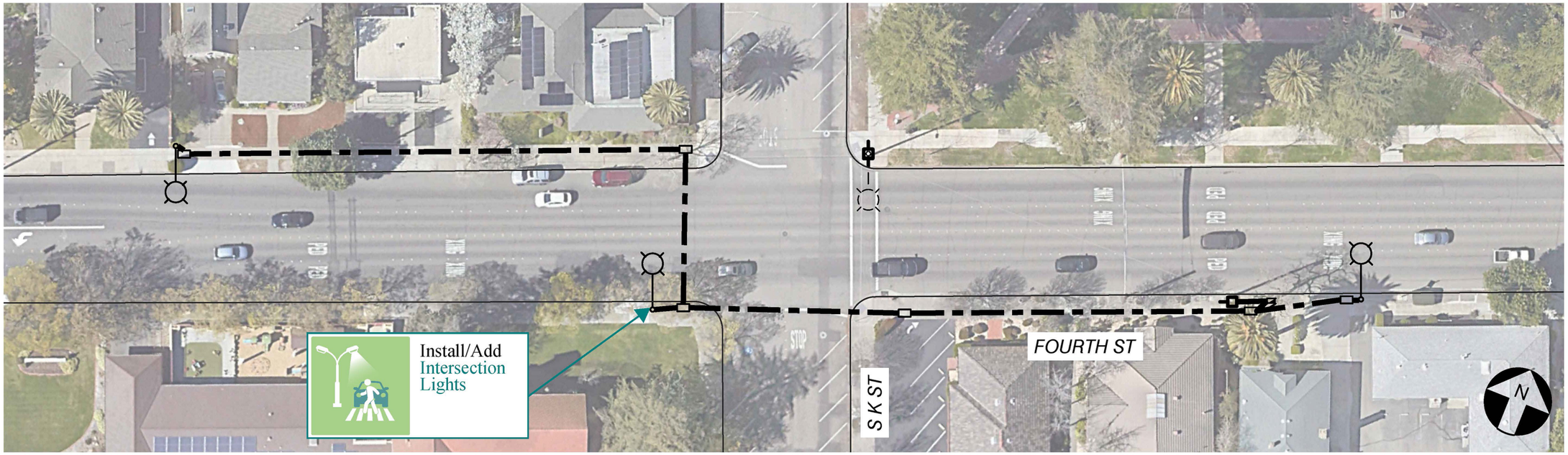
Project 5: Citywide Street Light Inventory

Fourth Street and South K Street



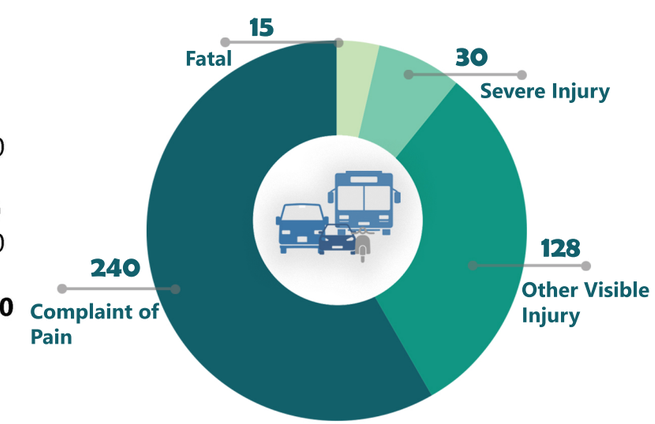
Countermeasures:
S01 - Install/Add Lighting at the Signalized Intersection
NS01- Install/Add Lighting at the Non-Signalized Intersection
R01- Add Segment Lighting

Project Description:
Install or add both intersection and segment lighting to make drivers more aware about the intersection and roadway conditions by improving safety during nighttime conditions

Estimated Project Cost:

Install Street Lighting System	$5,331,250
Install Service Point	$270,000
General Items	$840,188
Contingency	$644,144
Total Construction Cost	$7,085,600
Preliminary Engineering	$1,771,400
Construction Engineering	$1,062,900
Total Project Cost	**$9,919,900**

Collision History



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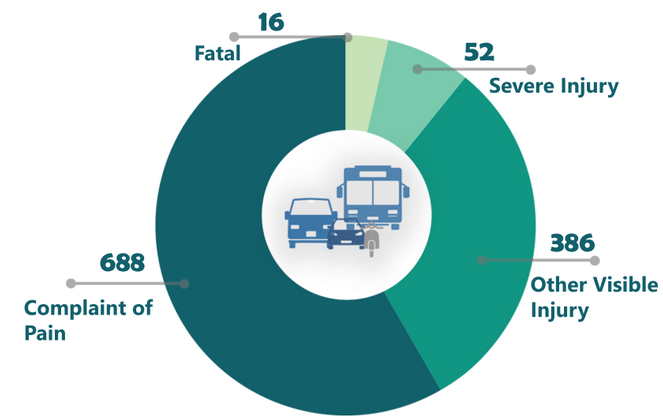
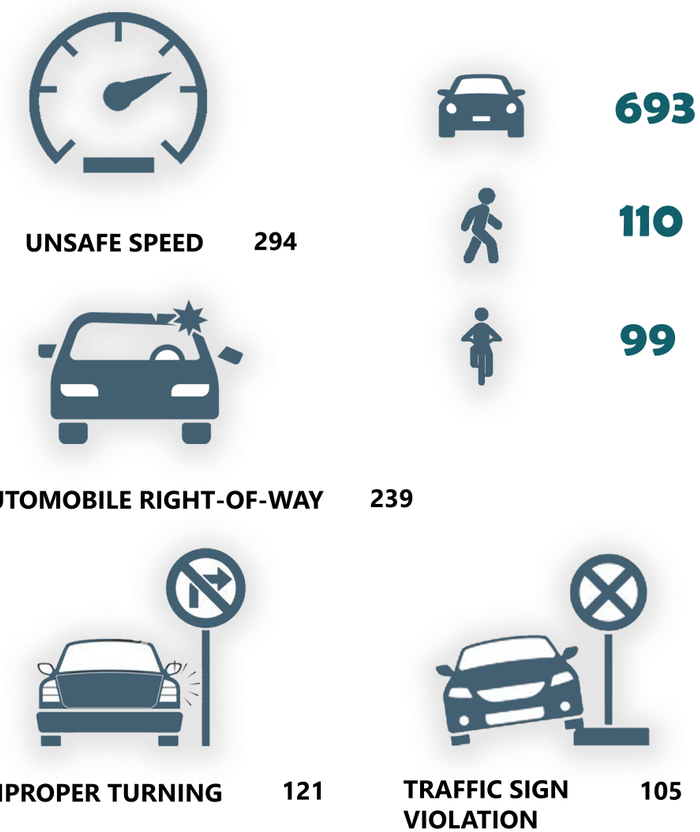
Project 6: Citywide Sign Inventory

Collision History



Notable Collision Types



Countermeasures:
R22 - Install/ Upgrade Signs with new fluorescent sheeting

Project Description:
Install and upgrade road signs with fluorescent sheeting to ensure roads are safe especially at night where visibility is low

Estimated Project Cost:

Upgrade Existing Sign	$4,037,500
General Items	$605,625
Contingency	$464,312
Total Construction Cost	$5,107,500
Preliminary Engineering	$1,276,800
Construction Engineering	$766,200
Total Project Cost	**$7,150,500**

N

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Project 7: Improve Safety on Corridors

Murrieta Boulevard (Holmes Street to Partola Avenue)

Countermeasures:
R26 - Install Dynamic/Variable Speed Feedback & Warning Sign.

Project Description:
Dynamic or Variable speed signs will be installed to keep the drivers aware of their speed limit on that segment of the road

Project Segments:
First Street: E Stanley Boulevard - I-58
Murrieta Boulevard: Holmes Street - Portola Avenue
Concannon Boulevard: Isabel Avenue - S Livermore Avenue
Las Positas Road: N Livermore Avenue - Greenville Road
N Livermore Avenue: N (City Limit) - Rail Road Avenue
S Vasco Road: I-580 - Tesla Road
W Jack London Boulevard: Wolf House Drive- Discovery Drive
Portola Avenue: First Street - Murrieta Boulevard
E Stanley Boulevard: Railroad Avenue - Murdell Lane
Patterson Pass Road: Greenville Road - N Mines Road

Estimated Project Cost:

Install Dynamic/Variable Warning Sign	$705,000
General Items	$105,750
Contingency	$81,075
Total Construction Cost	$891,900
Preliminary Engineering	$222,900
Construction Engineering	$133,800

Total Project Cost
$1,248,600

Project 8: Improve Pedestrians & Bicycle Safety on Corridors

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Countermeasures:

R33PB - Install Class-IV Bike Lane for Bicyclist Safety.
R35PB - Install High Visibility Crosswalk for Pedestrian Safety.
R37PB- Install RRFB (Rectangular Rapid Flashing Beacon) for Pedestrian Safety.

Project Description:

Provide separated class IV bike lane along the road to enhance bicyclist safety.Install or upgrade High visibility crosswalks to warn drivers of the potential for pedestrians crossing the road.Install RRFB to enhance the visibility to conflicts for drivers and reduce crashes

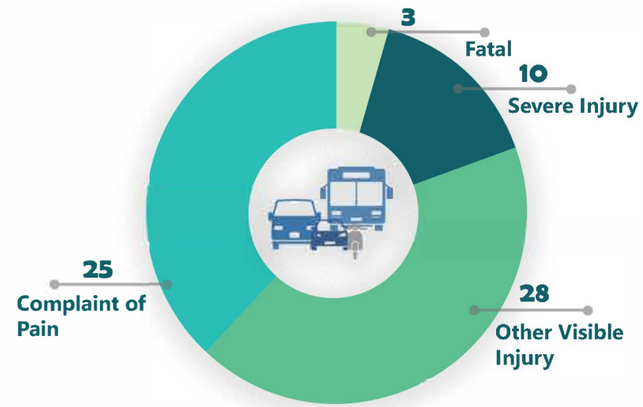
Project Locations:

First Street: E Stanley Boulevard to I-580
Murrieta Boulevard: Holmes St to Portola Avenue
N Livermore Avenue: 400' N to Railroad Avenue
Portola Avenue: First Street to Murrieta Boulevard
E Stanley Boulevard: Railroad Avenue to Murdell Lane
Concannon Boulevard: Isabel Avenue to S Livermore Avenue
Vasco Road: I-580 to Tesla Road
Maple Street: First Street to East Avenue

Estimated Project Cost:

Install Separated Bike Lane	$2,569,077
Install Crosswalk Improvements	$446,000
Install RRFB System	$24,000
General Items	$455,862
Contingency	$349,500
Total Construction Cost	$3,844,500
Preliminary Engineering	$961,100
Construction Engineering	$576,700
Total Project Cost	**$5,382,300**

Collision History



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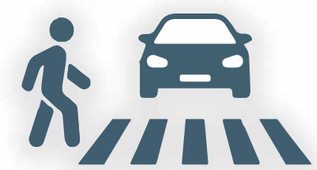
Notable Collision Types

PEDESTRIAN ROW 13



PEDESTRIAN VIOLATION 11

IMPROPER TURNING 8

TRAFFIC SIGN VIOLATION 5

HSIP GRANT PROGRAM

The HSIP program in California funds local highway safety improvement projects. The HSIP grant program primarily relies upon BCR analysis to evaluate and rank project selections, and this analysis is based upon the most recently available 3-5 years of historical crash data as entered into the Caltrans HSIP Analyzer worksheet. As a result, HSIP applications require sufficient crash history at a project location to justify the proposed safety improvements. A systemic approach to developing HSIP applications would allow the City to group together multiple locations that similar characteristics and require similar countermeasures, aggregating the benefits and costs for those locations. Combining one location that has experienced many collisions with another contextually similar location which has experienced fewer collisions may make it possible for both to be improved through the HSIP program if the resulting aggregate BCR is sufficient for selection. **Table 19** presents the summary of the application categories.

Table 19 Summary of Application Categories for HSIP Cycle 11

Application Category	Description	Max Number of Applications per Agency	Max Amount per Agency
Benefit Cost Ratio (BCR)	Benefit Cost Ratio (BCR)	No Limit	$10 million
Funding Set-Asides (SA)	Guardrail Upgrades	1	$1 million
	Bike Safety Improvements		
	Pedestrian Crossing Enhancements	1	$250,000
	Installing Edgelines	1	$250,000
	Tribes	1	$250,000

Source: Highway Safety Improvement Program (HSIP) Cycle 12 Application Instructions
Note:*: A minimum BCR of 3.5 is required for a BCR application to be submitted

There is no limit to the number of applications an agency may submit under the BCR category. However, the maximum HSIP funds that one agency may be awarded under the BCR category is $10 million.

There are 3 different categories of locations: Signalized Intersections (SI), Non-Signalized Intersections (NS), and Roadway segments (R). Normally a BCR application only includes locations of one of the above 3 categories (S, NS, or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or if the applicant chooses to bundle multiple locations in the same vicinity together.

8 IMPLEMENTATION AND EVALUATION

This chapter describes the steps the city may take to evaluate the success of this plan and the steps needed to update the plan in the future. The LRSP is a guidance document and requires periodic updates to assess its efficacy and re-evaluate potential solutions. It is recommended to update the plan every two to five years in coordination with the identified safety partners. This document was developed based on community needs, stakeholder input, and collision analysis conducted to identify priority emphasis areas throughout the city. The implementation of strategies under each emphasis area would aim to reduce KSI collisions in the coming years.

IMPLEMENTATION

The LRSP is a guidance document that is recommended to be updated every two to five years in coordination with the safety partners. The LRSP document provides engineering, education, enforcement, and emergency medical service-related countermeasures that can be implemented throughout the city to reduce KSI collisions. It is recommended that the City of Livermore implement the selected projects in high-collision locations in coordination with other projects proposed for the city's infrastructure development in their future Capital Improvement Plan (CIP). After implementing countermeasures, the performance measures for each emphasis area should be evaluated annually. The most important measure of success of the LRSP should be reducing injury collisions throughout the city. If the number of injury collisions does not decrease over time, then the emphasis areas and countermeasures should be re-evaluated.

Funding is a critical component of implementing any safety project. While the HSIP program is a common source of funding for safety projects, there are numerous other funding sources that could be pursued for such projects (See **Table 20**).

Table 20 List of Potential Funding Sources

Funding Source	Funding Agency	Amount Available	Next Call for Projects	Applicable E's	Notes
Active Transportation Program	Caltrans, California Transportation Commission, MTC	~$450 million per cycle (every two years)	2024	Engineering, Education	Can be used for most active transportation-related safety projects as well as education programs? Funding is available through Caltrans or MTC
Highway Safety Improvement Program	Caltrans	Varies	2024	Engineering	The most common grant source for safety projects
One Bay Area Grant (OBAG) Cycle 4	MTC (Combines various federal funds)	TBD	County & Local Program: TBD	Engineering	Distributes federal funding to cities and counties in the MTC region
Office of Traffic Safety Grants	California Office of Traffic Safety	Varies by grant	Closes January 31st annually	Education, Enforcement, Emergency Response	10 grants available to address various components of traffic safety
Affordable Housing and Sustainable Communities Program	Strategic Growth Council and Dept. of Housing and Community Development	~$10-15 million per award	TBD; most recent in 2023	Engineering, Education	Must be connected to affordable housing projects; typically focuses on bike/pedestrian infrastructure/ programs
Urban Greening	California Natural Resources Agency	$28.5 million	TBD; most recent in 2022	Engineering	Focused on bike/pedestrian infrastructure and greening public spaces
Local Street and Road Maintenance and Rehabilitation	CTC (distributed to local agencies)	$1.5 billion statewide	N/A; distributed by formula	Engineering	Typically pays for road maintenance type projects
RAISE Grant	USDOT	~$1.5 billion	2023	Engineering	Typically used for larger infrastructure projects

Sustainable Transportation Equity Project	California Air Resources Board	~$19.5 million	TBD; most recent call in 2023	Engineering, Education	Target projects that will increase transportation equity in disadvantaged communities
Transformative Climate Communities	Strategic Growth Council	~$105 million	TBD; most recent call in 2022	Engineering	Funds community-led projects that achieve major reductions in greenhouse gas emissions in disadvantaged communities
Safe Streets and Roads for All (SS4A)	USDOT	$200k - $50 million	2023	Engineering	Two types of SS4A grants are available: Action Plan Grants and Implementation Grants
Clean California Local Grant Program	Caltrans	$100 – 5 million per award	2023	Engineering	Funding for local communities to beautify and improve local streets and roads, tribal lands, parks, pathways, and transit centers

MONITORING AND EVALUATION

For the success of the LRSP, it is crucial to monitor and evaluate the 8 **E's** strategies continuously. Monitoring and evaluation help provide accountability, ensure the effectiveness of the countermeasures for each emphasis area, and help make decisions on the need for new strategies. The process would help the City make informed decisions regarding the implementation plan's progress and accordingly, update the goals and objectives of the plan.

After implementing countermeasures, the strategies should be evaluated annually as per their performance measures. The evaluation should be recorded in a before-after study to validate the effectiveness of each countermeasure as per the following observations:

- Number of injury collisions
- Number of police citations
- Number of public comments and concerns

Evaluation should be conducted during similar time periods and durations each year. The most important measure of success of the LRSP should be a reduction in injury collisions throughout the City. If the number of injury collisions doesn't decrease initially, then the countermeasures should be evaluated as per the other observations, as mentioned above. The effectiveness of the countermeasures should be compared to the goals for each emphasis area.

LRSP UPDATE

The LRSP is a guidance document and is recommended to be updated every two to five years after adoption. After monitoring performance measures focused on the status and progress of the 8 E's strategies in each emphasis area, the next LRSP update can be tailored to resolve any continuing safety problems. An annual stakeholder meeting with the safety partners is also recommended to discuss the progress for each emphasis area and oversee the implementation plan. The document should then be updated as per the latest collision data, emerging trends, and the **8 E's** strategies' progress and implementation.

APPENDIX A: PUBLIC COMMENTS WITH MAP INPUT TOOL

#	Point X	Point X	Intersection	Primary Street	Secondary Street	Public Reported Concerns	Mode	Pertinent Issues
1	37.694571	-121.747026	Y	First Street	N Mines Road	I dont feel safe crossing this huge intersection	Pedestrian	Intersection Safety
2	37.683164	-121.765992	Y	Maple Street	Second Street	People zoom through the stop signs and don't yield to pedestrians	Pedestrian	Traffic Sign Violation
2	37.683164	-121.765992	Y	Maple Street	Second Street	People zoom through the stop signs and don't yield to pedestrians	Pedestrian	Pedestrian Safety
3	37.681537	-121.767622	Y	S Livermore Avenue	Second Street	People don't yield to pedestrians	Pedestrian	Pedestrian Safety
4	37.681242	-121.767165	Y	S Livermore Avenue	Second Street	People don't yield to pedestrians	Pedestrian	Pedestrian Safety
5	37.682891	-121.767464	Y	First Street	McLeod Street	People don't yield to pedestrians	Pedestrian	Pedestrian Safety
6	37.674604	-121.756808	Y	S Livermore Avenue	College Avenue	The speeding traffic making left onto college from so Livermore.	Motor vehicle	Speeding
7	37.680089	-121.748394	Y	East Avenue	Hillcrest Avenue		Motor vehicle	
8	37.644808	-121.789416	Y	Vallecitos Road	E Vineyard Avenue	Right turn from Valicitos south to Vineyard west is a too tight and hard to see upon approach. I have seen many turning vehicles miss judge this turn and swing into the opposite direction left turn lane risking collision. I have also seen a VA medical buss ride up in the curb on the inside of this left turn almost pitching it onto its left side in the opposite direction of traffic. Fortunately the driver was able to brake hard enough to not tip over as the buss' right rear wheel road up on the curb. This corner is poorly designed and I fear that they city is opening itself up to large liability if a fatality accident occurs. If the design intent was to force a tight radius turn to slow traffic, the city needs to consider the risks when a driver miss judges the turn.	Motor vehicle	Intersection Safety
8	37.644808	-121.789416	Y	Vallecitos Road	E Vineyard Avenue	Right turn from Valicitos south to Vineyard west is a too tight and hard to see upon approach. I have seen many turning vehicles miss judge this turn and swing into the opposite direction left turn lane risking collision. I have also seen a VA medical buss ride up in the curb on the inside of this left turn almost pitching it onto its left side in the opposite direction of traffic. Fortunately the driver was able to brake hard enough to not tip over as the buss' right rear wheel road up on the curb. This corner is poorly designed and I fear that they city is opening itself up to large liability if a fatality accident occurs. If the design intent was to force a tight radius turn to slow traffic, the city needs to consider the risks when a driver miss judges the turn.	Motor vehicle	Pavement Conditions
9	37.67973	-121.731655	Y	East Avenue	Mitra Street			

10	37.679888	-121.748507	Y	East Avenue	Hillcrest Avenue	Please get rid of the terrible traffic obstacles. They make turning right off of East Avenue MUCH more difficult and dangerous.	Motor vehicle	Curve Unsafe
10	37.679888	-121.748507	Y	East Avenue	Hillcrest Avenue	Please get rid of the terrible traffic obstacles. They make turning right off of East Avenue MUCH more difficult and dangerous.	Motor vehicle	Visibility
11	37.678223	-121.762446	Y	S Livermore Avenue	7th Street	If you're on 7th St. and trying to cross Livermore Ave. to continue on 7th, it's a blind corner. It's very hard to see traffic approaching, because there are usually cars parked at the curb on Livermore Ave.	Motor vehicle	Visibility
12	37.673961	-121.758536	Y	College Avenue	Riesling Circle	College Ave. traffic is too fast.	Motor vehicle	Speeding
13	37.691649	-121.75123	Y	First Street	Portola Avenue	First Street traffic is way too fast.	Motor vehicle	Speeding
14	37.672975	-121.785633	Y	Wagoner Drive	Mocho Street	Drivers making a u-turn at the end of Mocho at the L-bend while students are crossing the street. Mostly occurs at drop off time.	Pedestrian	Intersection Safety
14	37.672975	-121.785633	Y	Wagoner Drive	Mocho Street	Drivers making a u-turn at the end of Mocho at the L-bend while students are crossing the street. Mostly occurs at drop off time.	Bicycle	School Safety
16	37.677076	-121.793404	Y	Ruth Way	Nadine Street	High speed and exacerbated by the long stop light heading east. People will go 70 plus miles an hour from El Caminito to make the Wall St. light on a green.	Motor vehicle	Speeding
18	37.680009	-121.751589	Y	East Avenue	Estates Street	It's like driving an obstacle course with all those pylons.	Motor vehicle	Speeding
19	37.673175	-121.789998	Y	Wall Street	Sonoma Avenue	The crosswalk at Wall and Sonoma needs a signal similar to the one on Wall immediately in front of GHS. My children frequently see cars go through the crosswalk instead of yielding to pedestrians while groups of students are crossing the street. They were almost hit twice this week. It's just a matter of time until there is an awful accident there.	Pedestrian	School Safety
19	37.673175	-121.789998	Y	Wall Street	Sonoma Avenue	The crosswalk at Wall and Sonoma needs a signal similar to the one on Wall immediately in front of GHS. My children frequently see cars go through the crosswalk instead of yielding to pedestrians while groups of students are crossing the street. They were almost hit twice this week. It's just a matter of time until there is an awful accident there.	Pedestrian	Pedestrian Safety
20	37.67685	-121.790744	Y	Wall Street	Judith Way	Similar to the intersection of Wall and Sonoma, this crosswalk needs a signal. It is difficult to see students step out into the street on their way to school because of the way that traffic backs up on Wall St.	Pedestrian	Intersection Safety
20	37.67685	-121.790744	Y	Wall Street	Judith Way	Similar to the intersection of Wall and Sonoma, this crosswalk needs a signal. It is difficult to see students step out into the street on their way to school because of the way that traffic backs up on Wall St.	Pedestrian	School Safety

21	37.679985	-121.761201	Y	East Avenue	Maple Street	Intersection of Maple and East Ave is unsafe for bicycle traffic. with the new modifications. If a car swings wide, especially in making the turn from Maple onto East Ave., there is no space for a cyclist to get out of the way. The ballards functionally eliminated the bike lane.	Bicycle	Intersection Safety
21	37.679985	-121.761201	Y	East Avenue	Maple Street	Intersection of Maple and East Ave is unsafe for bicycle traffic. with the new modifications. If a car swings wide, especially in making the turn from Maple onto East Ave., there is no space for a cyclist to get out of the way. The ballards functionally eliminated the bike lane.	Bicycle	Bicycle Safety
23	37.680061	-121.751739	Y	East Avenue	Estates Street	Speeding cars going 45. Watched 2 going at least 50. Close to high school and middle school.	Motor vehicle	School Safety
23	37.680061	-121.751739	Y	East Avenue	Estates Street	Speeding cars going 45. Watched 2 going at least 50. Close to high school and middle school.	Motor vehicle	Speeding
25	37.706315	-121.722739	Y	S Vasco Road	Preston Avenue	Dangerous intersection, disregard for no through traffic restriction on Preston	Motor vehicle	Intersection Safety
26	37.717161	-121.727338	Y	Scenic Avenue	Central Avenue	routine disregard for stop sign, especially NB Central to EB Scenic	Motor vehicle	Traffic Sign Violation
27	37.725547	-121.727094	Y	Pasatiempo Street	Skylinks Way	unsafe u-turns during school drop-off/pick-up	Motor vehicle	School Safety
27	37.725547	-121.727094	Y	Pasatiempo Street	Skylinks Way	unsafe u-turns during school drop-off/pick-up	Motor vehicle	Curve Unsafe
28	37.694287	-121.747084	Y	First Street	N Mines Road	unsafe lane changes at right-turn lane (EB First to SB Mines)	Motor vehicle	Curve Unsafe
29	37.688086	-121.757977	Y	First Street	Scott Street	unsafe pedestrian crossing	Pedestrian	Intersection Safety
29	37.688086	-121.757977	Y	First Street	Scott Street	unsafe pedestrian crossing	Pedestrian	Pedestrian Safety
31	37.677061	-121.795391	Y	E Stanley Boulevard	El Caminito	high speed right turns can be slowed by bulb outs or paint & plastic	Motor vehicle	Curve Unsafe
33	37.673807	-121.791159	Y	Lorren Way	Echo Street	Curb Ramps not provided.	Motor vehicle	Pavement Conditions
34	37.676073	-121.778713	Y	Fourth Street	College Avenue	high-speed turn movement at crosswalk	Pedestrian	Pedestrian Safety
34	37.676073	-121.778713	Y	Fourth Street	College Avenue	high-speed turn movement at crosswalk	Pedestrian	Intersection Safety
36	37.68915	-121.791056	Y	Murrieta Boulevard	E Jack London Boulevard	Traffic issue: Red Light running/ Issues with bicycling	Bicycle	Traffic Sign Violation
37	37.67988	-121.730951	Y	East Avenue	Mitra Street	It is hard to see pedestrians while driving with the foliage around, a lighted crosswalk would be beneficial here.	Motor vehicle	Pedestrian Safety
38	37.683605	-121.725141	Y	Charlotte Way	Kathy Way	I pass this stop sign multiple times a day, and a lot of people run it. At this point it is probably intentional but maybe the flashing red stop signs?	Motor vehicle	Traffic Sign Violation
39	37.685519	-121.727015	Y	Charlotte Way	Katrina St	I pass this stop sign multiple times a day, and a lot of people run it. At this point it is probably intentional but maybe the flashing red stop signs? Also during school drop off and pickup, vehicles will park in areas of this crossing making it hard to see pedestrians in the road. Not sure if bollards of some sort blocking people from pulling up at certain parts would be beneficial.	Motor vehicle	School Safety
40	37.69112	-121.753782	Y	Portola Avenue	Highland St	People flying down first coming to Portola and not being able to see them trying to get out of this street.	Pedestrian	Speeding

40	37.69112	-121.753782	Y	Portola Avenue	Highland St	People flying down first coming to Portola and not being able to see them trying to get out of this street.	Pedestrian	Pedestrain Safety
41	37.691135	-121.762719	Y	Portola Avenue	Lee Ave	Visibility for pedestrians. I don't know how many times I have seen people nearly hit, or vehicles not care that someone is wanting to cross the street here. It seems like a very active crosswalk during school as well.	Pedestrian	School Safety
41	37.691135	-121.762719	Y	Portola Avenue	Lee Ave	Visibility for pedestrians. I don't know how many times I have seen people nearly hit, or vehicles not care that someone is wanting to cross the street here. It seems like a very active crosswalk during school as well.	Pedestrian	Pedestrain Safety
42	37.680957	121.768459	Y	Second St	S J St	Install Stop-Sign	Motor vehicle	Sign Upgrade
42	37.680957	121.768459	Y	Second St	S J St	Install Stop-Sign	Motor vehicle	Intersection Safety
43	37.722673	-121.720036	Y	Garaventa Ranch Rd	Maralisa Lane	Blind corner for School crosswalk. Cars park on both Garaventa corners, and Maralisa lane corners, and kids almost get hit, going to and from school. Plus, because of cars blocking the corners, cars leaving maralisa lane, turning left on garaventa, cannot see because of cars parked to close to crosswalk and cars parked to close to maralisa lane street. 510.759.1905	Motor vehicle	Curve Unsafe
43	37.722673	-121.720036	Y	Garaventa Ranch Rd	Maralisa Lane	Blind corner for School crosswalk. Cars park on both Garaventa corners, and Maralisa lane corners, and kids almost get hit, going to and from school. Plus, because of cars blocking the corners, cars leaving maralisa lane, turning left on garaventa, cannot see because of cars parked to close to crosswalk and cars parked to close to maralisa lane street. 510.759.1905	Motor vehicle	Curve Unsafe
43	37.722673	-121.720036	Y	Garaventa Ranch Rd	Maralisa Lane	Blind corner for School crosswalk. Cars park on both Garaventa corners, and Maralisa lane corners, and kids almost get hit, going to and from school. Plus, because of cars blocking the corners, cars leaving maralisa lane, turning left on garaventa, cannot see because of cars parked to close to crosswalk and cars parked to close to maralisa lane street. 510.759.1905	Motor vehicle	School Safety
43	37.722673	-121.720036	Y	Garaventa Ranch Rd	Maralisa Lane	Blind corner for School crosswalk. Cars park on both Garaventa corners, and Maralisa lane corners, and kids almost get hit, going to and from school. Plus, because of cars blocking the corners, cars leaving maralisa lane, turning left on garaventa, cannot see because of cars parked to close to crosswalk and cars parked to close to maralisa lane street. 510.759.1905	Motor vehicle	Intersection Safety

44	37.711513	-121.727445	Y	Central Ave	Wisteria Way	I live on the corner of Wisteria and Central. This is a blind corner. When cars are parked along Central, at this corner and down Central, it causes the cars at the stop sign at Wisteria and Central to have to roll into the intersection to see if it is clear to pull onto Central. I hear horns blow all the time on Central due to cars having to roll partially into the intersection to check if it is clear to pull out when cars are parked blocking their view. When there are no cars parked on the Wisteria side of Central it is easy to see down the street and much safer. This is one of several reasons why it would be much safer for the Wisteria side of Central to be a no parking zone. Thank you for your attention to this safety issue.	Motor vehicle	Intersection Safety
45	37.711675	-121.72744	N	Central Ave		When cars are allowed to park on Central Avenue across from Fountainhead Montessori School of Livermore it is very unsafe. Parents and toddlers walk across what has now become a very busy street which is also adjacent to a blind corner. When they pop out from between cars to cross the street to go to the daycare it is very hard to see them. Also the blind corner causes even more concern because people trying to see past the parked cars and then accelerating to pull onto Central are definitely not looking for pedestrians crossing the street. It is not safe for these families to be walking across this busy street. It is unsafe for cars to be allowed to park on the Wisteria side of Central for many reasons including blocking driver's views to safely pull out at the blind corner and causing pedestrians to unsafely cross this street. There is plenty of parking on the daycare side of Central. The Wisteria side should be a no parking zone. Thank you for your attention to this safety issue.	Pedestrian	Pedestrian Safety

45	37.711675	-121.72744	N	Central Ave		When cars are allowed to park on Central Avenue across from Fountainhead Montessori School of Livermore it is very unsafe. Parents and toddlers walk across what has now become a very busy street which is also adjacent to a blind corner. When they pop out from between cars to cross the street to go to the daycare it is very hard to see them. Also the blind corner causes even more concern because people trying to see past the parked cars and then accelerating to pull onto Central are definitely not looking for pedestrians crossing the street. It is not safe for these families to be walking across this busy street. It is unsafe for cars to be allowed to park on the Wisteria side of Central for many reasons including blocking driver's views to safely pull out at the blind corner and causing pedestrians to unsafely cross this street. There is plenty of parking on the daycare side of Central. The Wisteria side should be a no parking zone. Thank you for your attention to this safety issue.	Pedestrian	School Safety
46	37.691125	121.773064	Y	N Livermore Ave	Portola Avenue	I cross this intersection everyday could you please do something for pedestrian safety	Pedestrian	Pedestrian Safety
47	37.691279	121.774443	N	Portola Avenue			Motor vehicle	Speeding
48	37.691248	-121.759224	N	Portola Avenue		Vehicles turning onto Portola (35 mph until the school zone where it is 25mph) coming off of First Street (40mph) are often traveling 45mph or more by the time they reach the school zone and crosswalk on Portola at Enos where children are crossing. The soon to be flashing beacons and new crosswalk will hopefully help immensely with pedestrian safety, but unless LPD traffic enforcement is present, vehicles are barreling into a school zone and crosswalk at high speeds and often racing without any stoplights or intersections from First Street to North L Street.	Motor vehicle	Speeding
48	37.691248	-121.759224	N	Portola Avenue		Vehicles turning onto Portola (35 mph until the school zone where it is 25mph) coming off of First Street (40mph) are often traveling 45mph or more by the time they reach the school zone and crosswalk on Portola at Enos where children are crossing. The soon to be flashing beacons and new crosswalk will hopefully help immensely with pedestrian safety, but unless LPD traffic enforcement is present, vehicles are barreling into a school zone and crosswalk at high speeds and often racing without any stoplights or intersections from First Street to North L Street.	Pedestrian	Pedestrian Safety

49	37.690896	-121.75992	Y	Portola Avenue	Michell St	This is a blind corner. Cars now take portola and turn onto Michell Street and then take the immediate left onto Scott Street to get to downtown (in order to save time and bypass the pistols/first street light). Since old first Street was blocked off because of the new three level houses on first Street this is a new Cutthrough to downtown. At the very least speed bumps need be installed to reduce speed. I live in this neighborhood with my children and there are many other families that go to the local schools that have almost been hit by cars as we walk to school and in the neighborhood .	Motor vehicle	Curve Unsafe
49	37.690896	-121.75992	Y	Portola Avenue	Michell St	This is a blind corner. Cars now take portola and turn onto Michell Street and then take the immediate left onto Scott Street to get to downtown (in order to save time and bypass the pistols/first street light). Since old first Street was blocked off because of the new three level houses on first Street this is a new Cutthrough to downtown. At the very least speed bumps need be installed to reduce speed. I live in this neighborhood with my children and there are many other families that go to the local schools that have almost been hit by cars as we walk to school and in the neighborhood .	Motor vehicle	Speeding
50	37.688146	-121.758051	Y	First St	Scott Street	The crosswalk from Scott Street across first Street is a leathal area of concern. People have died crossing this intersection. You have to cross four lanes of heavy traffic to get across the street to the sidewalk to walk downtown. Cars coming over the overpass towards the highway don't stop for pedestrians. This needs to have a crosswalk stoplight so children can cross from the neighborhood and get to Livermore High School safely. This is a deadly area of concern.	Motor vehicle	Speeding
50	37.688146	-121.758051	Y	First St	Scott Street	The crosswalk from Scott Street across first Street is a leathal area of concern. People have died crossing this intersection. You have to cross four lanes of heavy traffic to get across the street to the sidewalk to walk downtown. Cars coming over the overpass towards the highway don't stop for pedestrians. This needs to have a crosswalk stoplight so children can cross from the neighborhood and get to Livermore High School safely. This is a deadly area of concern.	Pedestrian	Pedestrian Safety
51	37.690452	-121.778911	Y	Spruce St	Sunset Dr	No sidewalk ramp. Have to walk to the nearest driveway, then backtrack in the street.	Pedestrian	Pavement Conditions
52	37.690295	-121.778827	Y	Spruce St	Sunset Dr	No sidewalk ramp. Have to walk to the nearest driveway, then backtrack in the street.	Pedestrian	Pavement Conditions

53	37.689705	-121.780798	Y	Spruce St	N P St	No sidewalk ramp. Have to walk to the nearest driveway, then backtrack in the street.	Pedestrian	Pavement Conditions
54	37.689868	-121.780853	Y	Spruce St	N P St	No sidewalk ramp. Have to walk to the nearest driveway, then backtrack in the street.	Pedestrian	Pavement Conditions
55	37.690622	-121.775761	Y	Pine St	N L St	This crosswalk is dangerous. We walk to school going this way and have had more near death experiences than I can count.	Pedestrian	Pedestrian Safety
56	37.676214	-121.804034	Y	Stanley Blvd	Ramp towards Isabel Ave		Motor vehicle	Interection Safety
57	37.669515	-121.768125	Y	Arroyo Rd	Cartier Dr/Rivers Bend Cir	Unsafe for pedestrians when crossing the street. Many cars do not stop and wait for pedestrians to cross.	Pedestrian	Pedestrian Safety
57	37.669515	-121.768125	Y	Arroyo Rd	Cartier Dr/Rivers Bend Cir	Unsafe for pedestrians when crossing the street. Many cars do not stop and wait for pedestrians to cross.	Motor vehicle	Traffic Sign Violation
58	37.665986	-121.771198	Y	Vancouver Way	Jaffa Rd	Many cars do not stop for pedestrians crossing the street	Pedestrian	Pedestrian Safety
59	37.666544	-121.776434	Y	Vancouver Way	Darwin Ave	Many cars do not stop for pedestrians in crosswalk	Motor vehicle	Speeding
60	37.715856	-121.723481	N	Baltustol Ct		Commuters cutting through to Antioch and Brentwood, ignore crosswalks on Scenic and Garaventa Ranch. Speeding through the neighborhoods where children are crossing after school and extracurricular activities	Pedestrian	School Safety
60	37.715856	-121.723481	N	Baltustol Ct		Commuters cutting through to Antioch and Brentwood, ignore crosswalks on Scenic and Garaventa Ranch. Speeding through the neighborhoods where children are crossing after school and extracurricular activities	Motor vehicle	Speeding
61	37.722406	-121.724076	Y	Garaventa Ranch Rd	N Vasco Rd	Speeding. Red light runners. Distracted drivers. Many unaccompanied kids needing to cross Vasco to/from middle school and it is extremely unsafe.	Motor vehicle	Speeding
61	37.722406	-121.724076	Y	Garaventa Ranch Rd	N Vasco Rd	Speeding. Red light runners. Distracted drivers. Many unaccompanied kids needing to cross Vasco to/from middle school and it is extremely unsafe.	Motor vehicle	Traffic Sign Violation
61	37.722406	-121.724076	Y	Garaventa Ranch Rd	N Vasco Rd	Speeding. Red light runners. Distracted drivers. Many unaccompanied kids needing to cross Vasco to/from middle school and it is extremely unsafe.	Pedestrian	School Safety
62	37.727102	-121.725818	N	Dalton Ave			Motor vehicle	School Safety
63	37.669636	-121.782028	Y	Elaine Ave	El Dorado Dr	Unsafe crosswalk, cars speeding. When large cars are parked by the crosswalk and students enter the crosswalk, cross traffic can not see them in time. Students almost getting hit.	Pedestrian	School Safety
63	37.669636	-121.782028	Y	Elaine Ave	El Dorado Dr	Unsafe crosswalk, cars speeding. When large cars are parked by the crosswalk and students enter the crosswalk, cross traffic can not see them in time. Students almost getting hit.	Motor vehicle	Speeding

64	37.708892	-121.723895	Y	S Vasco Rd	Interstate 580	There are bike lanes on either side of the overpass, but the overpass itself is extremely dangerous for bikers. There is no safe lane to position oneself - cars getting off the highway have a short length in which to merge onto Vasco, and often aren't looking for bicycles.	Bicycle	Bicycle Safety
65	37.661915	-121.792445	Y	El Padro Dr	Fontonett Ave	There is no crosswalk right by a school. I've seen several near misses.	Pedestrian	School Safety
66	37.68146	-121.767455	Y	S Livermore Ave	Second St	This area around the post office needs a Sensored traffic light. Very dangerous driving, walking and biking on these corners near here.	Pedestrian	Pedestrian Safety
66	37.68146	-121.767455	Y	S Livermore Ave	Second St	This area around the post office needs a Sensored traffic light. Very dangerous driving, walking and biking on these corners near here.	Bicycle	Bicycle Safety
67	37.680052	-121.751703	Y	East Avenue	Estates Street	There should be no parking along the road at all on estates side of East Ave. When we drive out on East Ave from Estates St (our street) we can't see on coming traffic to the left because of cars parked along the road there. With the Ballards it's safer, but we have to edge our cars out into the road a bit much to see if there are cars coming. Then if a pedestrian wants to walk across - with a car in the walkway because the car needs to see around the parked cars.	Motor vehicle	Intersection Safety
67	37.680052	-121.751703	Y	East Avenue	Estates Street	There should be no parking along the road at all on estates side of East Ave. When we drive out on East Ave from Estates St (our street) we can't see on coming traffic to the left because of cars parked along the road there. With the Ballards it's safer, but we have to edge our cars out into the road a bit much to see if there are cars coming. Then if a pedestrian wants to walk across - with a car in the walkway because the car needs to see around the parked cars.	Pedestrian	Pedestrian Safety
68	37.681584	-121.790912	N	N Murrieta Blvd		I have lived in the apartments here for the last 8 years. I have lost track of the amount of huge vehicle accidents resulting in injuries and property damage.	Motor vehicle	Intersection Safety
69	37.70521	-121.740468	N	Springtown Blvd	Bluebell Dr	People don't stop on a red light while turning from First St onto Bluebell Dr. Pedestrians often get stuck in the crosswalk waiting for the red-light offender to clear the crosswalk. I've counted an average of 5 out of 9 cars don't make an legal stop at this intersection before making the turn on a red light	Motor vehicle	Traffic Sign Violation
70	37.685703	-121.769355	Y	Chestnut St	N I St	Vehichles are so fast here because its a 35mph zone! It should be a 25 speed limit since its super near the junction school. Crosswalks need to be present too.	Motor vehicle	Speeding

70	37.685703	-121.769355	Y	Chestnut St	N I St	Vehichles are so fast here because its a 35mph zone! It should be a 25 speed limit since its super near the junction school. Crosswalks need to be present too.	Pedestrian	Pedestrian Safety
71	37.679856	-121.721018	Y	East Ave	Research Dr	No pedestrian signal	Pedestrian	Pedestrian Safety
72	37.674934	-121.718914	Y	S Vasco Rd	Bargmann Ln	No crosswalk for blocks	Pedestrian	Pedestrian Safety
73	37.692151	-121.790592	Y	Murrieta Blvd	Chippewa Way	No marked crosswalks, no bike lanes, high traffic speeds, and bad visibility due to curve. Left turn still possible despite signs.	Bicycle	Bicycle Safety
73	37.692151	-121.790592	Y	Murrieta Blvd	Chippewa Way	No marked crosswalks, no bike lanes, high traffic speeds, and bad visibility due to curve. Left turn still possible despite signs.	Bicycle	Visibility
74	37.674297	-121.7801	Y	Holmes St	Arryo Bike Trial	Undercrossing not usable, but no traffic calming around the stop light with high speeds. Wonder how many blow the red light.	Motor vehicle	Traffic Sign Violation
75	37.688224	-121.783303	Y	Pine St	Rincon Ave	This yield is weird and there's no crosswalk. Roundabout?	Pedestrian	Pedestrian Safety
76	37.688061	-121.757808	N	First St		High travel speeds, no protected median, very thin bike lane in the "door zone", many people in and out of their cars, impaired people at the casino, on the walking path to LHS	Bicycle	Bicycle Safety
77	37.679844	-121.726343	Y	East Ave	Charlotte Way	This intersection has a lot of collisions	Motor vehicle	Intersection Safety
78	37.675906	-121.785282	N	Murrieta Blvd		Lots of collisions here (including the fatal one), and lots of near misses due to bad visibility turning left out of the shopping center. Should just close this entrance and have everyone use the next one down, or perhaps right turn in right turn out only.	Motor vehicle	Visibility
78	37.675906	-121.785282	N	Murrieta Blvd		Lots of collisions here (including the fatal one), and lots of near misses due to bad visibility turning left out of the shopping center. Should just close this entrance and have everyone use the next one down, or perhaps right turn in right turn out only.	Motor vehicle	Curve Unsafe
79	37.698389	-121.742864	Y	First St	Las Positas Rd	Might be the biggest not-Caltrans intersection in town. Lots of activity, people focused on getting to the freeway and the street makes it feel like they already are on one. Yellow and red light running. Very long crosswalks, lots of walking destinations.	Motor vehicle	Traffic Sign Violation
79	37.698389	-121.742864	Y	First St	Las Positas Rd	Might be the biggest not-Caltrans intersection in town. Lots of activity, people focused on getting to the freeway and the street makes it feel like they already are on one. Yellow and red light running. Very long crosswalks, lots of walking destinations.	Motor vehicle	Speeding
80	37.690965	-121.759901	Y	Portola Avenue	Michell St	Difficult intersection to see from the side street, and traffic on Portola very fast.	Motor vehicle	Speeding
80	37.690965	-121.759901	Y	Portola Avenue	Michell St	Difficult intersection to see from the side street, and traffic on Portola very fast.	Motor vehicle	Visibility

81	37.660868	-121.805336	Y	Isabel Avenue	Concannon Blvd	Another one of those two-way bike traffic on the path that drivers might not think about and only look one direction.	Bicycle	Bicycle Safety
82	37.661538	-121.76822	N	Arroya Rd		Bike lane dies on approach to intersection way too early, vehicles still moving very fast	Bicycle	Bicycle Safety
83	37.708948	-121.723755	N	S Vasco Rd		I mean, obviously		
84	37.722673	-121.719193	Y	Garaventa Ranch Rd	Hawk St			
85	37.714642	-121.724234	Y	N Vasco Rd	Forget Me Not	No cross walk for the pedestrians	Pedestrian	Pedestrian Safety
86	37.669646	-121.780364	Y	Holmes St	Elaine Ave	School traffic to Joe Michell and the amount of vehicles traveling on Holmes makes it extremely difficult for cars to turn from Elaine back into Holmes	Motor vehicle	Curve Unsafe

APPENDIX B: SUMMARY OF PLANNING DOCUMENTS

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Appendix A: Relevant Policies and Projects

Document	Highlights
CITY OF LIVERMORE GENERAL PLAN (2004) AMEND. (2020)	**GOALS AND POLICIES** *Goal: CIR-1 Provide safe, efficient, comfortable, and convenient mobility for all users.* Objective: • CIR-1.1 Plan for Complete Streets that support all transportation systems throughout the City. • CIR-1.2 Implement Complete Streets that are context sensitive to local conditions and needs. • CIR-1.3 Make Complete Streets practices a routine part of everyday operations. *Goal: CIR-2 Promote multi-modal transportation.* Objective: • CIR-2.1 Provide viable alternatives to single-occupant vehicle travel. • CIR-2.2 Encourage vehicle trip reduction. • CIR-2.3 Provide a bicycle, pedestrian, and trails network. • CIR-2.4 Provide a pedestrian network that encourages walking for transportation and recreation. *Goal: CIR-3 Identify and develop a circulation system consistent with the Land Use Element.* Objective: • CIR-3.1 Plan, manage, and develop the local circulation system to support the Land Use Element. • CIR-3.2 Minimize adverse impacts of regional cut-through traffic. • CIR-3.3 Minimize local cut-through traffic in residential neighborhoods. *Goal: CIR-4 Provide a local roadway system for the safe, efficient, and convenient movement of vehicular traffic.* Objective: • CIR-4.1 the City shall provide adequate road linkages throughout Livermore.

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	Goal: CIR-5 Maintain relatively free-flowing traffic, except where the City has identified intersections or areas of the City that are exempt from the Citywide standard. Objective: • CIR-5.1 Maintain adequate levels of service for all areas of the City. *Goal: CIR-6 Protect neighborhood quality and community character through circulation planning.* Objective: • CIR-6.1 Use circulation improvements to enhance Livermore's community character and maintain the quality of life in residential neighborhoods. • CIR-6.2 Plan and maintain the circulation system to prevent or minimize environmental impacts. *Goal: CIR-7 Develop a Downtown circulation system that is pedestrian-oriented and supports Downtown as a destination.* Objective: • CIR-7.1 Design and maintain a safe and interconnected pedestrian oriented Downtown circulation system. *Goal: CIR-10 Provide adequate safe and convenient short-and long-term vehicle and bicycle parking for all land uses in the City.* Objective: • CIR-10.1 Minimize spillover vehicle parking impacts by ensuring adequate parking enforcement and requiring sufficient parking for new development. • CIR-10.2 Limit excess off-street parking development. • CIR-10.3 Strive to expand bicycle parking facilities throughout the City. *Goal: CIR-11 Support goods movement within the City.* Objective: • CIR-11.2 Minimize adverse impacts to residents or businesses from rail and truck traffic. • CIR-11.1 Provide adequate roadway and rail systems to accommodate the safe and efficient movement of goods.

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LIVERMORE BICYCLE, PEDESTRIAN, AND TRAILS ACTIVE TRANSPORTATION PLAN, (2018)	**GOALS AND POLICIES** *Goal: Safe and Comprehensive Network: Provide a safe, efficient, and connected bicycle, pedestrian, and trail network that accommodate all users and abilities.* Objective: • Develop and implement projects and improvements to address bicycle and pedestrian safety. • Connect neighborhoods, schools, work places, transit facilities, and other destinations with on-street facilities and/or separated trails. • Build cross town connections for the bicycle, pedestrian, and trail network • Improve the pedestrian and bicycle network to and through Downtown Livermore to increase access, safety, and mobility • Establish safe crossings of barriers including high-volume roadways, freeway interchanges, railroads, arroyos, and other barriers • Coordinate with other agencies, adjacent jurisdictions, and regional partners to plan and implement projects that improve Livermore's network and connections to the region. *Goal: Design for all users: Build a well-designed and comfortable bicycle, pedestrian, and trial network with support services and facilities to serve users of all ages and abilities.* Objective: • Incorporate best practices for the design of pedestrian facilities, bikeways, and trails that emphasize user safety and comfort. • Incorporate sustainable and environmentally sensitive design for all facilities and amenities. • Provide support facilities on public properties as appropriate, such as bicycle parking, rest areas, water fountains, and other facilities. • Require private development to provide appropriate support facilities, such as shower/locker facilities and bicycle parking • Connect new development and public spaces to the active transportation network. • Consider maintenance needs in the design of all new facilities.

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	Goal: Engage & Grow The Active Transportation Community: Increase bicycling and walking for transportation and recreation with education, awareness, and enforcement. Objective: • Educate the public on the benefits of bicycling and walking, the available bicycle and trail facilities, and their rights and responsibilities. • Provide up-to-date information about the bicycle and trail network, bicycle parking, and program resources. • Develop and implement strategies to encourage bicycling and walking to and through community events, including bicycle and pedestrian support facilities. • Support and participate in Federal, State, Regional, and Local programs, such as countywide Safe Routes to School efforts. • Coordinate with other agencies to promote, encourage, and implement active transportation programs. • 3.6 Continue and expand bicycle, pedestrian, and traffic enforcement programs to encourage proper use of facilities, increase safety, and improve the user experience. *Goal: Maintain The Active Transportation Network: Maintain roadways, sidewalks, and multi-use trails to provide safe and comfortable active transportation conditions for all users and abilities.* Objective: • Develop and provide a maintenance program for pedestrian facilities, bikeways, and trails to provide continued safe and comfortable use of the network. • Provide new facilities only where sufficient maintenance funding can be identified. • Work with Federal, State, and Regional agencies to expand maintenance funding opportunities.
	The sections that follow serve as an inventory of pedestrian, bicycle, and trail design treatments and provide guidelines for their development. These treatments and design guidelines are important because they are the tools for creating a safe and accessible community. **NATIONAL GUIDANCE:**

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LIVERMORE BICYCLE, PEDESTRIAN, AND TRAILS ACTIVE TRANSPORTATION PLAN-DESIGN GUIDELINES (2018)	• American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities (2013), updated in June 2012 provides guidance on dimensions, use, and layout of specific bicycle facilities. • The National Association of City Transportation Officials' (NACTO) Urban Bikeway Design Guide (2012) is the newest publication of nationally recognized bikeway design standards, and offers guidance on the current state of the practice designs. • The AASHTO A Policy on Geometric Design of Highways and Streets (2011) commonly referred to as the "Green Book," contains the current design research and practices for highway and street geometric design. • The National Association of City Transportation Officials' (NACTO) Designing for All Ages and Abilities (2017) offers guidance on combining traffic calming tools and roadway design to create high-comfort bicycle facilities. The following national guidelines provide information on complying with the Americans with Disability Act (ADA) and designing for users of all abilities: • United States Access Board. Accessibility Guidelines for Buildings and Facilities. 2002 • United States Access Board. Proposed Accessibility Guidelines for Pedestrian Facilities in the Public-Right-of-Way. 2013 • USDOJ. ADA Standards for Accessible Design. 2010.
NEIGHBORHOOD TRAFFIC CALMING PROGRAM (2020)	**GOALS AND OBJECTIVES:** The goal of the Neighborhood Traffic Calming Program is to implement measures identified by a consensus of the neighborhood to affect driver behavior in such a way that improves safety and the quality of life for residents, pedestrians, bicyclists and motorists. This goal is to be balanced with the City's goal to provide quick emergency response times for emergency vehicles including fire trucks, police and ambulances. • Reduce vehicle speeds on residential streets. • Discourage cut-through traffic. • Promote conditions that encourage bicycle and pedestrian travel. • Create attractive streetscapes in neighborhoods.

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- Provide clear guidelines of the process to evaluate traffic calming measures.
- Encourage citizen involvement in all phases of neighborhood traffic calming activities.
- Make efficient use of City resources by prioritizing traffic calming requests.

CIRCULATION ELEMENT:

- Emphasize in local circulation planning the need to minimize adverse environmental impacts and protect neighborhood quality. (Circulation System Goal #6)
- Provide a street system which minimizes traffic on local, minor (non-collector) streets in order to create and preserve a high quality residential environment. (Roadway Improvement Policy #10)
- Incorporate roadway improvement design measures which divert through traffic from, and minimize local traffic on, local residential streets in order to protect the quality and livability of Livermore neighborhoods. (Roadway Improvement Program #11 – Neighborhood Protection)

The Circulation Element defines the City's existing and future roadway system, including the classification of each roadway. The Circulation Element will be referenced in order to determine the classification of the roadways. In general, the Circulation Element defines local and collector streets as follows:

- **Local Street:** Local streets are low-speed, low-capacity minor streets that provide for circulation within neighborhoods, with direct access to abutting land uses. Street design standards and layouts are typically used to discourage through traffic movements, avoid high travel speeds and volumes, and minimize neighborhood noise and safety impacts. Curbside parking is usually permitted. Local streets are typically two-lane facilities.
- **Collector:** Collector streets are relatively low-speed, medium capacity streets which collect and distribute local traffic moving between local and major streets. Collector routes provide for circulation between neighborhoods, and divert through traffic from local streets. Direct access to abutting properties (driveway

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	spacing) shall be stringently limited. Prohibitions on curbside parking may vary with road widths and traffic conditions. Collector streets are typically two- to four-lane facilities. The circulation element currently does not differentiate between collector streets that may be primarily residential in nature to collector streets that may serve commercial and industrial areas.
CITY OF LIVERMORE FIVE-YEAR CAPITAL IMPROVEMENT PLAN| (2023-2028)	The capital improvement plan (CIP) Budget is differentiated from the operating budget in that it involves property acquisition, design and construction of public infrastructure such as storm water and sewer system, trials, roadways and transportation infrastructure, parks, plazas and open space. Public buildings, and other city infrastructure constructed with private land development projects. A number of considerations are applied when identifying the projects of the current CIP Budget, including: • Consistency with the General Plan • Consistency with City Council adopted master plans • Consistency with other formal long-range plans adopted by Council • Recommendations of the Council and Commissions • Input from residents and business owners • State, Federal, or other legal mandates • Potential impact to the operating budget • Benefit to the community • The need to mitigate health or safety issues
ALAMEDA COUNTY SAFE ROUTES TO SCHOOL (2016)	**GOALS:** **EVALUATION**: 1. Refine established processes for data collection; improve response rate for tracking student mode share. 2. Work with team partners to clarify data to be tracked and collecting and collating data on a monthly basis. **ENCOURAGEMENT:** • International Walk & Roll to School Day • Increase the number of participating school • Collect day-of-mode split tallies. • Golden Sneaker Contest:

	• Increase the number of participating schools. • Increase the number of middle schools and high schools participation **BIKE TO SCHOOL DAY:** • Increase the number of participating schools. • Increase the number of middle and high school participating. **BIKE MOBILE:** • Meet visit goal for SR2S schools (40) • Meet visit goal for non-SR2S events (20) • Geographically equitable distribution of Bike Mobile visits **ENGINEERING:** School Site Assessments: • Provide school site assessments • Geographically equitable distribution site assessments.
	GOALS: • Accessible, affordable and equitable • Safe, Healthy and Sustainable • High quality and modern infrastructure • Economic vitality **Strategies are grouped into six strategy categories:** **Advance equity:** Equity is a cross-cutting concern across all strategies. Implementation of the 2020 CTP will consider the historical impacts of transportation investments and seek to proactively address needs of disadvantaged communities. Strategies and actions that address the mobility and access needs of low-income communities and communities of color were identified through community engagement in the CBTP, as described in Chapter 2. Strategies that advance equity are indicated with this equity icon on the following pages. **Safe Systems Approach:** These strategies support improving the safety of streets and facilities for all transportation users. Safety is an overarching priority that needs to permeate throughout the countywide transportation network and

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ALAMEDA COUNTYWIDE ACTIVE TRANSPORTATION PLAN (2019)	be a priority in all project planning, design, and implementation activities. **Complete Corridors Approach** These strategies support planning, design, and implementation of multimodal travel corridors centered on major arterials. Multimodal corridor planning involves a systematic approach to developing transportation improvements, rather than addressing each project, street, or mode in a silo. It requires robust partnerships and often requires balancing competing needs and considering a set of parallel facilities together to create strong multimodal travel options. **Partnership to address Regional and Megaregional Issues** These strategies support partnerships and coordination on issues that require regional or megaregional action. Some transportation issues are complex and involve more decision-makers than just Alameda CTC and its local partners. Examples include climate resiliency and adaptation, addressing the jobs/housing imbalance, or regional rail planning. In these cases, Alameda CTC must partner and coordinate to take effective action. **Transit Accessibility and Transportation Demand Management (TDM)** These strategies support reducing drive-alone trips by incentivizing use of other modes and making transit easy and affordable to use. Improving public transit options and implementing transportation demand management (TDM) strategies can help reduce congestion and improve mobility options. **New Mobility and an Automated, Low- Emission and Shared Future** These strategies support the transition to low-emission and automated vehicles, including low-emission technologies for goods movement and encouragement of vehicle-sharing to reduce congestion and environmental impacts. The mobility landscape is rapidly evolving, with innovations in the form of vehicle technologies, new mobility options, and integrated travel platforms. This strategy supports progress toward safe, equitable, and widely beneficial innovation in the transportation sector.
	Countywide Multimodal Arterial Plan **Vision:**

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ALAMEDA COUNTY MULTIMODAL ARTERIAL PLAN (2016)	Alameda County will have a network of efficient, safe and equitably accessible arterials that facilitate the multimodal movement of people and goods, and help create a strong economy, healthy environment and vibrant communities, while maintaining local contexts. **GOALS AND OBJECTIVES:** The vision and goals of the Alameda Countywide Multimodal Arterial Plan guide the MAP framework of assessing arterials' multimodal performance and identifying needs and appropriate improvements to address those needs. Along with the Countywide Transit Plan, Goods Movement Plan, Community Based Transportation Plans and the Bicycle and Pedestrian Plans, the Arterial Plan is a key input to the Countywide Transportation Plan. • **Multimodal:** Based on local context and modal priorities, the arterial network will provide high-quality, well maintained and reliable facilities. • **Accessible and Equitable:** The arterial network will provide access for people of all ages, abilities, incomes and geographies. • **Connected across the County and Region:** Using typologies that support local land use, the arterial network will provide connections for all modes within the county and across the County's and Region's network of streets, highways, and transit, bicycle and pedestrian routes. • **Efficient Use of Resources:** Investment in the arterial network will make efficient and effective use of resources. • **Safe, Healthy and Vibrant:** The arterial network will be designed, built and managed to reduce the incidence and severity of collisions, promote public health and help create vibrant local communities. **RECOMMENDATION ACTIONS:** ***T5:*** *Alternative routes have limited additional capacity to accommodate re-routed commuter traffic (e.g., buses or carpools) or goods movement. If significant roadways or nodes are disrupted, re-routing would result in heavy congestion that could overwhelm the region's roadways and interstates as well as non-motorized transportation corridors (bike and pedestrian).*

	• T5.1: Conduct a "hot spot" analysis to identify key routes and nodes critical to traffic flow, assess their vulnerability and risk, and develop actions to improve their resilience to sea level rise and storm events. • T5.2: Identify and invest in non-motorized transportation corridors (bike and pedestrian) that will provide alternatives if significant roadways and interstates are disrupted. • T5.3: Increase the capacity to accommodate re-routed traffic on alternative routes, or build new routes, in areas not at risk from sea level rise and storm events. • T5.4: Develop currently underused, unused, or new pedestrian rights of-way as non-motorized emergency evacuation alternative routes. • T5.5: Prioritize funding to improve alternative ground transportation routes, enhance or develop public transportation, bike and pedestrian options, and replace or retrofit vulnerable critical lifeline infrastructure. ***T6:*** *The temporary disruption or permanent loss of public transportation assets due to sea level rise and storm events, and the lack of sufficient alternatives, could leave residents in some communities unable to travel on a day to-day basis, compounding evacuation challenges during an emergency.* • T6.1: Identify public transportation assets at-risk of flooding that serve transit-dependent populations. • T6.2: Proactively protect public transportation assets that serve transit-dependent populations, or prioritize development of alternative transit options to serve these populations. • T6.3: Include strategies that ensure the safe evacuation of transit-dependent populations in emergency response plans, e.g., designate evacuation routes and bus assignments, and coordinate with local school bus fleets, transportation service providers, and wheelchair accessible vehicles to expand the pool of available vehicles for evacuation. ***T8:*** *Certain communities or facilities are linked by only one or two access-ways (e.g., road, rail, or transit) and could become isolated during disasters. For example, the majority of access roads to the Port*

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	of Oakland's seaport and Oakland International Airport are vulnerable, and if they flood they could isolate these regionally significant facilities. • T8.1: Identify specific communities and facilities served by limited or sole access-ways that are vulnerable to sea level rise and storm events. • T8.2: Proactively protect public transportation assets that serve transit-dependent populations, or prioritize development of alternative transit options to serve these populations. • T8.3: Develop and adopt plans for future relocation of people, uses, and services that are at risk of becoming isolated where sole or limited access-ways cannot be improved or protected, and where no other alternative means of access is feasible. ***T12.*** *Many high-cost and critical elements of transportation infrastructure are highly vulnerable to flooding because they are located at or below grade (tubes, tunnels, ventilation), in low-lying areas (airport runways, storage and maintenance facilities), or on top of levees (rail alignments).* • Manage storm water at or near critical facilities and transportation elements by prioritizing regular maintenance, investing in drainage improvements (under or cross drains, backflow or flex valves, perimeter walls or pile/column foundations), and using low impact development (LID) techniques. • Prepare for recovery from flooding by stockpiling materials, establishing turnkey agreements for equipment rental, and pre-positioning emergency power generation capacity, portable pumps, and debris removal equipment. • Identify locations that are not at risk of flooding to temporarily store mobile equipment, rolling stock, or other assets (may require agreements or permission from private property owners), and develop clear procedures for how and when to use these sites when flooding is predicted. • Install manual, remote control, or automatic temporary barriers or waterproof closures to protector below-grade critical elements such as roadways, tube and tunnel openings, ventilation grates, switchgears, maintenance facilities, and asset storage areas. • Construct permanent structures to protect at- or below-grade critical elements such as roadways, tube and tunnel openings,

TJKM

	ventilation grates, switchgears, maintenance facilities, and asset storage areas. • Raise the elevation of at- or below-grade critical elements such as entrances, mechanical or electrical equipment, and ventilation grates. • Develop or improve design standards to require protection of new infrastructure and capital improvement investments from sea level rise, storm events, and elevated groundwater levels.
LAVTA SHORT RANGE TRANSIT PLAN (FY 2016-2025) 2016	**GOAL: REGIONAL LEADERSHIP:** • Advocate for local, regional, state, and federal policies that support Wheels' goals. • Support Staff involvement in leadership roles representing the agency at regional, state, and federal forums. • Promote transit priority and improvements initiatives with city and county governments. • Develop regional initiatives, for example the Clipper Card, that support riders mobility through more seamless passenger use, in coordination with MTC and nearby CATS operators, in response to what has emerged as regional policy in the Transit Sustainability Project. **GOAL: ORGANIZATIONAL EFFECTIVENESS:** • Promote system wide continuous quality improvement initiatives • Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service • Establish performance based metrics with action plans for improvement; monitor, improve, and periodically report on on-time performance and productivity • Strengthen human resources through staff development and a focus on employee quality of life and strengthen technical resources throughout the organization • Enhance and improve organizational structures, processes and procedures to increase system effectiveness • Develop policies that hold Board and Staff accountable, providing clear direction through sound policy making decisions **Goal: Financial Management:**

	• Develop budget in accordance with the Strategic Plan, integrating fiscal review processes into all decisions • Explore and develop revenue generating opportunities • Maintain fiscally responsible long range capital and operating plans **GOALS OF STANDARDS:** • Reflect and support community goals and strategies for transit, program objectives and service policies. Goals and strategies serve as guidance for the transit agency to best serve riders in the community, whereas standards provide a formal, quantifiable structure for how the service should perform and be implemented. • Provide a clear rationale for service increases, expansion, and reductions. Service standards help management justify critical decisions affecting service delivery. • Provide benchmark measures that should strike a balance between setting realistic goals and aspiring for a level of service that will ensure a quality of service for riders. Ensure compliance with all applicable federal, California, and local regulatory requirements. Provide criteria for the design and operation of safe and effective transit service.

APPENDIX C: CONSOLIDATED HIGH INJURY COLLISION DATABASE

HIGH INJURY NETWORK (HIN) PEDSTRIAN AND BICYCLE COLLISIONS

INTERSECTION RANKING

10 intersections were identified as pedestrian and bicycle high collision intersections. There were a total of **28 collisions** and **9 KSI** collisions that occurred at these intersections. The intersection of Fenton St & E Stanley Blvd and E Stanley Blvd & Murrieta Blvd had the highest number of KSI collisions with three and six.

Collisions that occurred on the SR-84 are not part of high injury collisions. Collisions that are recorded on SR-84 from the year 2015-2019 are part of Isabel Avenue from the intersections of Isabel Avenue & Vallecitos Road and Isabel Avenue & Portola Avenue. (*Data source: Collision data 2015-2019 retrieved from CROSSROADS)

Table A lists the collision rate of the top 10 identified high-risk intersections along with their severity weight and the number of KSI collisions.

Table A High Collision Intersections

	Intersection	Total Injury Collisions	KSI Collisions	Severity Weight
1	Fenton St & E Stanley Blvd (Signalized)	3	2	336
2	E Stanley Blvd & Murrieta Blvd (Signalized)	6	1	205
3	First St & Maple St (Signalized)	4	1	193
4	Railroad Ave & S P St (Signalized)	3	1	182
5	First St & Scott St (Non-Signalized)	2	0	176
6	First St & Portola Avenue (Signalized)	2	0	176
7	East Ave & Charlottle Way (Signalized)	2	1	176
8	Las Flores Rd & Bluebell Dr (Non- Signalized)	2	1	171
9	Maple St and 5th Street (Non- Signalized)	2	1	171
10	Portola and N L St (Signalized)	2	1	171

CORRIDOR RANKING

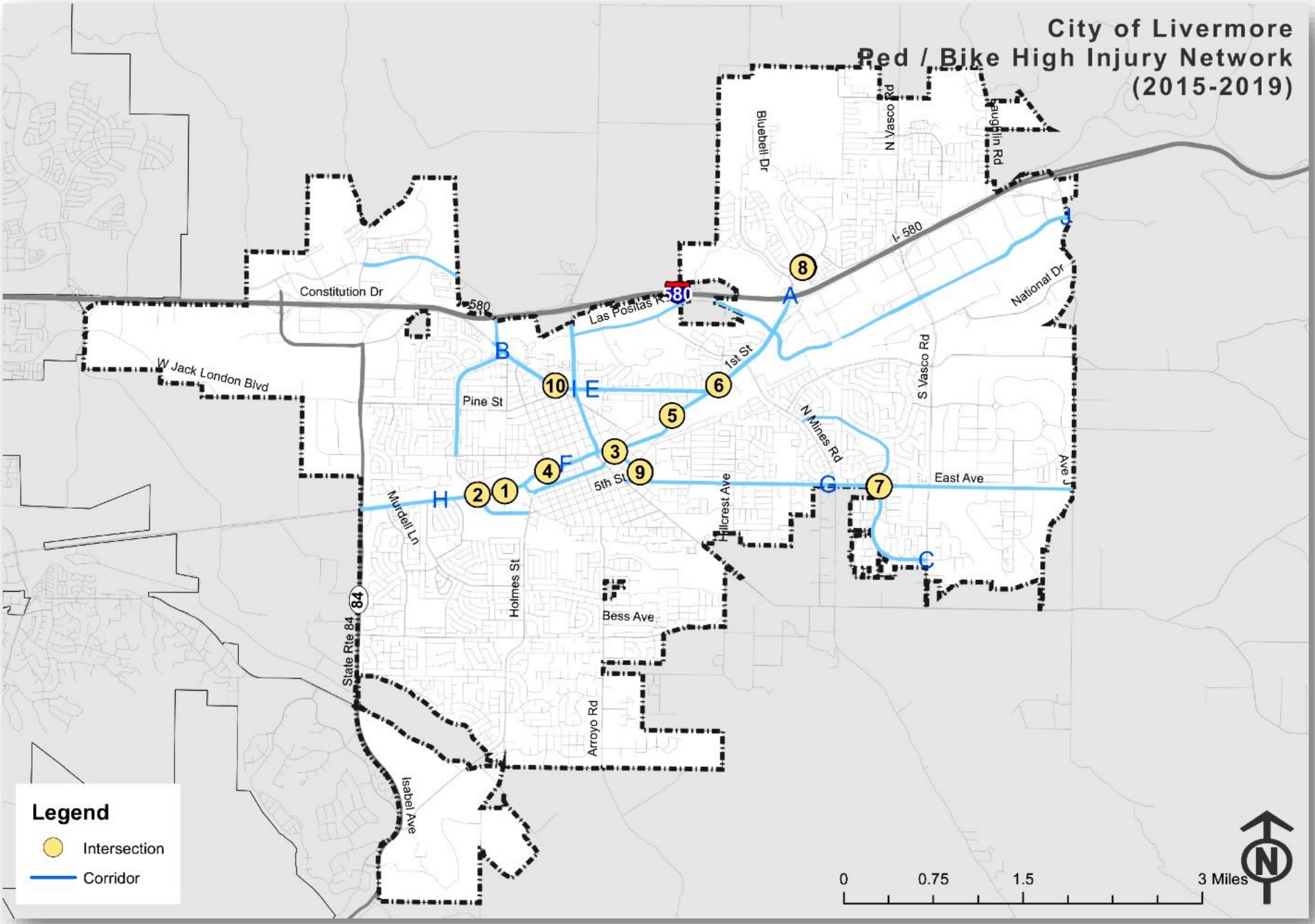
10 corridors were identified as high collision corridors. There was a total **54 injury collisions and 15 KSI collisions** on these corridors. The First Street and Murrieta Boulevard corridors have the highest number of KSI collisions with 10 and five.

Collisions that occurred on the SR-84 are not part of high injury network. Collisions that are recorded on SR-84 from the year 2015-2019 are part of Isabel Avenue from the intersections of Isabel Avenue & Vallecitos Road and Isabel Avenue & Portola Avenue. (*Data source: Collision data 2015-2019 retrieved from CROSSROADS)

Table B lists the collision rate of the top 10 identified high-collision corridors along with the number of KSI collisions, total collisions, corridor length, and severity weight.

Table B High Injury Corridors

ID	Corridors	Total	KSI Collisions	Severity Weight
A	First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy (Intersection)	10	2	403
B	Murrieta Blvd: Holmes St to Portola Avenue	5	2	353
C	Charlotte Way: N Mines Rd to S Vasco Rd	3	2	341
D	Maple St: First St to East Avenue	3	2	341
E	Portola Avenue: First St to Murrieta Blvd	3	2	341
F	Railroad Avenue: E Stanley Blvd o First St	6	1	220
G	East Ave: S Livermore Avenue to Greenville Rd	7	1	216
H	E Stanley Blvd: Rail Road Avenue to Murdell Lane	8	1	212
I	N Livermore Avenue: 400' N (City Limit) to Railroad Avenue	5	1	204
J	Las Positas Rd: N Livermore Ave to Greenville Rd (City Limit- East)	4	1	188


City of Livermore
Ped / Bike High Injury Network
(2015-2019)
Constitution Dr
W Jack London Blvd
Pine St
Las Positas Rd
Bluebell Dr
N Vasco Rd
Laughlin Rd
I- 580
National Dr
1st St
S Vasco Rd
N Mines Rd
East Ave
Ave J
5th St
Hillcrest Ave
Murdell Ln
Holmes St
Bess Ave
State Rte 84
Arroyo Rd
Isabel Ave
A
B
C
E
F
G
H
J
1
2
3
4
5
6
7
8
9
10
Legend
Intersection
Corridor
0
0.75
1.5
3 Miles
N

FID	FID_1	OFFICER_ID	Accident_N	juris	CASE_ID	COLLISION_	COLLISION:	Col_Time_:	Col_Time_:	Col_Time3	HOUR	DAY_OF_W	PRIMARY_I	SECONDAR	DISTANCE	DIRECTION	TJKM_INTE	X	Y	LATITUDE
22	193	16	1.32E+13	Livermore	16-000624	29-Jan-16	1933	0.81	19.55	19	19	Friday	FIRST ST	SCOTT ST	0	Not Stated	Y	6197659	2075432	37.68812
23	514	58	1.37E+13	Livermore	17-4367	15-Jul-17	1147	0.49	11.78333	11	11	Saturday	FIRST ST	SCOTT ST	0	Not Stated	Y	6197659	2075432	37.68812
24	548	87	1.38E+13	Livermore	17-5357	27-Aug-17	1623	0.68	16.38333	16	16	Sunday	FIRST ST	SCOTT ST	170	East	Y	6197789	2075541	37.68842
25	586	10	1.38E+13	Livermore	17-6700	27-Oct-17	915	0.39	9.25	9	9	Friday	FIRST ST	SCOTT ST	206	North	Y	6197819	2075560	37.68848
26	645	40	1.39E+13	Livermore	18-670	31-Jan-18	1358	0.58	13.96667	13	13	Wednesda	FIRST ST	SCOTT ST	174	North	Y	6197792	2075543	37.68843
27	828	16	1.42E+13	Livermore	18-7522	4-Dec-18	1919	0.8	19.31667	19	19	Tuesday	FIRST ST	SCOTT ST	225	East	Y	6197835	2075570	37.6885
28	897	29	1.43E+13	Livermore	19-2313	13-Apr-19	1904	0.79	19.06667	19	19	Saturday	FIRST ST		0		Y	0	0	37.68867
332	210	CSS 4	1.32E+13	Livermore	16-001341	4-Mar-16	918	0.39	9.3	9	9	Friday	VASCO RD	NORTHFRC	14	North	Y	6207528	2084036	37.71199
333	252	64	1.33E+13	Livermore	16-2962	########	450	0.2	4.833333	4	4	Wednesda	VASCO RD	NORTHFRC	44	South	Y	6207526	2083978	37.71183
334	499	16	1.37E+13	Livermore	17-4032	28-Jun-17	1734	0.73	17.56667	17	17	Wednesda	VASCO RD	NORTHFRC	0	Not Stated	Y	6207527	2084022	37.71195
335	614	52	1.39E+13	Livermore	17-7611	5-Dec-17	2021	0.85	20.35	20	20	Tuesday	VASCO RD	NORTHFRC	30	North	Y	6207529	2084052	37.71203
336	626	10	1.39E+13	Livermore	17-8155	28-Dec-17	605	0.25	6.083333	6	6	Thursday	VASCO RD	NORTHFRC	0	Not Stated	Y	6207527	2084022	37.71195
337	699	32	1.4E+13	Livermore	18-2724	5-May-18	1938	0.82	19.63333	19	19	Saturday	VASCO RD	NORTHFRC	96	North	Y	6207531	2084118	37.71221
338	758	900	1.41E+13	Livermore	18-5060	16-Aug-18	1633	0.69	16.55	16	16	Thursday	VASCO RD	NORTHFRC	75	North	Y	6207531	2084097	37.71215
339	888	80	1.43E+13	Livermore	19-1646	16-Mar-19	1021	0.43	10.35	10	10	Saturday	VASCO RD	NORTHFRC	0	Not Stated	Y	6207527	2084022	37.71195
340	1004	40	1.45E+13	Livermore	19-6185	8-Oct-19	1658	0.71	16.96667	16	16	Tuesday	VASCO RD	NORTHFRC	10	South	Y	6207527	2084012	37.71192
381	147	16	1.31E+13	Livermore	15-006741	4-Nov-15	1840	0.78	18.66667	18	18	Wednesda	STANLEY BI	MURRIETA	101	East	Y	6189160	2071929	37.67813
450	132	54	1.31E+13	Livermore	15-006142	8-Oct-15	1737	0.73	17.61667	17	17	Thursday	EAST AV	JENSEN ST	75	East	Y	6198534	2072481	37.68002
451	328	16	1.34E+13	Livermore	16-5855	23-Sep-16	749	0.33	7.816667	7	7	Friday	EAST AV	JENSEN ST	0	Not Stated	Y	6198459	2072482	37.68002
452	428	78	1.36E+13	Livermore	17-1578	11-Mar-17	1411	0.59	14.18333	14	14	Saturday	EAST AV	JENSEN ST	80	East	Y	6198539	2072480	37.68002
453	500	900	1.37E+13	Livermore	17-4071	30-Jun-17	1912	0.8	19.2	19	19	Friday	EAST AV	JENSEN ST	0	Not Stated	Y	6198459	2072482	37.68002
454	542	40	1.37E+13	Livermore	17-5238	22-Aug-17	1528	0.64	15.46667	15	15	Tuesday	EAST AV	JENSEN ST	0	Not Stated	Y	6198459	2072482	37.68002
455	887	63	1.43E+13	Livermore	19-1637	15-Mar-19	2113	0.88	21.21667	21	21	Friday	EAST AV	JENSEN ST	175	East	Y	6198634	2072479	37.68001
456	961	79	1.45E+13	Livermore	19-4768	4-Aug-19	2043	0.86	20.71667	20	20	Sunday	EAST AV	JENSEN ST	85	East	Y	6198544	2072480	37.68002
457	1059	79	1.46E+13	Livermore	19-7942	30-Dec-19	847	0.37	8.783333	8	8	Monday	EAST AV	JENSEN ST	216	East	Y	6198675	2072478	37.68001
498	165	5	1.31E+13	Livermore	15-007378	4-Dec-15	740	0.32	7.666667	7	7	Friday	MURRIETA	STANLEY BI	10	North	Y	6189056	2071924	37.67812
499	385	CSS 8	1.35E+13	Livermore	16-7858	20-Dec-16	748	0.33	7.8	7	7	Tuesday	STANLEY BI	MURRIETA	18	West	Y	6189042	2071913	37.67809
500	425	16	1.36E+13	Livermore	17-1499	8-Mar-17	1530	0.65	15.5	15	15	Wednesda	STANLEY BI	MURRIETA	10	South	Y	6189050	2071914	37.67809
501	440	10	1.36E+13	Livermore	17-2057	30-Mar-17	745	0.32	7.75	7	7	Thursday	STANLEY BI	MURRIETA	0	Not Stated	Y	6189060	2071915	37.67809
502	567	40	1.38E+13	Livermore	17-6013	25-Sep-17	1235	0.52	12.58333	12	12	Monday	STANLEY BI	MURRIETA	0	Not Stated	Y	6189060	2071915	37.67809
503	620	83	1.39E+13	Livermore	17-7864	14-Dec-17	1437	0.61	14.61667	14	14	Thursday	STANLEY BI	MURRIETA	0	Not Stated	Y	6189060	2071915	37.67809
504	657	10	1.39E+13	Livermore	18-1070	19-Feb-18	928	0.39	9.466667	9	9	Monday	MURRIETA	STANLEY BI	0	Not Stated	Y	6189060	2071915	37.67809
505	829	47	1.42E+13	Livermore	18-7535	5-Dec-18	1739	0.74	17.65	17	17	Wednesda	STANLEY BI	MURRIETA	0	Not Stated	Y	6189060	2071915	37.67809
506	890	10	1.43E+13	Livermore	19-1778	22-Mar-19	529	0.23	5.483333	5	5	Friday	STANLEY BI	MURRIETA	0	Not Stated	Y	6189060	2071915	37.67809
507	1021	66	1.45E+13	Livermore	19-6662	1-Nov-19	109	0.05	1.15	1	1	Friday	MURRIETA	STANLEY BI	20	South	Y	6189066	2071896	37.67804
513	14	37	1.28E+13	Livermore	15-000847	13-Feb-15	806	0.34	8.1	8	8	Friday	PORTOLA A	FIRST ST	32	North	Y	6199730	2076785	37.69184
514	698	30	1.4E+13	Livermore	18-2712	5-May-18	157	0.08	1.95	1	1	Saturday	FIRST ST	PORTOLA A	200	South	Y	6199552	2076636	37.69143
515	701	16	1.4E+13	Livermore	18-2778	8-May-18	1434	0.61	14.56667	14	14	Tuesday	FIRST ST	PORTOLA A	85	West	Y	6199640	2076710	37.69163
516	794	47	1.42E+13	Livermore	18-6151	3-Oct-18	1745	0.74	17.75	17	17	Wednesda	FIRST ST	PORTOLA A	248	West	Y	6199515	2076606	37.69135
517	796	47	1.42E+13	Livermore	18-6354	12-Oct-18	1807	0.75	18.11667	18	18	Friday	FIRST ST	PORTOLA A	0	Not Stated	Y	6199705	2076765	37.69179
518	858	16	1.43E+13	Livermore	19-316	16-Jan-19	1911	0.8	19.18333	19	19	Wednesda	FIRST ST	PORTOLA A	94	West	Y	6199633	2076705	37.69162
519	908	16	1.44E+13	Livermore	19-2850	9-May-19	1817	0.76	18.28333	18	18	Thursday	FIRST ST	PORTOLA A	159	West	Y	6199583	2076663	37.6915
560	99	10	1.3E+13	Livermore	15-005120	24-Aug-15	1538	0.65	15.63333	15	15	Monday	FIRST ST	BELLMAWF	0	Not Stated	Y	6201808	2078637	37.69693
561	135	10	1.31E+13	Livermore	15-006218	12-Oct-15	1011	0.42	10.18333	10	10	Monday	FIRST ST	DRIVEWAY	0	Not Stated	Y	0	0	37.69669
562	311	10	1.34E+13	Livermore	16-5098	22-Aug-16	554	0.25	5.9	5	5	Monday	FIRST ST	BELLMAWF	127	South	Y	6201737	2078532	37.69664
563	660	5	1.39E+13	Livermore	18-1200	24-Feb-18	1438	0.61	14.63333	14	14	Saturday	4495 FIRST		0		Y	0	0	37.69666

564	900		54	1.44E+13	Livermore	19-2547	24-Apr-19	1421	0.6	14.35	14	14	Wednesda	FIRST ST	4495 FIRST	33	South	Y	0	0	37.69644
565	936		16	1.44E+13	Livermore	19-3878	26-Jun-19	1724	0.73	17.4	17	17	Wednesda	4495 FIRST		0		Y	0	0	37.69696
587	36		79	1.29E+13	Livermore	15-002011	9-Apr-15	1724	0.73	17.4	17	17	Thursday	MAPLE ST	FIRST ST	15	North	Y	6195126	2073859	37.68356
588	95		16	1.3E+13	Livermore	15-004938	17-Aug-15	639	0.28	6.65	6	6	Monday	RAILROAD	FIRST ST	70	North	Y	6195084	2073893	37.68365
589	172		10	1.31E+13	Livermore	15-007581	12-Dec-15	1523	0.64	15.38333	15	15	Saturday	RAILROAD	MAPLE ST	0	Not Stated	Y	6195138	2073849	37.68353
590	370		70	1.35E+13	Livermore	16-7255	21-Nov-16	1729	0.73	17.48333	17	17	Monday	FIRST ST	RAILROAD	0	Not Stated	Y	6195138	2073849	37.68353
591	764		84	1.41E+13	Livermore	18-5252	25-Aug-18	921	0.39	9.35	9	9	Saturday	RAILROAD	FIRST ST	0	Not Stated	Y	6195138	2073849	37.68353
592	795		40	1.42E+13	Livermore	18-6262	9-Oct-18	803	0.34	8.05	8	8	Tuesday	MAPLE ST	FIRST ST	25	North	Y	6195119	2073865	37.68358
615	28		79	1.29E+13	Livermore	15-001540	18-Mar-15	1715	0.72	17.25	17	17	Wednesda	FIRST ST	SOUTHFRO	40	South	Y	6202365	2079583	37.69991
616	139		16	1.31E+13	Livermore	15-006498	24-Oct-15	1902	0.79	19.03333	19	19	Saturday	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
617	160		61	1.31E+13	Livermore	15-007306	30-Nov-15	1749	0.74	17.81667	17	17	Monday	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
618	267		54	1.33E+13	Livermore	16-3309	10-Jun-16	1621	0.68	16.35	16	16	Friday	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
619	378		70	1.35E+13	Livermore	16-7632	9-Dec-16	1213	0.51	12.21667	12	12	Friday	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
620	444		16	1.36E+13	Livermore	17-2203	5-Apr-17	1857	0.79	18.95	18	18	Wednesda	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
621	689	CSS 8		1.4E+13	Livermore	18-2515	26-Apr-18	1300	0.54	13	13	13	Thursday	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
622	777		40	1.41E+13	Livermore	18-5691	12-Sep-18	1354	0.58	13.9	13	13	Wednesda	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
623	871		52	1.43E+13	Livermore	19-935	14-Feb-19	1613	0.68	16.21667	16	16	Thursday	FIRST ST	SOUTHFRO	50	North	Y	6202410	2079660	37.70013
624	883		50	1.43E+13	Livermore	19-1327	3-Mar-19	1553	0.66	15.88333	15	15	Sunday	FIRST ST	SOUTHFRO	0	Not Stated	Y	6202385	2079617	37.70001
625	910		39	1.44E+13	Livermore	19-2855	9-May-19	2152	0.91	21.86667	21	21	Thursday	FIRST ST	SOUTHFRO	23	North	Y	6202396	2079637	37.70006
626	928		79	1.44E+13	Livermore	19-3548	11-Jun-19	636	0.28	6.6	6	6	Tuesday	FIRST ST	SOUTHFRO	60	North	Y	6202415	2079669	37.70015
786	49	CSS 8		1.29E+13	Livermore	15-002717	########	835	0.36	8.583333	8	8	Monday	STANLEY BI	MURRIETA	167	East	Y	6189225	2071938	37.67816
787	622		900	1.39E+13	Livermore	17-8062	22-Dec-17	1749	0.74	17.81667	17	17	Friday	MURRIETA	STANLEY BI	98	South	Y	6189089	2071821	37.67784
939	591		79	1.38E+13	Livermore	17-6869	3-Nov-17	1850	0.78	18.83333	18	18	Friday	NORTHFRC	VASCO RD	50	East	Y	6207577	2084017	37.71193
940	609		64	1.38E+13	Livermore	17-7445	28-Nov-17	1450	0.62	14.83333	14	14	Tuesday	NORTHFRC	VASCO RD	50	East	Y	6207577	2084017	37.71193
941	779		900	1.41E+13	Livermore	18-5734	14-Sep-18	950	0.41	9.833333	9	9	Friday	805 N VASC		0		Y	0	0	37.71186
942	966		87	1.45E+13	Livermore	19-5074	16-Aug-19	1822	0.77	18.36667	18	18	Friday	NORTHFRC	VASCO RD	125	East	Y	6207651	2084010	37.71191
974	44		16	1.29E+13	Livermore	15-002470	30-Apr-15	1824	0.77	18.4	18	18	Thursday	RAILROAD	P ST	19	West	Y	6192132	2073000	37.68107
975	239		16	1.33E+13	Livermore	16-2694	########	1913	0.8	19.21667	19	19	Wednesda	RAILROAD	P ST	0	Not Stated	Y	6192150	2073005	37.68109
976	423		10	1.36E+13	Livermore	17-1474	7-Mar-17	1238	0.53	12.63333	12	12	Tuesday	RAILROAD	P ST	0	Not Stated	Y	6192150	2073005	37.68109
977	463		61	1.36E+13	Livermore	17-2886	8-May-17	1641	0.7	16.68333	16	16	Monday	P ST	RAILROAD	0	Not Stated	Y	6192150	2073005	37.68109
978	466		40	1.36E+13	Livermore	17-3059	########	1547	0.66	15.78333	15	15	Monday	RAILROAD	P ST	0	Not Stated	Y	6192150	2073005	37.68109
979	669		83	1.4E+13	Livermore	18-1641	16-Mar-18	1515	0.64	15.25	15	15	Friday	RAILROAD	P ST	114	West	Y	6192041	2072971	37.68099
980	712		79	1.4E+13	Livermore	18-3101	########	1734	0.73	17.56667	17	17	Tuesday	RAILROAD	P ST	0	Not Stated	Y	6192150	2073005	37.68109
981	743		61	1.41E+13	Livermore	18-4295	17-Jul-18	538	0.23	5.633333	5	5	Tuesday	RAILROAD	P ST	0	Not Stated	Y	6192150	2073005	37.68109
982	872		17	1.43E+13	Livermore	19-1013	18-Feb-19	757	0.33	7.95	7	7	Monday	RAILROAD	P ST	0	Not Stated	Y	6192150	2073005	37.68109
1017	121		40	1.3E+13	Livermore	15-005789	23-Sep-15	1724	0.73	17.4	17	17	Wednesda	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1018	233		87	1.33E+13	Livermore	16-2320	23-Apr-16	1230	0.52	12.5	12	12	Saturday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1019	333		54	1.34E+13	Livermore	16-6051	29-Sep-16	1808	0.76	18.13333	18	18	Thursday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1020	336		54	1.34E+13	Livermore	16-6181	5-Oct-16	1755	0.75	17.91667	17	17	Wednesda	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1021	351		70	1.35E+13	Livermore	16-6759	29-Oct-16	1518	0.64	15.3	15	15	Saturday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1022	412		16	1.36E+13	Livermore	17-943	9-Feb-17	1917	0.8	19.28333	19	19	Thursday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1023	429		16	1.36E+13	Livermore	17-1633	14-Mar-17	1205	0.5	12.08333	12	12	Tuesday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1024	443		16	1.36E+13	Livermore	17-2188	5-Apr-17	744	0.32	7.733333	7	7	Wednesda	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1025	498		40	1.37E+13	Livermore	17-4017	27-Jun-17	1717	0.72	17.28333	17	17	Tuesday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1026	509		72	1.37E+13	Livermore	17-4260	10-Jul-17	723	0.31	7.383333	7	7	Monday	GREENVILL	PATTERSOI	25	South	Y	6215372	2078019	37.69578
1027	519		16	1.37E+13	Livermore	17-4538	21-Jul-17	1351	0.58	13.85	13	13	Friday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1028	544		13	1.38E+13	Livermore	17-5294	25-Aug-17	605	0.25	6.083333	6	6	Friday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585

1029	658	900	1.39E+13	Livermore	18-1099	20-Feb-18	1815	0.76	18.25	18	18	Tuesday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1030	737	12	1.41E+13	Livermore	18-4092	8-Jul-18	2002	0.83	20.03333	20	20	Sunday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1031	738	32	1.41E+13	Livermore	18-4094	8-Jul-18	2223	0.93	22.38333	22	22	Sunday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1032	744	62	1.41E+13	Livermore	18-4355	19-Jul-18	1736	0.73	17.6	17	17	Thursday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1033	751	44	1.41E+13	Livermore	18-4904	10-Aug-18	2051	0.87	20.85	20	20	Friday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1034	775	16	1.41E+13	Livermore	18-5636	10-Sep-18	1656	0.71	16.93333	16	16	Monday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1035	793	40	1.42E+13	Livermore	18-6131	2-Oct-18	1622	0.68	16.36667	16	16	Tuesday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1036	798	16	1.42E+13	Livermore	18-6407	15-Oct-18	1606	0.67	16.1	16	16	Monday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1037	813	40	1.42E+13	Livermore	18-6993	9-Nov-18	1652	0.7	16.86667	16	16	Friday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1038	851	79	1.42E+13	Livermore	18-7979	28-Dec-18	921	0.39	9.35	9	9	Friday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1039	952	40	1.44E+13	Livermore	19-4491	24-Jul-19	1807	0.75	18.11667	18	18	Wednesda	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1040	974	28	1.45E+13	Livermore	19-5436	31-Aug-19	1322	0.56	13.36667	13	13	Saturday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1041	979	54	1.45E+13	Livermore	19-5598	8-Sep-19	1303	0.54	13.05	13	13	Sunday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1042	1025	16	1.46E+13	Livermore	19-6810	8-Nov-19	1807	0.75	18.11667	18	18	Friday	PATTERSOI	GREENVILL	0	Not Stated	Y	6215367	2078043	37.69585
1043	1053	79	1.46E+13	Livermore	19-7675	17-Dec-19	602	0.25	6.033333	6	6	Tuesday	GREENVILL	PATTERSOI	0	Not Stated	Y	6215367	2078043	37.69585
1058	599	73	1.38E+13	Livermore	17-7013	10-Nov-17	811	0.34	8.183333	8	8	Friday	1456 RAILR		0		Y	0	0	37.68078
1059	713	40	1.4E+13	Livermore	18-3140	########	1512	0.63	15.2	15	15	Thursday	RAILROAD	P ST	142	West	Y	6192015	2072961	37.68097

LONGITUD	COLLISIO_1	Severity_1	Severity_2	Severity_3	Severity_4	EPDO_Scor	NUMBER_I	NUMBER_I	PARTY_AT	PCF_VIOL_	HIT_AND_F	TYPE_OF_C	MVIW	PED_ACTIC	PRIVATE_P	PCF_VIOLA	PCF_VIOL_	WEATHER	ROAD_SUR	ROAD_CON
-121.758	Fatal	1	0	0	0	165	0	1	0	Unknown	No	Vehicle - Pe	Pedestrian	Crossing No	FALSE	0				
-121.758	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A			
-121.757	Other Visib	0	0	1	0	11	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21804				
-121.757	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21804	A			
-121.757	Complaint	0	0	0	1	6	2	0	1	Improper T	No	Broadside	Other Mot	No Pedestr	FALSE	22102				
-121.757	Other Visib	0	0	1	0	11	1	0	1	Pedestrian	No	Vehicle - Pe	Pedestrian	Crossing No	FALSE	21954	A			
-121.757	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.724	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.724	Complaint	0	0	0	1	6	1	0	0	Unknown	No	Sideswipe	Other Mot	No Pedestr	FALSE	0				
-121.724	Fatal	1	0	0	0	165	1	1	1	Wrong Side	No	Broadside	Other Mot	No Pedestr	FALSE	21651	A			
-121.724	Complaint	0	0	0	1	6	3	0	1	Following T	No	Rear-End	Other Mot	No Pedestr	FALSE	21703				
-121.724	Complaint	0	0	0	1	6	1	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A			
-121.724	Complaint	0	0	0	1	6	1	0	1	Driving Un	Felony	Rear-End	Other Mot	No Pedestr	FALSE	23153	A			
-121.724	Complaint	0	0	0	1	6	2	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.724	Complaint	0	0	0	1	6	1	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A			
-121.724	Complaint	0	0	0	1	6	1	0	1	Improper P	No	Sideswipe	Other Mot	No Pedestr	FALSE	21755				
-121.787	Complaint	0	0	0	1	6	1	0	0	Other Thar	No	Rear-End	Other Mot	No Pedestr	FALSE	0				
-121.755	Other Visib	0	0	1	0	11	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.755	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.755	Other Visib	0	0	1	0	11	3	0	1	Improper T	No	Broadside	Other Mot	No Pedestr	FALSE	22103				
-121.755	Other Visib	0	0	1	0	11	1	0	1	Auto R/W \	No	Overturnec	Non-Collisi	No Pedestr	FALSE	21802	A			
-121.755	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Head-On	Other Mot	No Pedestr	FALSE	21801	A			
-121.755	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.755	Fatal	1	0	0	0	165	0	1	1	Pedestrian	No	Vehicle - Pe	Pedestrian	Crossing No	FALSE	21954	A			
-121.754	Other Visib	0	0	1	0	11	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21804	A			
-121.788	Complaint	0	0	0	1	6	1	0	1	Ped R/W V	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21950	A			
-121.788	Complaint	0	0	0	1	6	1	0	0	Unknown	No	Broadside	Bicycle	No Pedestr	FALSE	0				
-121.788	Complaint	0	0	0	1	6	1	0	1	Ped R/W V	Felony	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21950	A			
-121.788	Other Visib	0	0	1	0	11	1	0	1	Ped R/W V	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21950	A			
-121.788	Complaint	0	0	0	1	6	1	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A			
-121.788	Other Visib	0	0	1	0	11	1	0	1	Unsafe Sta	No	Broadside	Other Mot	No Pedestr	FALSE	22106				
-121.788	Other Visib	0	0	1	0	11	1	0	1	Ped R/W V	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21950	A			
-121.788	Severe Inju	0	1	0	0	165	1	0	1	Pedestrian	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21950	B			
-121.788	Complaint	0	0	0	1	6	2	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A			
-121.788	Other Visib	0	0	1	0	11	1	0	1	Driving Un	No	Hit Object	Fixed Obje	No Pedestr	FALSE	23152	A			
-121.751	Complaint	0	0	0	1	6	1	0	1	Unsafe Sta	No	Rear-End	Other Mot	No Pedestr	FALSE	22106				
-121.751	Other Visib	0	0	1	0	11	1	0	1	Driving Un	Felony	Hit Object	Fixed Obje	No Pedestr	FALSE	23152	A			
-121.751	Severe Inju	0	1	0	0	165	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.751	Other Visib	0	0	1	0	11	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21804	A			
-121.751	Other Visib	0	0	1	0	11	1	0	1	Traffic Sign	No	Other	Bicycle	No Pedestr	FALSE	21453	A			
-121.751	Fatal	1	0	0	0	165	0	1	0	Unknown	No	Vehicle - Pe	Pedestrian	In Road	FALSE	0				
-121.751	Severe Inju	0	1	0	0	165	1	0	1	Improper P	No	Sideswipe	Other Mot	No Pedestr	FALSE	21750				
-121.744	Complaint	0	0	0	1	6	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21804	A			
-121.744	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350				
-121.744	Fatal	1	0	0	0	165	1	1	1	Unsafe Spe	No	Head-On	Other Mot	No Pedestr	FALSE	22350				
-121.744	Complaint	0	0	0	1	6	1	0	1	Other Impr	No	Broadside	Bicycle	No Pedestr	TRUE	0				

-121.744	Other Visib	0	0	1	0	11	1	0	0	Unknown	No	Broadside	Other Mot	No Pedestr	FALSE	0		
-121.744	Complaint	0	0	0	1	6	1	0	1	Other Impr	No	Vehicle - Pe	Pedestrian	Crossing N	TRUE	0		
-121.767	Other Visib	0	0	1	0	11	1	0	1	Wrong Side	No	Broadside	Bicycle	No Pedestr	FALSE	21650		1
-121.767	Other Visib	0	0	1	0	11	3	0	1	Driving Un	No	Rear-End	Other Mot	No Pedestr	FALSE	23153	A	
-121.767	Complaint	0	0	0	1	6	1	0	1	Traffic Sign	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	22450	A	
-121.767	Other Visib	0	0	1	0	11	1	0	1	Improper P	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21951		
-121.767	Other Visib	0	0	1	0	11	2	0	1	Wrong Side	No	Broadside	Other Mot	No Pedestr	FALSE	21651	A	
-121.767	Severe Inju	0	1	0	0	165	1	0	1	Pedestrian	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21950	B	
-121.742	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	Felony	Rear-End	Other Mot	No Pedestr	FALSE	22350		
-121.742	Severe Inju	0	1	0	0	165	1	0	1	Pedestrian	No	Vehicle - Pe	Pedestrian	Crossing N	FALSE	21453	D	
-121.742	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350		
-121.742	Complaint	0	0	0	1	6	1	0	0	Unknown	Felony	Vehicle - Pe	Pedestrian	Crossing N	FALSE	0		
-121.742	Other Visib	0	0	1	0	11	5	0	1	Other Haza	No	Broadside	Other Mot	No Pedestr	FALSE	21461	A	
-121.742	Complaint	0	0	0	1	6	1	0	1	Traffic Sign	Misdemear	Broadside	Other Mot	No Pedestr	FALSE	21453	A	
-121.742	Complaint	0	0	0	1	6	2	0	1	Traffic Sign	No	Sideswipe	Other Mot	No Pedestr	FALSE	21453	A	
-121.742	Complaint	0	0	0	1	6	1	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A	
-121.742	Complaint	0	0	0	1	6	1	0	1	Following T	No	Rear-End	Other Mot	No Pedestr	FALSE	21703		
-121.742	Other Visib	0	0	1	0	11	3	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A	
-121.742	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350		
-121.742	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350		
-121.787	Other Visib	0	0	1	0	11	1	0	1	Pedestrian	No	Vehicle - Pe	Pedestrian	Crossing N	FALSE	21955		
-121.788	Other Visib	0	0	1	0	11	4	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21804	A	
-121.724	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350		
-121.724	Complaint	0	0	0	1	6	1	0	1	Driving Un	No	Rear-End	Other Mot	No Pedestr	FALSE	23152	A	
-121.724	Complaint	0	0	0	1	6	1	0	1	Other Impr	No	Broadside	Other Mot	No Pedestr	TRUE	0		
-121.724	Other Visib	0	0	1	0	11	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21804	A	
-121.777	Severe Inju	0	1	0	0	165	1	0	1	Pedestrian	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21456	B	
-121.777	Complaint	0	0	0	1	6	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350		
-121.777	Complaint	0	0	0	1	6	1	0	1	Other Haza	No	Broadside	Bicycle	No Pedestr	FALSE	21202	A	
-121.777	Complaint	0	0	0	1	6	1	0	1	Unsafe Lan	No	Sideswipe	Other Mot	No Pedestr	FALSE	21658	A	
-121.777	Other Visib	0	0	1	0	11	1	0	1	Ped R/W V	No	Vehicle - Pe	Pedestrian	Crossing In	FALSE	21950	A	
-121.777	Other Visib	0	0	1	0	11	1	0	1	Unsafe Spe	No	Rear-End	Other Mot	No Pedestr	FALSE	22350		
-121.777	Complaint	0	0	0	1	6	2	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A	
-121.777	Other Visib	0	0	1	0	11	1	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A	
-121.777	Complaint	0	0	0	1	6	1	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	21453	A	
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	B	
-121.697	Other Visib	0	0	1	0	11	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Complaint	0	0	0	1	6	4	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21800	A	
-121.697	Complaint	0	0	0	1	6	3	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Severe Inju	0	1	0	0	165	1	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	22450	A	
-121.697	Complaint	0	0	0	1	6	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Other Visib	0	0	1	0	11	1	0	1	Auto R/W \	No	Sideswipe	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Head-On	Other Mot	No Pedestr	FALSE	21802	A	
-121.697	Other Visib	0	0	1	0	11	1	0	1	Auto R/W \	Felony	Broadside	Other Mot	No Pedestr	FALSE	21804	A	

-121.697	Severe Inju	0	1	0	0	165	4	0	1	Traffic Sign	No	Broadside	Other Mot	No Pedestr	FALSE	22450	A
-121.697	Complaint	0	0	0	1	6	5	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Other Visib	0	0	1	0	11	4	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Other Visib	0	0	1	0	11	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Complaint	0	0	0	1	6	4	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Complaint	0	0	0	1	6	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Other Visib	0	0	1	0	11	3	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Other Visib	0	0	1	0	11	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Other Visib	0	0	1	0	11	1	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Other Visib	0	0	1	0	11	1	0	1	Traffic Sign	Felony	Broadside	Other Mot	No Pedestr	FALSE	22450	A
-121.697	Other Visib	0	0	1	0	11	4	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.697	Complaint	0	0	0	1	6	2	0	1	Auto R/W \	No	Broadside	Other Mot	No Pedestr	FALSE	21802	A
-121.778	Other Visib	0	0	1	0	11	1	0	1	Other Impr	No	Vehicle - Pe	Pedestrian	Not In Roa	TRUE	0	
-121.777	Other Visib	0	0	1	0	11	1	0	1	Auto R/W \	No	Vehicle - Pe	Pedestrian	Not In Roa	FALSE	21804	A

LIGHTING	CONTROL_	CHP_ROAD	PARTY_NU	PARTY_TYP	PARTY_AGI	PARTY_SEX	Race_1	DIR_OF_TR	MOVE_PRE	FID_2	FID_1_1	FID_Liverm	FULLNAME	Count_	Sum_Accid	Sum_COLLI	Sum_Col_T	Sum_Col__	Sum_Col__	Sum_HOUF
Dark - Stree		FALSE	1	Driver	55			West	Proceeding	170	170	4	1st St	7	9.69E+13	10799	4.54	109.3167	106	106
Daylight		FALSE	1	Driver	75			East	Entering Tr	170	170	4	1st St	7	9.69E+13	10799	4.54	109.3167	106	106
Daylight		FALSE	1	Driver	56			North	Entering Tr	170	170	4	1st St	7	9.69E+13	10799	4.54	109.3167	106	106
Daylight		FALSE	1	Driver	69			North	Entering Tr	170	170	4	1st St	7	9.69E+13	10799	4.54	109.3167	106	106
Daylight		FALSE	1	Driver	60			West	Making U T	170	170	4	1st St	7	9.69E+13	10799	4.54	109.3167	106	106
Dark - Stree		FALSE	1	Pedestrian	60			South		170	170	4	1st St	7	9.69E+13	10799	4.54	109.3167	106	106
Daylight		FALSE	1	Driver	62			North	Proceeding	170	170	4	1st St	7	9.69E+13	10799	4.54	109.3167	106	106
Daylight		FALSE	1	Driver	36			South	Proceeding	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Dark - Stree		FALSE	1	Driver	26			West	Making Rig	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Daylight		FALSE	1	Driver	30			North	Passing Otl	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Dark - Stree		FALSE	1	Driver	33			South	Proceeding	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Dark - Stree		FALSE	1	Driver	27			South	Proceeding	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Daylight		FALSE	1	Driver	21			South	Proceeding	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Daylight		FALSE	1	Driver	39			North	Proceeding	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Daylight		FALSE	1	Driver	33			South	Proceeding	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Daylight		FALSE	1	Driver	37			North	Making Lef	3254	3254	1090	Northfront	9	1.25E+14	11978	5.07	121.6333	117	117
Dark - Stree		FALSE	1	Driver	69			West	Proceeding	3802	3802	4	1st St	1	1.31E+13	1840	0.78	18.66667	18	18
Daylight		FALSE	1	Driver	23			West	Proceeding	4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Daylight		FALSE	1	Driver	18			East	Proceeding	4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Daylight		FALSE	1	Driver	48			East	Making U T	4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Daylight		FALSE	1	Driver	25			South	Making Lef	4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Daylight		FALSE	1	Driver	16			East	Making Lef	4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Dark - Stree		FALSE	1	Driver	17			East	Proceeding	4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Dark - Stree		FALSE	1	Pedestrian	26			North		4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Daylight		FALSE	1	Driver	39			North	Entering Tr	4177	4177	487	East Ave	8	1.11E+14	12340	5.2	125	121	121
Daylight		FALSE	1	Driver	59			West	Making Rig	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Daylight		FALSE	1	Driver	17			South	Making Rig	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Daylight		FALSE	1	Driver	0			West	Proceeding	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Daylight		FALSE	1	Driver	46			East	Making Rig	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Daylight		FALSE	1	Driver	46			South	Proceeding	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Daylight		FALSE	1	Driver	85			East	Making Rig	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Daylight		FALSE	1	Driver	37			South	Making Rig	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Dark - Stree		FALSE	1	Pedestrian	57			South		4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Dark - Stree		FALSE	1	Driver	45			East	Proceeding	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Dark - Stree		FALSE	1	Driver	24			North	Proceeding	4518	4518	4	1st St	10	1.38E+14	9740	4.16	99.66667	94	94
Daylight		FALSE	1	Driver	33			South	Stopped In	4563	4563	0		7	9.78E+13	9677	4.08	97.95	95	95
Dark - Stree		FALSE	1	Driver	42			South	Proceeding	4563	4563	0		7	9.78E+13	9677	4.08	97.95	95	95
Daylight		FALSE	1	Driver	55			East	Proceeding	4563	4563	0		7	9.78E+13	9677	4.08	97.95	95	95
Daylight		FALSE	1	Driver	22			North	Entering Tr	4563	4563	0		7	9.78E+13	9677	4.08	97.95	95	95
Daylight		FALSE	1	Bicyclist	17			South	Proceeding	4563	4563	0		7	9.78E+13	9677	4.08	97.95	95	95
Dark - Stree		FALSE	1	Driver	43			West	Proceeding	4563	4563	0		7	9.78E+13	9677	4.08	97.95	95	95
Daylight		FALSE	1	Driver	52			North	Passing Otl	4563	4563	0		7	9.78E+13	9677	4.08	97.95	95	95
Daylight		FALSE	1	Driver	21			North	Entering Tr	5049	5049	4	1st St	6	8.22E+13	7686	3.26	78.1	75	75
Daylight		FALSE	1	Driver	47			North	Proceeding	5049	5049	4	1st St	6	8.22E+13	7686	3.26	78.1	75	75
Dark - Stree		FALSE	1	Driver	48			North	Proceeding	5049	5049	4	1st St	6	8.22E+13	7686	3.26	78.1	75	75
Daylight		FALSE	1	Bicyclist	18			North	Proceeding	5049	5049	4	1st St	6	8.22E+13	7686	3.26	78.1	75	75

Daylight	FALSE	1	Driver	18	East	Making Lef	5049	5049	4	1st St	6	8.22E+13	7686	3.26	78.1	75	75
Daylight	FALSE	1	Driver	63	West	Proceeding	5049	5049	4	1st St	6	8.22E+13	7686	3.26	78.1	75	75
Daylight	FALSE	1	Bicyclist	16	East	Proceeding	5060	5060	4	1st St	6	8.08E+13	7339	3.11	74.31667	72	72
Daylight	FALSE	1	Driver	19	South	Proceeding	5060	5060	4	1st St	6	8.08E+13	7339	3.11	74.31667	72	72
Daylight	FALSE	1	Driver	17	West	Proceeding	5060	5060	4	1st St	6	8.08E+13	7339	3.11	74.31667	72	72
Dark - Stree	FALSE	1	Driver	16	West	Making Rig	5060	5060	4	1st St	6	8.08E+13	7339	3.11	74.31667	72	72
Daylight	FALSE	1	Driver	60	East	Proceeding	5060	5060	4	1st St	6	8.08E+13	7339	3.11	74.31667	72	72
Daylight	FALSE	1	Pedestrian	59	West		5060	5060	4	1st St	6	8.08E+13	7339	3.11	74.31667	72	72
Daylight	FALSE	1	Driver	19	North	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Dark - No S	FALSE	1	Pedestrian	29	West	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Dark - Stree	FALSE	1	Driver	33	North	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Daylight	FALSE	1	Driver	0	West	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Daylight	FALSE	1	Driver	19	North	Making Lef	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Dusk - Daw	FALSE	1	Driver	0	North	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Daylight	FALSE	1	Driver	73	West	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Daylight	FALSE	1	Driver	16	North		5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Dusk - Daw	FALSE	1	Driver	51	North	Slowing/St	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Daylight	FALSE	1	Driver	53	East	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Dark - Stree	FALSE	1	Driver	31	North	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Daylight	FALSE	1	Driver	51	North	Proceeding	5085	5085	4	1st St	12	1.65E+14	18665	7.88	189.0833	183	183
Daylight	FALSE	1	Pedestrian	65	North	Other	5782	5782	482	E Stanley B	1	1.29E+13	835	0.36	8.583333	8	8
Dark - Stree	FALSE	1	Driver	65	East	Entering Tr	5783	5783	482	E Stanley B	1	1.39E+13	1749	0.74	17.81667	17	17
Dark - Stree	FALSE	1	Driver	28	West	Slowing/St	6475	6475	1065	N Vasco Rd	4	5.63E+13	6072	2.58	61.86667	59	59
Daylight	FALSE	1	Driver	25	West	Proceeding	6475	6475	1065	N Vasco Rd	4	5.63E+13	6072	2.58	61.86667	59	59
Daylight	FALSE	1	Driver	24	South	Backing	6475	6475	1065	N Vasco Rd	4	5.63E+13	6072	2.58	61.86667	59	59
Daylight	FALSE	1	Driver	43	North	Entering Tr	6475	6475	1065	N Vasco Rd	4	5.63E+13	6072	2.58	61.86667	59	59
Daylight	FALSE	1	Pedestrian	28	North	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	18	East	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Bicyclist	40	East	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	30	North	Changing L	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	79	West	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	16	East	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	36	West	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	42	South	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	58	East	Proceeding	6605	6605	1224	Railroad Av	9	1.23E+14	12707	5.39	129.1167	124	124
Daylight	FALSE	1	Driver	25	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	34	West	Making Lef	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	27	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	23	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	22	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Dark - Stree	FALSE	1	Driver	19	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	85	East	Entering Tr	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	47	West	Entering Tr	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	21	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	22	South	Making Lef	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	67	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	0	North	Entering Tr	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398

Dark - Stree	FALSE	1	Driver	30	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	19	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Dark - Stree	FALSE	1	Driver	26	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	22	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Dark - Stree	FALSE	1	Driver	19	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	50	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	47	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	32	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Dusk - Daw	FALSE	1	Driver	20	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	22	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	25	East	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	63	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	60	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Dark - Stree	FALSE	1	Driver	48	East	Entering Tr	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Dark - Stree	FALSE	1	Driver	40	West	Proceeding	6750	6750	358	Co Rd 2063	27	3.76E+14	40422	17	408.3667	398	398
Daylight	FALSE	1	Driver	72	West	Making Lef	6805	6805	1063	N P St	2	2.79E+13	2323	0.97	23.38333	23	23
Daylight	FALSE	1	Driver	41	West	Making Rig	6805	6805	1063	N P St	2	2.79E+13	2323	0.97	23.38333	23	23

Sum_DISTA	Sum_X	Sum_Y	Sum_LATIT	Sum_LONG	Sum_Sever	Sum_Seve_	Sum_Seve_	Sum_Seve_	Sum_EPDO	Sum_NUM	Sum_NUM	Sum_PART	Sum_PCF_1	Sum_PART	Sum_PART	HIN_ID	Distance_1
775	37186554	12453079	263.8188	-852.302	1	0	2	4	211	7	1	6	131816	7	437	9	0.00024
775	37186554	12453079	263.8188	-852.302	1	0	2	4	211	7	1	6	131816	7	437	9	0.00024
775	37186554	12453079	263.8188	-852.302	1	0	2	4	211	7	1	6	131816	7	437	9	0.000776
775	37186554	12453079	263.8188	-852.302	1	0	2	4	211	7	1	6	131816	7	437	9	0.000893
775	37186554	12453079	263.8188	-852.302	1	0	2	4	211	7	1	6	131816	7	437	9	0.000789
775	37186554	12453079	263.8188	-852.302	1	0	2	4	211	7	1	6	131816	7	437	9	0.000955
775	37186554	12453079	263.8188	-852.302	1	0	2	4	211	7	1	6	131816	7	437	9	0.001442
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	8.26E-06
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	0.000151
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	3.02E-05
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	5.22E-05
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	3.02E-05
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	0.000234
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	0.000176
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	3.02E-05
269	55867753	18756359	339.408	-1095.52	1	0	0	8	213	12	1	8	175868	9	282	8	5.77E-05
101	6189160	2071929	37.67813	-121.787	0	0	0	1	6	1	0	0	0	1	69	4	0.000185
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	0.000281
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	4.21E-05
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	0.000298
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	4.21E-05
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	4.21E-05
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	0.000625
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	0.000315
631	49588303	16579844	301.4402	-974.039	1	0	4	3	227	10	1	8	176514	8	212	6	0.000767
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	4.93E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	9.13E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	6.36E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	2.92E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	2.92E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	2.92E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	2.92E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	2.92E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	2.92E-05
58	61890574	20719137	376.7809	-1217.88	0	1	4	5	239	11	0	9	197914	10	416	4	5.44E-05
818	43397358	14536870	263.8412	-852.258	1	2	3	1	534	7	1	6	132615	7	264	1	0.000326
818	43397358	14536870	263.8412	-852.258	1	2	3	1	534	7	1	6	132615	7	264	1	0.000483
818	43397358	14536870	263.8412	-852.258	1	2	3	1	534	7	1	6	132615	7	264	1	0.000184
818	43397358	14536870	263.8412	-852.258	1	2	3	1	534	7	1	6	132615	7	264	1	0.000629
818	43397358	14536870	263.8412	-852.258	1	2	3	1	534	7	1	6	132615	7	264	1	0.000242
818	43397358	14536870	263.8412	-852.258	1	2	3	1	534	7	1	6	132615	7	264	1	0.000199
818	43397358	14536870	263.8412	-852.258	1	2	3	1	534	7	1	6	132615	7	264	1	0.000362
160	12403545	4157169	226.1803	-730.463	1	0	1	4	200	7	1	5	66504	6	215	10	0.00029
160	12403545	4157169	226.1803	-730.463	1	0	1	4	200	7	1	5	66504	6	215	10	0.000254
160	12403545	4157169	226.1803	-730.463	1	0	1	4	200	7	1	5	66504	6	215	10	0.00025
160	12403545	4157169	226.1803	-730.463	1	0	1	4	200	7	1	5	66504	6	215	10	0.000294

160	12403545	4157169	226.1803	-730.463	1	0	1	4	200	7	1	5	66504	6	215	10	0.000566
160	12403545	4157169	226.1803	-730.463	1	0	1	4	200	7	1	5	66504	6	215	10	0.000139
110	37170743	12443164	226.1014	-730.601	0	1	4	1	215	9	0	6	132805	6	187	7	0.000113
110	37170743	12443164	226.1014	-730.601	0	1	4	1	215	9	0	6	132805	6	187	7	0.000274
110	37170743	12443164	226.1014	-730.601	0	1	4	1	215	9	0	6	132805	6	187	7	8.09E-05
110	37170743	12443164	226.1014	-730.601	0	1	4	1	215	9	0	6	132805	6	187	7	8.09E-05
110	37170743	12443164	226.1014	-730.601	0	1	4	1	215	9	0	6	132805	6	187	7	8.09E-05
110	37170743	12443164	226.1014	-730.601	0	1	4	1	215	9	0	6	132805	6	187	7	0.00014
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000211
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000422
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000294
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000351
173	74428666	24955485	452.4003	-1460.9	0	1	2	9	241	19	0	11	239829	12	375	3	0.000449
167	6189225	2071938	37.67816	-121.787	0	0	1	0	11	1	0	1	21955	1	65	4	0.000398
98	6189089	2071821	37.67784	-121.788	0	0	1	0	11	4	0	1	21804	1	65	4	0.000161
225	18622805	6252044	150.8476	-486.897	0	0	1	3	29	4	0	4	67306	4	120	8	3.08E-05
225	18622805	6252044	150.8476	-486.897	0	0	1	3	29	4	0	4	67306	4	120	8	3.08E-05
225	18622805	6252044	150.8476	-486.897	0	0	1	3	29	4	0	4	67306	4	120	8	7.5E-05
225	18622805	6252044	150.8476	-486.897	0	0	1	3	29	4	0	4	67306	4	120	8	0.000286
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	6.09E-05
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	3.88E-06
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	3.88E-06
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	3.88E-06
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	3.88E-06
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	0.000383
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	3.88E-06
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	3.88E-06
133	55729223	18657006	339.1297	-1095.99	0	1	3	5	228	10	0	9	195325	9	347	5	3.88E-06
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000166
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163

25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
25	1.68E+08	56107137	1017.788	-3285.81	0	2	10	15	530	55	0	27	590598	27	915	2	0.000163
142	6192015	2072961	75.36175	-243.556	0	0	2	0	22	2	0	2	21804	2	113	5	0.001489
142	6192015	2072961	75.36175	-243.556	0	0	2	0	22	2	0	2	21804	2	113	5	0.000476

APPENDIX D: COUNTERMEASURE TOOLBOX

EXHIBIT A

High-risk Intersections

ID	Intersection	Control	Consolidated CMs (HSIP-Eligible - Refer to LRSM* 2020)						Additional CM (non-HSIP)**	EA - 1 Improve Safety at Intersections			EA - 2 Address Broadside Collisions & Automobile Right of Way Violations			EA - 3 Improve Rear End Collisions and Unsafe Speed			EA - 4 Address Improper Turning Violations			EA - 5 Address Bicycle Safety			EA - 6 Address Pedestrian Safety			EA - 6 Address Nighttime Collisions		
			CM1	CM2	CM3	CM4	CM5	CM6		CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3
1	First St & Slip Ramp at Portola Ave	Non- Signalized			NS09				Improvements have been proposed: Signages, Pavement upgrade, Striping, Pedestrian crosswalk, pedestrain crossing signages,	NS01	NS07	NS09	NS07	NS09	NS12	NS06	NS09		NS09			NS21PB	NS22PB					NS01		
2	Patterson Pass Rd & Greenville Rd	Signalized	Monitor collisions on this intersection						Signal was built after 2020, since this location was improvised we will continously monitor this location																					
3	First St and Southfront Rd	Signalized	S03			S20PB			Additional warning signs on the segment for traffic coming from the freeway, city-wide sign inventory, pavement marking and striping and Class IV Bike lane installed				S03	S09		S03	S09					S20PB			S20PB			S01		
4	E Stanley Blvd & Murrieta Blvd	Signalized	S03		S10	S20PB	S21PB		No signages for signal ahead or pedestrian crossing warning signs, need to improve striping, ATP-Buffered Bicyle lane, proposed high visibility crosswalk				S03	S09			S09	S10	S03			S20PB			S20PB			S01		
5	Railroad Ave & S P St	Signalized	S03		S10	S20PB	S21PB		Additional signages on approach, Improve striping, warning signs, bike lane ?				S03	S09		S03	S09					S20PB			S20PB			S01		
6	Jensen St & East Ave	Non-Signalized	NS06		NS09		NS22PB		Pedestrian enhanced safety features	NS01	NS06	NS09	NS06	NS07	NS09	NS06	NS07	NS09										NS01		
7	First St & Maple St	Signalized	S03		S10	S20PB	S12	S21PB	Pedestrian Crossing warning signs, advance stop bar				S03	S10	S12													S01		
8	Northfront Road & North Vasco Road	Signalized	S03		S10		S21PB		Advance warning signs, improve striping (re-striping)				S03	S09			S09		S03									S01		
9	First St & Scott St	Non-Signalized	NS06				NS23PB		Need continous side walk, need enhanced safety features for pedestrian, ATP-Proposed crossing	NS01	NS06	NS08	NS06	NS09	NS10				NS08	NS12			NS22PB		NS22PB			NS01		
10	First St & Bellmawr Dr	Non-Signalized	NS06			NS10			Need segment improvements to mitigate speeding				NS06	NS09	NS10													NS01		
11	Potola Ave & N L St	Non-Signalized	S03		S10	S20PB	S21PB						S03	S10					S03						S20PB	S21PB		NS01		

Code	Countermeasure Name	Systemic Approach Oppurtunity
HSIP/Non-HSIP Code		
S01	Add intersection lighting	Medium
S02	Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number	Very High
S03	Improve signal timing (coordination, phases, red, yellow, or operation)	Very High
S05	Install emergency vehicle pre-emption systems	High
S06	Install left-turn lane and add turn phase (signal has no left-turn lane or phase before)	Low
S07	Provide protected left turn phase (left turn lane already exists)	High
S08	Convert signal to mast arm (from pedestal-mounted)	Medium
S09	Install raised pavement markers and striping (Through Intersection)	Very High
S10	Install flashing beacons as advance warning (S.I.)	Medium
S11	Improve pavement friction (High Friction Surface Treatments)	Medium
S12	Install raised median on approaches (S.I.)	Medium
S13PB	Install pedestrian median fencing on approaches	Low
S14	Create directional median openings to allow (and restrict) left-turns and U-turns (S.I.)	Medium
S15	Reduced Left-Turn Conflict Intersections (S.I.)	Medium
S16	Convert intersection to roundabout (from signal)	Low
S17PB	Install pedestrian countdown signal heads	Very High
S18PB	Install pedestrian crossing (S.I.)	High
S19PB	Pedestrian Scramble	High
S20PB	Install advance stop bar before crosswalk (Bicycle Box)	Very High
S21PB	Modify signal phasing to implement a Leading Pedestrian Interval (LPI)	Very High

Code	Countermeasure Name	Systemic Approach Oppurtunity
NS01	Add intersection lighting (NS.I.)	Medium
NS02	Convert to all-way STOP control (from 2-way or Yield control)	High
NS03	Install Signals	Low
NS04	Convert intersection to roundabout (from all way stop)	Low
NS05	Convert intersection to roundabout (from 2-way stop or Yield control)	Low
NS05mr	Convert intersection to mini-roundabout	Medium
NS06	Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs	Very High
NS07	Upgrade intersection pavement markings (NS.I.)	Very High
NS08	Install Flashing Beacons at Stop-Controlled Intersections	High
NS09	Install flashing beacons as advance warning (NS.I.)	High
NS10	Install transverse rumble strips on approaches	High
NS11	Improve sight distance to intersection (Clear Sight Triangles)	High
NS12	Improve pavement friction (High Friction Surface Treatments)	Medium
NS13	Install splitter-islands on the minor road approaches	Medium
NS14	Install raised median on approaches (NS.I.)	Medium
NS15	Create directional median openings to allow (and restrict) left-turns and u-turns (NS.I.)	Medium
NS16	Reduced Left-Turn Conflict Intersections (NS.I.)	Medium
NS17	Install right-turn lane (NS.I.)	Low
NS18	Install left-turn lane (where no left-turn lane exists)	Low
NS19PB	Install raised medians (refuge islands)	Medium
NS20PB	Install pedestrian crossing at uncontrolled locations (signs and markings only)	High
NS21PB	Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features)	Medium
NS22PB	Install Rectangular Rapid Flashing Beacon (RRFB)	Medium
NS23PB	Install Pedestrian Signal (including Pedestrian Hybrid Beacon (HAWK))	Low

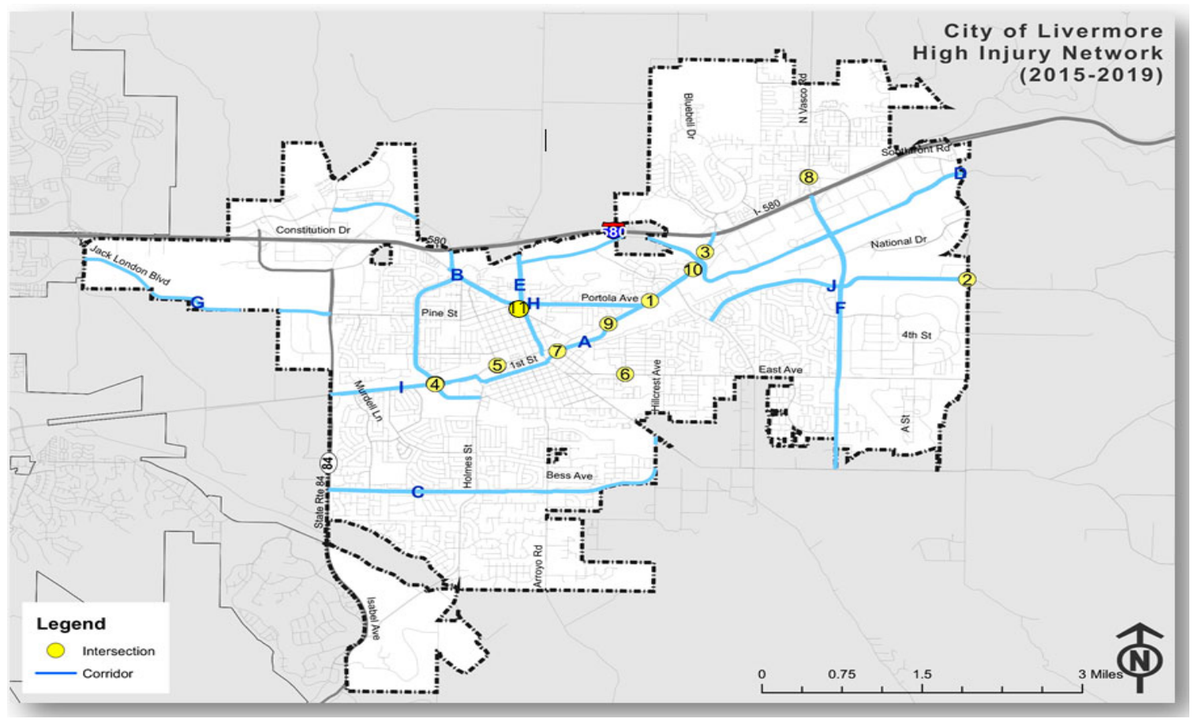


EXHIBIT A

List of Collisions- Intersections

ID	Intersection	Control	Total	Fatal	Severe Injury	Visible Injury	Complain of Pain	DUI	Unsafe Speed	Improper Turning	Ped R/W	Automobile R/W	Traffic Sign Violation	Rear End	Broadside	Sideswipe	Vehicle/Ped	Hit object	Overturning	Head-on
1	First St & 360' N of Portola Ave	Non- Signalized	7	1	2	3	1	X	X	X		X		1	1	1	1	1	1	
2	Patterson Pass Rd & Greenville Rd	Signalized	27	0	2	10	15				X	X			25	1				1
3	First St and Southfront Rd	Signalized	12	0	1	1	10		X		X		X	7	4		2			
4	E Stanley Blvd & Murrieta Blvd	Signalized	10	0	1	4	5	X	X	X	X		X	1	5		6	2		
5	Railroad Ave & S P St	Signalized	9	0	1	4	4		X		X	X	X	2	4		3			
6	Jensen St & East Ave	Non-Signalized	8	1	0	4	3		X		X	X		3	2		1		1	1
7	First St & Maple St	Signalized	7	0	1	3	3				X	X			3		3			
8	Northfront Road & North Vasco Road	Signalized	9	1	0	1	7	X	X	X	X		X	7	4	2				
9	First St & Scott St	Non-Signalized	7	1	0	3	3	X	X	X	X	X			4	1	2			
10	First St & Bellmawr Dr	Non-Signalized	6	1	0	0	5		X		X	X			5					1
11	Potola Ave & N L St	Signalized	5	0	1	2	2			X	XX		X		2	2	1			

EXHIBIT A

High-risk Roadway Segments

ID	Roadway Segment	Consolidated CMs (HSIP-Eligible - Refer to LRSM* 2020)(Based on Collisions)							Additional CM (non-HSIP)**	EA - 1 Improve Intersection Safety			EA - 2 Address Broadside Collisions & Automobile Right of Way Violations			EA - 3 Improve Rear End Collisions and Unsafe Speed			EA - 4 Address Improper Turning Collisions			EA - 5 Address Bicycle Safety			EA - 6 Address Pedestrian Safety			EA - 6 Address Nighttime Collisions		
		CM1	CM2	CM3	CM4	CM5	CM6	CM7		CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3	CM1	CM2	CM3
A	First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy (Intersection)	R22	R26		R28	R33	R35PB	R37PB	speed warning signs, Variable speed limit, Crosswalk visibility enhancements, Install signs "Bicycle WRONG WAY Sign and RIDE WITH TRAFFIC"							R22	R26	R27		R28					R35	R37		R01		
B	Murrieta Blvd: Holmes St to Portola Avenue	R22	R26		R28	R33	R35PB		Enhanced pedestrian safety feautres,							R22	R26	R27	R24	R28	R33				R35	R36		R01		
C	Concannon Blvd: Isabel Avenue (City Limit- West) to S Livermore Avenue (City Limit- East)	R22	R26		R28				ATP-Buffered Bike Lane							R22	R26		R28									R01		
D	Las Positas Rd: N Livermore Ave to Greenville Rd (City Limit- East)	R22	R26						Install signs "Bicycle WRONG WAY Sign and RIDE WITH TRAFFIC"							R22	R26		R01	R24	R33				R35	R37		R01		
E	N Livermore Avenue: 400' N (City Limit) to Railroad Avenue	R22	R26				R35PB									R22	R26		R28						R35			R01		
F	S Vasco Rd: I-580 (City Limit-North) to Tesla Rd (City Limit-South)	R22	R26			R33	R35PB		Need Segment Lighting, buffered bike lane, improved striping							R22	R26		R01	R28	R33							R01		
G	W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr	R22	R26	R24					Need segment lighting, ATP- Buffered Bike Lane, improved striping							R22	R26		R01		R33							R01		
H	Portola Avenue: First St to Murrieta Blvd	R22	R26				R35PB		Segment lighting, Install signs "Bicycle WRONG WAY Sign and RIDE WITH TRAFFIC"							R22	R26								R35	R37		R01		
I	E Stanley Blvd: Rail Road Avenue to Murdell Lane	R22	R26			R33	R35PB		Segment lighting, Install signs "Bicycle WRONG WAY Sign and RIDE WITH TRAFFIC", improved striping							R22	R26		R01									R01		
J	Patterson Pass Rd: Greenville Rd to N Mines Rd	R22	R26													R22	R26											R01		

Code	Countermeasure Name	Systemic Approach Oppurtunity
R01	Add Segment Lighting	Medium
R02	Remove or relocate fixed objects outside of Clear Recovery Zone	High
R03	Install Median Barrier	Medium
R04	Install Guardrail	High
R05	Install impact attenuators	High
R06	Flatten side slopes	Medium
R07	Flatten side slopes and remove guardrail	Medium
R08	Install raised median	Medium
R09	Install median (flush)	Medium
R10PB	Install pedestrian median fencing	Low
R11	Install acceleration/ deceleration lanes	Low
R12	Widen lane (initially less than 10 ft)	Medium
R13	Add two-way left-turn lane (without reducing travel lanes)	Medium
R14	Road Diet (Reduce travel lanes from 4 to 3 and add a two way left-turn and bike lanes)	Medium
R15	Widen shoulder	Medium
R16	Curve Shoulder widening (Outside Only)	Medium
R17	Improve horizontal alignment (flatten curves)	Low
R18	Flatten crest vertical curve	Low
R19	Improve curve superelevation	Medium
R20	Convert from two-way to one-way traffic	Medium
R21	Improve pavement friction (High Friction Surface Treatments)	High
R22	Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)	Very High
R23	Install chevron signs on horizontal curves	Very High
R24	Install curve advance warning signs	Very High
R25	Install curve advance warning signs (flashing beacon)	High
R26	Install dynamic/variable speed warning signs	High
R27	Install delineators, reflectors and/or object markers	Very High
R28	Install edge-lines and centerlines	Very High
R29	Install no-passing line	Very High
R30	Install centerline rumble strips/stripes	High
R31	Install edgeline rumble strips/stripes	High
R32PB	Install bike lanes	High
R33PB	Install Separated Bike Lanes	High
R34PB	Install sidewalk/pathway (to avoid walking along roadway)	Medium
R35PB	Install/upgrade pedestrian crossing (with enhanced safety features)	Medium
R36PB	Install raised pedestrian crossing	Medium
R37PB	Install Rectangular Rapid Flashing Beacon (RRFB)	Medium
R38	Install Animal Fencing	Medium

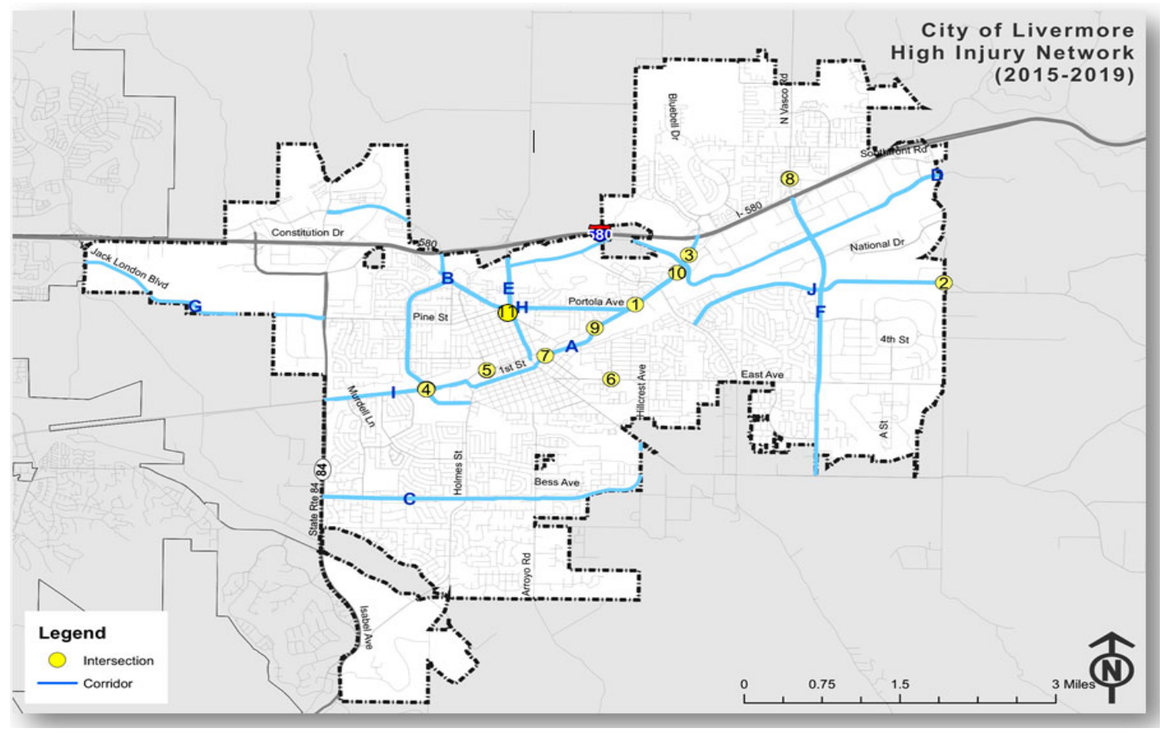


EXHIBIT A

List of Collisions -Segments

ID	Roadway Segment	Total	Fatal	Severe Injury	Visible Injury	Complain of Pain	Unsafe Speed	Improper Turning	Ped R/W	Automobile R/W	DUI	Traffic Sign Voilation	Rear End	Broadside	Sideswipe	Vehicle/Ped	Hit object	Overturning	Head-on
A	First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy (Intersection)	74	4	3	25	42	X			X	X	X	34	16	7	8	3		2
B	Murrieta Blvd: Holmes St to Portola Avenue	25	1	4	11	9	X	X	X	X	X		4	5		4	10		1
C	Concannon Blvd: Isabel Avenue (City Limit- West) to S Livermore Avenue (City Limit- East)	19	1	2	6	11	X	X			X		4	2	1		3		1
D	Las Positas Rd: N Livermore Ave to Greenville Rd (City Limit- East)	31	1	1	9	20	X	X	X	X	X	X	16	5	2	2	1	1	3
E	N Livermore Avenue: 400' N (City Limit) to Railroad Avenue	27	0	2	6	18	X		X		X		16	2	1	4	1	1	
F	S Vasco Rd: I-580 (City Limit-North) to Tesla Rd (City Limit-South)	18	1	1	5	11	X	X			X		8		4		4	1	
G	W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr	19		2	5	12	X	X				X	7	2	2		3	2	1
H	Portola Avenue: First St to Murrieta Blvd	13		2	6	5	X		X	X	X		7	4	1	2	2	2	
I	E Stanley Blvd: Rail Road Avenue to Murdell Lane	38		1	9	28	X		X	X	X		16	7	2	5	2	1	1
J	Patterson Pass Rd: Greenville Rd to N Mines Rd	10	1	1	3	5	X			X			2	11			6	1	1

Non- Engineering Strategies

	Strategy	Performance Measure	Organizations to be involved
Education	Conduct public information and education campaign for intersection safety laws, unsafe speeds, distracted driving, and driving under the influence.	Number of education campaigns	City/Police Department
	Conduct pedestrian safety campaigns and outreach to raise their awareness of pedestrian safety needs through media outlets and social media.	Number of education campaigns	City/Police Department
	Conduct bicycle safety campaigns and outreach to raise their awareness of bicycle safety needs through media outlets and social media.	Number of education campaigns	City/ School District/ Police Department
	Implement tactical urbanism/public art projects that can enhance safety and educate the public on using various facilities.	Number of locations enhanced and number of people reached.	City
Enforcement	Targeted enforcement at high-risk locations.	Number of tickets issued.	Police Department
	Increase the number of personnel who have completed Advanced Roadside impaired Driving Enforcement (ARIDE) training	Number of personnel who have completed Advanced Roadside impaired Driving Enforcement (ARIDE) training	Police Department
Emergency Medical Services (EMS)	S05, Install emergency vehicle pre-emption systems	EMS vehicle response time.	City
	Increase the number of EMS/fire controll personnel taking Traffic Incident Managmenet Training	number of EMS/fire controll personnel taking Traffic Incident Managmenet Traising	Police Department/Fire Department

CM Toolbox for Intersections

Signalized						
Sr. No.	**Code**	**Countermeasure Name**	**CM Description**	**CRF**	**Federal Funding**	**Systemic Approach Opportunity**
	HSIP/Non-HSIP Code					
1	S01	Add intersection lighting	Provision of lighting at intersection.	40%	90%	Medium
2	S02	Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number	Includes New LED lighting, signal back plates, retro-reflective tape outlining the back plates, or visors to increase signal visibility, larger signal heads, relocation of the signal heads, or additional signal heads.	15%	90%	Very High
3	S03	Improve signal timing (coordination, phases, red, yellow, or operation)	Includes adding phases, lengthening clearance intervals, eliminating or restricting higher-risk movements, and coordinating signals at multiple locations.	15%	50%	Very High
5	S05	Install emergency vehicle pre-emption systems	Corridors that have a history of crashes involving emergency response vehicles. The target of this strategy is signalized intersections where normal traffic operations impede emergency vehicles and where traffic conditions create a potential for conflicts between emergency and nonemergency vehicles. These conflicts could lead to almost any type of crash, due to the potential for erratic maneuvers of vehicles moving out of the paths of emergency vehicles	70%	90%	High
6	S06	Install left-turn lane and add turn phase (signal has no left-turn lane or phase before)	Intersections that do not currently have a left turn lane or a related left-turn phase that are experiencing a large number of crashes. Many intersection safety problems can be traced to difficulties in accommodating left-turning vehicles, in particular where there is currently no accommodation for left turning traffic. A key strategy for minimizing collisions related to left-turning vehicles (angle, rear-end, sideswipe) is to provide exclusive left-turn lanes and the appropriate signal phasing, particularly on high-volume and high-speed major-road approaches.	55%	90%	Low
7	S07	Provide protected left turn phase (left turn lane already exists)	Left turns are widely recognized as the highest-risk movements at signalized intersections. Providing Protected left-turn phases for signalized intersections with existing left turn pockets significantly improve the safety for left-turn maneuvers by removing the need for the drivers to navigate through gaps in oncoming/opposing through vehicles	30%	90%	High
8	S08	Convert signal to mast arm (from pedestal-mounted)	Providing better visibility of intersection signs and signals aids the drivers' advance perception of the upcoming intersection. Visibility and clarity of the signal should be improved without creating additional confusion or distraction for drivers.	30%	90%	Medium
9	S09	Install raised pavement markers and striping (Through Intersection)	Adding clear pavement markings can guide motorists through complex intersections. When drivers approach and traverse through complex intersections, drivers may be required to perform unusual or unexpected maneuvers	10%	90%	Very High
10	S10	Install flashing beacons as advance warning (S.I.)	Increased driver awareness of an approaching signalized intersection and an increase in the driver's time to react.	30%	90%	Medium
11	S11	Improve pavement friction (High Friction Surface Treatments)	Improving the skid resistance at locations with high frequencies of wet road crashes and/or failure to stop crashes	55%	90%	Medium
12	S12	Install raised median on approaches (S.I.)	Raised medians next to left turn lanes at intersections offer a cost effective means for reducing crashes and improving operations at higher volume intersections	25%	90%	Medium
13	S13PB	Install pedestrian median fencing on approaches	Signalized Intersections with high pedestrian-generators nearby (e.g. transit stops) may experience a high volumes of pedestrians J-walking across the travel lanes at mid-block locations instead of walking to the intersection and waiting to cross during the walk-phase.	30%	90%	Low
14	S14	Create directional median openings to allow (and restrict) left-turns and U-turns (S.I.)	Crashes related to turning maneuvers include angle, rear-end, pedestrian, and sideswipe (involving opposing left turns) type crashes. If any of these crash types are an issue at an intersection, restriction or elimination of the turning maneuver may be the best way to improve the safety of the intersection	50%	90%	Medium
15	S15	Reduced Left-Turn Conflict Intersections (S.I.)	Reduced left-turn conflict intersections are geometric designs that alter how left-turn movements occur in order to simplify decisions and minimize the potential for related crashes. Two highly effective designs that rely on U-turns to complete certain left-turn movements are known as the restricted crossing U-turn (RCUT) and the median U-turn (MUT).	50%	90%	Medium

16	S16	Convert intersection to roundabout (from signal)	Signalized intersections that have a significant crash problem and the only alternative is to change the nature of the intersection itself. Roundabouts can also be very effective at intersections with complex geometry and intersections with frequent left-turn movements.	Varies	90%	Low
17	S17PB	Install pedestrian countdown signal heads	Signals that have signalized pedestrian crossing with walk/don't walk indicators and where there have been pedestrian vs. vehicle crashes.	25%	90%	Very High
18	S18PB	Install pedestrian crossing (S.I.)	Signalized Intersections with no marked crossing and pedestrian signal heads, where pedestrians are known to be crossing intersections that involve significant turning movements. They are especially important at intersections with (1) multiphase traffic signals, such as left-turn arrows and split phases, (2) school crossings, and (3) double-right or double-left turns. At signalized intersections, pedestrian crossings are often safer when the left turns have protected phases that do not overlap the pedestrian walk phase.	25%	90%	High
19	S19PB	Pedestrian Scramble	Pedestrian Scramble is a form of pedestrian "WALK" phase at a signalized intersection in which all vehicular traffic is required to stop, allowing pedestrians/bicyclists to safely cross through the intersection in any direction, including diagonally. Pedestrian Scramble may be considered at signalized intersections with very high pedestrian/bicycle volumes, e.g. in an urban business district.	40%	90%	High
20	S20PB	Install advance stop bar before crosswalk (Bicycle Box)	Signalized Intersections with a marked crossing, where significant bicycle and/or pedestrians volumes are known to occur.	15%	90%	Very High
21	S21PB	Modify signal phasing to implement a Leading Pedestrian Interval (LPI)	Addition of LPI gives pedestrians the opportunity to enter an intersection 3-7 seconds before vehicles are given a green indication; only minor signal timing alteration is required.	60%	90%	Very High

Unsignalized

Sr. No.	Code	Countermeasure Name	CM Description	CRF	Federal Funding	Systemic Approach Opportunity
1	NS01	Add intersection lighting (NS.I.)	Provision of lighting at intersection.	40%	90%	Medium
2	NS02	Convert to all-way STOP control (from 2-way or Yield control)	Unsignalized intersection locations that have a crash history and have no controls on the major roadway approaches. However, all-way stop control is suitable only at intersections with moderate,and relatively balanced volume levels on the intersection approaches. Under other conditions, the use of all-way stop control may create unnecessary delays and aggressive driver behavior.	50%	90%	High
3	NS03	Install Signals	Installation of traffic signals	25%	90%	Low
4	NS04	Convert intersection to roundabout (from all way stop)	Intersections that have a high frequency of right-angle and left-turn type crashes. Whether such intersections have existing crash patterns or not, a roundabout provides an alternative to signalization. The primary target locations for roundabouts should be moderate-volume unsignalized intersections.	Varies	90%	Low
5	NS05	Convert intersection to roundabout (from 2-way stop or Yield control)	Intersections that have a high frequency of right-angle and left-turn type crashes. Whether such intersections have existing crash patterns or not, a roundabout provides an alternative to signalization. The primary target locations for roundabouts should be moderate-volume unsignalized intersections.	Varies	90%	Low
6	NS05mr	Convert intersection to mini-roundabout	Mini-roundabouts are characterized by a small diameter (45-90 ft) and traversable islands (central island and splitter islands).	30%	90%	High
7	NS06	Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs	Additional regulatory and warning signs at or prior to intersections will help enhance the ability of approaching drivers to percieve them	15%	90%	Very High
8	NS07	Upgrade intersection pavement markings (NS.I.)	Typical improvements include "Stop Ahead" markings and the addition of centerlines and stop bars	25%	90%	Very High
9	NS08	Install Flashing Beacons at Stop-Controlled Intersections	Flashing beacons can reinforce driver awareness of the Non-Signalized intersection control and can help mitigate patterns of right-angle crashes related to stop sign violations. Post-mounted advanced flashing beacons or overhead flashing beacons can be used at stop-controlled intersections to supplement and call driver attention to stop signs.	15%	90%	High
10	NS09	Install flashing beacons as advance warning (NS.I.)	Installation of advance flashing beacoms to call drivers attention to intersection control signs	30%	90%	High
11	NS10	Install transverse rumble strips on approaches	Transverse rumble strips are installed in the travel lane for the purposes of providing an auditory and tactile sensation for each motorist approaching the intersection.	20%	90%	High

12	NS11	Improve sight distance to intersection (Clear Sight Triangles)	Unsignalized intersections with restricted sight distance and patterns of crashes related to lack of sight distance where sight distance can be improved by clearing roadside obstructions without major reconstruction of the roadway.	20%	90%	High
13	NS12	Improve pavement friction (High Friction Surface Treatments)	Non-signalized Intersections noted as having crashes on wet pavements or under dry conditions when the pavement friction available is significantly less than needed for the actual roadway approach speeds. This treatment is intended to target locations where skidding and failure to stop is determined to be a problem in wet or dry conditions and the target vehicle is unable to stop due to insufficient skid resistance.	55%	90%	Medium
14	NS13	Install splitter-islands on the minor road approaches	The installation of a splitter island allows for the addition of a stop sign in the median to make the intersection more conspicuous.	40%	90%	Medium
15	NS14	Install raised median on approaches (NS.I.)	Effective access management is key to improving safety at, and adjacent to, intersections. The number of intersection access points coupled with the speed differential between vehicles traveling along the roadway often contributes to crashes. Any access points within 250 feet upstream and downstream of an intersection are generally undesirable.	25%	90%	Medium
16	NS15	Create directional median openings to allow (and restrict) left-turns and u-turns (NS.I.)	Crashes related to turning maneuvers include angle, rear-end, pedestrian, and sideswipe (involving opposing left turns) type crashes. If any of these crash types are an issue at an intersection, restriction or elimination of the turning maneuver may be the best way to improve the safety of the intersection.	50%	90%	Medium
17	NS16	Reduced Left-Turn Conflict Intersections (NS.I.)	Reduced left-turn conflict intersections are geometric designs that alter how left-turn movements occur in order to simplify decisions and minimize the potential for related crashes.	50%	90%	Medium
18	NS17	Install right-turn lane (NS.I.)	Many collisions at unsignalized intersections are related to right-turn maneuvers. A key strategy for minimizing such collisions is to provide exclusive right-turn lanes, particularly on high-volume and high-speed major-road approaches. When considering new right-turn lanes, potential impacts to non-motorized users should be considered and mitigated as appropriate.	20%	90%	Low
19	NS18	Install left-turn lane (where no left-turn lane exists)	Many collisions at unsignalized intersections are related to left-turn maneuvers. A key strategy for minimizing such collisions is to provide exclusive left-turn lanes, particularly on high-volume and high-speed major-road approaches. When considering new left-turn lanes, potential impacts to non-motorized users should be considered and mitigated as appropriate.	35%	90%	Low
20	NS19PB	Install raised medians (refuge islands)	Intersections that have a long pedestrian crossing distance, a higher number of pedestrians, or a crash history. Raised medians decrease the level of exposure for pedestrians and allow pedestrians to concentrate on (or cross) only one direction of traffic at a time.	45%	90%	Medium
21	NS20PB	Install pedestrian crossing at uncontrolled locations (signs and markings only)	Non-signalized intersections without a marked crossing, where pedestrians are known to be crossing intersections that involve significant vehicular traffic. They are especially important at school crossings and intersections with right and/or left turns pockets. See Zegeer study (Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations) for additional guidance regarding when to install a marked crosswalk.	25%	90%	High
22	NS21PB	Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features)	Non-signalized intersections where pedestrians are known to be crossing intersections that involve significant vehicular traffic. They are especially important at school crossings and intersections with turn pockets.flashing beacons, curb extensions, advanced "stop" or "yield" markings, and other safety features should be added to complement the standard crossing elements.	35%	90%	Medium
23	NS22PB	Install Rectangular Rapid Flashing Beacon (RRFB)	Rectangular Rapid Flashing Beacon (RRFB) includes pedestrian-activated flashing lights and additional signage that enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings. It uses an irregular flash pattern that is similar to emergency flashers on police vehicles. RRFBs are installed at unsignalized intersections and mid-block pedestrian crossings.	35%	90%	Medium
24	NS23PB	Install Pedestrian Signal (including Pedestrian Hybrid Beacon (HAWK))	Intersections noted as having a history of pedestrian vs. vehicle crashes and in areas where the likelihood of the pedestrian presence is high. Corridors should also be assessed to determine if there are adequate safe opportunities for non-motorists to cross and if a pedestrian signal, or a Pedestrian Hybrid Beacon (PHB) (also called High-Intensity Activated crossWalK beacon (HAWK)) are needed to provide an active warning to motorists when a pedestrian is in the crosswalk.	55%	90%	Low

CM Toolbox for Roadway Segments

Sr. No.	Code	Countermeasure Name	CM Description	CRF	Federal Funding	Systemic Approach Opportunity
1	R01	Add Segment Lighting	Provision of lighting along roadways.	35%	90%	Medium
2	R02	Remove or relocate fixed objects outside of Clear Recovery Zone	Known locations or roadway segments prone to collisions with fixed objects such as utility poles, drainage structures, trees, and other fixed objects, such as the outside of a curve, end of lane drops, and in traffic islands. A clear recovery zone should be developed on every roadway, as space is available. In situations where public right-of-way is limited, steps should be taken to request assistance from property owners, as appropriate.	35%	90%	High
3	R03	Install Median Barrier	Areas where crash history indicates drivers are unintentionally crossing the median and the cross-overs are resulting in high severity crashes. The installation of median barriers can increase the number of PDO and non-severe injuries. The net result in safety from this countermeasure is connected more to reducing the severity of crashes not the number of crashes.	25%	90%	Medium
4	R04	Install Guardrail	Guardrail is installed to reduce the severity of lane departure crashes. However, guardrail can reduce crash severity only for those conditions where striking the guardrail is less severe than going down an embankment or striking a fixed object. Guardrail should only be installed where it is clear that crash severity will be reduced, or there is a history of run-off-the-road crashes at a given location that have resulted in severe crashes.	25%	90%	High
5	R05	Install impact attenuators	Impact attenuators are typically used to shield rigid roadside objects such as concrete barrier ends, steel guardrail ends and bridge pillars from oncoming automobiles. Attenuators should only be installed where it is impractical for the objects to be removed.	25%	90%	High
6	R06	Flatten side slopes	Roadways experiencing frequent lane departure crashes that result in roll-over type crashes as a result of the roadway slope being so severe as to not accommodate a reasonable degree of driver correction. When there is a need to reduce the severity of lane departure crashes without installing a barrier system that could result in increased numbers of crashes.	30%	90%	Medium
7	R07	Flatten side slopes and remove guardrail	Locations where high number of crashes originate as a lane departure and result in collision with guardrail or a fixed object located on the side slope shielded by guardrail. The guardrail may or may not meet current standards. Even though guardrails are generally installed to reduce the severity of departure crashes, they still can result in severe crashes in some locations.	40%	90%	Medium
8	R08	Install raised median	Areas experiencing head-on collisions that may be affected by both the number of vehicles that cross the centerline and by the speed of oncoming vehicles. Installing a raised median is a more restrictive approach in that it represents a more rigid barrier between opposing traffic.	25%	90%	Medium
9	R09	Install median (flush)	Areas experiencing head-on collisions that may be affected by both the number of vehicles that cross the centerline and by the speed of oncoming vehicles. Roadways with oversized lanes offer an opportunity to restripe the roadway to reduce the lanes to standard widths and use the extra width for the median.	15%	90%	Medium
10	R10PB	Install pedestrian median fencing	Roadway segments with high pedestrian-generators and pedestrian-destinations nearby (e.g. transit stops) may experience a high volume of pedestrians J-walking across the travel lanes at mid-block locations instead of walking to the nearest intersection or designated mid-block crossing. When this safety issue cannot be mitigated with shoulder, sidewalk and/or crossing treatments, then installing a continuous pedestrian barrier in the median may be a viable solution.	35%	90%	Low
11	R11	Install acceleration/ deceleration lanes	Areas proven to have crashes that are the result of drivers not being able to turn onto a high speed roadway to accelerate until the desired roadway speed is reached and areas that do not provide the opportunity to safety decelerate to negotiate a turning movement.	25%	90%	Low
12	R12	Widen lane (initially less than 10 ft)	Horizontal curves or tangents and low speed or high speed roadways identified as having lane departure crashes, sideswipe or head-on crashes that can be attributed to an existing pavement width less than 10 feet.	25%	90%	Medium

13	R13	Add two-way left-turn lane (without reducing travel lanes)	Roadways having a high frequency of drivers being rear-ended while attempting to make a left turn across oncoming traffic. Also can be effective for drivers crossing the centerline of an undivided multilane roadway inadvertently.	30%	90%	Medium
14	R14	Road Diet (Reduce travel lanes from 4 to 3 and add a two way left-turn and bike lanes)	Areas noted as having a higher frequency of head-on, left-turn, and rear-end crashes with traffic volumes that can be handled by only 2 free flowing lanes. Using this strategy in locations with traffic volumes that are too high could result in diversion of traffic to routes less safe than the original four-lane design.	30%	90%	Medium
15	R15	Widen shoulder	Roadways that have a frequent incidence of vehicles leaving the travel lane resulting in an unsuccessful attempt to reenter the roadway. The probability of a safe recovery is increased if an errant vehicle is provided with an increased paved area in which to initiate such a recovery.	30%	90%	Medium
16	R16	Curve Shoulder widening (Outside Only)	Roadway curves noted as having frequent lane departure crashes due to inadequate or no shoulders, resulting in an unsuccessful attempt to reenter the roadway.	45%	90%	Medium
17	R17	Improve horizontal alignment (flatten curves)	Roadways with horizontal curves that have experienced lane departure crashes as a result of a roadway segment having compound curves or a severe radius. This strategy should generally be considered only when less expensive strategies involving clearing of specific sight obstructions or modifying traffic control devices have been tried and have failed to ameliorate the crash patterns.	50%	90%	Low
18	R18	Flatten crest vertical curve	The target for this strategy is usually unsignalized intersections with restricted sight distance due to vertical geometry and with patterns of crashes related to that lack of sight distance that cannot be ameliorated by less expensive methods. This strategy should generally be considered only when less expensive strategies involving clearing of specific sight obstructions or modifying traffic control devices have been tried and have failed to ameliorate the crash patterns.	25%	90%	Low
19	R19	Improve curve superelevation	Roadways noted as having frequent lane departure crashes and inadequate or no superelevation. Safety can be enhanced when the superelevation is improved or restored along curves where the actual superelevation is less than the optimal.	45%	90%	Medium
20	R20	Convert from two-way to one-way traffic	One-way streets can offer improved signal timing and accommodate odd-spaced signals. One-way streets can simplify crossings for pedestrians, who must look for traffic in only one direction. While studies have shown that conversion of two-way streets to one-way generally reduces pedestrian crashes and the number of conflict points, one-way streets tend to have higher speeds which creates new problems.	35%	90%	Medium
21	R21	Improve pavement friction (High Friction Surface Treatments)	Improving the skid resistance at locations with high frequencies of wet road crashes and/or failure to stop crashes	55%	90%	High
22	R22	Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)	Additional or new signage can address crashes caused by lack of driver awareness or complaince of roadway signing.	15%	90%	Very High
23	R23	Install chevron signs on horizontal curves	Roadways that have an unacceptable level of crashes on relatively sharp curves during periods of light and darkness.		90%	
24	R24	Install curve advance warning signs	Addition of advance curve warning signs; may also include horizontal alignment and/or advisory speed warning signs	25%	90%	Very High
25	R25	Install curve advance warning signs (flashing beacon)	Roadways that have an unacceptable level of crashes on relatively sharp curves. Flashing beacons in conjunction with warning signs should only be used on horizontal curves that have an established severe crash history to help maintain their effectiveness.		90%	
26	R26	Install dynamic/variable speed warning signs	Includes the addition of dynamic speed warning signs (also known as Radar Speed Feedback Signs)	30%	90%	High
27	R27	Install delineators, reflectors and/or object markers	Installation of delineators, reflectors and/or object markers are intended to warn drivers of an approaching curve or fixed object that cannot easily be removed.	15%	90%	Very High
28	R28	Install edge-lines and centerlines	Any road with a history of run-off-road right, head-on, opposite-direction-sideswipe, or run-off-road-left crashes is a candidate for this treatment -install where the existing lane delineation is not sufficient to assist the motorist in understanding the existing limits of the roadway. Depending on the width of the roadway, various combinations of edge line and/or center line pavement markings may be the most appropriate.	25%	90%	Very High
29	R29	Install no-passing line	Roadways that have a high percentage of head-on crashes suggesting that many head-on crashes may relate to failed passing maneuvers. No-passing lines should be installed where drivers "passing sight distance" is not available due to horizontal or vertical obstructions.	45%	90%	Very High
30	R30	Install centerline rumble strips/stripes	Center Line rumble strips/stripes can be used on virtually any roadway – especially those with a history of head-on crashes.	20%	90%	High

31	R31	Install edgeline rumble strips/stripes	Shoulder and edge line milled rumble strips/stripes should be used on roads with a history of roadway departure crashes.	15%	90%	High
32	R32PB	Install bike lanes	Roadway segments noted as having crashes between bicycles and vehicles or crashes that may be preventable with a buffer/shoulder.	35%	90%	High
33	R33PB	Install Separated Bike Lanes	Separated bikeways are most appropriate on streets with high volumes of bike traffic and/or high bike-vehicle collisions, presumably in an urban or suburban area. Separation types range from simple, painted buffers and flexible delineators, to more substantial separation measures including raised curbs, grade separation, bollards, planters, and parking lanes.	45%	90%	High
34	R34PB	Install sidewalk/pathway (to avoid walking along roadway)	Areas noted as not having adequate or no sidewalks and a history of walking along roadway pedestrian crashes. In rural areas asphalt curbs and/or separated walkways may be appropriate.	80%	90%	Medium
35	R35PB	Install/upgrade pedestrian crossing (with enhanced safety features)	Roadway segments with no controlled crossing for a significant distance in high-use midblock crossing areas and/or multilane roads locations. flashing beacons, curb extensions, medians and pedestrian crossing islands and/or other safety features should be added to complement the standard crossing elements.	35%	90%	Medium
36	R36PB	Install raised pedestrian crossing	On lower-speed roadways, where pedestrians are known to be crossing roadways that involve significant vehicular traffic.	35%	90%	Medium
37	R37PB	Install Rectangular Rapid Flashing Beacon (RRFB)	Rectangular Rapid Flashing Beacon (RRFB) includes pedestrian-activated flashing lights and additional signage that enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings. It uses an irregular flash pattern that is similar to emergency flashers on police vehicles. RRFBs are installed at unsignalized intersections and mid-block pedestrian crossings	35%	90%	Medium
38	R38	Install Animal Fencing	At locations with high percent of vehicular/animal crashes (reactive) or where there is a known high percent of animals crossing due to migratory patterns (proactive).	80%	90%	Medium

APPENDIX E: LOCAL ROADWAY SAFETY MANUAL (LRSM) EXCERPT

EXHIBIT A

Local Roadway Safety

A Manual for California's Local Road Owners

Version 1.6
April 2022

Created by Caltrans in conjunction with FHWA and SafeTREC
for the express benefit of California Local Agencies.

Caltrans

U. S. Department of Transportation
Federal Highway Administration

Safe Transportation Research & Education Center
SafeTREC

Document History

Version 1.0: 4/20/2012

The California Department of Transportation - Division of Local Assistance developed the first version of the Local Roadway Safety Manual (Version 1.0) in 2012 to support the Cycle 5 HSIP call-for-projects.

Version 1.1: 4/26/2013

Based on feedback and lessons learned from Cycle 5, Caltrans updated Appendix B: "Table of Countermeasures and Crash Reduction Factors" to better clarify text in "Where to use", "Why it works", and "General Qualities" for several of the countermeasures included in the original manual.

No other changes were made to the Local Roadway Safety Manual as part of Version 1.1

Version 1.2: 03/10/2015

Based on feedback and lessons learned from Cycle 6, Caltrans made minor updates to the text of the document as needed for achieving consistency with overall Caltrans local HSIP guidance documents. The following sections were updated: 1.2, 4.2, 5.1, 6.2, and Appendix B, E, F & G.

Version 1.3: 04/29/2016

Caltrans made updates to the text of the document as needed in the following sections: 4.2, 5.1 and Appendix B.

Version 1.4: 06/08/2018

3/30/18 - Caltrans made updates to the crash costs in Appendix D, some of the website links in Appendix G, and some other texts of the document.
6/8/18 - Countermeasure S22 ("Modify signal phasing to implement a Leading Pedestrian Interval (LPI)") is added.

Version 1.5: April 2020

Caltrans added a few more countermeasures (e.g. Pedestrian Scramble, Install Separated Bike Lanes, Reduced Left-Turn Conflict Intersections, and Curve Shoulder widening), renumbered the countermeasures and updated the crash costs in Appendix D.

Version 1.6: April 2022

For Cycle 11 Call-for-projects, Countermeasure S04 (Provide Advanced Dilemma Zone Detection for high-speed approaches) was deleted and Countermeasure NS05mr (Convert intersection to mini-roundabout) added. The HSIP Funding Eligibility was changed to 90% except for S03, of which the HSIP Funding Eligibility stays at 50%. The crash costs in Appendix D were updated.

Future Updates:

In the future, Caltrans anticipates that additional changes will be needed to keep the Local Roadway Safety Manual consistent with future Calls-for-Projects' Guidelines and Application Instructions. In addition, new local HSIP programs, improvements to California data on local roadways, data analysis tools, and the latest safety research and methodologies may give rise to the need to make more significant changes to this manual.

Table of Contents

Foreword 1
1. Introduction and Purpose 2
1.1 California Local Roadway Safety Challenges and Opportunities 3
1.2 Safe System Approach 3
1.3 The State's Role in Local Roadway Safety 4
1.4 The Local Roadway Crash Problem 5
1.5 Reactive vs. Proactive Safety Issue Identification 6
1.6 Implementation Approaches 7
1.7 Our "Safety Challenge" for Local Agencies 10
1.8 Summary of information in this Document 11
2. Identifying Safety Issues 15
2.1 State and Local Crash Databases 16
2.2 Transportation Injury Mapping System (TIMS) 18
2.3 Law Enforcement Crash Reports 19
2.4 Observational Information 19
2.5 Public Notifications 20
2.6 Roadway Data and Devices 20
2.7 Exposure Data 21
2.8 Field Assessments and Road Safety Audits 22
3. Safety Data Analysis 23
3.1 Quantitative Analysis 23
3.2 Qualitative Analysis 25
4. Countermeasure Selection 28
4.1 Selecting Countermeasures and Crash Modification Factors / Crash Reduction Factors 29
4.2 List of Countermeasures 30
5. Calculating the B/C Ratio and Comparing Projects 36
5.1 Estimate the Benefit of Implementing Proposed Improvements 36
5.2 Estimate the Cost of Implementing Proposed Improvements 38
5.3 Calculate the B/C Ratio 38
5.4 Compare B/C Ratios and Consider the Need to Reevaluate Project Elements 39
6. Identifying Funding and Construct Improvements 40
6.1 Existing Funding for Low-cost Countermeasures 40
6.2 HSIP and Other Funding Sources 40
6.3 Project Development and Construction Considerations 41
7. Evaluation of Improvements 42
Appendix A: HSIP Call-for-Projects Process 43
Appendix B: Detailed Tables of Countermeasures 44
B.1 Intersection Countermeasures – Signalized 47
S01, Add intersection lighting (Signalized Intersection => S.I.) 47
S02, Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number 47
S03, Improve signal timing (coordination, phases, red, yellow, or operation) 48
S05, Install emergency vehicle pre-emption systems 49

S06, Install left-turn lane and add turn phase (signal has no left-turn lane or phase before) 49
S07, Provide protected left turn phase (left turn lane already exists) 50
S08, Convert signal to mast arm (from pedestal-mounted) 50
S09, Install raised pavement markers and striping (Through Intersection) 51
S10, Install flashing beacons as advance warning (S.I.) 51
S11, Improve pavement friction (High Friction Surface Treatments) 52
S12, Install raised median on approaches (S.I.) 52
S13PB, Install pedestrian median fencing on approaches 53
S14, Create directional median openings to allow (and restrict) left-turns and U-turns (S.I.) 53
S15, Reduced Left-Turn Conflict Intersections (S.I.) 54
S16, Convert intersection to roundabout (from signal) 55
S17PB, Install pedestrian countdown signal heads 55
S18PB, Install pedestrian crossing (S.I.) 56
S19PB, Pedestrian Scramble 56
S20PB, Install advance stop bar before crosswalk (Bicycle Box) 57
S21PB, Modify signal phasing to implement a Leading Pedestrian Interval (LPI) 57
B.2 Intersection Countermeasures – Non-signalized 58
NS01, Add intersection lighting (NS.I.) 58
NS02, Convert to all-way STOP control (from 2-way or Yield control) 58
NS03, Install signals 59
NS04, Convert intersection to roundabout (from all way stop) 59
NS05, Convert intersection to roundabout (from 2-way stop or Yield control) 60
NS05mr, Convert intersection to mini-roundabout 60
NS06, Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs 61
NS08, Install Flashing Beacons at Stop-Controlled Intersections 62
NS09, Install flashing beacons as advance warning (NS.I.) 62
NS10, Install transverse rumble strips on approaches 63
NS11, Improve sight distance to intersection (Clear Sight Triangles) 63
NS12, Improve pavement friction (High Friction Surface Treatments) 64
NS13, Install splitter-islands on the minor road approaches 64
NS14, Install raised median on approaches (NS.I.) 65
NS15, Create directional median openings to allow (and restrict) left-turns and u-turns (NS.I.) 65
NS16, Reduced Left-Turn Conflict Intersections (NS.I.) 66
NS17, Install right-turn lane (NS.I.) 67
NS18, Install left-turn lane (where no left-turn lane exists) 67
NS19PB, Install raised medians (refuge islands) 68
NS20PB, Install pedestrian crossing at uncontrolled locations (signs and markings only) 68
NS21PB, Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features) 69
NS22PB, Install Rectangular Rapid Flashing Beacon (RRFB) 69
NS23PB, Install Pedestrian Signal (including Pedestrian Hybrid Beacon (HAWK)) 70
B.3 Roadway Countermeasures 71
R01, Add Segment Lighting 71
R02, Remove or relocate fixed objects outside of Clear Recovery Zone 71
R03, Install Median Barrier 72
R04, Install Guardrail 72
R05, Install impact attenuators 73
R06, Flatten side slopes 73
R07, Flatten side slopes and remove guardrail 74
R08, Install raised median 74
R09, Install median (flush) 75
R10PB, Install pedestrian median fencing 75

R11, Install acceleration/ deceleration lanes 76
R12, Widen lane (initially less than 10 ft) 76
R13, Add two-way left-turn lane 77
R14, Road Diet (Reduce travel lanes and add a two way left-turn and bike lanes) 77
R15, Widen shoulder 78
R16, Curve Shoulder widening (Outside Only) 78
R17, Improve horizontal alignment (flatten curves) 79
R18, Flatten crest vertical curve 80
R19, Improve curve superelevation 80
R20, Convert from two-way to one-way traffic 81
R21, Improve pavement friction (High Friction Surface Treatments) 81
R22, Install/Upgrade signs with new fluorescent sheeting (regulatory or warning) 82
R23, Install chevron signs on horizontal curves 83
R24, Install curve advance warning signs 83
R25, Install curve advance warning signs (flashing beacon) 84
R26, Install dynamic/variable speed warning signs 84
R27, Install delineators, reflectors and/or object markers 85
R28, Install edge-lines and centerlines 86
R29, Install no-passing line 87
R30, Install centerline rumble strips/stripes 87
R31, Install edgeline rumble strips/stripes 88
R32PB, Install bike lanes 88
R33PB, Install Separated Bike Lanes 89
R34PB, Install sidewalk/pathway (to avoid walking along roadway) 89
R35PB, Install/upgrade pedestrian crossing (with enhanced safety features) 90
R36PB, Install raised pedestrian crossing 91
R37PB, Install Rectangular Rapid Flashing Beacon (RRFB) 91
R38, Install Animal Fencing 92
Appendix C: Summary of "Recommended Actions" 93
Appendix D: Benefit Cost Ratio (BCR) Calculations 97
Appendix E: Examples of Crash Data Collection and Analysis Techniques using TIMS 98
Appendix F: List of Abbreviations 99
Appendix G: References 100

B.1 Intersection Countermeasures – Signalized

S01, Add intersection lighting (Signalized Intersection => S.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	"night" crashes	40%	20 years
Notes:	This CM only applies to "night" crashes (all types) occurring within limits of the proposed roadway lighting 'engineered' area.		

General information				
Where to use:				
Signalized intersections that have a disproportionate number of night-time crashes and do not currently provide lighting at the intersection or at its approaches. Crash data should be studied to ensure that safety at the intersection could be improved by providing lighting (this strategy would be supported by a significant number of crashes that occur at night).				
Why it works:				
Providing lighting at the intersection itself, or both at the intersection and on its approaches, improves the safety of an intersection during nighttime conditions by (1) making drivers more aware of the surroundings at an intersection, which improves drivers' perception-reaction times, (2) enhancing drivers' available sight distances, and (3) improving the visibility of non-motorists. Intersection lighting is of particular benefit to non-motorized users. Lighting not only helps them navigate the intersection, but also helps drivers see them better.				
General Qualities (Time, Cost and Effectiveness):				
A lighting project can usually be completed relatively quickly, but generally requires at least 1 year to implement because the lighting system must be designed and the provision of electrical power must be arranged. The provision of lighting involves both a fixed cost for lighting installation and an ongoing maintenance and power cost which results in a moderate to high cost. Some locations can result in high B/C ratios, but due to higher costs, these projects often result in medium to low B/C ratios.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Night, All	CRF:	20-74%

S02, Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	15%	10 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the upgraded signals. This CM does not apply to improvements like "battery backup systems", which do not provide better intersection/signal visibility or help drivers negotiate the intersection (unless applying past crashes that occurred when the signal lost power). If new signal mast arms are part of the proposed project, CM "S2" should not be used and the signal improvements would be included under CM "S7".		

General information				
Where to use:				
Signalized intersections with a high frequency of right-angle and rear-end crashes occurring because drivers are unable to see traffic signals sufficiently in advance to safely negotiate the intersection being approached. Signal intersection improvements include new LED lighting, signal back plates, retro-reflective tape outlining the back plates, or visors to increase signal visibility, larger signal heads, relocation of the signal heads, or additional signal heads.				
Why it works:				
Providing better visibility of intersection signals aids the drivers' advance perception of the upcoming intersection. Visibility and clarity of the signal should be improved without creating additional confusion for drivers.				
General Qualities (Time, Cost and Effectiveness):				
Installation costs and time should be minimal as these type strategies are classified as low cost and implementation does not typically require the approval process normally associated with more complex projects. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in low to moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Rear-End, Angle	CRF:	0-46%

S03, Improve signal timing (coordination, phases, red, yellow, or operation)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
50%	All	15%	10 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new signal timing. For projects coordination signals along a corridor, the crashes related to side-street movements should not be applied. This CM does not apply to projects that only 'study' the signal network and do not make physical timing changes, including corridor operational studies and improvements to Traffic Operation Centers (TOCs). In Caltrans calls for projects, this CM has a HSIP reimbursement ratio of 50%, considering that it will improve the signal operation rather than merely the safety.		

General information				
Where to use:				
Locations that have a crash history at multiple signalized intersections. Signalization improvements may include adding phases, lengthening clearance intervals, eliminating or restricting higher-risk movements, and coordinating signals at multiple locations. Understanding the corridor or roadway's crash history can provide insight into the most appropriate strategy for improving safety.				
Why it works:				
Certain timing, phasing, and control strategies can produce multiple safety benefits. Sometimes capacity improvements come along with the safety improvements and other times adverse effects on delay or capacity occur. Corridor improvements often have the highest benefit but may take longer to implement. Projects focused on capacity improvements (without a separate focus on signal timing safety needs) may not result in a reduction in future crashes.				
General Qualities (Time, Cost and Effectiveness):				
In general, these low-cost improvements to multiple signalized intersections can be implemented in a short time. Typically these low cost improvements are funded through local funding by local maintenance crews. However, some projects requiring new interconnect infrastructure can have moderate to high costs making them more appropriate to seek state or federal funding. The expected effectiveness of this CM must be assessed for each individual project.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	0 - 41%

~~S04, Provide Advanced Dilemma-Zone Detection for high speed approaches~~

~~**For HSIP Cycle 11 Call-for-projects**~~			
~~Funding Eligibility~~	~~Crash Types Addressed~~	~~CRF~~	~~Expected Life~~
~~90%~~	~~All~~	~~40%~~	~~10 years~~
~~Notes:~~	~~This CM only applies to crashes occurring on the approaches / influence area of the new detection and signal timing.~~		

~~**General information**~~				
~~**Where to use:**~~				
~~More rural/remote areas that have a high frequency of right-angle and rear-end crashes. The Advanced Dilemma-Zone Detection system enhances safety at signalized intersections by modifying traffic control signal timing to reduce the number of drivers that may have difficulty deciding whether to stop or proceed during a yellow phase. This may reduce rear-end crashes associated with unsafe stopping and angle crashes due to illegally continuing into the intersection during the red phase.~~				
~~**Why it works:**~~				
~~Clearance times provide safe, orderly transitions in ROW assignment between conflicting streams of traffic. An Advanced Dilemma-Zone Detection system has several benefits relative to traditional multiple detector systems, which have upstream detection for vehicles in the dilemma zone but do not take the speed or size of individual vehicles into account. These benefits include: Reducing the frequency of red-light violations; Reducing the frequency of crashes associated with the traffic signal phase change (for example, rear-end and angle crashes); Reducing delay and stop frequency on the major road and a reduction in overall intersection delay.~~				
~~**General Qualities (Time, Cost and Effectiveness):**~~				
~~Installation costs should be low and the time to implement short. Additional modifications to the traffic signal controller may also necessary. In general, This CM can be very effective and can be considered on a systematic approach. Video detection equipment is now available for this purpose, making installation and maintenance more efficient.~~				
~~**FHWA CMF Clearinghouse:**~~	~~Crash Types Addressed:~~	~~All~~	~~CRF:~~	~~39%~~

S05, Install emergency vehicle pre-emption systems

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Emergency Vehicle - only	70%	10 years
Notes:	This CM only applies to "E.V." crashes occurring on the approaches / influence area of the new pre-emption system.		

General information

Where to use:

Corridors that have a history of crashes involving emergency response vehicles. The target of this strategy is signalized intersections where normal traffic operations impede emergency vehicles and where traffic conditions create a potential for conflicts between emergency and nonemergency vehicles. These conflicts could lead to almost any type of crash, due to the potential for erratic maneuvers of vehicles moving out of the paths of emergency vehicles

Why it works:

Providing emergency vehicle preemption capability at a signal or along a corridor can be a highly effective strategy in two ways; any type of crash could occur as emergency vehicles try to navigate through intersections and as other vehicles try to maneuver out of the path of the emergency vehicles. In addition, a signal preemption system can decrease emergency vehicle response times therefore decreasing the time in receiving emergency medical attention, which is critical in the outcome of any crash. When data is not available for past crashes with emergency vehicles, an agency may consider combining the E.V. pre-emption improvements into a comprehensive project that also makes significant signal hardware and/or signal timing improvements.

General Qualities (Time, Cost and Effectiveness):

Costs for installation of a signal preemption system will vary from medium to high, based upon the number of signalized intersections at which preemption will be installed and the number of emergency vehicles to be outfitted with the technology. The number of detectors, a requirement for new signal controllers, and the intricacy of the preemption system could increase costs. This CM is considered systemic as it is usually implemented on a corridor-basis.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Emergency Vehicle - only	CRF:	70%

S06, Install left-turn lane and add turn phase (signal has no left-turn lane or phase before)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	55%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new left turn lanes. This CM does NOT apply to converting a single-left into double-left turn.		

General information

Where to use:

Intersections that do not currently have a left turn lane or a related left-turn phase that are experiencing a large number of crashes. Many intersection safety problems can be traced to difficulties in accommodating left-turning vehicles, in particular where there is currently no accommodation for left turning traffic. A key strategy for minimizing collisions related to left-turning vehicles (angle, rear-end, sideswipe) is to provide exclusive left-turn lanes and the appropriate signal phasing, particularly on high-volume and high-speed major-road approaches. Agencies need to document their consideration of the MUTCD, Section 4D.19 guidelines; the section on implementing protected left-turn phases.

Why it works:

Left-turn lanes allow separation of left-turn and through-traffic streams, thus reducing the potential for rear-end collisions. Left-turn phasing also provides a safer opportunity for drivers to make a left-turn. The combination of left-turn storage and a left turn signal has the potential to reduce many collisions between left-turning vehicles and through vehicles and/or non-motorized road users.

General Qualities (Time, Cost and Effectiveness):

Implementation time may vary from months to years. At some locations, left-turn lanes can be quickly installed simply by restriping the roadway. At other locations, widening of the roadway, acquisition of additional right-of-way, and extensive environmental processes may be needed. Such projects require a substantial time for development and construction. Costs are highly variable and range from very low to high. Installing a protected left turn lane and phase where none exists results in a high Crash Reduction Factor and is often highly effective.

FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	17 - 58 %

S07, Provide protected left turn phase (left turn lane already exists)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new left turn phases. This CM does NOT apply to converting a single-left into double-left turn (unless the single left is unprotected and the proposed double left will be protected).		

General information

Where to use:

Signalized intersections (with existing left turns pockets) that currently have a permissive left-turn or no left-turn protection that have a high frequency of angle crashes involving left turning, opposing through vehicles, and non-motorized road users. A properly timed protected left-turn phase can also help reduce rear-end and sideswipe crashes between left-turning vehicles and the through vehicles as well as vehicles behind them. Protected left-turn phases are warranted based on such factors as turning volumes, delay, visibility, opposing vehicle speed, distance to travel through the intersection, presence of non-motorized road users, and safety experience of the intersections. Agencies need to document their consideration of the MUTCD, Section 4D.19 guidelines; the section on implementing protected left-turn phases.

Why it works:

Left turns are widely recognized as the highest-risk movements at signalized intersections. Providing Protected left-turn phases (i.e., the provision for a specific phase for a turning movement) for signalized intersections with existing left turn pockets significantly improve the safety for left-turn maneuvers by removing the need for the drivers to navigate through gaps in oncoming/opposing through vehicles. Where left turn pockets are not protected, the pedestrian and bicyclist crossing phase often conflicts with these left turn maneuvers. Drivers focused on navigating the gaps of oncoming cars may not anticipate and/or perceive the non-motorized road users.

General Qualities (Time, Cost and Effectiveness):

If the existing traffic signal only requires a minor modification to allow for a protected left-turn phase, then the cost would also be low. The time to implement this countermeasure is short because there is no actual construction that has to take place. In-house signal maintainers can perform this operation once the proper signal phasing is determined so the cost is low. In addition, the countermeasure is tried and proven to be effective. Has the potential of being applied on a systemic/systematic approach.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Rear-End, Sideswipe, Broadside	CRF:	16 - 99%

S08, Convert signal to mast arm (from pedestal-mounted)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the converted signal heads that are relocated from median and/or outside shoulder pedestals to signal heads on master arms over the travel-lanes. Projects using CM "S7" should not also apply "S2" in the B/C calc.		

General information

Where to use:

Intersections currently controlled by pedestal mounted traffic signals (in medians and/or on outside shoulder) that have a high frequency of right-angle and rear-end crashes occurring because drivers are unable to see traffic signals in advance to safely negotiate the intersection. Intersections that have pedestal-mounted signals may have poor visibility and can result in vehicles not being able to stop in time for a signal change. Care should be taken to place the new signal heads (with back plates) as close to directly over the center of the travel lanes as possible.

Why it works:

Providing better visibility of intersection signs and signals aids the drivers' advance perception of the upcoming intersection. Visibility and clarity of the signal should be improved without creating additional confusion or distraction for drivers.

General Qualities (Time, Cost and Effectiveness):

Dependent on the scope of the project. Costs are generally moderate for this type of project. There is usually no right-of-way costs, minimal roadway reconstruction costs, and a shorter project development timeline. At the same time, new mast arms can be expensive. Some locations can result in high B/C ratios, but due to moderate costs, some locations may result in medium to low B/C ratios.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Rear-End, Angle	CRF:	12 - 74%

S09, Install raised pavement markers and striping (Through Intersection)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	10%	10 years
Notes:	This CM only applies to crashes occurring in the intersection and influence areas of the new pavement markers and/or markings.		

General information				
Where to use:				
Intersections where the lane designations are not clearly visible to approaching motorists and/or intersections noted as being complex and experiencing crashes that could be attributed to a driver's unsuccessful attempt to navigate the intersection. Driver confusion can exist in regard to choosing the proper turn path or where through-lanes do not line up. This is especially relevant at intersections where the overall pavement area of the intersection is large, and multiple turning lanes are involved or other unfamiliar elements are presented to the driver.				
Why it works:				
Adding clear pavement markings can guide motorists through complex intersections. When drivers approach and traverse through complex intersections, drivers may be required to perform unusual or unexpected maneuvers. Providing more effective guidance through an intersection will minimize the likelihood of a vehicle leaving its appropriate lane and encroaching upon an adjacent lane.				
General Qualities (Time, Cost and Effectiveness):				
Costs of implementing this strategy will vary based on the scope and number of applications. Applying raised pavement markers is relatively low cost but can be variable and determined largely by the material used for pavement markings (paint, thermoplastic, epoxy, RPMs etc.). When using this type delineators, an issue of concern is the cost-to-service-life of the material. (Note: When HSIP safety funding is used for these installations in high-wear-locations, the local agency is expected to maintain the improvement for a minimum of 10 years.) When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Wet, Night, All	CRF:	10 - 33%

S10, Install flashing beacons as advance warning (S.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	10 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new flashing beacons.		

General information				
Where to use:				
At signalized intersections with crashes that are a result of drivers being unaware of the intersection or are unable to see the traffic control device in time to comply.				
Why it works:				
Increased driver awareness of an approaching signalized intersection and an increase in the driver's time to react. Driver awareness of both downstream intersections and traffic control devices is critical to intersection safety. Crashes often occur when the driver is unable to perceive an intersection, signal head or the back of a stopped queue in time to react. Advance flashing beacons can be used to supplement and call driver attention to intersection control signs. Most advance warning flashing beacons can be powered by solar, thus reducing the issues relating to power source.				
General Qualities (Time, Cost and Effectiveness):				
Before choosing this CM, the agency needs to confirm the ability to provide power to the site (solar may be an option). Flashing beacons can be constructed with minimal design, environmental and right-of-way issues and have relatively low costs. This combined with a relatively high CRF, can result in high B/Cs for locations with a history of crashes and lead to a high effectiveness.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Rear End, Angle	CRF:	36 - 62%

S11, Improve pavement friction (High Friction Surface Treatments)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	55%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the improved friction overlay. This CM is not intended to apply to standard chip-seal or open-graded maintenance projects for long segments of corridors or structure repaving projects intended to fix failed pavement.		

General information				
Where to use:				
Nationally, this countermeasure is referred to as "High Friction Surface Treatments" or HFST. Signalized Intersections noted as having crashes on wet pavements or under dry conditions when the pavement friction available is significantly less than needed for the actual roadway approach speeds. This treatment is intended to target locations where skidding and failure to stop is determined to be a problem in wet or dry conditions and the target vehicle is unable to stop due to insufficient skid resistance.				
Why it works:				
Improving the skid resistance at locations with high frequencies of wet-road crashes and/or failure to stop crashes can result in reductions of 50 percent for wet-road crashes and 20 percent for total crashes. Applying HFST can double friction numbers, e.g. low 40s to high 80s. This CM represents a special focus area for both FHWA and Caltrans, which means there are extra resources available for agencies interested in more details on High Friction Surface Treatment projects.				
General Qualities (Time, Cost and Effectiveness):				
This strategy can be relatively inexpensive and implemented in a short timeframe. The installation would be done by either agency personnel or contractors and can be done by hand or machine. In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Wet, Night, ALL	CRF:	10 - 62 %

S12, Install raised median on approaches (S.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new raised median. All new raised medians funded with HSIP funding should not include the removal of the existing roadway structural section and should be doweled into the existing roadway surface. This requirement is being implemented to maximize the safety-effectiveness of the limited HSIP funding and to minimize project impacts. Landscaping, if included in the project, is considered non-participating.		

General information				
Where to use:				
Intersections noted as having turning movement crashes near the intersection as a result of insufficient access control. Application of this CM should be based on current crash data and a clearly defined need to restrict or accommodate the movement.				
Why it works:				
Raised medians next to left-turn lanes at intersections offer a cost-effective means for reducing crashes and improving operations at higher volume intersections. The raised medians prohibit left turns into and out of driveways that may be located too close to the functional area of the intersection.				
General Qualities (Time, Cost and Effectiveness):				
Raised medians at intersections may be most effective in retrofit situations where high volumes of turning vehicles have degraded operations and safety, and where more extensive CMs would be too expensive because of limited right-of-way and the constraints of the built environment. The result is This CM can be very effective and can be considered on a systematic approach. Raised medians can often be installed directly over the existing pavement. When agencies opt to install landscaping in conjunction with new raised medians, the portion of the cost for landscaping and other non-safety related items that exceeds 10% of the project total cost is not federally participated and must be funded by the applicant.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Angle	CRF:	21 -55 %

S13PB, Install pedestrian median fencing on approaches

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring on the approaches/influence area of the new pedestrian median fencing.		

General information				
Where to use:				
Signalized Intersections with high pedestrian-generators nearby (e.g. transit stops) may experience a high volumes of pedestrians J-walking across the travel lanes at mid-block locations instead of walking to the intersection and waiting to cross during the walk-phase. When this safety issue cannot be mitigated with signal timing and shoulder/sidewalk treatments, then installing a continuous pedestrian barrier in the median may be a viable solution.				
Why it works:				
Adding pedestrian median fencing has the opportunity to enhance pedestrian safety at locations noted as being problematic involving pedestrians running/darting across the roadway outside the intersection crossings. Pedestrian median fencing can significantly reduce this safety issue by creating a positive barrier, forcing pedestrians to the designated pedestrian crossing.				
General Qualities (Time, Cost and Effectiveness):				
Costs associated with this strategy will vary widely depending on the type and placement of the median fencing. Impacts to transit and other land uses may need to be considered and controversy can delay the implementation. In general, this CM can be effective as a spot-location approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	25- 40%

S14, Create directional median openings to allow (and restrict) left-turns and U-turns (S.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	50%	20 years
Notes:	This CM only applies to crashes occurring in the intersection / influence area of the new directional openings.		

General information				
Where to use:				
Crashes related to turning maneuvers include angle, rear-end, pedestrian, and sideswipe (involving opposing left turns) type crashes. If any of these crash types are an issue at an intersection, restriction or elimination of the turning maneuver may be the best way to improve the safety of the intersection.				
Why it works:				
Restricting turning movement into and out of an intersection can help reduce conflicts between through and turning traffic. The number of access points, coupled with the speed differential between vehicles traveling along the roadway, contributes to crashes. Affecting turning movements by either allowing them or restricting them, based on the application, can ensure safe movement of traffic.				
General Qualities (Time, Cost and Effectiveness):				
Turn prohibitions that are implemented by closing a median opening can be implemented quickly. The cost of this strategy will depend on the treatment. Impacts to businesses and other land uses must be considered and controversy can delay the implementation. In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	51%

S15, Reduced Left-Turn Conflict Intersections (S.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	50%	20 years
Notes:	This CM only applies to crashes occurring in the intersection / influence area of the new Reduced Left-Turn Conflict.		

General information

Where to use and Why it works:

Reduced left-turn conflict intersections are geometric designs that alter how left-turn movements occur in order to simplify decisions and minimize the potential for related crashes. Two highly effective designs that rely on U-turns to complete certain left-turn movements are known as the restricted crossing U-turn (RCUT) and the median U-turn (MUT).

Restricted Crossing U-turn (RCUT):

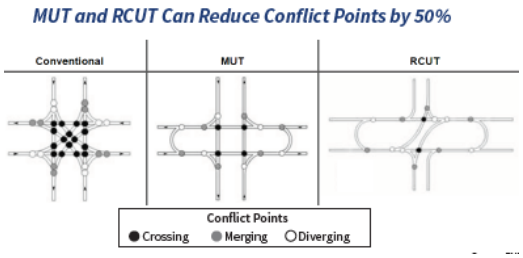
The RCUT intersection modifies the direct left-turn and through movements from cross-street approaches. Minor road traffic makes a right turn followed by a U-turn at a designated location (either signalized or unsignalized) to continue in the desired direction.

The RCUT is suitable for a variety of circumstances, including along rural, high-speed, four-lane, divided highways or signalized routes. It also can be used as an alternative to signalization or constructing an interchange. RCUTs work well when consistently used along a corridor, but also can be used effectively at individual intersections.

Median U-turn (MUT)

The MUT intersection modifies direct left turns from the major approaches. Vehicles proceed through the main intersection, make a U-turn a short distance downstream, followed by a right turn at the main intersection. The U-turns can also be used for modifying the cross-street left turns.

The MUT is an excellent choice for heavily traveled intersections with moderate left-turn volumes. When implemented at multiple intersections along a corridor, the efficient two-phase signal operation of the MUT can reduce delay, improve travel times, and create more crossing opportunities for pedestrians and bicyclists.



General Qualities (Time, Cost and Effectiveness):

Implementing this strategy may take from months to years, depending on whether additional R/W is required. Such projects require a substantial time for development and construction. Costs are highly variable and range from very low to high. The expected effectiveness of this CM must be assessed for each individual location.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Angle/Left-turn/Rear-End/All	CRF:	34.8-100%

S16, Convert intersection to roundabout (from signal)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	Varies	20 years
Notes:	This CM only applies to crashes occurring in influence area of the new roundabout. This CM is not intended for mini-roundabouts. The benefit of this CM is calculated using Caltrans procedure. The CRF is dependent on the ADT, project location (Rural/Urban) and the roundabout type (1 lane or 2 lanes). The benefit comes from both the reduction in the number and the severity of the crashes.		

General information				
Where to use:				
Signalized intersections that have a significant crash problem and the only alternative is to change the nature of the intersection itself. Roundabouts can also be very effective at intersections with complex geometry and intersections with frequent left-turn movements.				
Why it works:				
The types of conflicts that occur at roundabouts are different from those occurring at conventional intersections; namely, conflicts from crossing and left-turn movements are not present in a roundabout. The geometry of a roundabout forces drivers to reduce speeds as they proceed through the intersection. This helps keep the range of vehicle speed narrow, which helps reduce the severity of crashes when they do occur. Pedestrians only have to cross one direction of traffic at a time at roundabouts, thus reducing their potential for conflicts.				
General Qualities (Time, Cost and Effectiveness):				
Provision of a roundabout requires substantial project development. The need to acquire right-of-way is likely and will vary from site to site and depends upon the geometric design. These activities may require up to 4 years or longer to implement. Costs are variable, but construction of a roundabout to replace an existing signalized intersection are relatively high. The result is this CM may have reduced relative-effectiveness compared to other CMs.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	35 - 67%

S17PB, Install pedestrian countdown signal heads

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	25%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the intersection/crossing with the new countdown heads.		

General information				
Where to use:				
Signals that have signalized pedestrian crossing with walk/don't walk indicators and where there have been pedestrian vs. vehicle crashes.				
Why it works:				
A pedestrian countdown signal contains a timer display and counts down the number of seconds left to finish crossing the street. Countdown signals can reassure pedestrians who are in the crosswalk when the flashing "DON'T WALK" interval appears that they still have time to finish crossing. Countdown signals begin counting down either when the "WALK" or when the flashing "DON'T WALK" interval appears and stop at the beginning of the steady "DON'T WALK" interval. These signals also have been shown to encourage more pedestrians to use the pushbutton rather than jaywalk.				
General Qualities (Time, Cost and Effectiveness):				
Costs and time of installation will vary based on the number of intersections included in this strategy and if it requires new signal controllers capable of accommodating the enhancement. When considered at a single location, these low cost improvements are usually funded through local funding by local crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	25%

S18PB, Install pedestrian crossing (S.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	25%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the intersection/crossing with the new crossing. This CM is not intended to be used for high-cost aesthetic enhancements to intersection crosswalks (i.e. stamped concrete or stamped asphalt).		

General information

Where to use:

Signalized Intersections with no marked crossing and pedestrian signal heads, where pedestrians are known to be crossing intersections that involve significant turning movements. They are especially important at intersections with (1) multiphase traffic signals, such as left-turn arrows and split phases, (2) school crossings, and (3) double-right or double-left turns. At signalized intersections, pedestrian crossings are often safer when the left turns have protected phases that do not overlap the pedestrian walk phase.

Why it works:

Adding pedestrian crossings has the opportunity to enhance pedestrian safety at locations noted as being problematic. Nearly one-third of all pedestrian-related crashes occur at or within 50 feet of an intersection. Of these, 30 percent may involve a turning vehicle. Another 22 percent of pedestrian crashes involve a pedestrian either running across the intersection or darting out in front of a vehicle whose view was blocked just prior to the impact. Finally, 16 percent of these intersection-related crashes occur because of a driver violation (e.g., failure to yield right-of-way). When agencies opt to install aesthetic enhancement to intersection crosswalks like stamped concrete/asphalt, the project design and construction costs can significantly increase. For HSIP applications, these costs must be accounted for in the B/C calculation, but these costs (over standard crosswalk markings) must be tracked separately and are not federally reimbursable and will increase the agency's local-funding share for the project costs.

General Qualities (Time, Cost and Effectiveness):

Costs associated with this strategy will vary widely, depending if curb ramps and sidewalk modifications are required with the crossing. When considered at a single location, these low cost improvements may be funded through local funding by local crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate to high cost projects that are appropriate to seek state or federal funding.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	25%

S19PB, Pedestrian Scramble

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	40%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the intersection with the new pedestrian crossing.		

General information

Where to use:

Pedestrian Scramble is a form of pedestrian "WALK" phase at a signalized intersection in which all vehicular traffic is required to stop, allowing pedestrians/bicyclists to safely cross through the intersection in any direction, including diagonally. Pedestrian Scramble may be considered at signalized intersections with very high pedestrian/bicycle volumes, e.g. in an urban business district.

Why it works:

Pedestrian Scramble has been shown to reduce injury risk and increase bicycle ridership due to its perceived safety and comfort.

General Qualities (Time, Cost and Effectiveness):

Not involving any additional R/W, Pedestrian Scramble should not require a long development process and should be implemented reasonably soon. A systemic approach may be used in implementing this CM, resulting in cost efficiency with low to moderate cost.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	-10% to 51%

S20PB, Install advance stop bar before crosswalk (Bicycle Box)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	15%	10 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the intersection-crossing with the new advanced stop bars.		

General information				
Where to use:				
Signalized Intersections with a marked crossing, where significant bicycle and/or pedestrians volumes are known to occur.				
Why it works:				
Adding advance stop bar before the striped crosswalk has the opportunity to enhance both pedestrian and bicycle safety. Stopping cars well before the crosswalk provides a buffer between the vehicles and the crossing pedestrians. It also allows for a dedicated space for cyclists, making them more visible to drivers (This dedicated space is often referred to as a bike-box.)				
General Qualities (Time, Cost and Effectiveness):				
Costs and time of installation will vary based on the number of intersections included in this strategy and if it requires new signal controllers capable of accommodating the enhancement. When considered at a single location, these low cost improvements are usually funded through local funding by local crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	35%

S21PB, Modify signal phasing to implement a Leading Pedestrian Interval (LPI)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	60%	10 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the intersections with signalized pedestrian crossing with the newly implemented Leading Pedestrian Interval (LPI).		

General information				
Where to use:				
Intersections with signalized pedestrian crossing that have high turning vehicles volumes and have had pedestrian vs. vehicle crashes.				
Why it works:				
A leading pedestrian interval (LPI) gives pedestrians the opportunity to enter an intersection 3-7 seconds before vehicles are given a green indication. With this head start, pedestrians can better establish their presence in the crosswalk before vehicles have priority to turn left. LPIs provide (1) increased visibility of crossing pedestrians; (2) reduced conflicts between pedestrians and vehicles; (3) Increased likelihood of motorists yielding to pedestrians; and (4) enhanced safety for pedestrians who may be slower to start into the intersection.				
General Qualities (Time, Cost and Effectiveness):				
Costs for implementing LPIs are very low, since only minor signal timing alteration is required. This makes it an easy and inexpensive countermeasure that can be incorporated into pedestrian safety action plans or policies and can become routine agency practice. When considered at a single location, the LPI is usually local-funded. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	59%

B.2 Intersection Countermeasures – Non-signalized

NS01, Add intersection lighting (NS.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Night	40%	20 years
Notes:	This CM only applies to "night" crashes (all types) occurring within limits of the proposed roadway lighting 'engineered' area.		

General information				
Where to use:				
Non-signalized intersections that have a disproportionate number of night-time crashes and do not currently provide lighting at the intersection or at its approaches. Crash data should be studied to ensure that safety at the intersection could be improved by providing lighting (this strategy would be supported by a significant number of crashes that occur at night).				
Why it works:				
Providing lighting at the intersection itself, or both at the intersection and on its approaches, improves the safety of an intersection during nighttime conditions by (1) making drivers more aware of the surroundings at an intersection, which improves drivers' perception-reaction times, (2) enhancing drivers' available sight distances, and (3) improving the visibility of non-motorists. Intersection lighting is of particular benefit to non-motorized users as lighting not only helps them navigate the intersection, but also helps drivers see them better.				
General Qualities (Time, Cost and Effectiveness):				
A lighting project can usually be completed relatively quickly, but generally requires at least 1 year to implement because the lighting system must be designed and the provision of electrical power must be arranged. The provision of lighting involves both a fixed cost for lighting installation and an ongoing maintenance and power cost. For rural intersections, studies have shown the installation of streetlights reduced nighttime crashes at unlit intersections and can be more effective in reducing nighttime crashes than either rumble strips or overhead flashing beacons. Some locations can result in high B/C ratios, but due to higher costs, these projects often result in medium to low B/C ratios.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Night, All	CRF:	25- 50%

NS02, Convert to all-way STOP control (from 2-way or Yield control)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	50%	10 years
Notes:	This CM only applies to crashes occurring in the intersection and/or influence area of the new control. CA-MUTCD warrant must be met.		

General information				
Where to use:				
Unsignalized intersection locations that have a crash history and have no controls on the major roadway approaches. However, all-way stop control is suitable only at intersections with moderate and relatively balanced volume levels on the intersection approaches. Under other conditions, the use of all-way stop control may create unnecessary delays and aggressive driver behavior. MUTCD warrants should always be followed.				
Why it works:				
All-way stop control can reduce right-angle and turning collisions at unsignalized intersections by providing more orderly movement at an intersection, reducing through and turning speeds, and minimizing the safety effect of any sight distance restrictions that may be present. Advance public notification of the change is critical in assuring compliance and reducing crashes.				
General Qualities (Time, Cost and Effectiveness):				
The costs involved in converting to all-way stop control are relatively low. All-way stop control can normally be implemented at multiple intersections with just a change in signing on intersection approaches, and typically are very quick to implement. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Left-turn, Angle	CRF:	6 - 80%

NS03, Install signals

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	20 years
Notes:	This CM only applies to crashes occurring in the intersection and/or influence area of the new signals. **All new signals must meet MUTCD "safety" warrants: 4, 5 or 7.** Given the over-arching operational changes that occur when an intersection is signalized, no other intersection CMs can be applied to the intersection crashes in conjunction with this CM.		

General information				
Where to use:				
Traffic signals can be used to prevent the most severe type crashes (right-angle, left-turn). Consideration to signalize an unsignalized intersection should only be given after (1) less restrictive forms of traffic control have been utilized as the installation of a traffic signal often leads to an increased frequency of crashes (rear-end) on major roadways and introduces congestion and (2) signal warrants have been met. Refer to the CA MUTCD, Section 4C.01, Studies and Factors for Justifying Traffic Control Signals.				
Why it works:				
Traffic signals have the potential to reduce the most severe type crashes but will likely cause an increase in rear-end collisions. A reduction in overall injury severity is likely the largest benefit of traffic signal installation.				
General Qualities (Time, Cost and Effectiveness):				
Typical traffic signal costs fall in the medium to high category and are affected by application, type of signal and right-of-away considerations. Projects of this magnitude should only be considered after alternate and lesser means of correction have been evaluated. Some locations can result in high B/C ratios, but due to higher costs, these projects often result in medium to low B/C ratios.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	0 - 74%

NS04, Convert intersection to roundabout (from all way stop)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	Varies	20 years
Notes:	This CM only applies to crashes occurring in the intersection and/or influence area of the new control. The benefit of this CM is calculated using Caltrans procedure. The CRF is dependent on the ADT, project location (Rural/Urban) and the roundabout type (1 lane or 2 lanes). The benefit comes from both the reduction in the number and the severity of the crashes.		

General information				
Where to use:				
Intersections that have a high frequency of right-angle and left-turn type crashes. Whether such intersections have existing crash patterns or not, a roundabout provides an alternative to signalization. The primary target locations for roundabouts should be moderate-volume unsignalized intersections. Roundabouts may not be a viable alternative in many suburban and urban settings where right-of-way is limited.				
Why it works:				
Roundabouts provide an important alternative to signalized and all-way stop-controlled intersections. Modern roundabouts differ from traditional traffic circles in that they operate in such a manner that traffic entering the roundabout must yield the right-of-way to traffic already in it. Roundabouts can serve moderate traffic volumes with less delay than all-way stop-controlled intersections and provide fewer conflict points. Crashes at roundabouts tend to be less severe because of the speed constraints and elimination of left-turn and right-angle movements.				
General Qualities (Time, Cost and Effectiveness):				
Construction of roundabouts are usually relatively costly and major projects, requiring the environmental process, right-of-way acquisition, and implementation under an agency's long-term capital improvement program. (For this reason, roundabouts may not be appropriate for California's Federal Safety Programs that have relatively short delivery requirements.) Even with roundabouts higher costs, they still can have a relatively high effectiveness.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Left-turn, Angle	CRF:	12 - 78 %

NS05, Convert intersection to roundabout (from 2-way stop or Yield control)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	Varies	20 years
Notes:	This CM only applies to crashes occurring in the intersection and/or influence area of the new control. The benefit of this CM is calculated using Caltrans procedure. The CRF is dependent on the ADT, project location (Rural/Urban) and the roundabout type (1 lane or 2 lanes). The benefit comes from both the reduction in the number and the severity of the crashes.		

General information

Where to use:

Intersections that have a high frequency of right-angle and left-turn type crashes. Whether such intersections have existing crash patterns or not, a roundabout provides an alternative to signalization. The primary target locations for roundabouts should be moderate-volume unsignalized intersections. Roundabouts may not be a viable alternative in many suburban and urban settings where right-of-way is limited.

Why it works:

Roundabouts provide an important alternative to signalized and all-way stop-controlled intersections. Modern roundabouts differ from traditional traffic circles in that they operate in such a manner that traffic entering the roundabout must yield the right-of-way to traffic already in it. Roundabouts can serve moderate traffic volumes with less delay than all-way stop-controlled intersections and provide fewer conflict points. Crashes at roundabouts tend to be less severe because of the speed constraints and elimination of left-turn and right-angle movements.

General Qualities (Time, Cost and Effectiveness):

Construction of roundabouts are usually relatively costly and major projects, requiring the environmental process, right-of-way acquisition, and implementation under an agency's long-term capital improvement program. (For this reason, roundabouts may not be appropriate for California's Federal Safety Programs that have relatively short delivery requirements.) Even with roundabouts higher costs, they still can have a relatively high effectiveness.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Left-turn, Angle	CRF:	12 - 78 %

NS05mr, Convert intersection to mini-roundabout

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	20 years
Notes:	This CM only applies to crashes occurring in the intersection and/or influence area of the new control.		

General information

Where to use:

Mini-roundabouts are characterized by a small diameter (45-90 ft) and traversable islands (central island and splitter islands). Mini-roundabouts offer most of the benefits of regular roundabouts with the added benefit of a smaller footprint. They are best suited to environments where speeds are already low and environmental constraints would preclude the use of a larger roundabout. Mini-roundabouts are most effective in lower speed environments in which all approaching roadways have posted speed of 30 mph or less and an 85th-percentile speed of less than 35 mph near the proposed yield and/or entrance line. For any location with an 85th-percentile speed above 35 mph, the mini-roundabout can be included as part of a broader system of traffic calming measures to achieve an appropriate speed environment.

Why it works:

Mini-roundabouts may be an optimal solution for a safety or operational issue at an existing intersection where there is insufficient right-of-way for a standard roundabout installation. The benefits of mini-roundabouts are the Compact size, operational efficiency, traffic safety improvement and traffic Calming.

General Qualities (Time, Cost and Effectiveness):

Construction costs for mini-roundabouts vary widely depending upon the extent of sidewalk modifications or other geometric improvements and the types of materials used. In most cases, mini-roundabouts have been installed with little or no pavement widening and with only minor changes to curbs and sidewalks. Construction costs can be minimum for an installation consisting entirely of pavement markings and signage or moderate for mini-roundabouts that include raised islands and pedestrian improvements.

FHWA CMF Clearinghouse:	Crash Types Addressed:	NA	CRF:	NA

NS06, Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	15%	10 years
Notes:	This CM only applies to crashes occurring in the influence area of the new signs. The influence area must be determined on a location by location basis.		

General information				
Where to use:				
The target for this strategy should be approaches to unsignalized intersections with patterns of rear-end, right-angle, or turning collisions related to lack of driver awareness of the presence of the intersection.				
Why it works:				
The visibility of intersections and, thus, the ability of approaching drivers to perceive them can be enhanced by installing larger regulatory and warning signs at or prior to intersections. A key to success in applying this strategy is to select a combination of regulatory and warning sign techniques appropriate for the conditions on a particular unsignalized intersection approach.				
General Qualities (Time, Cost and Effectiveness):				
Signing improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number of signs. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	11 - 55%

NS07, Upgrade intersection pavement markings (NS.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	10 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new pavement markings. This CM is not intended to be used for general maintenance activities (i.e. the replacement of existing pavement markings in-kind) and must include upgraded safety features over the existing pavement markings and striping.		

General information				
Where to use:				
Unsignalized intersections that are not clearly visible to approaching motorists, particularly approaching motorists on the major road. The strategy is particularly appropriate for intersections with patterns of rear-end, right-angle, or turning crashes related to lack of driver awareness of the presence of the intersection. Also at minor road approaches where conditions allow the stop bar to be seen by an approaching driver at a significant distance from the intersection. Typical improvements include "Stop Ahead" markings and the addition of Centerlines and Stop Bars.				
Why it works:				
The visibility of intersections and, thus, the ability of approaching drivers to perceive them can be enhanced by installing appropriate pavement delineation in advance of and at intersections will provide approaching motorists with additional information at these locations. Providing visible stop bars on minor road approaches to unsignalized intersections can help direct the attention of drivers to the presence of the intersection. Drivers should be more aware that the intersection is coming up, and therefore make safer decisions as they approach the intersection.				
General Qualities (Time, Cost and Effectiveness):				
Pavement marking improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number of markings. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding. Note: When federal safety funding is used for these installations in high-wear-locations, the local agency is expected to maintain the improvement for a minimum of 10 years.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	13 - 60%

NS08, Install Flashing Beacons at Stop-Controlled Intersections

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	15%	10 years
Notes:	This CM only applies to crashes occurring on the stop-controlled approaches / influence area of the new beacons.		

General information				
Where to use:				
Flashing beacons can reinforce driver awareness of the Non-Signalized intersection control and can help mitigate patterns of right-angle crashes related to stop sign violations. Post-mounted advanced flashing beacons or overhead flashing beacons can be used at stop-controlled intersections to supplement and call driver attention to stop signs.				
Why it works:				
Flashing beacons provide a visible signal to the presence of an intersection and can be very effective in rural areas where there may be long stretches between intersections as well as locations where night-time visibility of intersections is an issue.				
General Qualities (Time, Cost and Effectiveness):				
Flashing beacons can be constructed with minimal design, environmental and right-of-way issues and have relatively low costs. Before choosing this CM, the agency needs to confirm the ability to provide power to the site (solar may be an option). In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Angle, Rear-End	CRF:	5-34%

NS09, Install flashing beacons as advance warning (NS.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	10 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new beacons placed in advance of the intersection.		

General information				
Where to use:				
Non-Signalized Intersections with patterns of crashes that could be related to lack of a driver's awareness of approaching intersection or controls at a downstream intersection.				
Why it works:				
Advance flashing beacons can be used to supplement and call driver attention to intersection control signs. Flashing beacons are intended to reinforce driver awareness of the stop or yield signs and to help mitigate patterns of crashes related to intersection regulatory sign violations. Most advance warning flashing beacons can be powered by solar, thus reducing the issues relating to power source.				
General Qualities (Time, Cost and Effectiveness):				
Use of flashing beacons requires minimal development process, allowing flashing beacons to be installed within a short time period. Before choosing this CM, the agency needs to confirm the ability to provide power to the site (solar may be an option). In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Angle, Rear-End	CRF:	36 - 62%

NS10, Install transverse rumble strips on approaches

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	20%	10 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new rumble strips.		

General information				
Where to use:				
Transverse rumble strips are installed in the travel lane for the purposes of providing an auditory and tactile sensation for each motorist approaching the intersection. They can be used at any stop or yield approach intersection, often in combination with advance signing to warn of the intersection ahead. Due to the noise generated by vehicles driving over the rumble strips, care must be taken to minimize disruption to nearby residences and businesses.				
Why it works:				
When motorists are traveling along the roadway, they are sometimes unaware they are approaching an intersection. This is especially true on rural roads, as there may be fewer clues indicating an intersection ahead. Transverse rumble strips warn motorists that something unexpected is ahead that they need to pay attention to.				
General Qualities (Time, Cost and Effectiveness):				
Use of transverse rumble strips requires minimal development process, allowing transverse rumble strips to be installed within a short time period. In general, This CM can be very effective and can be considered on a systematic approach, although care should be taken to not over-use this CM. Note: When federal safety funding is used for these installations in high-wear-locations, the local agency is expected to maintain the improvement for a minimum of 10 years.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	0 - 35%

NS11, Improve sight distance to intersection (Clear Sight Triangles)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	20%	10 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the significantly improved new sight distance. Minor/incidental improvements to sight distance would not likely result in the CRF shown below.		

General information				
Where to use:				
Unsignalized intersections with restricted sight distance and patterns of crashes related to lack of sight distance where sight distance can be improved by clearing roadside obstructions without major reconstruction of the roadway.				
Why it works:				
Adequate sight distance for drivers at stop or yield-controlled approaches to intersections has long been recognized as among the most important factors contributing to overall safety at unsignalized intersections. By removing sight distance restrictions (e.g., vegetation, parked vehicles, signs, buildings) from the sight triangles at stop or yield-controlled intersection approaches, drivers will be able see approaching vehicles on the main line, without obstruction and therefore make better decisions about entering the intersection safely.				
General Qualities (Time, Cost and Effectiveness):				
Projects involving clearing sight obstructions on the highway right-of-way can typically be accomplished quickly, assuming the objects are readily moveable. Clearing sight obstructions on private property requires more time for discussions with the property owner. Costs will generally be low, assuming that in most cases the objects to be removed are within the right-of-way. In general, this CMs can be very effective and can be implemented by agencies' maintenance staff and/or implemented on a systematic approach. Usually only high-cost removals would be good candidates for Caltrans Federal Safety Funding. Note: When federal safety funding is used to remove vegetation that has the potential to grow back, the local agency is expected to maintain the improvement for a minimum of 10 years.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	11 - 56%

NS12, Improve pavement friction (High Friction Surface Treatments)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	55%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the improved friction overlay. This CM is not intended to apply to standard chip-seal or open-graded maintenance projects for long segments of corridors or structure repaving projects intended to fix failed pavement.		

General information				
Where to use:				
Nationally, this countermeasure is referred to as "High Friction Surface Treatments" or HFST. Non-signalized Intersections noted as having crashes on wet pavements or under dry conditions when the pavement friction available is significantly less than needed for the actual roadway approach speeds. This treatment is intended to target locations where skidding and failure to stop is determined to be a problem in wet or dry conditions and the target vehicle is unable to stop due to insufficient skid resistance.				
Why it works:				
Improving the skid resistance at locations with high frequencies of wet-road crashes and/or failure to stop crashes can result in reductions of 50 percent for wet-road crashes and 20 percent for total crashes. Applying HFST can double friction numbers, e.g. low 40s to high 80s. This CM represents a special focus area for both FHWA and Caltrans, which means there are extra resources available for agencies interested in more details on High Friction Surface Treatment projects.				
General Qualities (Time, Cost and Effectiveness):				
This strategy can be relatively inexpensive and implemented in a short timeframe. The installation would be done by either agency personnel or contractors and can be done by hand or machine. In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Wet, Night, ALL	CRF:	10 - 62 %

NS13, Install splitter-islands on the minor road approaches

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	40%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of **the new splitter island on the minor road approaches.**		

General information				
Where to use:				
Minor road approaches to unsignalized intersections where the presence of the intersection or the stop sign is not readily visible to approaching motorists. The strategy is particularly appropriate for intersections where the speeds on the minor road are high. In creation of a splitter island allows for an additional stop sign to be placed in the median for the minor approach.				
Why it works:				
The installation of splitter islands allows for the addition of a stop sign in the median to make the intersection more conspicuous. Additionally, the splitter island on the minor-road provides for a positive separation between turning vehicles on the through road and vehicles stopped on the minor road approach.				
General Qualities (Time, Cost and Effectiveness):				
Splitter islands at non-signalized intersections can usually be installed with minimal roadway reconstruction and relatively quickly. In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Angle, Rear-End	CRF:	35 - 100 %

NS14, Install raised median on approaches (NS.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new raised median. All new raised medians funded with federal HSIP funding should not include the removal of the existing roadway structural section and should be doweled into the existing roadway surface. This requirement is being implemented to maximize the safety-effectiveness of the limited HSIP funding and to minimize project impacts. Landscaping, if included in the project, is considered non-participating.		

General information

Where to use:

Where related or nearby turning movements affect the safety and operation of an intersection. Effective access management is key to improving safety at, and adjacent to, intersections. The number of intersection access points coupled with the speed differential between vehicles traveling along the roadway often contributes to crashes. Any access points within 250 feet upstream and downstream of an intersection are generally undesirable.

Why it works:

Raised medians with left-turn lanes at intersections offer a cost-effective means for reducing crashes and improving operations at higher volume intersections. The raised medians also prohibit left turns into and out of driveways that may be located too close to the functional area of the intersection.

General Qualities (Time, Cost and Effectiveness):

Raised medians at intersections may be most effective in retrofit situations where high volumes of turning vehicles have degraded operations and safety, and where more extensive approaches would be too expensive because of limited right-of-way and the constraints of the built environment. Because raised medians limit property access to right turns only, the need for providing alternative access ways should be considered. In general, This CM can be very effective and can be considered on a systematic approach. When agencies opt to install landscaping in conjunction with new raised medians, the portion of the cost for landscaping and other non-safety related items that exceeds 10% of the project total cost is not federally participated and must be funded by the applicant.

FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	20 - 39 %

NS15, Create directional median openings to allow (and restrict) left-turns and u-turns (NS.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	50%	20 years
Notes:	This CM only applies to crashes occurring in the intersection / influence area of the new directional openings.		

General information

Where to use:

Crashes related to turning maneuvers include angle, rear-end, pedestrian, and sideswipe (involving opposing left turns) type crashes. If any of these crash types are an issue at an intersection, restriction or elimination of the turning maneuver may be the best way to improve the safety of the intersection. Because raised medians limit property access to right turns only, they should be used in conjunction with efforts to provide alternative access ways and promote driveway spacing objectives.

Why it works:

Agencies are increasingly using access management techniques on urban and suburban arterials to manage the number of conflicts experienced at an intersection. A key element of access management is to restrict certain movements, create directional median openings, or close median openings that are deemed too close to an intersection.

General Qualities (Time, Cost and Effectiveness):

Turn prohibitions that are implemented by closing a median opening can usually be implemented quickly. Costs are highly variable but in many cases could be considered low. In some cases this strategy may involve acquiring access or constructing replacement access; those actions will significantly increase the cost of the project. Impacts to businesses and other land uses must be considered and controversy can delay the implementation. In general, This CM can be very effective and can be considered on a systematic approach.

FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	51%

NS16, Reduced Left-Turn Conflict Intersections (NS.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	50%	20 years
Notes:	This CM only applies to crashes occurring in the intersection / influence area of the new Reduced Left-Turn Conflict.		

General information

Where to use and Why it works:

Reduced left-turn conflict intersections are geometric designs that alter how left-turn movements occur in order to simplify decisions and minimize the potential for related crashes. Two highly effective designs that rely on U-turns to complete certain left-turn movements are known as the restricted crossing U-turn (RCUT) and the median U-turn (MUT).

Restricted Crossing U-turn (RCUT):

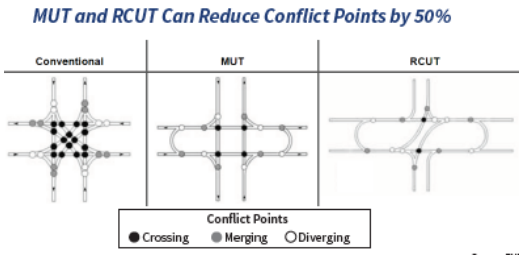
The RCUT intersection modifies the direct left-turn and through movements from cross-street approaches. Minor road traffic makes a right turn followed by a U-turn at a designated location (either signalized or unsignalized) to continue in the desired direction.

The RCUT is suitable for a variety of circumstances, including along rural, high-speed, four-lane, divided highways or signalized routes. It also can be used as an alternative to signalization or constructing an interchange. RCUTs work well when consistently used along a corridor, but also can be used effectively at individual intersections.

Median U-turn (MUT)

The MUT intersection modifies direct left turns from the major approaches. Vehicles proceed through the main intersection, make a U-turn a short distance downstream, followed by a right turn at the main intersection. The U-turns can also be used for modifying the cross-street left turns.

The MUT is an excellent choice for heavily traveled intersections with moderate left-turn volumes. When implemented at multiple intersections along a corridor, the efficient two-phase signal operation of the MUT can reduce delay, improve travel times, and create more crossing opportunities for pedestrians and bicyclists.



General Qualities (Time, Cost and Effectiveness):

Implementing this strategy may take from months to years, depending on whether additional R/W is required. Such projects require a substantial time for development and construction. Costs are highly variable and range from very low to high. The expected effectiveness of this CM must be assessed for each individual location.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Angle/Left-turn/Rear-End/All	CRF:	34.8-100%

NS17, Install right-turn lane (NS.I.)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	20%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new right-turn lanes. This CM is not eligible for use at existing all-way stop intersections.		

General information				
Where to use:				
Many collisions at unsignalized intersections are related to right-turn maneuvers. A key strategy for minimizing such collisions is to provide exclusive right-turn lanes, particularly on high-volume and high-speed major-road approaches. When considering new right-turn lanes, potential impacts to non-motorized users should be considered and mitigated as appropriate. When considering new right-turn lanes, potential impacts to non-motorized users should be considered and mitigated as appropriate.				
Why it works:				
The strategy is targeted to reduce the frequency of rear-end collisions resulting from conflicts between vehicles turning right and following vehicles and vehicles turning right and through vehicles coming from the left on the cross street. Right-turn lanes also remove slow vehicles that are decelerating to turn right from the through-traffic stream, thus reducing the potential for rear-end collisions. Right-turn lanes can increase the length of the intersection crossing and create an additional potential conflict point for non-motorized users.				
General Qualities (Time, Cost and Effectiveness):				
Implementing this strategy may take from months to years. At some locations, right-turn lanes can be quickly and simply installed by restriping the roadway. At other locations, widening of the roadway, acquisition of additional right-of-way, and extensive environmental processes may be needed. Such projects require a substantial time for development and construction. Costs are highly variable and range from very low to high. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	14 - 26 %

NS18, Install left-turn lane (where no left-turn lane exists)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	35%	20 years
Notes:	This CM only applies to crashes occurring on the approaches / influence area of the new left-turn lanes. This CM does NOT apply to converting a single-left into double-left turn. This CM is not eligible for use at existing all-way stop intersections.		

General information				
Where to use:				
Many collisions at unsignalized intersections are related to left-turn maneuvers. A key strategy for minimizing such collisions is to provide exclusive left-turn lanes, particularly on high-volume and high-speed major-road approaches. When considering new left-turn lanes, potential impacts to non-motorized users should be considered and mitigated as appropriate.				
Why it works:				
Adding left-turn lanes remove vehicles waiting to turn left from the through-traffic stream, thus reducing the potential for rear-end collisions. Because they provide a sheltered location for drivers to wait for a gap in opposing traffic, left-turn lanes may encourage drivers to be more selective in choosing a gap to complete the left-turn maneuver. This strategy may reduce the potential for collisions between left-turn and opposing through vehicles.				
General Qualities (Time, Cost and Effectiveness):				
Implementing this strategy may take from months to years. At some locations, left-turn lanes can be quickly and simply installed by restriping the roadway. At other locations, widening of the roadway, acquisition of additional right-of-way, and extensive environmental processes may be needed. Such projects require a substantial time for development and construction. Costs are highly variable and range from very low to high. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	9 -55 %

NS19PB, Install raised medians (refuge islands)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	45%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the crossing with the new islands. All new raised medians funded with federal HSIP funding should not include the removal of the existing roadway structural section and should be doweled into the existing roadway surface. This requirement is being implemented to maximize the safety-effectiveness of the limited HSIP funding and to minimize project impacts. Landscaping, if included in the project, is considered non-participating.		

General information

Where to use:

Intersections that have a long pedestrian crossing distance, a higher number of pedestrians, or a crash history. Raised medians decrease the level of exposure for pedestrians and allow pedestrians to concentrate on (or cross) only one direction of traffic at a time.

Why it works:

Raised pedestrian refuge islands, or medians at crossing locations along roadways, are another strategy to reduce exposure between pedestrians and motor vehicles. Refuge islands and medians that are raised (i.e., not just painted) provide pedestrians more secure places of refuge during the street crossing. They can stop partway across the street and wait for an adequate gap in traffic before completing their crossing.

General Qualities (Time, Cost and Effectiveness):

Median and pedestrian refuge areas are a low-cost countermeasure to implement. This cost can be applied to retrofit improvements or if it is a new construction project, implementing this countermeasure is even more cost-effective. In general, This CM can be very effective and can be considered on a systematic approach. When agencies opt to install landscaping in conjunction with new raised medians, the portion of the cost for landscaping and other non-safety related items that exceeds 10% of the project total cost is not federally participated and must be funded by the applicant.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian and Bicycle	CRF:	30 - 56 %

NS20PB, Install pedestrian crossing at uncontrolled locations (signs and markings only)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	25%	10 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the intersection/crossing with the new crossing. This CM is not intended to be used for high-cost aesthetic enhancements to intersection crosswalks (i.e. stamped concrete or stamped asphalt).		

General information

Where to use:

Non-signalized intersections without a marked crossing, where pedestrians are known to be crossing intersections that involve significant vehicular traffic. They are especially important at school crossings and intersections with right and/or left turns pockets. See Zegeer study (Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations) for additional guidance regarding when to install a marked crosswalk.

Why it works:

Adding pedestrian crossings has the opportunity to enhance pedestrian safety at locations noted as being problematic. Pavement markings delineate a portion of the roadway that is designated for pedestrian crossing. These markings will often be different for controlled verses uncontrolled locations. The use of "ladder", "zebra" or other enhanced markings at uncontrolled crossings can increase both pedestrian and driver awareness to the increased exposure at the crossing. Incorporating advanced "stop" or "yield" markings provides an extra safety buffer and can be effective in reducing the 'multiple-threat' danger to pedestrians. Nearly one-third of all pedestrian-related crashes occur at or within 50 feet of an intersection. Of these, 30 percent may involve a turning vehicle. There are several types of pedestrian crosswalks, including: continental, ladder, zebra, and standard. When agencies opt to install aesthetic enhancement to intersection crosswalks like stamped concrete/asphalt, the project design and construction costs can significantly increase. For HSIP applications, these costs must be accounted for in the B/C calculation, but these costs (over standard crosswalk markings) must be tracked separately and are not federally reimbursable and will increase the agency's local-funding share for the project costs.

General Qualities (Time, Cost and Effectiveness):

Costs associated with this strategy will vary widely, depending upon if curb ramps and sidewalk modifications are required with the crossing. When considered at a single location, these low cost improvements are usually funded through local funding by local crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian and Bicycle	CRF:	25 %

NS21PB, Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the new crossing (influence area) with enhanced safety features. This CM is not intended to be used for high-cost aesthetic enhancements to intersection crosswalks (i.e. stamped concrete or stamped asphalt).		

General information				
Where to use:				
Non-signalized intersections where pedestrians are known to be crossing intersections that involve significant vehicular traffic. They are especially important at school crossings and intersections with turn pockets. Based on the Zegeer study (Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations) at many locations, a marked crosswalk alone may not be sufficient to adequately protect non-motorized users. In these cases, **flashing beacons, curb extensions, advanced "stop" or "yield" markings, and other safety features** should be added to complement the standard crossing elements.				
Why it works:				
Adding pedestrian crossings that include enhances safety features has the opportunity to enhance pedestrian safety at locations noted as being especially problematic. The enhanced safety elements help delineate a portion of the roadway that is designated for pedestrian crossing. Incorporating advanced "yield" markings provide an extra safety buffer and can be effective in reducing the 'multiple-threat' danger to pedestrians. Nearly one-third of all pedestrian-related crashes occur at or within 50 feet of an intersection. When agencies opt to install aesthetic enhancement to intersection crosswalks like stamped concrete/asphalt, the project design and construction costs can significantly increase. For HSIP applications, these costs must be accounted for in the B/C calculation, but these costs (over standard crosswalk markings) must be tracked separately and are not federally reimbursable and will increase the agency's local-funding share for the project costs.				
General Qualities (Time, Cost and Effectiveness):				
Costs associated with this strategy will vary widely, depending upon the types of enhanced features that will be combined with the standard crossing improvements. The need for new curb ramps and sidewalk modifications will also be a factor. This CM may be effectively and efficiently implemented using a systematic approach with more than one location and can have relatively high B/C ratios based on past non-motorized crash history.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian and Bicycle	CRF:	37%

NS22PB, Install Rectangular Rapid Flashing Beacon (RRFB)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the influence area (expected to be a maximum of within 250') of the crossing which includes the RRFB.		

General information				
Where to use:				
Rectangular Rapid Flashing Beacon (RRFB) includes pedestrian-activated flashing lights and additional signage that enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings. It uses an irregular flash pattern that is similar to emergency flashers on police vehicles. RRFBs are installed at unsignalized intersections and mid-block pedestrian crossings.				
Why it works:				
RRFBs can enhance safety by increasing driver awareness of potential pedestrian conflicts and reducing crashes between vehicles and pedestrians at unsignalized intersections and mid-block pedestrian crossings. The addition of RRFB may also increase the safety effectiveness of other treatments, such as crossing warning signs and markings.				
General Qualities (Time, Cost and Effectiveness):				
RRFBs are a lower cost alternative to traffic signals and hybrid signals. This CM can often be effectively and efficiently implemented using a systematic approach with numerous locations.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	7 – 47.4%

NS23PB, Install Pedestrian Signal (including Pedestrian Hybrid Beacon (HAWK))

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	55%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the intersection/crossing with the new signal. For HAWK or other pedestrian signals, the justification may be Warrant 4, 5 and/or 7, or passing the test in Figure 4F-1/4F-2 in Chapter 4F of CA MUTCD. Please refer to Chapter 4F of CA MUTCD for more details		

General information				
Where to use:				
Intersections noted as having a history of pedestrian vs. vehicle crashes and in areas where the likelihood of the pedestrian presence is high. Corridors should also be assessed to determine if there are adequate safe opportunities for non-motorists to cross and if a pedestrian signal, or a Pedestrian Hybrid Beacon (PHB) (also called High-Intensity Activated crossWalK beacon (HAWK)) are needed to provide an active warning to motorists when a pedestrian is in the crosswalk.				
Why it works:				
Adding a pedestrian signal has the opportunity to greatly enhance pedestrian safety at locations noted as being problematic. Nearly one-third of all pedestrian-related crashes occur at or within 50 feet of an intersection. In combination with this CM, better guidance signs and markings for non-motorized and motorized roadway users should be considered, including: sign and markings directing pedestrians and cyclists on appropriate/legal travel paths and signs and markings warning motorists of non-motorized uses of the roadway that should be expected.				
General Qualities (Time, Cost and Effectiveness):				
The cost of improvements are generally high, but can vary dependent on the type of signal and overall scope of the project. In most cases the project duration can be short. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian and Bicycle	CRF:	15 - 69%

B.3 Roadway Countermeasures

R01, Add Segment Lighting

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Night	35%	20 years
Notes:	This CM only applies to "night" crashes (all types) occurring within limits of the proposed roadway lighting 'engineered' area.		

General information				
Where to use:				
Where to use: Noted substantial patterns of nighttime crashes. In particular, patterns of rear-end, right-angle, turning or roadway departure collisions on the roadways may indicate that night-time drivers can be unaware of the roadway characteristics.				
Why it works:				
Providing roadway lighting improves the safety during nighttime conditions by (1) making drivers more aware of the surroundings, which improves drivers' perception-reaction times, (2) enhancing drivers' available sight distances to perceive roadway characteristic in advance of the change, and (3) improving non-motorist's visibility and navigation.				
General Qualities (Time, Cost and Effectiveness):				
It expected that projects of this type may be constructed in a year or two and are relatively costly. There are several types of costs associated with providing lighting, including the cost of providing a permanent source of power to the location, the cost for the luminaire supports (i.e., poles), and the cost for routinely replacing the bulbs and maintenance of the luminaire supports. Some locations can result in high B/C ratios, but due to higher costs, these projects often result in medium to low B/C ratios.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Night, All	CRF:	18 - 69 %

R02, Remove or relocate fixed objects outside of Clear Recovery Zone

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	35%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new clear recovery zone (per Caltrans' HDM).		

General information				
Where to use:				
Known locations or roadway segments prone to collisions with fixed objects such as utility poles, drainage structures, trees, and other fixed objects, such as the outside of a curve, end of lane drops, and in traffic islands. A clear recovery zone should be developed on every roadway, as space is available. In situations where public right-of-way is limited, steps should be taken to request assistance from property owners, as appropriate.				
Why it works:				
While this strategy does not prevent the vehicle leaving the roadway, it does provide a mechanism to reduce the severity of a resulting crash. A clear zone is an unobstructed, traversable roadside area that allows a driver to stop safely or regain control of a vehicle that has left the roadway. Removing or moving fixed objects, flattening slopes, or providing recovery areas reduces the likelihood of a crash.				
General Qualities (Time, Cost and Effectiveness):				
Projects involving removing fixed objects from highway right-of-way can typically be accomplished quickly, assuming the objects are readily moveable. Clearing objects on private property requires more time for discussions with the property owner. Costs will generally be low, assuming that in most cases the objects to be removed are within the right-of-way. This CMs can be very effective and can be implemented by agencies' maintenance staff and/or implemented on a systematic approach. High-cost removals or removals implemented using a systematic approach would be good candidates for Caltrans Federal Safety Funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Fixed Object	CRF:	17 - 100 %

R03, Install Median Barrier

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	Note: For Caltrans' statewide Calls-for-Projects, this CM only applies to crashes occurring within the limits of the new barrier.		

General information

Where to use:

Areas where crash history indicates drivers are unintentionally crossing the median and the cross-overs are resulting in high severity crashes. The installation of median barriers can increase the number of PDO and non-severe injuries. The net result in safety from this countermeasure is connected more to reducing the severity of crashes not the number of crashes. It is recommended to review the warrants as outlined in Chapter 7 of the Caltrans Traffic Manual when considering whether to install median barriers.

Why it works:

This strategy is designed to prevent head-on collisions by providing a barrier between opposing lanes of traffic. The variety of median barriers available makes it easier to choose a site-specific solution. The main advantage is the reduction of the severity of the crashes. The key to success would be in selecting an appropriate barrier based on the site, previous crash history, maintenance needs, and median width.

General Qualities (Time, Cost and Effectiveness):

This strategy would in many cases be possible to implement within a short period after site selection. Costs will vary depending on the type of median barrier selected and whether the strategy is implemented as a stand-alone project or incorporated as part of a reconstruction or resurfacing effort. Maintenance costs and worker exposure will also vary depending on the type of barrier selected. The expected effectiveness of this CM must be assessed for each individual location.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Head-on	CRF:	0 - 94 %

R04, Install Guardrail

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new guardrail. This CM is not intended to be used for general maintenance activities (i.e. the replacement of existing damaged rail). For projects proposing to upgrade existing guardrail to current standards, this CM and corresponding CRF should only be applied to locations where past crash data or engineering judgment applied to the existing rail conditions suggests the upgraded guardrail may result in fewer or less severe crashes (justifying the use of the 25% CRF for this CM).		

General information

Where to use:

Guardrail is installed to reduce the severity of lane departure crashes. However, guardrail can reduce crash severity only for those conditions where striking the guardrail is less severe than going down an embankment or striking a fixed object. Guardrail should only be installed where it is clear that crash severity will be reduced, or there is a history of run-off-the-road crashes at a given location that have resulted in severe crashes. New and upgraded guardrail and end-treatments must meet current safety standards; see Method for Assessing Safety Hardware (MASH) for more information. Caltrans (or other national accepted guidance) slope/height criteria need to be considered and documented.

Why it works:

Guardrail redirects a vehicle away from embankment slopes or fixed objects and dissipates the energy of an errant vehicle.

General Qualities (Time, Cost and Effectiveness):

Strategies range from relatively inexpensive too costly. Costly projects may include those that upgrade existing guardrail applications to more semi-rigid and rigid barrier systems over extended distances. In general, this CMs can be effective and can be implemented by agencies' maintenance staff and/or implemented on a systematic approach.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Fixed Object, Run-off Road	CRF:	11 - 78 %

R05, Install impact attenuators

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the new attenuators. This CM is not intended to be used for general maintenance activities (i.e. the replacement of existing damaged attenuators). For projects proposing to upgrade existing attenuators to current standards, this CM and corresponding CRF should only be applied to locations where past crash data or engineering judgment applied to the existing attenuator conditions suggests the upgraded attenuators may result in fewer or less severe crashes (justifying the use of the 25% CRF for this CM).		

General information				
Where to use:				
Impact attenuators are typically used to shield rigid roadside objects such as concrete barrier ends, steel guardrail ends and bridge pillars from oncoming automobiles. Attenuators should only be installed where it is impractical for the objects to be removed. New and upgraded barrier end-treatments must meet current safety standards; see MASH for more information.				
Why it works:				
Attenuators bring an errant vehicle to a more-controlled stop or redirect the vehicle away from a rigid object. Attenuators are effective at absorbing impact energy and increasing occupant safety. They also tend to draw attention to the fixed object, which helps drivers steer clear of the fixed objects.				
General Qualities (Time, Cost and Effectiveness):				
Costs depending on the scope of the project, type(s) used, and associated ongoing maintenance costs. Time to install is fairly quick once site is identified.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Fixed Object, Run-off Road	CRF:	5 - 50 %

R06, Flatten side slopes

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new side slopes. Minor/incidental flattening of side slopes would not likely result in the CRF shown below and may not be appropriate for use in Caltrans B/C calculations.		

General information				
Where to use:				
Roadways experiencing frequent lane departure crashes that result in roll-over type crashes as a result of the roadway slope being so severe as to not accommodate a reasonable degree of driver correction. When there is a need to reduce the severity of lane departure crashes without installing a barrier system that could result in increased numbers of crashes.				
Why it works:				
Flattened slopes provide a greater area for a driver to regain control of a vehicle. Steep slopes, ditches or unprotected hazardous drops-offs adjacent to a travel lane offer little opportunities to correct an inappropriate action by a driver and can result in sever crashes.				
General Qualities (Time, Cost and Effectiveness):				
Roadside modifications range from relatively inexpensive to very costly. Strategies that include creating safer side slopes where none exists can be moderately expensive based on the scope of the project and the associated clearing, grading, etc. The potential for high environmental and right-of-way impacts is high which can take several years to clear. In other cases This CM can be effective and can be implemented by agencies' maintenance staff and/or implemented on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Fixed Object, Run-off Road	CRF:	5 - 62 %

R07, Flatten side slopes and remove guardrail

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	40%	20 years
Notes:	This CM only applies to crashes occurring within the limits of both the removed guardrail and the new side slopes.		

General information				
Where to use:				
Locations where high number of crashes originate as a lane departure and result in collision with guardrail or a fixed object located on the side slope shielded by guardrail. The guardrail may or may not meet current standards. Even though guardrails are generally installed to reduce the severity of departure crashes, they still can result in severe crashes in some locations.				
Why it works:				
Flattened side slopes and an unobstructed clear zone provide a greater area for a driver to regain control of a vehicle. The existing guardrail may help protect the steep slopes, fixed objects, or unprotected hazardous drops-offs adjacent to a travel lane, but removing all of these obstacles generally improves safety.				
General Qualities (Time, Cost and Effectiveness):				
Roadside modifications range from relatively inexpensive to very costly. Strategies that include creating safer side slopes where none exists can be moderately expensive based on the scope of the project and the associated clearing, grading, etc. The potential for high environmental and right-of-way impacts is high which can take several years to clear.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Roll Over, Fixed Object	CRF:	42%

R08, Install raised median

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new raised median. All new raised medians funded with federal HSIP funding should not include the removal of the existing roadway structural section and should be doweled into the existing roadway surface. This requirement is being implemented to maximize the safety-effectiveness of the limited HSIP funding and to minimize project impacts. Landscaping, if included in the project, is considered non-participating.		

General information				
Where to use:				
Areas experiencing head-on collisions that may be affected by both the number of vehicles that cross the centerline and by the speed of oncoming vehicles. Installing a raised median is a more restrictive approach in that it represents a more rigid barrier between opposing traffic. Application of raised medians on roadways with higher speeds is not advised - instead a median barrier should be considered. Including landscaping in new raised medians can be counterproductive to the HSIP safety goals and should only be done in ways that do not increase drivers' exposure to fixed objects and that will maintain driver's sight distance needs throughout the life of the proposed landscaping. **Agencies need to consider and document impacts of additional turning movements at nearby intersections.**				
Why it works:				
Adding raised medians is a particularly effective strategy as it adds to or reallocates the existing cross section to incorporate a buffer between the opposing travel lanes and reinforces the limits of the travel lane. Raised median may also be used to limit unsafe turning movements along a roadway.				
General Qualities (Time, Cost and Effectiveness):				
In some cases this strategy may be a retrofit into the existing roadway by utilizing a portion of the existing paved shoulder. These raised medians can be installed directly over the existing pavement. Cost and time to implement could significantly increase if the paved area is not sufficient to include a median. The surface treatment of the raised median also significantly affects their cost-effectiveness: standard concrete or other hardscape surfaces are usually more cost effective than landscaped medians. When agencies opt to install landscaping in conjunction with new raised medians, the project design and construction costs can significantly increase due to excavation, backfill/top-soil, water-connection, irrigation, planting, maintenance needed for the landscaping. When agencies opt to install landscaping in conjunction with new raised medians, the portion of the cost for landscaping and other non-safety related items that exceeds 10% of the project total cost is not federally participated and must be funded by the applicant.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Head-on	CRF:	20 - 75 %

R09, Install median (flush)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	15%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new flush median. The new median must be a minimum of 4 feet wide (or "wider" if a narrow median exists before the proposed project).		

General information				
Where to use:				
Areas experiencing head-on collisions that may be affected by both the number of vehicles that cross the centerline and by the speed of oncoming vehicles. Roadways with oversized lanes offer an opportunity to restripe the roadway to reduce the lanes to standard widths and use the extra width for the median.				
Why it works:				
Adding medians is a particularly effective strategy as it adds to or reallocates the existing cross section to incorporate a narrow buffer median between opposing flows, thereby providing a greater opportunity to correct an errant maneuver and further reinforce the limits of the travel lane. Application widths can vary based on the available cross section and intended application. Additional safety can be provided by combining this CM with rumble strips.				
General Qualities (Time, Cost and Effectiveness):				
In some cases this strategy may be retrofitted into the existing roadway by utilizing a portion of the existing paved shoulder and can ultimately be as simple as restriping the roadway. Costs and time to implement could significantly increase if the paved area is not sufficient to include a median.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	15 - 78 %

R10PB, Install pedestrian median fencing

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring on the approaches/influence area of the new pedestrian median fencing.		

General information				
Where to use:				
Roadway segments with high pedestrian-generators and pedestrian-destinations nearby (e.g. transit stops) may experience a high volume of pedestrians J-walking across the travel lanes at mid-block locations instead of walking to the nearest intersection or designated mid-block crossing. When this safety issue cannot be mitigated with shoulder, sidewalk and/or crossing treatments, then installing a continuous pedestrian barrier in the median may be a viable solution.				
Why it works:				
Adding pedestrian median fencing has the opportunity to enhance pedestrian safety at locations noted as being problematic involving pedestrians running/darting across the roadway outside designated pedestrian crossings. Pedestrian median fencing can significantly reduce this safety issue by creating a positive barrier, forcing pedestrians to the designated pedestrian crossing.				
General Qualities (Time, Cost and Effectiveness):				
Costs associated with this strategy will vary widely depending on the type and placement of the median fencing. Impacts to transit and other land uses may need to be considered and controversy can delay the implementation. In general, this CM can be effective as a spot-location approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	25 - 40%

R11, Install acceleration/ deceleration lanes

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new accel/decel lanes on high speed roadways. Significant improvements to the merge length for lane-drop locations is also an acceptable use of this CM.		

General information				
Where to use:				
Areas proven to have crashes that are the result of drivers not being able to turn onto a high speed roadway to accelerate until the desired roadway speed is reached and areas that do not provide the opportunity to safety decelerate to negotiate a turning movement. This CM can also be used to improve the safety of merging vehicles at a lane-drop location.				
Why it works:				
A lane that does not provide enough deceleration length and storage space for turning traffic may cause the turn queue to back up into the adjacent through lane. This can contribute to rear-end and sideswipe crashes. An acceleration lane is an auxiliary or speed-change lane that allows vehicles to accelerate to highway speeds (high speed roadways) before entering the through-traffic lanes of a highway. Additionally, if acceleration by entering traffic takes place directly on the traveled way, it may disrupt the flow of through-traffic and cause rear-end and sideswipe collisions.				
General Qualities (Time, Cost and Effectiveness):				
Costs are highly variable. Where sufficient median or shoulder space exists it may be possible to provide acceleration/deceleration lanes at a moderate cost. Where the roadway must be widened and additional right-of-way must be acquired, higher costs and a lengthy time-to-construct are likely. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Sideswipe, Rear-End	CRF:	10 - 75 %

R12, Widen lane (initially less than 10 ft)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	Note: For Caltrans' statewide Calls-for-Projects, this CM only applies to crashes occurring within the limits of the widened lanes. Widening must a minimum of 1 foot.		

General information				
Where to use:				
Horizontal curves or tangents and low speed or high speed roadways identified as having lane departure crashes, sideswipe or head-on crashes that can be attributed to an existing pavement width less than 10 feet.				
Why it works:				
Increasing pavement width can affect almost all crash types. A common practice is to widen the traveled way on horizontal curves to make operating conditions on curves comparable to those on tangents. Speed is a primary consideration when evaluating potential adverse impacts of lane width on safety. On high-speed, rural two-lane highways, an increased risk of cross-centerline head-on or cross-centerline sideswipe crashes is a concern because drivers may have more difficulty staying within the travel lane.				
General Qualities (Time, Cost and Effectiveness):				
Costs will depend on the amount of reconstruction necessary and on whether additional right-of-way is required. In general, this is one of the higher-cost strategies recommended, but it can also be very beneficial. Since this is a relatively expensive treatment, one of the keys to creating a cost effective project with at least a medium B/C ratio is targeting higher-hazard roadways.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	5 - 70 %

R13, Add two-way left-turn lane

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new lane, where an existing median did not already exist.		

General information				
Where to use:				
Roadways having a high frequency of drivers being rear-ended while attempting to make a left turn across oncoming traffic. Also can be effective for drivers crossing the centerline of an undivided multilane roadway inadvertently.				
Why it works:				
Two-way left-turn lanes provide a buffer between opposing directions of travel and separate left turning traffic from through traffic. They can also help to allow vehicles to begin to accelerate before entering the through-traffic lanes. They reduce the disruption of flow of through-traffic and reducing rear-end and sideswipe collisions. For some roadways the option of converting a four-lane undivided arterials to two-vehicle-lane roadways with a center left-turn lane and bike lanes should be considered (see "Road Diet" CM.)				
General Qualities (Time, Cost and Effectiveness):				
In some cases this strategy may be retrofitted into the existing roadway by utilizing a portion of the existing paved shoulder and can ultimately be as simple as restriping the roadway. Costs and time to implement could significantly increase if the paved area is not sufficient to include a median, requiring new right-of-way, and having significant environmental impacts. The expected effectiveness of this CM must be assessed for each individual location as the B/C ratios will vary from low to high.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	8 - 50 %

R14, Road Diet (Reduce travel lanes and add a two way left-turn and bike lanes)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	35%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new lane striping. "Intersection" crashes can only be applied when they resulted from turning movements that had no designated turn lanes/phases in the existing condition and the Road Diet will provide turn lanes/phases for these movements. This CM does not apply to roadway sections that already included left turn lanes or two way left turn lanes before the lane reductions. New bike lanes are also expected to be part of these projects. if any pavement is planned to be removed for the purpose of adding landscaping, planter-boxes, or other non-roadway user features, the cost should be non-participating.		

General information				
Where to use:				
Areas noted as having a higher frequency of head-on, left-turn, and rear-end crashes with traffic volumes that can be handled by only 2 free flowing lanes. Using this strategy in locations with traffic volumes that are too high could result in diversion of traffic to routes less safe than the original four-lane design. It may also result in congestion levels that contribute to other crashes.				
Why it works:				
The application of this strategy usually reduces the roadway segment speeds and serious head-on crashes. In many cases the extra pavement width can be used for the installation of bike lanes. In addition to increasing bicycle safety, these bike lanes can improve the safety of on-street parking.				
General Qualities (Time, Cost and Effectiveness):				
Implementation would require more time than in other low-cost treatments to complete environmental analyses, traffic studies and public input. Projects that only require new lane markings and minor signalization modifications will have relatively low cost and can be very effective and can be considered on a systematic approach. These striping and signal modification costs should be considered part of this CM and not an additional CM. (If additional signal hardware improvements are being made, over what is needed for the road diet, then the Improve Signal Hardware CM may also be used.) Often road diet projects need a seal-coat placed on the roadway to fully remove the old striping. These seal coats are considered part of the proper installation of this CM. In contrast, structural-overlays should not be considered part of this CM and are not considered eligible for funding in the California Local HSIP.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	26 - 43 %

R15, Widen shoulder

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new paved shoulder. A minimum of 2 feet width must be added and the new/resulting shoulders must be a minimum of 4 feet wide. This CM is not eligible unless it is done as the last step of an "incremental approach", for which the agency documents that: 1) they have already pursued and installed lower cost and lower impact CMs (i.e. signing/striping upgrades to MUTCD standards/recommendations, rumble strips, etc.), 2) they have already monitored the crash occurrences after these improvements were installed, and 3) the 'after' crash rate is still unacceptably high. This 'incremental approach' (or a special exception from the HSIP program manager) must be documented in the Narrative Questions in the application and a summary of the 'before' and 'after' crash analysis must be attached to the application.		

General information				
Where to use:				
Roadways that have a frequent incidence of vehicles leaving the travel lane resulting in an unsuccessful attempt to reenter the roadway. The probability of a safe recovery is increased if an errant vehicle is provided with an increased paved area in which to initiate such a recovery.				
Why it works:				
Based on the best available research, adding shoulder or widening an existing shoulder provides a greater area to regain control of a vehicle, as well as lateral clearance to roadside objects such as guardrail, signs and poles. They may also provide space for disabled vehicles to stop or drive slowly, provide increased sight distance for through vehicles and for vehicles entering the roadway, and in some cases reduce passing conflicts between motor vehicles and bicyclists and pedestrians. The likely safety benefits for adding or widening an existing shoulder generally increase as the widening width increases - practitioners should refer to NCHRP Report 500 Series, the CMF Clearinghouse or other references for more details.				
General Qualities (Time, Cost and Effectiveness):				
Shoulder widening costs would depend on whether new right-of-way is required and whether extensive roadside modification is needed. Since shoulder widening can be a relatively expensive treatment, one of the keys to creating a cost effective project with at least a medium B/C ratio is targeting higher-hazard roadways.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Fixed Object, Run-off Road, Sideswipe	CRF:	15 - 75 %

R16, Curve Shoulder widening (Outside Only)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	45%	20 years
Notes:	This CM only applies to crashes occurring within the limits (or influence area) of the new shoulder widening at curves. A minimum of 2-4 feet width must be added to the outside of horizontal curves and the new traversable shoulder must be a minimum of 4 feet wide.		

General information	
Where to use:	
Roadway curves noted as having frequent lane departure crashes due to inadequate or no shoulders, resulting in an unsuccessful attempt to reenter the roadway.	
Why it works:	
Adding shoulders (outside only) creates a recovery area in which a driver can regain control of a vehicle, as well as lateral clearance to roadside objects.	
General Qualities (Time, Cost and Effectiveness):	
To minimize the R/W needs and the cost, only outside shoulder at curves is to be widened. This CM can be implemented in a relatively short timeframe.	
FHWA CMF Clearinghouse:	NA

R17, Improve horizontal alignment (flatten curves)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	50%	20 years
Notes:	This CM only applies to crashes occurring within the limits (or influence area) of the improved alignment. **This CM is not eligible unless** it is done as the last step of an "incremental approach", including: the agency documents that: 1) they have already pursued and installed lower cost and lower impact CMs (i.e. signing/striping upgrades to MUTCD standards/recommendations, rumble strips, etc.), 2) they have already monitored the crash occurrences after these improvements were installed, and 3) the 'after' crash rate is still unacceptably high. This 'incremental approach' (or a special exception from the HSIP program manager) must be documented in the Narrative Questions in the application and a summary of the agency's 'before' and 'after' crash analysis must be attached to the application.		

General information				
Where to use:				
Roadways with horizontal curves that have experienced lane departure crashes as a result of a roadway segment having compound curves or a severe radius. This strategy should generally be considered only when less expensive strategies involving clearing of specific sight obstructions or modifying traffic control devices have been tried and have failed to ameliorate the crash patterns.				
Why it works:				
Increasing the radius of a horizontal curve can be very effective in improving the safety performance of the curve. Curve modification reduces the likelihood of a vehicle leaving its lane, crossing the roadway centerline, or leaving the roadway at a horizontal curve; and minimizes the adverse consequences of leaving the roadway. Horizontal alignment improvement projects are expected to include standard/improved superelevation elements, which should be considered part of this CM and not an additional CM.				
General Qualities (Time, Cost and Effectiveness):				
This strategy is a long-term, higher-cost alternative for improving the safety of a horizontal curve because it usually involves total reconstruction of the roadway. It may also require acquisition of additional right-of-way and an environmental review. This strategy, albeit costly, has shown that increasing the radius of curvature can significantly reduce total curve-related crashes by up to 80 percent. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	24 - 90%

R18, Flatten crest vertical curve

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	20 years
Notes:	This CM only applies to crashes occurring within the limits (or influence area) of the improved alignment. This CM is not eligible unless it is done as the last step of an "incremental approach", including: the agency documents that: 1) they have already pursued and installed lower cost and lower impact CMs (i.e. signing/striping upgrades to MUTCD standards/recommendations, rumble strips, etc.), 2) they have already monitored the crash occurrences after these improvements were installed, and 3) the 'after' crash rate is still unacceptably high. This 'incremental approach' (or a special exception from the HSIP program manager) must be documented in the Narrative Questions in the application and a summary of the agency's 'before' and 'after' crash analysis must be attached to the application.		

General information				
Where to use:				
The target for this strategy is usually unsignalized intersections with restricted sight distance due to vertical geometry and with patterns of crashes related to that lack of sight distance that cannot be ameliorated by less expensive methods. This strategy should generally be considered only when less expensive strategies involving clearing of specific sight obstructions or modifying traffic control devices have been tried and have failed to ameliorate the crash patterns.				
Why it works:				
Adequate sight distance for drivers at stopped approaches to intersections has long been recognized as among the most important factors contributing to overall intersection safety. Vertical alignment improvement projects are expected to include standard/improved superelevation elements, which should be considered part of this CM and not an additional CM.				
General Qualities (Time, Cost and Effectiveness):				
Projects involving changing the horizontal and/or vertical alignment to provide more sight distance are quite extensive and usually take several years to accomplish. If additional right-of-way is required or environmental impacts are expected, these projects will require a substantial period of time. Since this is usually an expensive treatment, one of the keys to creating a cost effective project with at least a medium B/C ratio is targeting higher-hazard locations.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	20 - 51 %

R19, Improve curve superelevation

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	45%	20 years
Notes:	This CM only applies to crashes occurring within the limits (or influence area) of the improved superelevation. This CM does not apply to sections of roadways where the horizontal or vertical alignments are changing via another CM.		

General information				
Where to use:				
Roadways noted as having frequent lane departure crashes and inadequate or no superelevation. Safety can be enhanced when the superelevation is improved or restored along curves where the actual superelevation is less than the optimal.				
Why it works:				
Superelevation works with friction between the tires and pavement to counteract the forces on the vehicle associated with cornering. Many curves may have inadequate superelevation because of vehicles traveling at higher speeds than were originally designed for, because of loss of effective superelevation after resurfacing, or because of changes in design policy after the curve was originally constructed.				
General Qualities (Time, Cost and Effectiveness):				
This strategy can be a higher-cost alternative for improving the safety of a curve because it involves reconstruction to some degree. Other projects may be able to be constructed by simple overlays and minimal reconstruction of roadways features. When simple overlay fixes are pursued, a systematic installation approach may be appropriate. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Run-off Road, All	CRF:	40 - 50 %

R20, Convert from two-way to one-way traffic

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	35%	20 years
Notes:	This CM only applies to crashes occurring within the limits of the new one-way sections.		

General information				
Where to use:				
One-way streets can offer improved signal timing and accommodate odd-spaced signals. One-way streets can simplify crossings for pedestrians, who must look for traffic in only one direction. While studies have shown that conversion of two-way streets to one-way generally reduces pedestrian crashes and the number of conflict points, one-way streets tend to have higher speeds which creates new problems. Care must be taken not to create conditions that cause driver confusion and erratic maneuvers.				
Why it works:				
Studies have shown a 10 to 50-percent reduction in total crashes after conversion of a two-way street to one-way operation. While studies have shown that con-version of two-way streets to one-way generally reduces pedestrian crashes, one-way streets tend to have higher speeds which creates new problems. At the same time, this strategy (1) increases capacity significantly and (2) can have safety-related drawbacks including pedestrian confusion and minor sideswipe crashes.				
General Qualities (Time, Cost and Effectiveness):				
The costs will vary depending on length of treatment and if the conversion requires modification to signals. Conversion costs can be high to build "crossovers" where the one-way streets convert back to two-way streets and to rebuild traffic signals. It's also likely that these types of modifications will require public involvement and could significantly add to the time it takes to complete the project. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	26 - 43 %

R21, Improve pavement friction (High Friction Surface Treatments)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	55%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the improved friction overlay. This CM is not intended to apply to standard chip-seal or open-graded **maintenance** projects for long segments of corridors or structure repaving projects intended to fix failed pavement.		

General information				
Where to use:				
Nationally, this countermeasure is referred to as "High Friction Surface Treatments" or HFST. Areas as noted having crashes on wet pavements or under dry conditions when the pavement friction available is significantly less than actual roadway speeds; including but not limited to curves, loop ramps, intersections, and areas with short stopping or weaving distances. This treatment is intended to target locations where skidding is determined to be a problem, in wet or dry conditions and the target vehicle is one that runs (skids) off the road or is unable to stop due to insufficient skid resistance.				
Why it works:				
Improving the skid resistance at locations with high frequencies of wet-road crashes and/or failure to stop crashes can result in a reduction of 50 percent for wet-road crashes and 20 percent for total crashes. Applying HFST can double friction numbers, e.g. low 40s to high 80s. This CM represents a special focus area for both FHWA and Caltrans, which means there are extra resources available for agencies interested in more details on High Friction Surface Treatment projects.				
General Qualities (Time, Cost and Effectiveness):				
This strategy can be relatively inexpensive and implemented in a short timeframe. The installation would be done by either agency personnel or contractors and can be done by hand or machine. In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Wet, Rear-End, All	CRF:	17 - 68 %

R22, Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	15%	10 years
Notes:	This CM only applies to crashes occurring within the influence area of the new/upgraded signs. This CM is not intended for maintenance upgrades of street-name, parking, guide, or any other signs without a primary focus on roadway safety. **This CM is not eligible unless** it is done as part of a larger sign audit project, including the study of: 1) the existing signs' locations, sizes and information per MUTCD standards, 2) missing signs per MUTCD standards, and 3) sign retroreflectivity. The overall sign audit scope (or a special exception from the HSIP program manager) must be documented in the Narrative Questions in the application. Based on the scope of the project/audit, it may be appropriate to combine other CMs in the B/C calculation.		

General information				
Where to use:				
The target for this strategy should be on roadway segments with patterns of head on, nighttime, non-intersection, run-off road, and sideswipe crashes related to lack of driver awareness of the presence of a specific roadway feature or regulatory requirement. Ideally this type of safety CM would be combined with other sign evaluations and upgrades (install chevrons, warning signs, delineators, markers, beacons, and relocation of existing signs per MUTCD standards.)				
Why it works:				
This strategy primarily addresses crashes caused by lack of driver awareness (or compliance) roadway signing. It is intended to get the drivers attention and give them a visual warning by using fluorescent yellow sheeting (or other retroreflective material).				
General Qualities (Time, Cost and Effectiveness):				
Signing improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number of signs. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding. When considering any type of federally funded sign upgrade project, California local agencies are encouraged to consider "Roadway Safety Signing Audit (RSSA) and Upgrade Projects". Including RSSAs in the development phase of sign projects are expected to identify non-standard (per MUTCD) sign features and missing signs that may otherwise go unnoticed. More information on RSSA is available on the Local Assistance HSIP webpage.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Head on, Run-off road, Sideswipe, Night	CRF:	18 - 35%

R23, Install chevron signs on horizontal curves

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	40%	10 years
Notes:	This CM only applies to crashes occurring within the influence area of the new signs. (i.e. only through the curve).		

General information				
Where to use:				
Roadways that have an unacceptable level of crashes on relatively sharp curves during periods of light and darkness. Ideally this type of safety CM would be combined with other sign evaluations and upgrades (install warning signs, delineators, markers, beacons, and relocation of existing signs per MUTCD standards.)				
Why it works:				
Post-mounted chevrons are intended to warn drivers of an approaching curve and provide tracking information and guidance to the drivers. While they are intended to act as a warning, it should also be remembered that the posts, placed along the roadside, represent a possible object with which an errant vehicle can crash into. Design of posts to minimize damage and injury is an important part of the considerations to be made when selecting these treatments.				
General Qualities (Time, Cost and Effectiveness):				
Signing improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number of signs. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding. When considering any type of federally funded sign upgrade project, California local agencies are encouraged to consider "Roadway Safety Signing Audit (RSSA) and Upgrade Projects". Including RSSAs in the development phase of sign projects are expected to identify non-standard (per MUTCD) sign features and missing signs that may otherwise go unnoticed. More information on RSSA is available on the Local Assistance HSIP webpage.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Run-off Road, All	CRF:	6 - 64 %

R24, Install curve advance warning signs

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	10 years
Notes:	This CM only applies to crashes occurring within the influence area of the new signs. (i.e. only through the curve)		

General information				
Where to use:				
Roadways that have an unacceptable level of crashes on relatively sharp curves during periods of light and darkness. This countermeasure may also include horizontal alignment and/or advisory speed warning signs. Ideally this type of safety CM would be combined with other sign evaluations and upgrades (install warning signs, chevrons, delineators, markers, beacons, and relocation of existing signs per MUTCD standards.)				
Why it works:				
This strategy primarily addresses problem curves, and serves as an advance warning of an unexpected or sharp curve. It provides advance information and gives drivers a visual warning that their added attention is needed.				
General Qualities (Time, Cost and Effectiveness):				
Signing improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number of signs. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding. When considering any type of federally funded sign upgrade project, California local agencies are encouraged to consider "Roadway Safety Signing Audit (RSSA) and Upgrade Projects". Including RSSAs in the development phase of sign projects are expected to identify non-standard (per MUTCD) sign features and missing signs that may otherwise go unnoticed. More information on RSSA is available on the Local Assistance HSIP webpage.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Run-off Road, All	CRF:	20 - 30 %

R25, Install curve advance warning signs (flashing beacon)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	10 years
Notes:	This CM only applies to crashes occurring within the influence area of the new signs. (i.e. only through the curve)		

General information				
Where to use:				
Roadways that have an unacceptable level of crashes on relatively sharp curves. Flashing beacons in conjunction with warning signs should only be used on horizontal curves that have an established severe crash history to help maintain their effectiveness.				
Why it works:				
This strategy primarily addresses problem curves, and serves as an enhanced advance warning of an unexpected or sharp curve. It provides advance information and gives drivers a visual warning that their added attention is needed. Flashing beacons are an added indication that a curve may be particularly challenging.				
General Qualities (Time, Cost and Effectiveness):				
Use of flashing beacons requires minimal development process, allowing flashing beacons to be installed within a short time period. Before choosing this CM, the agency needs to confirm the ability to provide power to the site (solar may be an option). In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	30 %

R26, Install dynamic/variable speed warning signs

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	30%	10 years
Notes:	This CM only applies to crashes occurring within the influence area of the new signs. (i.e. through the curve) {**This CM does not apply to dynamic regulatory speed warning signs.** There are currently no nationally accepted CRFs for dynamic regulatory signs (also known as Radar Speed Feedback Signs). CRFs are being developed and Caltrans hopes to include these CMs and CRFs in future calls for projects.}		

General information				
Where to use:				
Curvilinear roadways that have an unacceptable level of crashes due to excessive speeds on relatively sharp curves.				
Why it works:				
This strategy primarily addresses crashes caused by motorists traveling too fast around sharp curves. It is intended to get the drivers attention and give them a visual warning that they may be traveling over the recommended speed for the approaching curve. Care should be taken to limit the placement of these signs to help maintain their effectiveness.				
General Qualities (Time, Cost and Effectiveness):				
Use of dynamic speed warning signs requires minimal development process, allowing them to be installed within a short time period. Before choosing this CM, the agency needs to confirm the ability to provide power to the site (solar may be an option). In general, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	0 - 41 %

R27, Install delineators, reflectors and/or object markers

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	15%	10 years
Notes:	This CM only applies to crashes occurring within the limits / influence area of the new features. {**This is not a striping-related CM**}		

General information				
Where to use:				
Roadways that have an unacceptable level of crashes on curves (relatively flat to sharp) during periods of light and darkness. Any road with a history of fixed object crashes is a candidate for this treatment, as are roadways with similar fixed objects along the roadside that have yet to experience crashes. If a fixed object cannot be relocated or made break-away, placing an object marker can provide additional information to motorists. Ideally this type of safety CM would be combined with other sign evaluations and upgrades (install warning signs, chevrons, beacons, and relocation of existing signs per MUTCD standards.)				
Why it works:				
Delineators, reflectors and/or object markers are intended to warn drivers of an approaching curve or fixed object that cannot easily be removed. They are intended to provide tracking information and guidance to the drivers. They are generally less costly than Chevron Signs as they don't require posts to place along the roadside, avoiding an additional object with which an errant vehicle can crash into.				
General Qualities (Time, Cost and Effectiveness):				
These improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number of locations. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in low to moderate cost projects that are more appropriate to seek state or federal funding. When considering any type of federally funded sign upgrade project, California local agencies are encouraged to consider "Roadway Safety Signing Audit (RSSA) and Upgrade Projects". Including RSSAs in the development phase of sign projects are expected to identify non-standard (per MUTCD) sign features and missing signs that may otherwise go unnoticed. More information on RSSA is available on the Local Assistance HSIP webpage.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	All	CRF:	0 - 30 %

R28, Install edge-lines and centerlines

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	25%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the new centerlines and/or edge-lines. This CM is not intended to be used for general maintenance activities (i.e. the replacement of existing striping and RPMs in-kind) and must include upgraded safety features over the existing striping. For two lane roadways allowing passing, a striping audit must be done to ensure the passing limits meeting the MUTCD standards. Both the centerline and edge-lines are expected to be upgraded, unless prior approval is granted by Caltrans staff in writing and attached to application.		

General information				
Where to use:				
Any road with a history of run-off-road right, head-on, opposite-direction-sideswipe, or run-off-road-left crashes is a candidate for this treatment - install where the existing lane delineation is not sufficient to assist the motorist in understanding the existing limits of the roadway. Depending on the width of the roadway, various combinations of edge line and/or center line pavement markings may be the most appropriate. Incorporating raised/reflective pavement markers (RPMs) into centerlines (and edge-lines) should be considered as it has been shown to improve safety.				
Why it works:				
Installing edge-lines and centerlines where none exists or making significant upgrades to existing lines (paint to thermoplastic, adding audible disks/bumps in the thermoplastic stripes, or adding RPMs) are intended/designed to help drivers who might leave the roadway because of their inability to see the edge of the roadway along the horizontal edge of the pavement or cross-over the centerline of the roadway into oncoming traffic. New pavement marking products tend to be more durable, are all-weather, more visible, and have a higher retroreflectivity than traditional pavement markings.				
General Qualities (Time, Cost and Effectiveness):				
These improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number and length of locations. This CM can be effectively and efficiently implemented using a systematic approach with numerous and long locations, resulting in low to moderate cost projects that are more appropriate to seek state or federal funding. When considering any type of federally funded striping upgrade project, California local agencies are encouraged to consider "Roadway Safety Striping Audit and Upgrade Projects". Including wide-scale striping audits in the development phase of striping projects are expected to identify non-standard (per MUTCD) striping/marking features, no-passing zone limits needing adjustment, and missing striping/markings that may otherwise go unnoticed. More information on this concepts is available on the Local Assistance HSIP webpage under an RSSA example document. Note: When federal safety funding is used for these installations in high-wear-locations, the local agency is expected to maintain the improvement for a minimum of 10 years.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Head-on, Run-off Road, All	CRF:	0 - 44 %

R29, Install no-passing line

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	45%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the new or extended no-passing zones.		

General information				
Where to use:				
Roadways that have a high percentage of head-on crashes suggesting that many head-on crashes may relate to failed passing maneuvers. No-passing lines should be installed where drivers "passing sight distance" is not available due to horizontal or vertical obstructions. General restriping projects can be good opportunities to reevaluate and incorporate new no-passing zones limits. The incorporation 'No Passing Zone' pennants should also be considered when reevaluating the limits of no-passing zones. Installing no-passing limits in areas that are not warranted may reduce the overall safety of the corridor as drivers may become frustrated and attempt passing maneuvers at other locations without the necessary sight distance.				
Why it works:				
When the centerline markings do not differentiate between passing and no-passing areas, drivers may have difficulty determining where passing maneuvers can be completed safely. Providing clear and engineered passing and no-passing areas can encourage drivers to wait patiently for safe passing areas and avoid aggressively looking for passing opportunities.				
General Qualities (Time, Cost and Effectiveness):				
These improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number and length of locations. When considered at a single location, these low cost improvements are usually funded through local funding by local maintenance crews. However, This CM can be effectively and efficiently implemented using a systematic approach with numerous and long locations, resulting in low to moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Head-on, Side-swipe	CRF:	40 - 53%

R30, Install centerline rumble strips/stripes

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	20%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the new rumble strips/stripes.		

General information				
Where to use:				
Center Line rumble strips/stripes can be used on virtually any roadway – especially those with a history of head-on crashes. It is recommended that rumble strips/stripes be applied systematically along an entire route instead of only at spot locations. For all rumble strips/stripes, pavement condition should be sufficient to accept milled rumble strips. Care should be taken when considering installing rumble strips in locations with residential land uses or in areas with high bicycle volumes.				
Why it works:				
Rumble strips provide an auditory indication and tactile rumble when driven on, alerting drivers that they are drifting out of their travel lane, giving them time to recover before they depart the roadway or cross the center line. Additionally, rumble stripes (pavement marking in the rumble itself) provide an enhanced marking, especially in wet dark conditions.				
General Qualities (Time, Cost and Effectiveness):				
These improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number and length of locations. This CM can be effectively and efficiently implemented using a systematic approach with numerous and long locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Head-on, Side-swipe, All	CRF:	15 - 68%

R31, Install edgeline rumble strips/stripes

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	All	15%	10 years
Notes:	This CM only applies to crashes occurring within the limits of the new rumble strips/stripes.		

General information				
Where to use:				
Shoulder and edge line milled rumble strips/stripes should be used on roads with a history of roadway departure crashes. It is recommended that rumble strips/stripes be applied systematically along an entire route instead of only at spot locations. For all rumble strips/stripes, pavement condition should be sufficient to accept milled rumble strips. Special requirements may apply and care should be taken when considering installing rumble strips in locations with residential land uses or in areas with high bicycle volumes.				
Why it works:				
Rumble strips provide an auditory indication and tactile rumble when driven on, alerting drivers that they are drifting out of their travel lane, giving them time to recover before they depart the roadway or cross the center line. Additionally, rumble stripes (pavement marking in the rumble itself) provide an enhanced marking, especially in wet dark conditions.				
General Qualities (Time, Cost and Effectiveness):				
These improvements do not require a long development process and can typically be implemented quickly. Costs for implementing this strategy are nominal and depend on the number and length of locations. This CM can be effectively and efficiently implemented using a systematic approach with numerous and long locations, resulting in moderate cost projects that are more appropriate to seek state or federal funding.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Run-off Road	CRF:	10 - 41%

R32PB, Install bike lanes

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring within the limits of the Class II (not Class III) bike lanes. When an off-street bike-path is proposed that is not adjacent to the roadway, the applicant must document the engineering judgment used to determine which "Ped & Bike" crashes to apply.		

General information				
Where to use:				
Roadway segments noted as having crashes between bicycles and vehicles or crashes that may be preventable with a buffer/shoulder. Most studies suggest that bicycle lanes may provide protection against bicycle/motor vehicle collisions. Striped bike lanes can be incorporated into a roadway when is desirable to delineate which available road space is for exclusive or preferential use by bicyclists.				
Why it works:				
Most studies present evidence that bicycle lanes provide protection against bicycle/motor vehicle collisions. Bicycle lanes provide marked areas for bicyclist to travel along the roadway and provide for more predictable movements for both bicyclist and motorist. Evidence also shows that riding with the flow of vehicular traffic reduces bicyclists' chances of collision with a motor vehicle. Locations with bicycle lanes have lower rates of wrong-way riding. In combination with this CM, better guidance signs and markings for non-motorized and motorized roadway users should be considered, including: sign and markings directing cyclists on appropriate/legal travel paths and signs and markings warning motorists of non-motorized uses of the roadway that should be expected.				
General Qualities (Time, Cost and Effectiveness):				
Adding striped bicycle lanes can range from the simply restriping the roadway and minor signing to projects that require roadway widening, right-of-way, and environmental impacts. It is most cost efficient to create bike lanes during street reconstruction, street resurfacing, or at the time of original construction. The expected effectiveness of this CM must be assessed for each individual location. For simple installation scenarios, This CM can be very effective and can be considered on a systematic approach.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	0 - 53 %

R33PB, Install Separated Bike Lanes

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	45%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring within the limits of the separated bike lanes. When an off-street bike-path is proposed that is not adjacent to the roadway, the applicant must document the engineering judgment used to determine which "Ped & Bike" crashes to apply.		

General information

Where to use:

Separated bikeways are most appropriate on streets with high volumes of bike traffic and/or high bike-vehicle collisions, presumably in an urban or suburban area. Separation types range from simple, painted buffers and flexible delineators, to more substantial separation measures including raised curbs, grade separation, bollards, planters, and parking lanes. These options range in feasibility due to roadway characteristics, available space, and cost. In some cases, it may be possible to provide additional space in areas where pedestrian and bicyclists may interact, such as the parking buffer, or loading zones, or extra bike lane width for cyclists to pass one another.

Why it works:

Separated bike lanes provide increased safety and comfort for bicyclists beyond conventional bicycle lanes. By separating bicyclists from motor traffic, "protected" or physically separated bike lanes can offer a higher level of comfort and are attractive to a wider spectrum of the public. Intersections and approaches must be carefully designed to promote safety and facilitate left-turns for bicyclists from the primary corridor to cross street.
In combination with this CM, better guidance signs and markings for non-motorized and motorized roadway users should be considered, including: sign and markings directing cyclists on appropriate/legal travel paths and signs and markings warning motorists of non-motorized uses of the roadway that should be expected.

General Qualities (Time, Cost and Effectiveness):

The cost of Installing separated bike lanes can be low to medium or high, depending on whether roadway widening, right-of-way and environmental impacts are involved. It is most cost efficient to create bike lanes during street reconstruction, street resurfacing, or at the time of original construction. The expected effectiveness of this CM must be assessed for each individual location.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	3.7 - 100 %

R34PB, Install sidewalk/pathway (to avoid walking along roadway)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	80%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring within the limits of the new walkway. This CM is not intended to be used where an existing sidewalk is being replaced with a wider one, unless prior Caltrans approval is included in the application. When an off-street multi-use path is proposed that is not adjacent to the roadway, the applicant must document the engineering judgment used to determine which "Ped & Bike" crashes to apply.		

General information

Where to use:

Areas noted as not having adequate or no sidewalks and a history of walking along roadway pedestrian crashes. In rural areas asphalt curbs and/or separated walkways may be appropriate.

Why it works:

Sidewalks and walkways provide people with space to travel within the public right-of-way that is separated from roadway vehicles. The presence of sidewalks on both sides of the street has been found to be related to significant reductions in the "walking along roadway" pedestrian crash risk compared to locations where no sidewalks or walkways exist. Reductions of 50 to 90 percent of these types of pedestrian crashes. In combination with this CM, better guidance signs and markings for non-motorized and motorized roadway users should be considered, including: sign and markings directing pedestrians and cyclists on appropriate/legal travel paths and signs and markings warning motorists of non-motorized uses of the roadway that should be expected.

General Qualities (Time, Cost and Effectiveness):

Costs for sidewalks will vary, depending upon factors such as width, materials, and existing of curb, gutter and drainage. Asphalt curbs and walkways are less expensive, but require more maintenance. The expected effectiveness of this CM must be assessed for each individual location. These projects can be very effective in areas of high-pedestrian volumes with a past history of crashes involving pedestrians.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	65 - 89 %

R35PB, Install/upgrade pedestrian crossing (with enhanced safety features)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the influence area (expected to be a maximum of within 250') of the new crossing which includes new enhanced safety features. Note: This CM is not intended to be combined with the "Install raised pedestrian crossing" when calculating the improvement's B/C ratio. This CM is not intended to be used for high-cost aesthetic enhancements (i.e. stamped concrete or stamped asphalt).		

General information

Where to use:

Roadway segments with no controlled crossing for a significant distance in high-use midblock crossing areas and/or multilane roads locations. Based on the Zegeer study (Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations) at many locations, a marked crosswalk alone may not be sufficient to adequately protect non-motorized users. In these cases, flashing beacons, curb extensions, medians and pedestrian crossing islands and/or other safety features should be added to complement the standard crossing elements. For multi-lane roadways, advance "yield" markings can be effective in reducing the 'multiple-threat' danger to pedestrians.

Why it works:

Adding pedestrian crossings has the opportunity to greatly enhance pedestrian safety at locations noted as being problematic. The enhanced safety elements, which may include curb extensions, medians and pedestrian crossing islands, beacons, and lighting, combined with pavement markings delineating a portion of the roadway that is designated for pedestrian crossing. Care must be taken to warn drivers of the potential for pedestrians crossing the roadway and enhanced improvements added to the crossing increase the likelihood of pedestrians crossing in a safe manner. In combination with this CM, better guidance signs and markings for non-motorized and motorized roadway users should be considered, including: sign and markings directing pedestrians and cyclists on appropriate/legal travel paths and signs. When agencies opt to install aesthetic enhancement to crossing like stamped concrete/asphalt, the project design and construction costs can significantly increase. For HSIP applications, these costs must be accounted for in the B/C calculation, but these costs (over standard crosswalk markings) must be tracked separately and are not federally reimbursable and will increase the agency's local-funding share for the project costs.

General Qualities (Time, Cost and Effectiveness):

Costs associated with this strategy will vary widely, depending on the extent of the curb extensions, raised medians, flashing beacons, and other pedestrian safety elements that are needed with the crossing. When considered at a single location, these improvements can sometimes be low cost and funded through local funding by local crews. This CM can often be effectively and efficiently implemented using a systematic approach with numerous locations, resulting in moderate to high cost projects that are appropriate to seek state or federal funding.

FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	8 - 56%

R36PB, Install raised pedestrian crossing

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the area with the new raised crossing. Note: This CM is not intended to be combined with the "Install pedestrian crossing (with enhanced safety features)" when calculating the improvement's B/C ratio.		

General information				
Where to use:				
On lower-speed roadways, where pedestrians are known to be crossing roadways that involve significant vehicular traffic. Based on the Zegeer study (Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations) at many locations, a marked crosswalk alone, may not be sufficient to adequately protect non-motorized users. In these cases, raised crossings can be added to complement the standard crossing elements. Special requirements may apply and extra care should be taken when considering installing raised crossings to ensure unintended safety issues are not created, such as: emergency vehicle access or truck route issues.				
Why it works:				
Adding a raised pedestrian crossing has the opportunity to enhance pedestrian safety at locations noted as being especially problematic. The raised crossing encourages motorists to reduce their speed and provides improved delineation for the portion of the roadway that is designated for pedestrian crossing. In combination with this CM, better guidance signs and markings for non-motorized and motorized roadway users should be considered, including: sign and markings directing pedestrians and cyclists on appropriate/legal travel paths.				
General Qualities (Time, Cost and Effectiveness):				
Costs associated with this strategy will vary widely, depending upon the elements of the raised crossing and the need for new curb ramps and sidewalk modifications. This CM may be effectively and efficiently implemented using a systematic approach with more than one location and can have medium to high B/C ratios based on past non-motorized crash history.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	30 - 46%

R37PB, Install Rectangular Rapid Flashing Beacon (RRFB)

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Pedestrian and Bicycle	35%	20 years
Notes:	This CM only applies to "Ped & Bike" crashes occurring in the influence area (expected to be a maximum of within 250') of the crossing which includes the RRFB.		

General information				
Where to use:				
Rectangular Rapid Flashing Beacon (RRFB) includes pedestrian-activated flashing lights and additional signage that enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings. It uses an irregular flash pattern that is similar to emergency flashers on police vehicles. RRFBs are installed at unsignalized intersections and mid-block pedestrian crossings.				
Why it works:				
RRFBs can enhance safety by increasing driver awareness of potential pedestrian conflicts and reducing crashes between vehicles and pedestrians at unsignalized intersections and mid-block pedestrian crossings. The addition of RRFB may also increase the safety effectiveness of other treatments, such as crossing warning signs and markings.				
General Qualities (Time, Cost and Effectiveness):				
RRFBs are a lower cost alternative to traffic signals and hybrid signals. This CM can often be effectively and efficiently implemented using a systematic approach with numerous locations.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Pedestrian, Bicycle	CRF:	7 – 47.4%

R38, Install Animal Fencing

For HSIP Cycle 11 Call-for-projects			
Funding Eligibility	Crash Types Addressed	CRF	Expected Life
90%	Animal	80%	20 years
Notes:	This CM only applies to "animal" crashes occurring within the limits of the new fencing.		

General information				
Where to use:				
At locations with high percent of vehicular/animal crashes (reactive) or where there is a known high percent of animals crossing due to migratory patterns (proactive).				
Why it works:				
Animal fencing helps to channelize the identified animals to a natural or man-made crossing, eliminating the conflict between vehicles and animals on the same place. Animal fencing is typically installed at a bridge location with its "run of need" dependent on the surrounding terrain.				
General Qualities (Time, Cost and Effectiveness):				
Time to install fencing can be moderate to lengthy depending on the environmental commitments and agreed upon solution to mitigating project impacts. Costs will be fairly low and depend on the "run of need" length. There will be minimal reoccurring maintenance costs on keeping the fence intact. The expected effectiveness of this CM must be assessed for each individual location.				
FHWA CMF Clearinghouse:	Crash Types Addressed:	Animal	CRF:	70 - 90 %

APPENDIX F: HSIP ANALYZERS

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

This is a dynamic form (i.e. later steps vary depending on the data entered in earlier steps). If any error messages appear, please fix the errors prior to proceeding to the next steps.

Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

First St and Southfront Rd, E Stanley Blvd and Murrieta Blvd, Railroad Ave and S P St, First St and Maple St, Northfront Road and North Vasco Road, Portola Avenue and N L St

Project Description: (limited to 250 characters)

Improve safety at Signalized Intersection: Improve signal timing (coordination, phases, red, yellow or operation)

Number of Signalized Intersections: 6

Number of Non-signalized Intersections: 0

Miles of Roadways*:

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	Yes
Does this application include Non-signalized Intersections (NS)?	No
Does this application include Roadway Segments (R)?	No

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Signalized Intersections (SI):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
	1	S01: Add intersection lighting (S.I.) (CRF=0.4 for Night crashes; Life=20 yrs; FE=90%)
	2	S02: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
✓	3	S03: Improve signal timing (coordination, phases, red, yellow, or operation) (CRF=0.15 for All crashes; Life=10 yrs; FE=50%)
	4	S05: Install emergency vehicle pre-emption systems (CRF=0.7 for Emergency vehicle crashes; Life=10 yrs; FE=90%)
	5	S06: Install left-turn lane and add turn phase (signal has no left-turn lane or phase before) (CRF=0.55 for All crashes; Life=20 yrs; FE=90%)
	6	S07: Provide protected left turn phase (left turn lane already exists) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	S08: Convert signal to mast arm (from pedestal-mounted) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	8	S09: Install raised pavement markers and striping (through intersection) (CRF=0.1 for All crashes; Life=10 yrs; FE=90%)
	9	S10: Install flashing beacons as advance warning (S.I.) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	10	S11: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	11	S12: Install raised median on approaches (S.I.) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	S13PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	13	S14: Create directional median openings to allow (and restrict) left-turns and u-turns (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	14	S15: Reduced Left-Turn Conflict Intersections (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	15	S16: Convert intersection to roundabout (from signal) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	16	S17PB: Install pedestrian countdown signal heads (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	17	S18PB: Install pedestrian crossing (S.I.) (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	18	S19PB: Pedestrian Scramble (CRF=0.4 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	19	S20PB: Install advance stop bar before crosswalk (Bicycle Box) (CRF=0.15 for Ped & Bike crashes; Life=10 yrs; FE=90%)
	20	S21PB: Modify signal phasing to implement a Leading Pedestrian Interval (LPI) (CRF=0.6 for Ped & Bike crashes; Life=10 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/- Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures		Error Messages (must resolve)
		(Signalized Intersections)				
6				S03		
	+ -	SI_1	First St and Southfront Rd	●		
	+ -	SI_2	E Stanley Blvd and Murrieta Blvd	●		
	+ -	SI_3	Railroad Ave and S P St	●		
	+ -	SI_4	First St and Maple St	●		
	+ -	SI_5	Northfront Road and North Vasco Road	●		
	+ -	SI_6	Portola Ave and N L St	●		

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: ALL

No.	Location No : Description (from Step 2)	Fatal (ALL)	Severe Injury (ALL)	Other Visible Injury (ALL)	Complaint of Pain (ALL)	PDO (ALL)	Total	ID
1	SI_1: First St and Southfront Rd	0	1	2	12	0	15	
2	SI_2: E Stanley Blvd and Murrieta Blvd	0	1	3	5	0	9	
3	SI_3: Railroad Ave and S P St	0	1	4	6	0	11	
4	SI_4: First St and Maple St	0	1	1	0	0	2	
5	SI_5: Northfront Road and North Vasco Road	0	0	1	4	0	5	
6	SI_6: Portola Ave and N L St	0	1	2	2	0	5	
	Total	0	5	13	29	0	47	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
SI_1: First St and Southfront Rd	$959,281	$0	$0	$959,281
SI_2: E Stanley Blvd and Murrieta Blvd	$816,361	$0	$0	$816,361
SI_3: Railroad Ave and S P St	$891,601	$0	$0	$891,601
SI_4: First St and Maple St	$584,071	$0	$0	$584,071
SI_5: Northfront Road and North Vasco Road	$157,051	$0	$0	$157,051
SI_6: Portola Ave and N L St	$686,581	$0	$0	$686,581
Sum	**$4,094,946**	**$0**	**$0**	**$4,094,946**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	S03: Improve signal timing (coordination, phases, red, yellow, or operation)	$4,094,946
2	NA	$0
3	NA	$0
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$4,094,946

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Traffic Control	LS	1	$6000.00	6,000	X	0 %	0 %	0 %
+ -	2	Mobilization	LS	1	$3000.00	3,000	X	0 %	0 %	0 %
+ -	3	Improve Signal Timing	EA	6	$10000.00	60,000		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$69,000				

Contingencies, as % of the above "Total" of the construction items: 10 % $6,900
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $75,900
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 50.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 50 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$3,700	50 %	$1,850	$1,850
PS&E	$15,200	50 %	$7,600	$7,600
Subtotal - PE	**$18,900**	**50 %**	**$9,450**	**$9,450**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	50 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	50 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$11,400	50 %	$5,700	$5,700
Construction Items	$75,900 (Read only - from Section I)	50 %	$37,950	$37,950
Subtotal - Construction	**$87,300**	**50 %**	**$43,650**	**$43,650**
PROJECT TOTAL	$106,200	50 %	$53,100	$53,100

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$106,200	$53,100	50%

Total Expected Benefit	Benefit Cost Ratio (BCR)
$4,094,946	38.56

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

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Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

First St and Southfront Rd, E Stanley Blvd & Murrieta Blvd, Railroad Ave & S P St, First St & Maple St, Portola Ave and N L St

Project Description: (limited to 250 characters)

Improve pedestrian safety at Signalized Intersection: Install flashing beacons as advance warning (Signalized Intersections), Install advance stop bar before crosswalk (Bicycle Box), Modify signal phasing to implement a Leading Pedestrian Interval

Number of Signalized Intersections: 6

Number of Non-signalized Intersections: 0

Miles of Roadways*:

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	Yes
Does this application include Non-signalized Intersections (NS)?	No
Does this application include Roadway Segments (R)?	No

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Signalized Intersections (SI):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
	1	S01: Add intersection lighting (S.I.) (CRF=0.4 for Night crashes; Life=20 yrs; FE=90%)
	2	S02: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	3	S03: Improve signal timing (coordination, phases, red, yellow, or operation) (CRF=0.15 for All crashes; Life=10 yrs; FE=50%)
	4	S05: Install emergency vehicle pre-emption systems (CRF=0.7 for Emergency vehicle crashes; Life=10 yrs; FE=90%)
	5	S06: Install left-turn lane and add turn phase (signal has no left-turn lane or phase before) (CRF=0.55 for All crashes; Life=20 yrs; FE=90%)
	6	S07: Provide protected left turn phase (left turn lane already exists) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	S08: Convert signal to mast arm (from pedestal-mounted) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	8	S09: Install raised pavement markers and striping (through intersection) (CRF=0.1 for All crashes; Life=10 yrs; FE=90%)
✓	9	S10: Install flashing beacons as advance warning (S.I.) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	10	S11: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	11	S12: Install raised median on approaches (S.I.) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	S13PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	13	S14: Create directional median openings to allow (and restrict) left-turns and u-turns (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	14	S15: Reduced Left-Turn Conflict Intersections (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	15	S16: Convert intersection to roundabout (from signal) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	16	S17PB: Install pedestrian countdown signal heads (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	17	S18PB: Install pedestrian crossing (S.I.) (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	18	S19PB: Pedestrian Scramble (CRF=0.4 for Ped & Bike crashes; Life=20 yrs; FE=90%)
✓	19	S20PB: Install advance stop bar before crosswalk (Bicycle Box) (CRF=0.15 for Ped & Bike crashes; Life=10 yrs; FE=90%)
✓	20	S21PB: Modify signal phasing to implement a Leading Pedestrian Interval (LPI) (CRF=0.6 for Ped & Bike crashes; Life=10 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/- Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures			Error Messages (must resolve)
		(Signalized Intersections)					
8				S10	S20PB	S21PB	
	+ -	SI_1	First St and Southfront Rd		●	●	
	+ -	SI_2	E Stanley Blvd & Murrieta Blvd	●	●	●	
	+ -	SI_3	Railroad Ave & S P St	●	●	●	
	+ -	SI_4	First St & Maple St		●	●	
	+ -	SI_5	Northfront Road & North Vasco Road	●			
	+ -	SI_6	Portola Ave and N L St		●	●	
	+ -	SI_7	Fenton St and E Stanley Blvd		●	●	
	+ -	SI_8	East Ave and Charlotte Way		●	●	

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: ALL

No.	Location No : Description (from Step 2)	Fatal (ALL)	Severe Injury (ALL)	Other Visible Injury (ALL)	Complaint of Pain (ALL)	PDO (ALL)	Total	ID
1	SI_2: E Stanley Blvd & Murrieta Blvd	0	1	3	5	0	9	
2	SI_3: Railroad Ave & S P St	0	1	4	6	0	11	
3	SI_5: Northfront Road & North Vasco Road	0	0	1	4	0	5	
	Total	0	2	8	15	0	25	

Crash Data Table for Crash Type: Pedestrians and Bicyclists Involved (P&B)

No.	Location No : Description (from Step 2)	Fatal (P&B)	Severe Injury (P&B)	Other Visible Injury (P&B)	Complaint of Pain (P&B)	PDO (P&B)	Total	ID
1	SI_1: First St and Southfront Rd	0	1	0	1	0	2	
2	SI_2: E Stanley Blvd & Murrieta Blvd	0	1	2	2	0	5	
3	SI_3: Railroad Ave & S P St	0	1	2	1	0	4	
4	SI_4: First St & Maple St	0	1	1	0	0	2	
5	SI_6: Portola Ave and N L St	0	1	0	1	0	2	
6	SI_7: Fenton St and E Stanley Blvd	1	1	0	0	0	2	
7	SI_8: East Ave and Charlotte Way	0	1	1	0	0	2	
	Total	1	7	6	5	0	19	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
SI_1: First St and Southfront Rd	$0	$495,766	$1,983,063	$2,478,829
SI_2: E Stanley Blvd & Murrieta Blvd	$1,632,721	$422,934	$1,691,734	$3,747,389
SI_3: Railroad Ave & S P St	$1,783,201	$406,135	$1,624,540	$3,813,876
SI_4: First St & Maple St	$0	$513,982	$2,055,927	$2,569,909
SI_5: Northfront Road & North Vasco Road	$314,101	$0	$0	$314,101
SI_6: Portola Ave and N L St	$0	$495,766	$1,983,063	$2,478,829
SI_7: Fenton St and E Stanley Blvd	$0	$943,536	$3,774,144	$4,717,680
SI_8: East Ave and Charlotte Way	$0	$513,982	$2,055,927	$2,569,909
Sum	**$3,730,023**	**$3,792,101**	**$15,168,398**	**$22,690,522**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	S20PB: Install advance stop bar before crosswalk (Bicycle Box)	$3,792,101
2	S21PB: Modify signal phasing to implement a Leading Pedestrian Interval (LPI)	$15,168,398
3	S10: Install flashing beacons as advance warning (S.I.)	$3,730,023
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$22,690,522

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Traffic Control	LS	1	$23327.00	23,327	X	0 %	0 %	0 %
+ -	2	Mobilization	LS	1	$11663.00	11,663	X	0 %	0 %	0 %
+ -	3	Install Flashing Beacon System	EA	5	$15000.00	75,000		100 %	0 %	0 %
+ -	4	Install Conduit and Pull Box	LF	1,500	$75.00	112,500		100 %	0 %	0 %
+ -	5	Install Pull Box	EA	10	$2000.00	20,000		100 %	0 %	0 %
+ -	6	Remove Striping	LF	232	$2.50	580		100 %	0 %	0 %
+ -	7	Install Stop Bar	LF	961	$8.00	7,688		100 %	0 %	0 %
+ -	8	Modify Signal Phasing for LPI	LS	7	$2500.00	17,500		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$268,258				

Contingencies, as % of the above "Total" of the construction items: 10 % $26,826
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $295,100
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 90.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 90 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$14,700	90 %	$13,230	$1,470
PS&E	$59,100	90 %	$53,190	$5,910
Subtotal - PE	**$73,800**	**90 %**	**$66,420**	**$7,380**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	90 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	90 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$44,300	90 %	$39,870	$4,430
Construction Items	$295,100 (Read only - from Section I)	90 %	$265,590	$29,510
Subtotal - Construction	**$339,400**	**90 %**	**$305,460**	**$33,940**
PROJECT TOTAL	$413,200	90 %	$371,880	$41,320

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$413,200	$371,880	90%

Total Expected Benefit	Benefit Cost Ratio (BCR)
22,690,522	54.91

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

This is a dynamic form (i.e. later steps vary depending on the data entered in earlier steps). If any error messages appear, please fix the errors prior to proceeding to the next steps.

Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

First St and Portola Ave, First St and Scott St, First St and Bellmawr Dr, Jensen St and East Ave

Project Description: (limited to 250 characters)

Improve safety at Non-Signalized Intersections: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, Install flashing beacons as advance warning and Install Pedestrian Signal.

Number of Signalized Intersections:

Number of Non-signalized Intersections: 4

Miles of Roadways*:

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	No
Does this application include Non-signalized Intersections (NS)?	Yes
Does this application include Roadway Segments (R)?	No

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Non-signalized Intersections (NS):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
	1	NS01: Add intersection lighting (NS.I.) (CRF=0.4 for Night crashes; Life=20 yrs; FE=90%)
	2	NS02: Convert to all-way STOP control (from 2-way or Yield control) (CRF=0.5 for All crashes; Life=10 yrs; FE=90%)
	3	NS03: Install signals (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	4	NS04: Convert intersection to roundabout (from all way stop) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	5	NS05: Convert intersection to roundabout (from stop or yield control on minor road) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	6	NS05mr: Convert intersection to mini-roundabout (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
✓	7	NS06: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	8	NS07: Upgrade intersection pavement markings (NS.I.) (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	9	NS08: Install Flashing Beacons at Stop-Controlled Intersections (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
✓	10	NS09: Install flashing beacons as advance warning (NS.I.) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	11	NS10: Install transverse rumble strips on approaches (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	12	NS11: Improve sight distance to intersection (Clear Sight Triangles) (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	13	NS12: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	14	NS13: Install splitter-islands on the minor road approaches (CRF=0.4 for All crashes; Life=20 yrs; FE=90%)
	15	NS14: Install raised median on approaches (NS.I.) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	16	NS15: Create directional median openings to allow (and restrict) left-turns and u-turns (NS.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	17	NS16: Reduced Left-Turn Conflict Intersections (NS.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	18	NS17: Install right-turn lane (NS.I.) (CRF=0.2 for All crashes; Life=20 yrs; FE=90%)
	19	NS18: Install left-turn lane (where no left-turn lane exists) (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	20	NS19PB: Install raised medians / refuge islands (NS.I.) (CRF=0.45 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	21	NS20PB: Install pedestrian crossing at uncontrolled locations (new signs and markings only) (CRF=0.25 for Ped & Bike crashes; Life=10 yrs; FE=90%)
	22	NS21PB: Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
✓	23	NS22PB: Install Rectangular Rapid Flashing Beacon (RRFB) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	24	NS23PB: Install Pedestrian Signal (including Pedestrian Hybrid Beacon (HAWK)) (CRF=0.55 for Ped & Bike crashes; Life=20 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/-	Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures			Error Messages (must resolve)
			(Non-signalized Intersections)					
6					NS06	NS09	NS22PB	
	+ -		NSI_1	First St and Portola Ave	●	●	●	
	+ -		NSI_2	First St and Scott St	●		●	
	+ -		NSI_3	Jensen St and East Ave	●		●	
	+ -		NSI_4	Maple St and 5th St	●			
	+ -		NSI_5	Charlotte Way and Marcella St	●			
	+ -		NSI_6	Charlotte Way and Arlene Way	●			

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: ALL

No.	Location No : Description (from Step 2)	Fatal (ALL)	Severe Injury (ALL)	Other Visible Injury (ALL)	Complaint of Pain (ALL)	PDO (ALL)	Total	ID
1	NSI_1: First St and Portola Ave	1	2	7	2	0	12	
2	NSI_2: First St and Scott St	1	0	3	4	0	8	
3	NSI_3: Jensen St and East Ave	1	0	4	5	0	10	
4	NSI_4: Maple St and 5th St	0	1	1	0	0	2	
5	NSI_5: Charlotte Way and Marcella St	0	1	0	0	0	1	
6	NSI_6: Charlotte Way and Arlene Way	0	0	1	0	0	1	
	Total	3	4	16	11	0	34	

Crash Data Table for Crash Type: Pedestrians and Bicyclists Involved (P&B)

No.	Location No : Description (from Step 2)	Fatal (P&B)	Severe Injury (P&B)	Other Visible Injury (P&B)	Complaint of Pain (P&B)	PDO (P&B)	Total	ID
1	NSI_1: First St and Portola Ave	1	0	1	0	0	2	
2	NSI_2: First St and Scott St	1	0	1	0	0	2	
3	NSI_3: Jensen St and East Ave	1	0	0	0	0	1	
	Total	3	0	2	0	0	5	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
NSI_1: First St and Portola Ave	$2,654,128	$5,308,255	$3,352,738	$11,315,121
NSI_2: First St and Scott St	$1,105,891	$0	$3,888,756	$4,994,647
NSI_3: Jensen St and East Ave	$1,181,131	$0	$3,681,685	$4,862,816
NSI_4: Maple St and 5th St	$900,871	$0	$0	$900,871
NSI_5: Charlotte Way and Marcella St	$852,901	$0	$0	$852,901
NSI_6: Charlotte Way and Arlene Way	$47,971	$0	$0	$47,971
Sum	**$6,742,893**	**$5,308,255**	**$10,923,179**	**$22,974,327**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	NS06: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs	$6,742,893
2	NS09: Install flashing beacons as advance warning (NS.I.)	$5,308,255
3	NS22PB: Install Rectangular Rapid Flashing Beacon (RRFB)	$10,923,179
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$22,974,327

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Traffic Control	LS	1	$25538.00	25,538	X	0 %	0 %	0 %
+ -	2	Mobilization	LS	1	$12769.00	12,769	X	0 %	0 %	0 %
+ -	3	Remove Sign and Post	EA	28	$200.00	5,600		100 %	0 %	0 %
+ -	4	Remove Sign	EA	29	$175.00	5,075		100 %	0 %	0 %
+ -	5	Install sign	EA	39	$300.00	11,700		100 %	0 %	0 %
+ -	6	Install Sign and Post	EA	36	$500.00	18,000		100 %	0 %	0 %
+ -	7	Remove Existing LED Sign System	EA	2	$3000.00	6,000		100 %	0 %	0 %
+ -	8	Install Flashing Beacon System	EA	1	$15000.00	15,000		100 %	0 %	0 %
+ -	9	Install High Visibility Crosswalk	EA	2	$1000.00	2,000		100 %	0 %	0 %
+ -	10	Install Sign and Post	EA	3	$500.00	1,500		100 %	0 %	0 %
+ -	11	Install Pavement Marking	EA	4	$500.00	2,000		100 %	0 %	0 %
+ -	12	Install Bulbout	EA	3	$20000.00	60,000		100 %	0 %	0 %
+ -	13	Install Curb Ramp	EA	4	$7500.00	30,000		100 %	0 %	0 %
+ -	14	Install Median Concrete	SF	200	$50.00	10,000		100 %	0 %	0 %
+ -	15	Install Median Curb	LF	60	$75.00	4,500		100 %	0 %	0 %
+ -	16	Install RRFB System	EA	7	$12000.00	84,000		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$293,682				

Contingencies, as % of the above "Total" of the construction items: 10 % $29,368
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $323,100
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 90.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 90 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$16,100	90 %	$14,490	$1,610
PS&E	$64,700	90 %	$58,230	$6,470
Subtotal - PE	**$80,800**	**90 %**	**$72,720**	**$8,080**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	90 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	90 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$48,500	90 %	$43,650	$4,850
Construction Items	$323,100 (Read only - from Section I)	90 %	$290,790	$32,310
Subtotal - Construction	**$371,600**	**90 %**	**$334,440**	**$37,160**
PROJECT TOTAL	$452,400	90 %	$407,160	$45,240

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$452,400	$407,160	90%

Total Expected Benefit	Benefit Cost Ratio (BCR)
22,974,327	50.78

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

This is a dynamic form (i.e. later steps vary depending on the data entered in earlier steps). If any error messages appear, please fix the errors prior to proceeding to the next steps.

Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

Livermore City Wide

Project Description: (limited to 250 characters)

Citywide Signal Upgrade: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number.

Number of Signalized Intersections: 112

Number of Non-signalized Intersections: 0

Miles of Roadways*:

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	Yes
Does this application include Non-signalized Intersections (NS)?	No
Does this application include Roadway Segments (R)?	No

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Signalized Intersections (SI):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
	1	S01: Add intersection lighting (S.I.) (CRF=0.4 for Night crashes; Life=20 yrs; FE=90%)
✓	2	S02: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	3	S03: Improve signal timing (coordination, phases, red, yellow, or operation) (CRF=0.15 for All crashes; Life=10 yrs; FE=50%)
	4	S05: Install emergency vehicle pre-emption systems (CRF=0.7 for Emergency vehicle crashes; Life=10 yrs; FE=90%)
	5	S06: Install left-turn lane and add turn phase (signal has no left-turn lane or phase before) (CRF=0.55 for All crashes; Life=20 yrs; FE=90%)
	6	S07: Provide protected left turn phase (left turn lane already exists) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	S08: Convert signal to mast arm (from pedestal-mounted) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	8	S09: Install raised pavement markers and striping (through intersection) (CRF=0.1 for All crashes; Life=10 yrs; FE=90%)
	9	S10: Install flashing beacons as advance warning (S.I.) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	10	S11: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	11	S12: Install raised median on approaches (S.I.) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	S13PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	13	S14: Create directional median openings to allow (and restrict) left-turns and u-turns (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	14	S15: Reduced Left-Turn Conflict Intersections (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	15	S16: Convert intersection to roundabout (from signal) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	16	S17PB: Install pedestrian countdown signal heads (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	17	S18PB: Install pedestrian crossing (S.I.) (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	18	S19PB: Pedestrian Scramble (CRF=0.4 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	19	S20PB: Install advance stop bar before crosswalk (Bicycle Box) (CRF=0.15 for Ped & Bike crashes; Life=10 yrs; FE=90%)
	20	S21PB: Modify signal phasing to implement a Leading Pedestrian Interval (LPI) (CRF=0.6 for Ped & Bike crashes; Life=10 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/- Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures		Error Messages (must resolve)
		(Signalized Intersections)				
1				S02		
	+ -	SI_1	Livermore City Wide	●		

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: ALL

No.	Location No : Description (from Step 2)	Fatal (ALL)	Severe Injury (ALL)	Other Visible Injury (ALL)	Complaint of Pain (ALL)	PDO (ALL)	Total	ID
1	SI_1: Livermore City Wide	7	21	312	537	0	877	
	Total	7	21	312	537	0	877	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
SI_1: Livermore City Wide	$44,621,431	$0	$0	$44,621,431
Sum	**$44,621,431**	**$0**	**$0**	**$44,621,431**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	S02: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number	$44,621,431
2	NA	$0
3	NA	$0
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$44,621,431

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Mobilization	LS	1	144,375	144,375	X	0 %	0 %	0 %
+ -	2	Traffic Control	LS	1	288,750	288,750	X	0 %	0 %	0 %
+ -	3	Remove Existing 8" Signal Head	EA	30	$500.00	15,000		100 %	0 %	0 %
+ -	4	Furnish and Install New Signal Head Assembly with Backplate with Yellow Retroreflective Border	EA	45	$3000.00	135,000		100 %	0 %	0 %
+ -	5	Replace Existing Backplate with New Backplate with Yellow Retroreflective Border	EA	1,825	$1500.00	2,737,500		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$3,320,625				

Contingencies, as % of the above "Total" of the construction items: 10 % $332,062
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $3,652,700
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 90.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 90 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$182,600	90 %	$164,340	$18,260
PS&E	$730,600	90 %	$657,540	$73,060
Subtotal - PE	**$913,200**	**90 %**	**$821,880**	**$91,320**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	90 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	90 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$548,000	90 %	$493,200	$54,800
Construction Items	$3,652,700 (Read only - from Section I)	90 %	$3,287,430	$365,270
Subtotal - Construction	**$4,200,700**	**90 %**	**$3,780,630**	**$420,070**
PROJECT TOTAL	$5,113,900	90 %	$4,602,510	$511,390

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$5,113,900	$4,602,510	90%

Total Expected Benefit	Benefit Cost Ratio (BCR)
44,621,431	8.73

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

This is a dynamic form (i.e. later steps vary depending on the data entered in earlier steps). If any error messages appear, please fix the errors prior to proceeding to the next steps.

Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

Livermore City Wide

Project Description: (limited to 250 characters)

Citywide Street Light Inventory: Add intersection lighting (Signalized Intersection), Add intersection lighting (Non-signalized Intersection)

Number of Signalized Intersections:

Number of Non-signalized Intersections:

Miles of Roadways*: 310

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	Yes
Does this application include Non-signalized Intersections (NS)?	Yes
Does this application include Roadway Segments (R)?	Yes

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Signalized Intersections (SI):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
✓	1	S01: Add intersection lighting (S.I.) (CRF=0.4 for Night crashes; Life=20 yrs; FE=90%)
	2	S02: Improve signal hardware: lenses, back-plates with retroreflective borders, mounting, size, and number (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	3	S03: Improve signal timing (coordination, phases, red, yellow, or operation) (CRF=0.15 for All crashes; Life=10 yrs; FE=50%)
	4	S05: Install emergency vehicle pre-emption systems (CRF=0.7 for Emergency vehicle crashes; Life=10 yrs; FE=90%)
	5	S06: Install left-turn lane and add turn phase (signal has no left-turn lane or phase before) (CRF=0.55 for All crashes; Life=20 yrs; FE=90%)
	6	S07: Provide protected left turn phase (left turn lane already exists) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	S08: Convert signal to mast arm (from pedestal-mounted) (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	8	S09: Install raised pavement markers and striping (through intersection) (CRF=0.1 for All crashes; Life=10 yrs; FE=90%)
	9	S10: Install flashing beacons as advance warning (S.I.) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	10	S11: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	11	S12: Install raised median on approaches (S.I.) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	S13PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	13	S14: Create directional median openings to allow (and restrict) left-turns and u-turns (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	14	S15: Reduced Left-Turn Conflict Intersections (S.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	15	S16: Convert intersection to roundabout (from signal) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	16	S17PB: Install pedestrian countdown signal heads (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	17	S18PB: Install pedestrian crossing (S.I.) (CRF=0.25 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	18	S19PB: Pedestrian Scramble (CRF=0.4 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	19	S20PB: Install advance stop bar before crosswalk (Bicycle Box) (CRF=0.15 for Ped & Bike crashes; Life=10 yrs; FE=90%)
	20	S21PB: Modify signal phasing to implement a Leading Pedestrian Interval (LPI) (CRF=0.6 for Ped & Bike crashes; Life=10 yrs; FE=90%)

Non-signalized Intersections (NS):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
✓	1	NS01: Add intersection lighting (NS.I.) (CRF=0.4 for Night crashes; Life=20 yrs; FE=90%)
	2	NS02: Convert to all-way STOP control (from 2-way or Yield control) (CRF=0.5 for All crashes; Life=10 yrs; FE=90%)
	3	NS03: Install signals (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	4	NS04: Convert intersection to roundabout (from all way stop) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	5	NS05: Convert intersection to roundabout (from stop or yield control on minor road) (CRF varies for All crashes; Life=20 yrs; FE=90%)
	6	NS05mr: Convert intersection to mini-roundabout (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	NS06: Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	8	NS07: Upgrade intersection pavement markings (NS.I.) (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	9	NS08: Install Flashing Beacons at Stop-Controlled Intersections (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	10	NS09: Install flashing beacons as advance warning (NS.I.) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	11	NS10: Install transverse rumble strips on approaches (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	12	NS11: Improve sight distance to intersection (Clear Sight Triangles) (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	13	NS12: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	14	NS13: Install splitter-islands on the minor road approaches (CRF=0.4 for All crashes; Life=20 yrs; FE=90%)
	15	NS14: Install raised median on approaches (NS.I.) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	16	NS15: Create directional median openings to allow (and restrict) left-turns and u-turns (NS.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	17	NS16: Reduced Left-Turn Conflict Intersections (NS.I.) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	18	NS17: Install right-turn lane (NS.I.) (CRF=0.2 for All crashes; Life=20 yrs; FE=90%)
	19	NS18: Install left-turn lane (where no left-turn lane exists) (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	20	NS19PB: Install raised medians / refuge islands (NS.I.) (CRF=0.45 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	21	NS20PB: Install pedestrian crossing at uncontrolled locations (new signs and markings only) (CRF=0.25 for Ped & Bike crashes; Life=10 yrs; FE=90%)
	22	NS21PB: Install/upgrade pedestrian crossing at uncontrolled locations (with enhanced safety features) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	23	NS22PB: Install Rectangular Rapid Flashing Beacon (RRFB) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	24	NS23PB: Install Pedestrian Signal (including Pedestrian Hybrid Beacon (HAWK)) (CRF=0.55 for Ped & Bike crashes; Life=20 yrs; FE=90%)

Roadways (R):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
✓	1	R01: Add segment lighting (CRF=0.35 for Night crashes; Life=20 yrs; FE=90%)
	2	R02: Remove or relocate fixed objects outside of Clear Recovery Zone (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	3	R03: Install Median Barrier (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	4	R04: Install Guardrail (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	5	R05: Install impact attenuators (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	6	R06: Flatten side slopes (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	R07: Flatten side slopes and remove guardrail (CRF=0.4 for All crashes; Life=20 yrs; FE=90%)
	8	R08: Install raised median (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	9	R09: Install median (flush) (CRF=0.15 for All crashes; Life=20 yrs; FE=90%)
	10	R10PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	11	R11: Install acceleration/ deceleration lanes (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	R12: Widen lane (initially less than 10 ft) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	13	R13: Add two-way left-turn lane (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	14	R14: Road Diet (Reduce travel lanes and add a two way left-turn and bike lanes) (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	15	R15: Widen shoulder (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	16	R16: Curve Shoulder widening (Outside Only) (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	17	R17: Improve horizontal alignment (flatten curves) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	18	R18: Flatten crest vertical curve (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	19	R19: Improve curve superelevation (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	20	R20: Convert from two-way to one-way traffic (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	21	R21: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	22	R22: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning) (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	23	R23: Install chevron signs on horizontal curves (CRF=0.4 for All crashes; Life=10 yrs; FE=90%)
	24	R24: Install curve advance warning signs (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	25	R25: Install curve advance warning signs (flashing beacon) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	26	R26: Install dynamic/variable speed warning signs (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	27	R27: Install delineators, reflectors and/or object markers (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	28	R28: Install edge-lines and centerlines (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	29	R29: Install no-passing line (CRF=0.45 for All crashes; Life=10 yrs; FE=90%)
	30	R30: Install centerline rumble strips/stripes (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	31	R31: Install edgeline rumble strips/stripes (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	32	R32PB: Install bike lanes (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	33	R33PB: Install Separated Bike Lanes (CRF=0.45 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	34	R34PB: Install sidewalk/pathway (to avoid walking along roadway) (CRF=0.8 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	35	R35PB: Install/upgrade pedestrian crossing (with enhanced safety features) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	36	R36PB: Install raised pedestrian crossing (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	37	R37PB: Install Rectangular Rapid Flashing Beacon (RRFB) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	38	R38: Install animal fencing (CRF=0.8 for Animal crashes; Life=20 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/- Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures		Error Messages (must resolve)
		(Signalized Intersections)				
1				S01		
	+ -	SI_1	Livermore City Wide Intersection Lighting	●		
		(Non-signalized Intersections)				
1				NS01		
	+ -	NSI_1	Livermore City Wide Intersection Lighting	●		
		(Roadway Segments)				
1				R01		
	+ -	R_1	All streets and roadways throughout the City of Pico Rivera.	●		

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: Night-time (Night)

No.	Location No : Description (from Step 2)	Fatal (Night)	Severe Injury (Night)	Other Visible Injury (Night)	Complaint of Pain (Night)	PDO (Night)	Total	ID
1	SI_1: Livermore City Wide Intersection Lighting	11	23	95	182	0	311	
2	NSI_1: Livermore City Wide Intersection Lighting	0	0	0	0	0	0	
3	R_1: All streets and roadways throughout the City of Pico Rivera.	4	7	33	58	0	102	
	Total	15	30	128	240	0	413	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
SI_1: Livermore City Wide Intersection Lighting	$147,987,680	$0	$0	$147,987,680
NSI_1: Livermore City Wide Intersection Lighting	$0	$0	$0	$0
R_1: All streets and roadways throughout the City of Pico Rivera.	$52,667,860	$0	$0	$52,667,860
Sum	**$200,655,540**	**$0**	**$0**	**$200,655,540**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	S01: Add intersection lighting (S.I.)	$147,987,680
2	NS01: Add intersection lighting (NS.I.)	$0
3	R01: Add segment lighting	$52,667,860
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$200,655,540

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Traffic Control	LS	1	560,125	560,125	X	0 %	0 %	0 %
+ -	2	Mobilization	LS	1	280,063	280,063	X	0 %	0 %	0 %
+ -	3	Install Street Light Pole	EA	205	$16000.00	3,280,000		100 %	0 %	0 %
+ -	4	Install Street Light Pull Box	EA	260	$750.00	195,000		100 %	0 %	0 %
+ -	5	Install Street Lighting Conduit	EA	24,750	$75.00	1,856,250		100 %	0 %	0 %
+ -	6	Install Service Point	EA	18	$15000.00	270,000		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$6,441,438				

Contingencies, as % of the above "Total" of the construction items: 10 % $644,144
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $7,085,600
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 90.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 90 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$354,200	90 %	$318,780	$35,420
PS&E	$1,417,200	90 %	$1,275,480	$141,720
Subtotal - PE	**$1,771,400**	**90 %**	**$1,594,260**	**$177,140**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	90 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	90 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$1,062,900	90 %	$956,610	$106,290
Construction Items	$7,085,600 (Read only - from Section I)	90 %	$6,377,040	$708,560
Subtotal - Construction	**$8,148,500**	**90 %**	**$7,333,650**	**$814,850**
PROJECT TOTAL	$9,919,900	90 %	$8,927,910	$991,990

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$9,919,900	$8,927,910	90%

Total Expected Benefit	Benefit Cost Ratio (BCR)
200,655,540	20.23

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

This is a dynamic form (i.e. later steps vary depending on the data entered in earlier steps). If any error messages appear, please fix the errors prior to proceeding to the next steps.

Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

Livermore City Wide

Project Description: (limited to 250 characters)

Citywide Sign Inventory: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)

Number of Signalized Intersections:

Number of Non-signalized Intersections:

Miles of Roadways*: 310

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	No
Does this application include Non-signalized Intersections (NS)?	No
Does this application include Roadway Segments (R)?	Yes

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Roadways (R):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
	1	R01: Add segment lighting (CRF=0.35 for Night crashes; Life=20 yrs; FE=90%)
	2	R02: Remove or relocate fixed objects outside of Clear Recovery Zone (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	3	R03: Install Median Barrier (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	4	R04: Install Guardrail (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	5	R05: Install impact attenuators (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	6	R06: Flatten side slopes (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	R07: Flatten side slopes and remove guardrail (CRF=0.4 for All crashes; Life=20 yrs; FE=90%)
	8	R08: Install raised median (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	9	R09: Install median (flush) (CRF=0.15 for All crashes; Life=20 yrs; FE=90%)
	10	R10PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	11	R11: Install acceleration/ deceleration lanes (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	R12: Widen lane (initially less than 10 ft) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	13	R13: Add two-way left-turn lane (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	14	R14: Road Diet (Reduce travel lanes and add a two way left-turn and bike lanes) (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	15	R15: Widen shoulder (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	16	R16: Curve Shoulder widening (Outside Only) (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	17	R17: Improve horizontal alignment (flatten curves) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	18	R18: Flatten crest vertical curve (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	19	R19: Improve curve superelevation (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	20	R20: Convert from two-way to one-way traffic (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	21	R21: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
✓	22	R22: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning) (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	23	R23: Install chevron signs on horizontal curves (CRF=0.4 for All crashes; Life=10 yrs; FE=90%)
	24	R24: Install curve advance warning signs (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	25	R25: Install curve advance warning signs (flashing beacon) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	26	R26: Install dynamic/variable speed warning signs (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	27	R27: Install delineators, reflectors and/or object markers (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	28	R28: Install edge-lines and centerlines (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	29	R29: Install no-passing line (CRF=0.45 for All crashes; Life=10 yrs; FE=90%)
	30	R30: Install centerline rumble strips/stripes (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	31	R31: Install edgeline rumble strips/stripes (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	32	R32PB: Install bike lanes (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	33	R33PB: Install Separated Bike Lanes (CRF=0.45 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	34	R34PB: Install sidewalk/pathway (to avoid walking along roadway) (CRF=0.8 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	35	R35PB: Install/upgrade pedestrian crossing (with enhanced safety features) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	36	R36PB: Install raised pedestrian crossing (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	37	R37PB: Install Rectangular Rapid Flashing Beacon (RRFB) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	38	R38: Install animal fencing (CRF=0.8 for Animal crashes; Life=20 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/-	Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures		Error Messages (must resolve)
			(Roadway Segments)				
1					R22		
	+ -		R_1	All intersection and roadways throughout the City of Livermore.	●		

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: ALL

No.	Location No : Description (from Step 2)	Fatal (ALL)	Severe Injury (ALL)	Other Visible Injury (ALL)	Complaint of Pain (ALL)	PDO (ALL)	Total	ID
1	R_1: All intersection and roadways throughout the City of Livermore.	16	52	386	688	1	1,143	
	Total	16	52	386	688	1	1,143	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
R_1: All intersection and roadways throughout the City of Livermore.	$87,487,051	$0	$0	$87,487,051
Sum	**$87,487,051**	**$0**	**$0**	**$87,487,051**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	R22: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning)	$87,487,051
2	NA	$0
3	NA	$0
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$87,487,051

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Mobilization	LS	1	201,875	201,875	X	0 %	0 %	0 %
+ -	2	Traffic Control	LS	1	403,750	403,750	X	0 %	0 %	0 %
+ -	3	Remove Sign	EA	8,500	$175.00	1,487,500		100 %	0 %	0 %
+ -	4	Install Sign	EA	8,500	$300.00	2,550,000		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$4,643,125				

Contingencies, as % of the above "Total" of the construction items: 10 % $464,312
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $5,107,500
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 90.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 90 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$255,300	90 %	$229,770	$25,530
PS&E	$1,021,500	90 %	$919,350	$102,150
Subtotal - PE	**$1,276,800**	**90 %**	**$1,149,120**	**$127,680**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	90 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	90 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$766,200	90 %	$689,580	$76,620
Construction Items	$5,107,500 (Read only - from Section I)	90 %	$4,596,750	$510,750
Subtotal - Construction	**$5,873,700**	**90 %**	**$5,286,330**	**$587,370**
PROJECT TOTAL	$7,150,500	90 %	$6,435,450	$715,050

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$7,150,500	$6,435,450	90%

Total Expected Benefit	Benefit Cost Ratio (BCR)
87,487,051	12.24

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

This is a dynamic form (i.e. later steps vary depending on the data entered in earlier steps). If any error messages appear, please fix the errors prior to proceeding to the next steps.

Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

First St, Murrieta Blvd, Concannon Blvd, Las Positas Road, N Livermore Ave, S. Vasco Rd, W Jack London Blvd, Portola Ave, E Stanley Blvd and Patterson Pass Rd.

Project Description: (limited to 250 characters)

Improve safety on Corridors: Install dynamic/variable speed warning signs

Number of Signalized Intersections:

Number of Non-signalized Intersections:

Miles of Roadways*: 24

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	No
Does this application include Non-signalized Intersections (NS)?	No
Does this application include Roadway Segments (R)?	Yes

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Roadways (R):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
	1	R01: Add segment lighting (CRF=0.35 for Night crashes; Life=20 yrs; FE=90%)
	2	R02: Remove or relocate fixed objects outside of Clear Recovery Zone (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	3	R03: Install Median Barrier (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	4	R04: Install Guardrail (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	5	R05: Install impact attenuators (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	6	R06: Flatten side slopes (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	R07: Flatten side slopes and remove guardrail (CRF=0.4 for All crashes; Life=20 yrs; FE=90%)
	8	R08: Install raised median (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	9	R09: Install median (flush) (CRF=0.15 for All crashes; Life=20 yrs; FE=90%)
	10	R10PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	11	R11: Install acceleration/ deceleration lanes (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	R12: Widen lane (initially less than 10 ft) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	13	R13: Add two-way left-turn lane (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	14	R14: Road Diet (Reduce travel lanes and add a two way left-turn and bike lanes) (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	15	R15: Widen shoulder (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	16	R16: Curve Shoulder widening (Outside Only) (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	17	R17: Improve horizontal alignment (flatten curves) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	18	R18: Flatten crest vertical curve (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	19	R19: Improve curve superelevation (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	20	R20: Convert from two-way to one-way traffic (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	21	R21: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	22	R22: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning) (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	23	R23: Install chevron signs on horizontal curves (CRF=0.4 for All crashes; Life=10 yrs; FE=90%)
	24	R24: Install curve advance warning signs (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	25	R25: Install curve advance warning signs (flashing beacon) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
✓	26	R26: Install dynamic/variable speed warning signs (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	27	R27: Install delineators, reflectors and/or object markers (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	28	R28: Install edge-lines and centerlines (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	29	R29: Install no-passing line (CRF=0.45 for All crashes; Life=10 yrs; FE=90%)
	30	R30: Install centerline rumble strips/stripes (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	31	R31: Install edgeline rumble strips/stripes (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	32	R32PB: Install bike lanes (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	33	R33PB: Install Separated Bike Lanes (CRF=0.45 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	34	R34PB: Install sidewalk/pathway (to avoid walking along roadway) (CRF=0.8 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	35	R35PB: Install/upgrade pedestrian crossing (with enhanced safety features) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	36	R36PB: Install raised pedestrian crossing (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	37	R37PB: Install Rectangular Rapid Flashing Beacon (RRFB) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	38	R38: Install animal fencing (CRF=0.8 for Animal crashes; Life=20 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/- Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures		Error Messages (must resolve)
		(Roadway Segments)				
8				R26		
	+ -	R_1	First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	●		
	+ -	R_2	Murietta Blvd: Holmes St to Portola Ave	●		
	+ -	R_3	Concannon Blvd: Isabel Avenue to S. Livermore Ave	●		
	+ -	R_4	N. Livermore Ave: 400' N (City Limit) to Railroad Ave	●		
	+ -	R_5	S. Vasco Rd: I-580 (City Limit N) to Tesla Rd (City Limit S)	●		
	+ -	R_6	W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr	●		
	+ -	R_7	E Stanley Blvd: Railroad Avenue to Murdell Lane	●		
	+ -	R_8	Patterson Pass Rd: Greenville Rd to N Mines Rd	●		

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: ALL

No.	Location No : Description (from Step 2)	Fatal (ALL)	Severe Injury (ALL)	Other Visible Injury (ALL)	Complaint of Pain (ALL)	PDO (ALL)	Total	ID
1	R_1: First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	4	3	33	76		116	
2	R_2: Murietta Blvd: Holmes St to Portola Ave	1	3	13	15		32	
3	R_3: Concannon Blvd: Isabel Avenue to S. Livermore Ave	0	1	9	14		24	
4	R_4: N. Livermore Ave: 400' N (City Limit) to Railroad Ave	0	3	17	49		69	
5	R_5: S. Vasco Rd: I-580 (City Limit N) to Tesla Rd (City Limit S)	2	2	16	60		80	
6	R_6: W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr	0	3	10	30		43	
7	R_7: E Stanley Blvd: Railroad Avenue to Murdell Lane	2	2	16	41		61	
8	R_8: Patterson Pass Rd: Greenville Rd to N Mines Rd	1	2	9	15		27	
	Total	10	19	123	300		452	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
R_1: First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	$17,647,260	$0	$0	$17,647,260
R_2: Murietta Blvd: Holmes St to Portola Ave	$7,971,721	$0	$0	$7,971,721
R_3: Concannon Blvd: Isabel Avenue to S. Livermore Ave	$3,103,621	$0	$0	$3,103,621
R_4: N. Livermore Ave: 400' N (City Limit) to Railroad Ave	$8,733,241	$0	$0	$8,733,241
R_5: S. Vasco Rd: I-580 (City Limit N) to Tesla Rd (City Limit S)	$10,713,841	$0	$0	$10,713,841
R_6: W Jack London Blvd: Wolf House Dr to 1900 W' from Discovery Dr	$7,025,401	$0	$0	$7,025,401
R_7: E Stanley Blvd: Railroad Avenue to Murdell Lane	$9,677,580	$0	$0	$9,677,580
R_8: Patterson Pass Rd: Greenville Rd to N Mines Rd	$6,111,361	$0	$0	$6,111,361
Sum	**$70,984,026**	**$0**	**$0**	**$70,984,026**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	R26: Install dynamic/variable speed warning signs	$70,984,026
2	NA	$0
3	NA	$0
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$70,984,026

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Traffic Control	LS	1	$35250.00	35,250	X	0 %	0 %	0 %
+ -	2	Mobilization	LS	1	$70500.00	70,500	X	0 %	0 %	0 %
+ -	3	Install Dynamic/Variable Speed Warning Sign	EA	47	$15000.00	705,000		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$810,750				

Contingencies, as % of the above "Total" of the construction items: 10 % $81,075
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $891,900
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 90.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 90 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$44,500	90 %	$40,050	$4,450
PS&E	$178,400	90 %	$160,560	$17,840
Subtotal - PE	**$222,900**	**90 %**	**$200,610**	**$22,290**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	90 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	90 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$133,800	90 %	$120,420	$13,380
Construction Items	$891,900 (Read only - from Section I)	90 %	$802,710	$89,190
Subtotal - Construction	**$1,025,700**	**90 %**	**$923,130**	**$102,570**
PROJECT TOTAL	$1,248,600	90 %	$1,123,740	$124,860

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$1,248,600	$1,123,740	90%

Total Expected Benefit	Benefit Cost Ratio (BCR)
70,984,026	56.85

HSIP ANALYZER (for BCR Applications)

Benefit Cost Ratio (BCR) Calculation for Highway Safety Improvement Program (HSIP) Application

Important: Review and follow the step-by-step instructions in the HSIP Analyzer Manual. Completing the HSIP Analyzer without referencing to the manual may result in an application with fatal flaws that will be disqualified from the ranking and selection process.

This is a dynamic form (i.e. later steps vary depending on the data entered in earlier steps). If any error messages appear, please fix the errors prior to proceeding to the next steps.

Save this file using "HA" +Application ID as the file name (e.g. "HA03-Sacramento-01.pdf"). Attach the completed HSIP Analyzer to the last page of the HSIP Application Form.

Section I: General Information

Application ID, Project Location and Project Description (copy from the HSIP Application Form):

Application ID:

Project Location: (limited to 250 characters)

First St, Murrieta Blvd, Concannon Blvd, N. Livermore Ave, S. Vasco Road, Portola Ave and E Stanley Blvd

Project Description: (limited to 250 characters)

Improve pedestrian and bicycle safety on corridors: Install Separated Bike Lanes, Install/upgrade pedestrian crossing (with enhanced safety features), Install Rectangular Rapid Flashing Beacon (RRFB)

Number of Signalized Intersections:

Number of Non-signalized Intersections:

Miles of Roadways*: 14

*Do not include the length of the intersections that have been accounted for in the number of intersections above.

Functional Classification (FC): Other Principal Arterial

For California Road System (CRS) maps to check the FC, click here.

Urban / Rural Area: Urban

What is the approximate total cost percentage that is HR3 eligible? 0%

Annual Average Daily Traffic (see instructions):

AADT (Major Road) | AADT (Minor Road) | Year of AADT 2019

Posted Speed Limit (mph): Varies

Which of the California's Strategic Highway Safety Plan (SHSP) Challenge Areas does the project address primarily? Multiple Challenge Areas may be checked. For example, if this project is for pedestrian safety at intersections, both "Intersections" and "Pedestrians" should be checked. For more information on the SHSP and its Challenge Areas, click here.

- ☐ Intersections
- ☐ Lane Departures
- ☐ Pedestrians
- ☐ Bicyclists
- ☐ Emergency Response
- ☐ Emerging Technologies
- ☐ Work Zones
- ☐ Speed Management/ Aggressive Driving

How were the safety needs and potential countermeasures for this project first identified?

Jurisdiction-wide safety analysis

California established Systemic Safety Analysis Report Program (SSARP) in 2016 and Local Roadway Safety Plan (LRSP) Program in 2019. Was this project identified through the SSARP or LRSP? LRSP

Is the project focused primarily on “spot location(s)” or “systemic” improvements? Systemic

If it is systemic, the primary type of the "systemic" improvements is:

Upgrade/Modify/Remove Traffic Signal

What is the primary mode of travel intended to be benefited by this project)?

Motorized users

Approximate percentage of project cost going to improvements related to **motorized** travel 100%

Section II: Project Schedule

The local agency is expected to deliver the project per the HSIP Program Delivery requirements. Assuming the HSIP Cycle 11 projects selected for funding will be programmed by January 1, 2023, please enter your best estimated dates for the following implementation milestones. Leave blank if not applicable.

Will this project use HSIP funds for Preliminary Engineering (PE) Phase? Yes

Will an external consultant be hired to do the PE work? Yes

Delivery Milestones to be met: PE Authorization by 9/30/2023; CON Authorization by 6/30/2026.

PE Authorization Date:

Environmental Clearance Date:

Right of Way Clearance Date:

Final PS&E Date:

CON Authorization Date:

Construction Contract Award Date:

Construction Completion Date:

Project Close-Out Date:

Section III. Safety Countermeasures, Crash Data and Project Benefit Calculation

The benefit of an HSIP safety project is achieved by reducing potential future crashes due to the application of the safety countermeasures (CMs). In this section, you will need to provide information regarding the historical crash data at the project sites.

Different CMs will reduce crashes of different types during the life of the safety improvements. Depending on the selected CMs for the application, you will be required to fill in one or more crash data tables, for any combination of the five crash types (datasets): "All" , "Night" , Ped & Bike", "Emergency Vehicle", and "Animal" (Each of the later four datasets is a sub-dataset of the "All" dataset.)

Note: If a Roundabout CM (S16 or NS04 or NS05) is selected, additional information (such as roundabout configuration and ADT) is required.

For more information regarding crash data, please refer to the Manual for HSIP Analyzer and the Local Roadway Safety Manual.

1. Please indicate the sources of the crash data. Typical sources include Statewide Integrated Traffic Records System (SWITRS), UC Berkeley SafeTREC TIMS, your locally preferred mapping software (such as Crossroads) or any other data sources.

Statewide Integrated Traffic Records System (SWITRS) and UC Berkeley SafeTREC TIMS

2. Please explain how "incremental approach" has been pursued if CM R15, R16, R17 or R18 is proposed. Please skip this question if none of these CMs are being proposed.

Countermeasure R15 (Widen shoulder), R16 (Curve shoulder widening (outside only)), R17 (Improve horizontal alignment (flatten curves)) and R18 (Flatten crest vertical curve) are not eligible unless they are done as the last step of an "incremental approach". Applicants need to document they have already installed lower cost and lower impact CMs but the crash rate is unacceptably high. What safety improvements have been pursued and installed at the project sites within the last ten years?

Step 1: Select safety countermeasures

Does this application include Signalized Intersections (SI)?	No
Does this application include Non-signalized Intersections (NS)?	No
Does this application include Roadway Segments (R)?	Yes

** Normally a BCR application only includes locations of one of the above 3 categories (SI, NS or R). Multiple categories may be selected if the application proposes corridor safety improvements or uses a systemic approach, or the applicant chooses to bundle multiple locations in the same vicinity together.*

Roadways (R):

Click the check box in the 1st column to select up to 3 countermeasures.

Hide unselected countermeasures | View all countermeasures

Select	No.	Countermeasure Name
	1	R01: Add segment lighting (CRF=0.35 for Night crashes; Life=20 yrs; FE=90%)
	2	R02: Remove or relocate fixed objects outside of Clear Recovery Zone (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	3	R03: Install Median Barrier (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	4	R04: Install Guardrail (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	5	R05: Install impact attenuators (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	6	R06: Flatten side slopes (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	7	R07: Flatten side slopes and remove guardrail (CRF=0.4 for All crashes; Life=20 yrs; FE=90%)
	8	R08: Install raised median (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	9	R09: Install median (flush) (CRF=0.15 for All crashes; Life=20 yrs; FE=90%)
	10	R10PB: Install pedestrian median fencing on approaches (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	11	R11: Install acceleration/ deceleration lanes (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	12	R12: Widen lane (initially less than 10 ft) (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	13	R13: Add two-way left-turn lane (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	14	R14: Road Diet (Reduce travel lanes and add a two way left-turn and bike lanes) (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	15	R15: Widen shoulder (CRF=0.3 for All crashes; Life=20 yrs; FE=90%)
	16	R16: Curve Shoulder widening (Outside Only) (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	17	R17: Improve horizontal alignment (flatten curves) (CRF=0.5 for All crashes; Life=20 yrs; FE=90%)
	18	R18: Flatten crest vertical curve (CRF=0.25 for All crashes; Life=20 yrs; FE=90%)
	19	R19: Improve curve superelevation (CRF=0.45 for All crashes; Life=20 yrs; FE=90%)
	20	R20: Convert from two-way to one-way traffic (CRF=0.35 for All crashes; Life=20 yrs; FE=90%)
	21	R21: Improve pavement friction (High Friction Surface Treatments) (CRF=0.55 for All crashes; Life=10 yrs; FE=90%)
	22	R22: Install/Upgrade signs with new fluorescent sheeting (regulatory or warning) (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	23	R23: Install chevron signs on horizontal curves (CRF=0.4 for All crashes; Life=10 yrs; FE=90%)
	24	R24: Install curve advance warning signs (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	25	R25: Install curve advance warning signs (flashing beacon) (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	26	R26: Install dynamic/variable speed warning signs (CRF=0.3 for All crashes; Life=10 yrs; FE=90%)
	27	R27: Install delineators, reflectors and/or object markers (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	28	R28: Install edge-lines and centerlines (CRF=0.25 for All crashes; Life=10 yrs; FE=90%)
	29	R29: Install no-passing line (CRF=0.45 for All crashes; Life=10 yrs; FE=90%)
	30	R30: Install centerline rumble strips/stripes (CRF=0.2 for All crashes; Life=10 yrs; FE=90%)
	31	R31: Install edgeline rumble strips/stripes (CRF=0.15 for All crashes; Life=10 yrs; FE=90%)
	32	R32PB: Install bike lanes (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
✓	33	R33PB: Install Separated Bike Lanes (CRF=0.45 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	34	R34PB: Install sidewalk/pathway (to avoid walking along roadway) (CRF=0.8 for Ped & Bike crashes; Life=20 yrs; FE=90%)
✓	35	R35PB: Install/upgrade pedestrian crossing (with enhanced safety features) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	36	R36PB: Install raised pedestrian crossing (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
✓	37	R37PB: Install Rectangular Rapid Flashing Beacon (RRFB) (CRF=0.35 for Ped & Bike crashes; Life=20 yrs; FE=90%)
	38	R38: Install animal fencing (CRF=0.8 for Animal crashes; Life=20 yrs; FE=90%)

Step 2: Click to generate table for project locations, enter the project locations and select countermeasures for each location. If any of the selections have been changed, you must re-click the below button to refresh.

Click to Generate Table for Project Locations Entry

CMs have been selected. Ok to proceed.

	+/- Line	Location No.	Location Description (Intersection Name or Road Limit or General Description)	Click to select Countermeasures			Error Messages (must resolve)
		(Roadway Segments)					
7				R33PB	R35PB	R37PB	
	+ -	R_1	First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	●			
	+ -	R_2	Murietta Blvd: Holmes St to Portola Ave	●			
	+ -	R_3	Concannon Blvd: Isabel Avenue to S. Livermore Ave	●	●	●	
	+ -	R_4	S. Vasco Rd: I-580 (City Limit N) to Tesla Rd (City Limit S)	●			
	+ -	R_5	Portola Avenue: First St to Murrieta Blvd		●		
	+ -	R_6	E Stanley Blvd: Railroad Avenue to Murdell Lane	●			
	+ -	R_7	Maple Street: First Street to East Avenue		●		

Step 3: Click to generate tables for crash data and provide crash data. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Generate Tables for Crash Data Entry

No crash tables have been created since there are unresolved error messages in the last column of the location table. Please correct first.

Crash Data Period: must be between 3 and 5 years.

from (MM/DD/YYYY): 01/01/2015 To (MM/DD/YYYY): 12/31/2019 Crash Data Period (years) = 5

Fill out the crash data table(s) for the crash type(s) as required by the selected countermeasure(s) in Step 2.

Based on the countermeasures selected in Step 2 , the crash data types to be provided are:

Crash Data Table for Crash Type: Pedestrians and Bicyclists Involved (P&B)

No.	Location No : Description (from Step 2)	Fatal (P&B)	Severe Injury (P&B)	Other Visible Injury (P&B)	Complaint of Pain (P&B)	PDO (P&B)	Total	ID
1	R_1: First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	3	1	8	9	0	21	
2	R_2: Murietta Blvd: Holmes St to Portola Ave	0	1	2	3	0	6	
3	R_3: Concannon Blvd: Isabel Avenue to S. Livermore Ave	0	0	3	0	0	3	
4	R_4: S. Vasco Rd: I-580 (City Limit N) to Tesla Rd (City Limit S)	0	0	4	3	0	7	
5	R_5: Portola Avenue: First St to Murrieta Blvd	0	2	4	4	0	10	
6	R_6: E Stanley Blvd: Railroad Avenue to Murdell Lane	2	2	4	5	0	13	
7	R_7: Maple Street: First Street to East Avenue	0	2	3	1	0	6	
	Total	5	8	28	25	0	66	

Step 4: Click to Calculate the project benefit. If any changes have been made in the previous two steps, you must re-click to refresh.

Click to Perform Benefit Calculation

Benefit Summary:

Benefit by Locations

Location No : Description	[CM1] Benefit	[CM2] Benefit	[CM3] Benefit	Total Benefit
R_1: First St: E Stanley Blvd to I-580/John P Miller Memorial Hwy	$21,494,340	$0	$0	$21,494,340
R_2: Murietta Blvd: Holmes St to Portola Ave	$5,496,300	$0	$0	$5,496,300
R_3: Concannon Blvd: Isabel Avenue to S. Livermore Ave	$576,360	$448,280	$448,280	$1,472,920
R_4: S. Vasco Rd: I-580 (City Limit N) to Tesla Rd (City Limit S)	$1,642,140	$0	$0	$1,642,140
R_5: Portola Avenue: First St to Murrieta Blvd	$0	$8,295,281	$0	$8,295,281
R_6: E Stanley Blvd: Railroad Avenue to Murdell Lane	$15,812,391	$12,298,527	$0	$28,110,918
R_7: Maple Street: First Street to East Avenue	$0	$7,689,641	$0	$7,689,641
Sum	**$45,021,531**	**$28,731,729**	**$448,280**	**$74,201,540**

Benefit by Countermeasures

No.	Countermeasure	Benefit
1	R33PB: Install Separated Bike Lanes	$45,021,531
2	R35PB: Install/upgrade pedestrian crossing (with enhanced safety features)	$28,731,729
3	R37PB: Install Rectangular Rapid Flashing Beacon (RRFB)	$448,280
4	NA	$0
5	NA	$0
6	NA	$0
7	NA	$0
8	NA	$0
9	NA	$0
	TOTAL	$74,201,540

Section IV. Construction Cost Estimate and Cost Breakdown

The purpose of this section is to:

- Provide a detailed engineer's estimate for construction items. The costs for other phases i.e. Preliminary Engineering (PE), Right of Way (ROW), and Construction Engineering (CE) will be accounted for in the next section.
- Determine the project's maximum Funding Reimbursement Ratio (FRR).

IV.1 Detailed Engineer's Estimate for Construction Items:

Cost breakdown:

For each item, enter cost percentages for this project's safety countermeasures (CMs) and "Other Safety (OS)" respectively (e.g. enter 10 for 10%). The percentage for "Non-safety (NS)" is then calculated. If an item is a general one (such as traffic control, mobilization, etc.), check the "General item" box and the cost breakdown is not needed. A general item will NOT be used in determining the project's overall percentages of countermeasures, other safety and non-safety costs.

	No.	Item Description	Unit	Quantity	Unit Cost	Total	General Item? (Click center to check)	% for CMs	% for OS	% for NS
+ -	1	Traffic Control	LS	1	303,907	303,907	X	0 %	0 %	0 %
+ -	2	Mobilization	LS	1	151,954	151,954	X	0 %	0 %	0 %
+ -	3	Remove Striping	LF	142,960	$2.50	357,400		100 %	0 %	0 %
+ -	4	Install Striping	LF	229,840	$4.00	919,360		100 %	0 %	0 %
+ -	5	Install Delineators	EA	3,766	$50.00	188,300		100 %	0 %	0 %
+ -	6	Install Pavement Marking	EA	171	$500.00	85,500		100 %	0 %	0 %
+ -	7	Install Green Pavement Marking	SF	26,320	$20.00	526,400		100 %	0 %	0 %
+ -	8	Remove Median	SF	25,300	$15.00	379,500		100 %	0 %	0 %
+ -	9	Remove Median Curb	LF	6,330	$20.00	126,600		100 %	0 %	0 %
+ -	10	Install High Visibility Crosswalk	EA	13	$1000.00	13,000		100 %	0 %	0 %
+ -	11	Install Sign and Post	EA	28	$500.00	14,000		100 %	0 %	0 %
+ -	12	Install Bulbout	EA	12	$20000.00	240,000		100 %	0 %	0 %
+ -	13	Install Curb Ramp	EA	22	$7500.00	165,000		100 %	0 %	0 %
+ -	14	Install RRFB System	EA	2	$12000.00	24,000		100 %	0 %	0 %
		Weighted Average (%)						100%		
		Total ($)				$3,494,921				

Contingencies, as % of the above "Total" of the construction items: 10 % $349,492
(e.g. enter 10 for 10%)

Total Construction Cost (Con Items & Contingencies): $3,844,500
(Rounded up to the nearest hundreds)

IV.2 Funding Reimbursement Ratio

Project's Maximum Funding Reimbursement Ratio = 90.0%

The project's Maximum Funding Reimbursement Ratio is calculated from the least of the FEs of the project's countermeasures and reduced if the non-safety cost percentage is in excess of 10%. See the HSIP Analyzer Manual for details. This is the maximum value allowed to be entered in "HSIP/Total(%)" column in Section II (Project Cost Estimate).

Section V. Project Cost Estimate

All project costs, **for all phases and by all funding sources**, must be accounted for on this form.

i. "**Total Cost**": Round all costs up to the nearest hundred dollars.

ii. "**HSIP/Total (%)**": The maximum allowed is the project's Funding Reimbursement Ratio (FRR) as determined in Section I. Click the button to assign the maximum to all, OR enter if not the maximum.

iii. "**HSIP Funds**" and "**Local/Other Funds**" are calculated.

Pay attention to the interactive warning/error messages below the table. The messages, if any, must be fixed, or exceptions should be justified in narrative question No. 3 in the HSIP Application Form.

Project's maximum Funding Reimbursement Ratio (FRR) (from Section I, rounded up to integer): 90 %

To set all "HSIP/Total (%)" in the below table to the above maximum FRR, click "Set": Set

Description	Total Cost	HISP/Total (%)	HSIP Funds	Local/Other Funds
Preliminary Engineering (PE) Phase				
Environmental	$192,200	90 %	$172,980	$19,220
PS&E	$768,900	90 %	$692,010	$76,890
Subtotal - PE	**$961,100**	**90 %**	**$864,990**	**$96,110**
Right of Way (ROW) Phase				
Right of Way Engineering	$0	90 %	$0	$0
Appraisals, Acquisitions & Utilities	$0	90 %	$0	$0
Subtotal - Right of Way (ROW)	**$0**	%	**$0**	**$0**
Construction (CON) Phase				
Construction Engineering (CE)	$576,700	90 %	$519,030	$57,670
Construction Items	$3,844,500 (Read only - from Section I)	90 %	$3,460,050	$384,450
Subtotal - Construction	**$4,421,200**	**90 %**	**$3,979,080**	**$442,120**
PROJECT TOTAL	$5,382,300	90 %	$4,844,070	$538,230

☐ Agency does NOT request **HSIP** funds for PE Phase (automatically checked if PE - HSIP funds is $0).

Interactive Warning/Error Messages:
If there are any messages in the below box, please fix OR explain justification for exceptions in narrative question No 3 in the HSIP application form.

Section VI. Summary

Transfer the "Total Project Cost" , "HSIP Funds Requested" and the BCR to Page 2 of the HSIP Application Form.

Cost, FRR, Benefit and BCR:

Total Project Cost	HSIP Funds Requested	Max. FRR
$5,382,300	$4,844,070	90%

Total Expected Benefit	Benefit Cost Ratio (BCR)
74,201,540	12.22

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.7**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Paul Spence, Community Development Director

SUBJECT: Resolution authorizing the acceptance for permanent maintenance, release of security bonds, and execution of a Notice of Completion for the Trevarno Road Sanitary Sewer and Water Improvements Project 2019-60, located along Trevarno Road at First Street.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution authorizing the acceptance for permanent maintenance and release of the security bonds for the Trevarno Road Sanitary Sewer and Water Improvements Project 2019-60, located along Trevarno Road at First Street, and authorizing the City Manager to sign the Notice of Completion.

SUMMARY

On March 13, 2023, the City Council awarded the contract for construction of the Trevarno Road Sanitary Sewer and Water Improvements Project 2019-60 to Paulson Cox Construction, Inc. The contract was substantially completed on October 4, 2023, and can be accepted for permanent maintenance. The process to release the contractor's bonds can begin.

DISCUSSION

On July 26, 2021, City Council approved the establishment of the Trevarno Road Sewer and Water Improvements Assessment District 2021-1 (Assessment District) to replace the deteriorating private sewer and water utilities along Trevarno Road with public services. The Trevarno Road Sanitary Sewer and Water Improvements Project included installation of new public sanitary sewer and potable water mains and services, abandonment of existing mains and fire hydrants within the public utility easement, pavement repair, and slurry seal along Trevarno Road as shown in Attachment 1 - Location Map. The project was completed in accordance with the contract documents in a manner acceptable to the City Engineer and can now be accepted for permanent maintenance.

At time of award, the contractor provided a faithful performance bond guaranteeing completion of the project, and that bond must now be released. Six months after the date of the resolution accepting the project, the labor and materials bond guaranteeing the improvements should be reduced to an amount

equal to any claims filed and of which notice has been given. The balance of the bond will be released upon the settlement of all claims and obligations for which the security was given. All claims for this project have been settled. The security for the guarantee and warranty of work shall remain in effect for one year from the date of the resolution.

FISCAL AND ADMINISTRATIVE IMPACTS

The majority of the project is funded by the Trevarno Road Sewer and Water Improvements Assessment District 2021-1 with approximately 5 percent of the funding for General Benefit provided by Sewer (Fund 241) and Water (Fund 251) Connection Fees.

The original construction contract amount was $1,131,430, plus a 10 percent contingency for change orders. The final contract amount is $1,158,880, which is 2.4% above the original contract based on final bid item quantities and $27,450 in five Change Orders consisting mainly of unforeseen underground utility conflicts. The City has reviewed the overall project costs which include project management, planning, engineering, environmental, construction, construction management, inspection, material testing, and other incidental cost associated with the formation and management of the district and has determined that there are no surplus funds remaining.

Annual operations and maintenance costs for new sanitary sewer and water systems are estimated at $15,000 per year. Operations and maintenance costs will be funded from water and sewer user fees.

COMMUNITY PILLAR
5: A City that Works

GOAL
14: Develop, operate, and maintain the City's infrastructure

ATTACHMENTS

1. Location Map
2. Resolution
3. Exhibit A - Notice of Completion

Prepared by: Farnoush Levers
Senior Civil Engineer

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

LIVERMORE CALIFORNIA

LOCATION MAP

Notes:

333.3 0 166.67 333.3 Feet

NAD_1983_2011_StatePlane_California_III_FIPS_0403_

Livermore IT, GIS Services

Scale: 1: 2,000

This map is based on City of Livermore GIS Information and reflects the most current information at the time of this printing. The map is intended for reference purposes only and the City and its staff is not responsible for errors.

Prepared:

1/31/2023 2:33:38 PM

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION AUTHORIZING ACCEPTANCE FOR PERMANENT MAINTENANCE, RELEASE OF SECURITY BONDS, AND EXECUTION OF A NOTICE OF COMPLETION FOR THE TREVARNO ROAD SANITARY SEWER AND WATER IMPROVEMENTS PROJECT, LOCATED ALONG TREVARNO ROAD AT FIRST STREET

(PROJECT NO. 2019-60)

The City Engineer of the City of Livermore ("City") has filed with the City Clerk a report in writing that all work on the Trevarno Road Sanitary Sewer and Water Improvements Project 2019-60 ("Project"), has been completed to City standards. The Project is ready for acceptance by the City of Livermore for routine maintenance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that:

1. The faithful performance bond guaranteeing the Project is hereby released;

2. The labor and materials bond guaranteeing the Project shall, six months after the date of this resolution, be reduced to an amount equal to the amount of all claims filed and of which notice has been given. The balance of the bond shall be released upon the settlement of all such claims and obligations for which the security was given;

3. The security for the guarantee and warranty of work shall remain in effect for one year from the date of this resolution. The contractor is required to reconstruct any deficiencies that occur and to repair or replace defective materials during the maintenance period;

4. The City hereby accepts the improvements; and

5. The City Manager is authorized to sign the Notice of Completion, a copy of which is attached hereto as Exhibit A, and incorporated by this reference.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Tara Mazzanti
Tara Mazzanti
Assistant City Attorney

Exhibit A – Notice of Completion

EXHIBIT A

NOTICE OF COMPLETION

City's Project No. 2019-60 Date: 12/12/23

Project: Trevarno Road Sanitary Sewer and Water Improvements Project

Contractor: Paulson Cox Construction, Inc.

Contract For Construction of: New public sanitary sewer and potable water system along Trevarno Road

Project or Specified Part Shall Include: All that work as set forth in the Bid Schedule(s) of the Bid Forms, as awarded by the City of Livermore pursuant to the Contract Documents for Public Works Project No.2019-60

Document located at: 1052 S. Livermore Ave., Livermore, CA 94550 Contract Date: April 13, 2023

The work performed under this contract was inspected by authorized representatives of the City, Contractor, and Engineer, and determined to be substantially complete on October 4, 2023. The project reached Final Completion on November 1, 2023, which is within the number of working days required per Section 5.2 of the contract. The City elects to accept the Project and will record the Notice of Completion.

ENGINEERING DIVISION
Engineer

By _____
Mike Stamm, Const Insp Manager

The Contractor hereby accepts the above Notice of Completion

Paulson Cox Construction, Inc.
Contractor

By _____
Matthew Cox, Project Manager

The City accepts the project or specified area of the project to have reached final completion and will assume full possession of the Project or specified area of the Project at 8:00 am, on December 12, 2023. The responsibility for heat, utilities, security, and insurance under the Contract Documents will be assumed by the City after that date. Nature of interest of owner: Fee.

I certify (declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Owner:
City of Livermore
1052 S. Livermore Ave.
Livermore, CA 94550

FOR THE CITY OF LIVERMORE

By _____
Marianna Marysheva, City Manager Date

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.8**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Tina Olson, Administrative Services Director

SUBJECT: Resolution amending the City of Livermore Salary Plan dated January 2024 to reflect adjustments to the Unclassified and Hourly Salary Schedule to implement increased minimum wage in accordance with California Code of Regulations, Title 2, Section 570.5 and adding 1.0 FTE Public Works Supervisor to the Budgeted Personnel Allocations.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution amending the City of Livermore Salary Plan dated January 2024 to reflect increased minimum wage adjustments to the Unclassified and Hourly Salary Schedule and adding 1.0 FTE Public Works Supervisor to the Budgeted Personnel Allocations.

SUMMARY

Staff recommends the following changes to the Salary Plan:

1. Amend the Unclassified and Hourly Salary Schedule to increase the salary range of the Department Assistant, Field/Maintenance Aide, Law Clerk, and Police Cadet to $16.00 - $26.00 per hour based on an increase to the state minimum wage and adjustment to the top of the salary range;
2. Amend the Unclassified and Hourly Salary Schedule to increase the minimum salary and create a salary range for the classification of Library Aide to $16.00 - $20.00 per hour;
3. Amend the Unclassified and Hourly Salary Schedule to increase the salary ranges for the following classifications:
    1. Temporary Librarian to $22.00 - $32.00 per hour
    2. Temporary Library Assistant to $20.00 - $30.00 per hour
    3. Temporary Library Clerk to $18.00 - $28.00 per hour
4. Delete Reserve Police Officer classification (Class Code 963);
5. Add 1.0 FTE Public Works Supervisor to the Public Works Department, Maintenance Services Division Budgeted Personnel Allocations.

DISCUSSION

The minimum wage law requires an annual review of the wage rate using the U.S. Consumer Price Index for Urban Wage Earners and Clerical Workers (U.S. CPI-W). The Department of Finance calculated that the U.S. CPI-W increased by 6.16 percent for the period from July 1, 2022 to June 30, 2023, compared to the prior 12-month period. The minimum wage increases each year by the lesser of 3.5 percent, and the rate of change in the averages of the two most recent U.S. CPI-W, unless those averages are negative. On July 31, 2023, Governor Newsom certified the minimum wage will increase to $16 per hour for all employers effective January 1, 2024. The minimum salary on the following classifications will be increased to $16 per hour effective January 1, 2024: Department Assistant, Field/Maintenance Aide, Law Clerk, Library Aide, and Police Cadet.
In addition, the City reviewed the salary ranges for all Unclassified and Hourly classifications. The ranges on some classifications hadn't been adjusted for over 15 years. Minor changes were made to the top of the ranges for the classifications of Department Assistant, Field/Maintenance Aide, Law Clerk, and Police Cadet. The Library recommended changes to the salary ranges for the Library Aide, Temporary Library Clerk, Temporary Library Assistant, and Temporary Librarian classifications. The salary range adjustments were changed to appropriately compensate employees for the work being done, to stay competitive, retain existing employees, and attract new temporary employees.

Reserve Police Officers perform a great service to the Police Department and the City. The Reserve Police Officer is a volunteer, unpaid position and does not receive any compensation for their service. Staff is recommending removal of the classification from the salary plan. They will continue to serve as a volunteer in the Police Department.

The Maintenance Division of the Public Works Department recently completed a review of the Landscape Maintenance Districts (LMDs) funding and determined funds are available to add a 1.0 full-time Public Works Supervisor position. The new Public Works Supervisor will oversee all LMD activities to ensure each LMD is receiving optimal level of services including sidewalk and sound wall repairs.

FISCAL AND ADMINISTRATIVE IMPACTS

The fiscal impact of these wage increases and adding a new 1.0 FTE will be approximately $260,000 and there are sufficient funds in the budget and LMDs to cover the cost.

COMMUNITY PILLAR
5: A City that Works

GOAL
8: Attract, develop, engage, and retain a diverse and highly skilled workforce across the organization

ATTACHMENTS

1. Resolution
2. Exhibit A - January 2024 Salary Plan

Prepared by: Kaylin Larson
HR Analyst II

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION AMENDING THE CITY OF LIVERMORE SALARY PLAN DATED JANUARY 2024, IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5, AND ADDING 1.0 FTE TO THE BUDGETED PERSONNEL ALLOCATIONS

The proposed City of Livermore Salary Plan, attached hereto as Exhibit A, is intended to make the following amendments:

- Incorporate minimum wage increases and an expanded salary range of $16.00 - $26.00 per hour for the classifications of Department Assistant (Class Code 210), Field/Maintenance Aide (Class Code 438), Law Clerk (Class Code 240), and Police Cadet (Class Code 961);
- Incorporate minimum wage increases and create a salary range of $16.00 - $20.00 per hour for the classification of Library Aide (Class Code 920);
- Incorporate adjustments to the salary ranges for the following classifications:
    - Temporary Librarian (Class Code 915) - $22.00 - $32.00 per hour
    - Temporary Library Assistant (Class Code 916) - $20.00 - $30.00 per hour
    - Temporary Library Clerk (Class Code 917) - $18.00 - $28.00 per hour
- Delete the Reserve Police Officer (Class Code 963) classification.

The Maintenance Division of the Public Works Department recently completed a review of the Landscape Maintenance Districts (LMDs) funding and determined budget funds are available to add a full-time Public Works Supervisor position. The new Public Works Supervisor will oversee all LMD activities to ensure each LMD is receiving optimal level of services, including sidewalk and sound wall repairs.

- Add 1.0 FTE Public Works Supervisor to the Public Works Department, Maintenance Services Division Budgeted Personnel Allocations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that, in accordance with California Code of Regulations, Title 2, Section 570.5, it hereby approves the amended Salary Plan dated January 2024, attached hereto as Exhibit A, to modify the Unclassified and Hourly Salary Schedule, effective January 1, 2024, and to delete the Reserve Police Officer (Class Code 963) classification.

BE IT FURTHER RESOLVED by the City Council of the City of Livermore that an additional 1.0 FTE Public Works Supervisor is hereby added to the Public Works Department Maintenance Services Division to Budgeted Personnel Allocations.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Jason R. Alcala
Jason R. Alcala
City Attorney

Exhibit A – Salary Plan dated January 2024, Amended 12/11/2023

LIVERMORE
CALIFORNIA

Salary Plan

January 2024
Amended 12/11/2023

EXHIBIT A

CITY OF LIVERMORE
ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
221	01	ACCOUNT CLERK	66,819.84	70,054.84	73,441.56	76,997.62	80,731.49
	Sch=M22		5,568.32	5,837.90	6,120.13	6,416.47	6,727.62
			1,285.00	1,347.21	1,412.34	1,480.72	1,552.53
			32.12492	33.68021	35.30844	37.01809	38.81322
225	02	ACCOUNT CLERK, JUNIOR	60,576.07	63,488.86	66,547.28	69,758.63	73,130.53
	Sch=M22		5,048.01	5,290.74	5,545.61	5,813.22	6,094.21
			1,164.92	1,220.94	1,279.76	1,341.51	1,406.36
			29.12311	30.52349	31.99388	33.53780	35.15891
222	03	ACCOUNT CLERK, SENIOR	72,677.86	76,195.73	79,889.49	83,767.95	87,840.33
	Sch=M22		6,056.49	6,349.64	6,657.46	6,980.66	7,320.03
			1,397.65	1,465.30	1,536.34	1,610.92	1,689.24
			34.94128	36.63256	38.40841	40.27305	42.23093
223	05	ACCOUNTANT, JUNIOR	86,792.41	91,054.48	95,529.67	100,228.61	105,162.51
	Sch=M22		7,232.70	7,587.87	7,960.81	8,352.38	8,763.54
			1,669.08	1,751.05	1,837.11	1,927.47	2,022.36
			41.72712	43.77619	45.92773	48.18683	50.55890
224	04	ACCOUNTING TECHNICIAN	77,171.53	80,914.10	84,843.78	88,969.95	93,302.44
	Sch=M22		6,430.96	6,742.84	7,070.32	7,414.16	7,775.20
			1,484.07	1,556.04	1,631.61	1,710.96	1,794.28
			37.10170	38.90101	40.79028	42.77401	44.85694
213	14	ADMINISTRATIVE	80,842.05	84,768.14	88,890.52	93,219.04	97,763.97
	Sch=M22	ASSISTANT	6,736.84	7,064.01	7,407.54	7,768.25	8,147.00
			1,554.65	1,630.16	1,709.43	1,792.67	1,880.08
			38.86637	40.75391	42.73583	44.81685	47.00191
211	50	ADMINISTRATIVE CLERK I	60,576.11	63,488.90	66,547.33	69,758.67	73,130.58
	Sch=M22		5,048.01	5,290.74	5,545.61	5,813.22	6,094.22
			1,164.93	1,220.94	1,279.76	1,341.51	1,406.36
			29.12313	30.52351	31.99391	33.53782	35.15893
214	49	ADMINISTRATIVE CLERK II	64,925.25	68,055.49	71,342.24	74,793.35	78,416.99
	Sch=M22		5,410.44	5,671.29	5,945.19	6,232.78	6,534.75
			1,248.56	1,308.76	1,371.97	1,438.33	1,508.02
			31.21406	32.71899	34.29915	35.95834	37.70048
206	06	ADMINISTRATIVE	80,842.05	84,768.14	88,890.52	93,219.04	97,763.97
	Sch=M22	TECHNICIAN	6,736.84	7,064.01	7,407.54	7,768.25	8,147.00
			1,554.65	1,630.16	1,709.43	1,792.67	1,880.08
			38.86637	40.75391	42.73583	44.81685	47.00191
471	01	AIRPORT SERVICE	70,739.04	74,159.99	77,751.97	81,523.55	85,483.71
	Sch=PS1	ATTENDANT	5,894.92	6,180.00	6,479.33	6,793.63	7,123.64
			1,360.37	1,426.15	1,495.23	1,567.76	1,643.92
			34.00915	35.65384	37.38075	39.19401	41.09794
473	02	AIRPORT SERVICE	75,875.80	79,553.58	83,415.24	87,469.99	91,727.48
	Sch=PS1	ATTENDANT SENIOR	6,322.98	6,629.47	6,951.27	7,289.17	7,643.96
			1,459.15	1,529.88	1,604.14	1,682.12	1,763.99
			36.47875	38.24691	40.10348	42.05288	44.09975

EXHIBIT A

CITY OF LIVERMORE
ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
290	07	ANIMAL CONTROL	80,206.76	84,101.09	88,190.12	92,483.60	96,991.75
	Sch=M22	OFFICER	6,683.90	7,008.42	7,349.18	7,706.97	8,082.65
			1,542.44	1,617.33	1,695.96	1,778.53	1,865.23
			38.56094	40.43322	42.39910	44.46327	46.63065
465	66	ASSET MANAGEMENT	108,017.74	113,302.62	118,851.73	124,678.30	130,796.19
	Sch=M22	SPECIALIST	9,001.48	9,441.89	9,904.31	10,389.86	10,899.68
			2,077.26	2,178.90	2,285.61	2,397.66	2,515.31
			51.93161	54.47241	57.14025	59.94149	62.88278
281	08	BUILDING INSPECTOR I	94,998.40	99,632.31	104,497.90	109,606.78	114,971.10
	Sch=M22		7,916.53	8,302.69	8,708.16	9,133.90	9,580.93
			1,826.89	1,916.01	2,009.58	2,107.82	2,210.98
			45.67231	47.90015	50.23938	52.69557	55.27457
282	09	BUILDING INSPECTOR II	102,077.46	107,065.32	112,302.57	117,801.68	123,575.74
	Sch=M22		8,506.46	8,922.11	9,358.55	9,816.81	10,297.98
			1,963.03	2,058.95	2,159.66	2,265.42	2,376.46
			49.07570	51.47371	53.99162	56.63542	59.41141
277	56	BUILDING INSPECTOR III	105,063.34	110,200.49	115,594.49	121,258.19	127,205.08
	Sch=M22		8,755.28	9,183.37	9,632.87	10,104.85	10,600.42
			2,020.45	2,119.24	2,222.97	2,331.89	2,446.25
			50.51122	52.98100	55.57427	58.29721	61.15629
288	10	BUILDING INSPECTOR,	110,200.49	115,594.49	121,258.19	127,205.08	133,449.32
	Sch=M22	SENIOR	9,183.37	9,632.87	10,104.85	10,600.42	11,120.78
			2,119.24	2,222.97	2,331.89	2,446.25	2,566.33
			52.98100	55.57427	58.29721	61.15629	64.15833
249	11	CIVIL ENGINEER,	113,280.25	118,828.25	124,653.63	130,770.30	137,192.81
	Sch=M22	ASSISTANT	9,440.02	9,902.35	10,387.80	10,897.53	11,432.73
			2,178.47	2,285.16	2,397.19	2,514.81	2,638.32
			54.46166	57.12897	59.92963	62.87034	65.95808
254	12	CIVIL ENGINEER,	122,668.21	128,685.61	135,003.88	141,638.06	148,603.95
	Sch=M22	ASSOCIATE	10,222.35	10,723.80	11,250.32	11,803.17	12,383.66
			2,359.00	2,474.72	2,596.23	2,723.81	2,857.77
			58.97510	61.86808	64.90571	68.09522	71.44421
247	13	CIVIL ENGINEER, JUNIOR	99,649.46	104,515.91	109,625.69	114,990.96	120,624.49
	Sch=M22		8,304.12	8,709.66	9,135.47	9,582.58	10,052.04
			1,916.34	2,009.92	2,108.19	2,211.36	2,319.70
			47.90839	50.24803	52.70466	55.28412	57.99254
292	17	COMMUNITY	70,824.73	74,249.94	77,846.44	81,622.74	85,587.87
	Sch=M22	SERVICE SPECIALIST	5,902.06	6,187.50	6,487.20	6,801.90	7,132.32
			1,362.01	1,427.88	1,497.05	1,569.67	1,645.92
			34.05035	35.69709	37.42617	39.24170	41.14801
294	19	CRIME & INTELLIGENCE	92,146.03	96,637.32	101,353.16	106,304.81	111,504.03
	Sch=M22	ANALYST	7,678.84	8,053.11	8,446.10	8,858.73	9,292.00
			1,772.04	1,858.41	1,949.10	2,044.32	2,144.31
			44.30098	46.46025	48.72748	51.10808	53.60771

EXHIBIT A

CITY OF LIVERMORE
ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
296	62	CRIME PREVENTION	76,419.34	80,124.29	84,014.48	88,099.19	92,388.13
	Sch=M22	SPECIALIST	6,368.28	6,677.02	7,001.21	7,341.60	7,699.01
			1,469.60	1,540.85	1,615.66	1,694.22	1,776.69
			36.74007	38.52129	40.39158	42.35538	44.41737
954	27	CRISIS INTERVENTION	97,716.37	102,602.19	107,732.30	113,118.91	118,774.86
	Sch=M22	SPECIALIST	8,143.03	8,550.18	8,977.69	9,426.58	9,897.91
			1,879.16	1,973.12	2,071.77	2,175.36	2,284.13
			46.97902	49.32798	51.79437	54.38409	57.10330
208	21	DIVISION CLERK	68,410.33	71,714.84	75,184.57	78,827.77	82,653.16
	Sch=M22		5,700.86	5,976.24	6,265.38	6,568.98	6,887.76
			1,315.58	1,379.13	1,445.86	1,515.92	1,589.48
			32.88958	34.47829	36.14643	37.89797	39.73710
234	64	ECONOMIC DEVELOPMENT	88,694.16	93,012.86	97,547.50	102,308.85	107,308.26
	Sch=M22	SPECIALIST	7,391.18	7,751.07	8,128.96	8,525.74	8,942.36
			1,705.66	1,788.71	1,875.91	1,967.48	2,063.62
			42.64142	44.71772	46.89784	49.18695	51.59051
467	38	ELECTRICIAN	95,136.49	99,815.77	104,729.03	109,887.93	115,304.79
	Sch=PS1		7,928.04	8,317.98	8,727.42	9,157.33	9,608.73
			1,829.55	1,919.53	2,014.02	2,113.23	2,217.40
			45.73870	47.98835	50.35050	52.83074	55.43500
255	23	ENGINEER, ASSISTANT	108,017.73	113,302.61	118,851.72	124,678.29	130,796.18
	Sch=M22		9,001.48	9,441.88	9,904.31	10,389.86	10,899.68
			2,077.26	2,178.90	2,285.61	2,397.66	2,515.31
			51.93160	54.47241	57.14025	59.94149	62.88278
256	24	ENGINEER, JUNIOR	95,014.74	99,649.48	104,515.92	109,625.70	114,990.97
	Sch=M22		7,917.90	8,304.12	8,709.66	9,135.48	9,582.58
			1,827.21	1,916.34	2,009.92	2,108.19	2,211.36
			45.68016	47.90840	50.24804	52.70466	55.28412
273	63	ENGINEERING SPECIALIST	108,017.73	113,302.61	118,851.72	124,678.29	130,796.18
	Sch=M22		9,001.48	9,441.88	9,904.31	10,389.86	10,899.68
			2,077.26	2,178.90	2,285.61	2,397.66	2,515.31
			51.93160	54.47241	57.14025	59.94149	62.88278
284	25	ENGINEERING	92,947.14	97,478.47	102,236.38	107,232.19	112,477.78
	Sch=M22	TECHNICIAN, ASSIST	7,745.60	8,123.21	8,519.70	8,936.02	9,373.15
			1,787.45	1,874.59	1,966.08	2,062.16	2,163.03
			44.68613	46.86465	49.15211	51.55394	54.07586
275	26	ENGINEERING	99,649.46	104,515.91	109,625.69	114,990.96	120,624.49
	Sch=M22	TECHNICIAN, ASSOC	8,304.12	8,709.66	9,135.47	9,582.58	10,052.04
			1,916.34	2,009.92	2,108.19	2,211.36	2,319.70
			47.90839	50.24803	52.70466	55.28412	57.99254
279	28	ENGINEERING	103,509.58	108,569.05	113,881.48	119,459.54	125,316.50
	Sch=M22	TECHNICIAN, SENIOR	8,625.80	9,047.42	9,490.12	9,954.96	10,443.04
			1,990.57	2,087.87	2,190.03	2,297.30	2,409.93
			49.76422	52.19666	54.75071	57.43247	60.24832

EXHIBIT A

CITY OF LIVERMORE
ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
410	40	FACILITIES MAINTENANCE	60,247.85	63,144.22	66,185.42	69,378.67	72,731.59
	Sch=PS1	TRAINEE	5,020.65	5,262.02	5,515.45	5,781.56	6,060.97
			1,158.61	1,214.31	1,272.80	1,334.21	1,398.68
			28.96531	30.35780	31.81991	33.35513	34.96711
411	41	FACILITIES MAINTENANCE	67,430.13	70,685.61	74,103.86	77,693.04	81,461.68
	Sch=PS1	WORKER I	5,619.18	5,890.47	6,175.32	6,474.42	6,788.47
			1,296.73	1,359.34	1,425.07	1,494.10	1,566.57
			32.41833	33.98347	35.62686	37.35242	39.16427
412	42	FACILITIES MAINTENANCE	72,289.11	75,787.55	79,460.91	83,317.95	87,367.82
	Sch=PS1	WORKER II	6,024.09	6,315.63	6,621.74	6,943.16	7,280.65
			1,390.18	1,457.45	1,528.09	1,602.27	1,680.15
			34.75438	36.43632	38.20236	40.05671	42.00376
413	43	FACILITIES MAINTENANCE	75,875.80	79,553.58	83,415.24	87,469.99	91,727.48
	Sch=PS1	WORKER, SENIOR	6,322.98	6,629.47	6,951.27	7,289.17	7,643.96
			1,459.15	1,529.88	1,604.14	1,682.12	1,763.99
			36.47875	38.24691	40.10348	42.05288	44.09975
414	20	FACILITIES MAINTENANCE	85,349.29	89,500.73	93,859.75	98,436.73	103,242.55
	Sch=PS1	WORKER, SUPERVISING	7,112.44	7,458.39	7,821.65	8,203.06	8,603.55
			1,641.33	1,721.17	1,805.00	1,893.01	1,985.43
			41.03331	43.02920	45.12488	47.32535	49.63584
950	18	FAMILY THERAPIST	93,505.05	98,064.29	102,851.49	107,878.04	113,155.93
	Sch=M22		7,792.09	8,172.02	8,570.96	8,989.84	9,429.66
			1,798.17	1,885.85	1,977.91	2,074.58	2,176.08
			44.95435	47.14629	49.44783	51.86444	54.40189
444	51	FLEET SERVICES WORKER	60,247.89	63,144.27	66,185.47	69,378.72	72,731.64
	Sch=PS1		5,020.66	5,262.02	5,515.46	5,781.56	6,060.97
			1,158.61	1,214.31	1,272.80	1,334.21	1,398.69
			28.96533	30.35782	31.81994	33.35515	34.96713
274	59	GIS SPECIALIST	108,017.73	113,302.59	118,851.71	124,678.28	130,796.17
	Sch=M22		9,001.48	9,441.88	9,904.31	10,389.86	10,899.68
			2,077.26	2,178.90	2,285.61	2,397.66	2,515.31
			51.93160	54.47240	57.14025	59.94148	62.88277
420	11	GROUNDSKEEPER	60,247.85	63,144.22	66,185.41	69,378.66	72,731.58
	Sch=PS1	TRAINEE	5,020.65	5,262.02	5,515.45	5,781.56	6,060.97
			1,158.61	1,214.31	1,272.80	1,334.21	1,398.68
			28.96531	30.35780	31.81991	33.35513	34.96711
421	12	GROUNDSKEEPER I	67,430.13	70,685.61	74,103.86	77,693.04	81,461.68
	Sch=PS1		5,619.18	5,890.47	6,175.32	6,474.42	6,788.47
			1,296.73	1,359.34	1,425.07	1,494.10	1,566.57
			32.41833	33.98347	35.62686	37.35242	39.16427
422	13	GROUNDSKEEPER II	72,289.11	75,787.56	79,460.91	83,317.95	87,367.82
	Sch=PS1		6,024.09	6,315.63	6,621.74	6,943.16	7,280.65
			1,390.18	1,457.45	1,528.09	1,602.27	1,680.15
			34.75438	36.43633	38.20236	40.05671	42.00376

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CITY OF LIVERMORE
ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

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423	14	GROUNDSKEEPER III	75,875.80	79,553.58	83,415.24	87,469.99	91,727.48
	Sch=PS1		6,322.98	6,629.47	6,951.27	7,289.17	7,643.96
			1,459.15	1,529.88	1,604.14	1,682.12	1,763.99
			36.47875	38.24691	40.10348	42.05288	44.09975
424	04	GROUNDSKEEPER,	85,349.29	89,500.73	93,859.75	98,436.73	103,242.55
	Sch=PS1	SUPERVISING	7,112.44	7,458.39	7,821.65	8,203.06	8,603.55
			1,641.33	1,721.17	1,805.00	1,893.01	1,985.43
			41.03331	43.02920	45.12488	47.32535	49.63584
228	16	INFORMATION	80,654.75	84,609.95	88,762.91	93,123.52	97,702.15
	Sch=M22	TECHNOLOGY TECHNICIAN	6,721.23	7,050.83	7,396.91	7,760.29	8,141.85
			1,551.05	1,627.11	1,706.98	1,790.84	1,878.89
			38.77632	40.67786	42.67448	44.77092	46.97219
271	57	INFORMATION TECHNOLOGY	88,499.94	92,847.39	97,412.22	102,205.29	107,238.01
	Sch=M22	TECHNICIAN, SENIOR	7,375.00	7,737.28	8,117.69	8,517.11	8,936.50
			1,701.92	1,785.53	1,873.31	1,965.49	2,062.27
			42.54805	44.63817	46.83280	49.13716	51.55674
426	52	LANDSCAPE MAINTENANCE	81,112.97	85,052.59	89,189.20	93,532.64	98,093.25
	Sch=PS1	SPECIALIST	6,759.41	7,087.72	7,432.43	7,794.39	8,174.44
			1,559.86	1,635.63	1,715.18	1,798.70	1,886.41
			38.99662	40.89067	42.87942	44.96762	47.16022
263	29	LIBRARIAN I	73,089.45	76,627.91	80,343.28	84,244.43	88,340.63
	Sch=M22		6,090.79	6,385.66	6,695.27	7,020.37	7,361.72
			1,405.57	1,473.61	1,545.06	1,620.09	1,698.86
			35.13916	36.84034	38.62658	40.50213	42.47146
260	30	LIBRARIAN II	80,998.52	84,932.43	89,063.03	93,400.16	97,954.15
	Sch=M22		6,749.88	7,077.70	7,421.92	7,783.35	8,162.85
			1,557.66	1,633.32	1,712.75	1,796.16	1,883.73
			38.94160	40.83290	42.81876	44.90392	47.09334
242	32	LIBRARY ASSISTANT	68,828.76	72,154.18	75,645.87	79,312.15	83,161.75
	Sch=M22		5,735.73	6,012.85	6,303.82	6,609.35	6,930.15
			1,323.63	1,387.58	1,454.73	1,525.23	1,599.26
			33.09075	34.68951	36.36821	38.13084	39.98161
243	33	LIBRARY ASSISTANT,	77,171.53	80,914.10	84,843.78	88,969.95	93,302.44
	Sch=M22	SUPERVISING	6,430.96	6,742.84	7,070.32	7,414.16	7,775.20
			1,484.07	1,556.04	1,631.61	1,710.96	1,794.28
			37.10170	38.90101	40.79028	42.77401	44.85694
241	34	LIBRARY CLERK	60,576.11	63,488.90	66,547.33	69,758.67	73,130.58
	Sch=M22		5,048.01	5,290.74	5,545.61	5,813.22	6,094.22
			1,164.93	1,220.94	1,279.76	1,341.51	1,406.36
			29.12313	30.52351	31.99391	33.53782	35.15893
400	16	MAINTENANCE	60,247.85	63,144.22	66,185.41	69,378.66	72,731.58
	Sch=PS1	TRAINEE	5,020.65	5,262.02	5,515.45	5,781.56	6,060.97
			1,158.61	1,214.31	1,272.80	1,334.21	1,398.68
			28.96531	30.35780	31.81991	33.35513	34.96711

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ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

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401	17	MAINTENANCE	67,430.13	70,685.61	74,103.86	77,693.04	81,461.68
	Sch=PS1	WORKER I	5,619.18	5,890.47	6,175.32	6,474.42	6,788.47
			1,296.73	1,359.34	1,425.07	1,494.10	1,566.57
			32.41833	33.98347	35.62686	37.35242	39.16427
402	18	MAINTENANCE	72,289.11	75,787.55	79,460.91	83,317.95	87,367.82
	Sch=PS1	WORKER II	6,024.09	6,315.63	6,621.74	6,943.16	7,280.65
			1,390.18	1,457.45	1,528.09	1,602.27	1,680.15
			34.75438	36.43632	38.20236	40.05671	42.00376
403	19	MAINTENANCE	75,875.80	79,553.58	83,415.24	87,469.99	91,727.48
	Sch=PS1	WORKER III	6,322.98	6,629.47	6,951.27	7,289.17	7,643.96
			1,459.15	1,529.88	1,604.14	1,682.12	1,763.99
			36.47875	38.24691	40.10348	42.05288	44.09975
442	22	MECHANIC	83,676.63	87,744.45	92,015.64	96,500.41	101,209.42
	Sch=PS1		6,973.05	7,312.04	7,667.97	8,041.70	8,434.12
			1,609.17	1,687.39	1,769.53	1,855.78	1,946.34
			40.22915	42.18483	44.23829	46.39443	48.65838
440	23	MECHANIC SENIOR	90,843.18	95,269.32	99,916.76	104,796.59	109,920.41
	Sch=PS1		7,570.27	7,939.11	8,326.40	8,733.05	9,160.03
			1,746.98	1,832.10	1,921.48	2,015.32	2,113.85
			43.67461	45.80256	48.03690	50.38298	52.84635
251	15	NEIGHBORHOOD	99,649.46	104,515.91	109,625.69	114,990.96	120,624.49
	Sch=M22	PRESERVATION OFFICER	8,304.12	8,709.66	9,135.47	9,582.58	10,052.04
			1,916.34	2,009.92	2,108.19	2,211.36	2,319.70
			47.90839	50.24803	52.70466	55.28412	57.99254
407	03	PARTS AND INVENTORY	70,559.98	73,971.95	77,554.53	81,316.24	85,266.04
	Sch=PS1	CONTROL WORKER	5,880.00	6,164.33	6,462.88	6,776.35	7,105.50
			1,356.92	1,422.54	1,491.43	1,563.77	1,639.73
			33.92307	35.56344	37.28583	39.09435	40.99329
287	37	PERMIT TECHNICIAN	71,853.77	75,330.44	78,980.95	82,813.98	86,838.67
	Sch=M22		5,987.81	6,277.54	6,581.75	6,901.17	7,236.56
			1,381.80	1,448.66	1,518.86	1,592.58	1,669.97
			34.54508	36.21656	37.97161	39.81441	41.74936
291	60	PERMIT TECHNICIAN II	76,721.09	80,441.12	84,347.17	88,448.50	92,754.90
	Sch=M22		6,393.42	6,703.43	7,028.93	7,370.71	7,729.58
			1,475.41	1,546.94	1,622.06	1,700.93	1,783.75
			36.88514	38.67362	40.55152	42.52332	44.59370
252	38	PLAN CHECK ENGINEER	122,565.32	128,577.57	134,890.42	141,518.94	148,478.88
	Sch=M22		10,213.78	10,714.80	11,240.87	11,793.25	12,373.24
			2,357.03	2,472.65	2,594.05	2,721.52	2,855.36
			58.92563	61.81614	64.85116	68.03795	71.38408
258	41	PLANNER, ASSISTANT	99,348.37	104,199.78	109,293.75	114,642.43	120,258.52
	Sch=M22		8,279.03	8,683.32	9,107.81	9,553.54	10,021.54
			1,910.55	2,003.84	2,101.80	2,204.66	2,312.66
			47.76364	50.09605	52.54507	55.11655	57.81660

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CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
257	42	PLANNER, ASSOCIATE	114,642.43	120,258.52	126,155.43	132,347.19	138,848.53
	Sch=M22		9,553.54	10,021.54	10,512.95	11,028.93	11,570.71
			2,204.66	2,312.66	2,426.07	2,545.14	2,670.16
			55.11655	57.81660	60.65165	63.62846	66.75410
261	22	PLANNER, SENIOR	120,258.55	126,155.45	132,347.21	138,848.55	145,674.96
	Sch=M22		10,021.55	10,512.95	11,028.93	11,570.71	12,139.58
			2,312.66	2,426.07	2,545.14	2,670.16	2,801.44
			57.81661	60.65166	63.62847	66.75411	70.03604
231	43	POLICE CLERK	66,569.99	69,782.46	73,155.58	76,697.35	80,416.19
	Sch=M22		5,547.50	5,815.21	6,096.30	6,391.45	6,701.35
			1,280.19	1,341.97	1,406.84	1,474.95	1,546.47
			32.00480	33.54926	35.17095	36.87373	38.66163
229	20	POLICE CLERK,	69,782.54	73,155.65	76,697.42	80,416.26	84,321.07
	Sch=M22	SENIOR	5,815.21	6,096.30	6,391.45	6,701.36	7,026.76
			1,341.97	1,406.84	1,474.95	1,546.47	1,621.56
			33.54930	35.17099	36.87376	38.66166	40.53898
230	52	POLICE CLERK,	82,386.88	86,390.21	90,593.70	95,007.38	99,641.73
	Sch=M22	SUPERVISING	6,865.57	7,199.18	7,549.48	7,917.28	8,303.48
			1,584.36	1,661.35	1,742.19	1,827.07	1,916.19
			39.60908	41.53375	43.55466	45.67663	47.90468
237	55	POLICE IDENTIFICATION	83,941.57	88,022.62	92,307.74	96,807.11	101,531.46
	Sch=M22	TECHNICIAN	6,995.13	7,335.22	7,692.31	8,067.26	8,460.96
			1,614.26	1,692.74	1,775.15	1,861.68	1,952.53
			40.35652	42.31857	44.37872	46.54188	48.81320
215	36	PROPERTY AND EVIDENCE	70,824.73	74,249.94	77,846.44	81,622.74	85,587.87
	Sch=M22	SPECIALIST	5,902.06	6,187.50	6,487.20	6,801.90	7,132.32
			1,362.01	1,427.88	1,497.05	1,569.67	1,645.92
			34.05035	35.69709	37.42617	39.24170	41.14801
236	54	PROPERTY AND EVIDENCE	80,054.86	83,941.59	88,022.64	92,307.76	96,807.13
	Sch=M22	SPECIALIST, SUPERVISING	6,671.24	6,995.13	7,335.22	7,692.31	8,067.26
			1,539.52	1,614.26	1,692.74	1,775.15	1,861.68
			38.48791	40.35653	42.31858	44.37873	46.54189
235	44	PUBLIC SAFETY	82,386.88	86,390.21	90,593.70	95,007.38	99,641.73
	Sch=M22	DISPATCHER	6,865.57	7,199.18	7,549.48	7,917.28	8,303.48
			1,584.36	1,661.35	1,742.19	1,827.07	1,916.19
			39.60908	41.53375	43.55466	45.67663	47.90468
245	31	PUBLIC SAFETY	86,390.17	90,593.66	95,007.33	99,641.69	104,507.76
	Sch=M22	DISPATCHER, SENIOR	7,199.18	7,549.47	7,917.28	8,303.47	8,708.98
			1,661.35	1,742.19	1,827.06	1,916.19	2,009.76
			41.53374	43.55464	45.67660	47.90466	50.24412
238	45	PUBLIC SAFETY	95,060.69	99,697.72	104,566.58	109,678.90	115,046.82
	Sch=M22	DISPATCHER, SUPERVISING	7,921.72	8,308.14	8,713.88	9,139.91	9,587.24
			1,828.09	1,917.26	2,010.90	2,109.21	2,212.44
			45.70225	47.93160	50.27239	52.73024	55.31097

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CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
220	46	PURCHASING SPECIALIST	78,035.59	81,821.35	85,796.40	89,970.21	94,352.71
	Sch=M22		6,502.97	6,818.45	7,149.70	7,497.52	7,862.73
			1,500.68	1,573.49	1,649.93	1,730.20	1,814.48
			37.51711	39.33719	41.24827	43.25491	45.36188
233	65	RECYCLING SPECIALIST	88,694.15	93,012.84	97,547.48	102,308.83	107,308.24
	Sch=M22		7,391.18	7,751.07	8,128.96	8,525.74	8,942.35
			1,705.66	1,788.71	1,875.91	1,967.48	2,063.62
			42.64142	44.71771	46.89783	49.18694	51.59050
405	39	TRAFFIC SIGNAL	73,126.04	76,666.33	80,383.63	84,286.80	88,385.12
	Sch=PS1	TECHNICIAN TRAINEE	6,093.84	6,388.86	6,698.64	7,023.90	7,365.43
			1,406.27	1,474.35	1,545.84	1,620.90	1,699.71
			35.15675	36.85881	38.64598	40.52250	42.49285
406	24	TRAFFIC SIGNAL	78,082.45	81,870.55	85,848.08	90,024.46	94,409.68
	Sch=PS1	TECHNICIAN	6,506.87	6,822.55	7,154.01	7,502.04	7,867.47
			1,501.59	1,574.43	1,650.92	1,731.24	1,815.57
			37.53964	39.36084	41.27312	43.28099	45.38927
408	53	TRAFFIC SIGNAL	85,349.29	89,500.73	93,859.75	98,436.73	103,242.55
	Sch=PS1	TECHNICIAN, SENIOR	7,112.44	7,458.39	7,821.65	8,203.06	8,603.55
			1,641.33	1,721.17	1,805.00	1,893.01	1,985.43
			41.03331	43.02920	45.12488	47.32535	49.63584
248	53	TRANSPORTATION	122,668.21	128,685.61	135,003.88	141,638.06	148,603.95
	Sch=M22	ENGINEER, ASSOCIATE	10,222.35	10,723.80	11,250.32	11,803.17	12,383.66
			2,359.00	2,474.72	2,596.23	2,723.81	2,857.77
			58.97510	61.86808	64.90571	68.09522	71.44421
396	44	WASTEWATER COLLECTIONS	60,247.85	63,144.22	66,185.41	69,378.66	72,731.58
	Sch=PS1	SYSTEMS TRAINEE	5,020.65	5,262.02	5,515.45	5,781.56	6,060.97
			1,158.61	1,214.31	1,272.80	1,334.21	1,398.68
			28.96531	30.35780	31.81991	33.35513	34.96711
397	45	WASTEWATER COLLECTIONS	69,594.68	72,996.87	76,569.18	80,320.10	84,258.56
	Sch=PS1	SYSTEMS WORKER I	5,799.56	6,083.07	6,380.77	6,693.34	7,021.55
			1,338.36	1,403.79	1,472.48	1,544.62	1,620.36
			33.45898	35.09465	36.81211	38.61543	40.50892
398	46	WASTEWATER COLLECTIONS	76,388.79	80,130.69	84,059.69	88,185.13	92,516.85
	Sch=PS1	SYSTEMS WORKER II	6,365.73	6,677.56	7,004.97	7,348.76	7,709.74
			1,469.02	1,540.97	1,616.53	1,695.87	1,779.17
			36.72538	38.52437	40.41331	42.39670	44.47925
399	47	WASTEWATER COLLECTIONS	83,900.11	88,017.58	92,340.92	96,880.43	101,646.90
	Sch=PS1	SYSTEMS WORKER III	6,991.68	7,334.80	7,695.08	8,073.37	8,470.58
			1,613.46	1,692.65	1,775.79	1,863.09	1,954.75
			40.33659	42.31614	44.39467	46.57713	48.86870
445	15	WATER DISTRIBUTION	64,302.75	67,401.88	70,655.96	74,072.74	77,660.37
	Sch=PS1	OPERATOR TRAINEE	5,358.56	5,616.82	5,888.00	6,172.73	6,471.70
			1,236.59	1,296.19	1,358.77	1,424.48	1,493.47
			30.91478	32.40475	33.96921	35.61189	37.33672

EXHIBIT A

CITY OF LIVERMORE
ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
446	32	WATER DISTRIBUTION	71,988.60	75,472.00	79,129.58	82,970.05	87,002.53
	Sch=PS1	OPERATOR I	5,999.05	6,289.33	6,594.13	6,914.17	7,250.21
			1,384.40	1,451.38	1,521.72	1,595.58	1,673.13
			34.60990	36.28462	38.04307	39.88945	41.82814
447	33	WATER DISTRIBUTION	82,438.82	86,444.75	90,650.97	95,067.50	99,704.85
	Sch=PS1	OPERATOR II	6,869.90	7,203.73	7,554.25	7,922.29	8,308.74
			1,585.36	1,662.40	1,743.29	1,828.22	1,917.40
			39.63405	41.55998	43.58220	45.70553	47.93502
448	34	WATER DISTRIBUTION	88,848.28	93,174.67	97,717.40	102,487.26	107,495.59
	Sch=PS1	OPERATOR III	7,404.02	7,764.56	8,143.12	8,540.61	8,957.97
			1,708.62	1,791.82	1,879.18	1,970.91	2,067.22
			42.71552	44.79551	46.97952	49.27272	51.68057
470	05	WATER DISTRIBUTION	93,174.69	97,717.42	102,487.28	107,495.61	112,754.39
	Sch=PS1	SENIOR OPERATOR	7,764.56	8,143.12	8,540.61	8,957.97	9,396.20
			1,791.82	1,879.18	1,970.91	2,067.22	2,168.35
			44.79552	46.97953	49.27273	51.68058	54.20884
469	06	WATER DISTRIBUTION	102,260.14	107,257.14	112,503.97	118,013.15	123,797.80
	Sch=PS1	SUPERVISING OPERATOR	8,521.68	8,938.10	9,375.33	9,834.43	10,316.48
			1,966.54	2,062.64	2,163.54	2,269.48	2,380.73
			49.16353	51.56593	54.08845	56.73709	59.51817
456	37	WATER RESOURCES	96,076.78	100,803.07	105,765.69	110,976.43	116,447.72
	Sch=PS1	COORDINATOR	8,006.40	8,400.26	8,813.81	9,248.04	9,703.98
			1,847.63	1,938.52	2,033.96	2,134.16	2,239.38
			46.19076	48.46301	50.84889	53.35405	55.98448
454		WATER RESOURCES	99,815.77	104,729.03	109,887.93	115,304.79	120,992.50
	Sch=PS1	COORDINATOR - ELECTRICAL &	8,317.98	8,727.42	9,157.33	9,608.73	10,082.71
		INSTRUMENTATION	1,919.53	2,014.02	2,113.23	2,217.40	2,326.78
			47.98835	50.35050	52.83074	55.43500	58.16947
463	25	WR INSTRUMENT	90,803.82	95,266.47	99,952.26	104,872.33	110,038.40
	Sch=PS1	CONTROL TECHNICIAN	7,566.99	7,938.87	8,329.36	8,739.36	9,169.87
			1,746.23	1,832.05	1,922.16	2,016.78	2,116.12
			43.65568	45.80119	48.05397	50.41939	52.90308
462	26	WR LABORATORY	86,768.80	91,029.71	95,503.66	100,201.29	105,133.82
	Sch=PS1	TECHNICIAN	7,230.73	7,585.81	7,958.64	8,350.11	8,761.15
			1,668.63	1,750.57	1,836.61	1,926.95	2,021.80
			41.71577	43.76428	45.91522	48.17370	50.54511
458	27	WR MECHANIC I	81,088.31	85,103.86	89,320.19	93,747.33	98,395.83
	Sch=PS1		6,757.36	7,091.99	7,443.35	7,812.28	8,199.65
			1,559.39	1,636.61	1,717.70	1,802.83	1,892.23
			38.98476	40.91532	42.94240	45.07083	47.30569
459	28	WR MECHANIC II	91,455.39	95,989.29	100,749.89	105,748.52	110,997.08
	Sch=PS1		7,621.28	7,999.11	8,395.82	8,812.38	9,249.76
			1,758.76	1,845.95	1,937.50	2,033.63	2,134.56
			43.96894	46.14870	48.43745	50.84063	53.36398

EXHIBIT A

CITY OF LIVERMORE
ASSOCIATION OF LIVERMORE EMPLOYEES
EFFECTIVE 10/09/2023

CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
451	29	WR OPERATOR - GRADE I	81,895.01	85,873.73	90,051.41	94,437.95	99,043.82
	Sch=PS1		6,824.58	7,156.14	7,504.28	7,869.83	8,253.65
			1,574.90	1,651.42	1,731.76	1,816.11	1,904.69
			39.37260	41.28545	43.29395	45.40286	47.61722
453	48	WR OPERATOR - GRADE II	85,863.06	90,040.19	94,426.19	99,031.47	103,867.03
	Sch=PS1		7,155.26	7,503.35	7,868.85	8,252.62	8,655.59
			1,651.21	1,731.54	1,815.89	1,904.45	1,997.44
			41.28032	43.28855	45.39721	47.61128	49.93607
452	30	WR OPERATOR - GRADE III	92,663.41	97,180.57	101,923.58	106,903.74	112,132.90
	Sch=PS1		7,721.95	8,098.38	8,493.63	8,908.65	9,344.41
			1,781.99	1,868.86	1,960.07	2,055.84	2,156.40
			44.54972	46.72143	49.00172	51.39603	53.91005
455	31	WR OPERATOR - TRAINEE	69,215.90	72,560.68	76,072.70	79,760.32	83,632.32
	Sch=PS1		5,767.99	6,046.72	6,339.39	6,646.69	6,969.36
			1,331.08	1,395.40	1,462.94	1,533.85	1,608.31
			33.27688	34.88494	36.57341	38.34631	40.20785
457	49	WR SENIOR OPERATOR	97,194.51	101,938.23	106,919.11	112,149.05	117,640.49
	Sch=PS1		8,099.54	8,494.85	8,909.93	9,345.75	9,803.37
			1,869.13	1,960.35	2,056.14	2,156.71	2,262.32
			46.72813	49.00876	51.40342	53.91781	56.55793
461	35	WR SOURCE CONTROL	91,164.82	95,645.53	100,350.26	105,290.23	110,477.21
	Sch=PS1	INSPECTOR	7,597.07	7,970.46	8,362.52	8,774.19	9,206.43
			1,753.17	1,839.34	1,929.81	2,024.81	2,124.56
			43.82924	45.98343	48.24532	50.62030	53.11404
460	36	WR SOURCE CONTROL	85,835.21	90,010.96	94,395.49	98,999.24	103,833.18
	Sch=PS1	TECHNICIAN	7,152.93	7,500.91	7,866.29	8,249.94	8,652.77
			1,650.68	1,730.98	1,815.30	1,903.83	1,996.79
			41.26693	43.27450	45.38245	47.59579	49.91980
464	50	WR SUPERVISING	106,674.96	111,892.68	117,371.29	123,123.84	129,164.01
	Sch=PS1	OPERATOR	8,889.58	9,324.39	9,780.94	10,260.32	10,763.67
			2,051.44	2,151.78	2,257.14	2,367.77	2,483.92
			51.28604	53.79456	56.42850	59.19415	62.09808
952	51	YOUTH SERVICES CASE	85,414.84	89,569.56	93,932.04	98,512.62	103,322.24
	Sch=M22	COORDINATOR	7,117.90	7,464.13	7,827.67	8,209.39	8,610.19
			1,642.59	1,722.49	1,806.39	1,894.47	1,986.97
			41.06483	43.06229	45.15963	47.36184	49.67415

EXHIBIT A

CITY OF LIVERMORE
POLICE OFFICER'S ASSOCIATION
EFFECTIVE 01/01/2024

Schedule = P14

CLASS CODE	RANGE	CLASSIFICATION	SALARY RANGE @ ANNUAL, MONTHLY, WEEKLY, HRLY RATES STEP A	STEP B	STEP C	STEP D	STEP E
604	01	POLICE OFFICER	110,921.89	116,467.98	122,291.38	128,405.95	134,826.25
			9,243.49	9,705.67	10,190.95	10,700.50	11,235.52
			2133.11	2239.77	2351.76	2469.35	2592.81
			53.32783	55.99422	58.79393	61.73363	64.82031
603	02	POLICE SERGEANT	138,020.86	144,921.90	152,168.00	159,776.40	167,765.22
			11,501.74	12,076.83	12,680.67	13,314.70	13,980.44
			2654.25	2786.96	2926.31	3072.62	3226.25
			66.35618	69.67399	73.15769	76.81558	80.65636
606	03	POLICE TRAINEE (Non-Sworn)	38.85135	-	-	-	-

EXHIBIT A

CITY OF LIVERMORE
MANAGEMENT SALARY SCHEDULE
$7,730 - $17,650/month
Effective July 3, 2023

Class Code	Classification	Monthly Salary Range		
		$14,095.31	-	$17,619.14
119	Assistant Administrative Services Director			
100	Assistant City Attorney			
132	Assistant Community Development Director			
129	Assistant Public Works Director			
124	City Engineer			
		$13,112.20	-	$16,390.25
250	Assistant City Engineer			
289	Building Official			
218	Finance Manager			
125	Maintenance and Golf Operations Manager			
118	Planning Manager			
449	Water Resources Division Manager			
		$12,465.09	-	$15,581.36
472	Airport Manager*			
123	Housing & Human Services Manager			
		$12,335.20	-	$15,419.00
246	Senior Transportation Engineer			
		$11,836.61	-	$14,795.76
283	Permit Center Manager			
		$11,812.81	-	$14,766.01
253	Senior Civil Engineer			
		$11,671.70	-	$14,589.63
269	IT Operations Manager			
268	Information Technology Manager			
		$11,331.75	-	$14,164.69
136	City Clerk			
134	Housing Programs Manager			
135	Human Services Programs Manager			
297	Police Support Services Manager			
259	Principal Planner			
951	Youth and Family Services Manager - Clinical			
		$10,698.76	-	$13,373.45
137	Assistant Finance Manager			
130	Assistant Library Director			
120	Economic Development Manager			
278	Inspection & Neighborhood Preservation Manager			
450	Water Resources Operations Manager			
474	Water Resources Technical Programs Manager			
953	Youth and Family Services Manager - Programs			

EXHIBIT A

CITY OF LIVERMORE
MANAGEMENT SALARY SCHEDULE
$7,730 - $17,650/month
Effective July 3, 2023

Class Code	Classification	Monthly Salary Range		
		$10,170.15	-	$12,712.69
217	Accounting Supervisor			
232	Information Technology Coordinator			
148	Management Analyst, Senior			
133	Public Works Manager			
270	Systems Administrator			
468	Water Distribution Operations Manager			
		$10,062.21	-	$12,577.76
272	Construction Inspection Manager			
		$10,016.28	-	$12,520.35
128	Deputy City Attorney			
295	Police Business Services Manager			
293	Police Facility & Equipment Manager			
		$9,505.31	-	$11,881.64
131	Assistant City Clerk			
150	Management Analyst II			
298	Police Media & Community Relations Analyst			
126	Public Works Supervisor			
		$7,730.03	-	$9,662.54
207	Deputy City Clerk			
152	Management Analyst I			
264	Supervising Librarian			
466	Water Resources Communications Representative			

*Airport Manager moved salary bands effective November 20, 2023

EXHIBIT A

CITY OF LIVERMORE
MANAGEMENT CONFIDENTIAL SALARY SCHEDULE
$7,730 - $19,000/month
Effective July 3, 2023

Class Code	Classification	Monthly Salary Range		
113	Assistant City Attorney, Senior (Confidential)	$15,196.70	-	$18,995.88
104	Assistant to the City Manager (Confidential)	$12,465.09	-	$15,581.36
122	Human Resources Manager (Confidential)	$13,112.20	-	$16,390.25
154	Human Resources Analyst, Senior (Confidential)	$10,170.15	-	$12,712.69
155	Human Resources Analyst II (Confidential)	$9,505.31	-	$11,881.64
156	Human Resources Analyst I (Confidential)	$7,730.03	-	$9,662.54
149	Management Analyst, Senior (Confidential)	$10,170.15	-	$12,712.69
151	Management Analyst II (Confidential)	$9,505.31	-	$11,881.64
153	Management Analyst I (Confidential)	$7,730.03	-	$9,662.54
127	Risk Manager (Confidential)*	$11,480.26	-	$14,350.33

*Moved from Management Group effective 09/11/2023

EXHIBIT A

CITY OF LIVERMORE
CONFIDENTIAL SALARY SCHEDULE
$5,120 - $10,670/month
Effective July 3, 2023

Class Code	Classifications	Monthly Salary Range		
216	Administrative Receptionist	$5,120.02	-	$6,400.02
203	Administrative Specialist I	$5,926.26	-	$7,407.83
227	Administrative Specialist II	$6,665.14	-	$8,331.43
200	Executive Assistant	$8,532.40	-	$10,665.50
226	Human Resources Clerk I	$5,926.26	-	$7,407.83
212	Human Resources Clerk II	$6,519.55	-	$8,149.44
219	Human Resources Technician	$7,153.66	-	$8,942.08
201	Law Office Supervisor	$8,532.40	-	$10,665.50
204	Legal Assistant	$7,085.67	-	$8,857.09

EXHIBIT A

CITY OF LIVERMORE
POLICE MANAGEMENT SALARY SCHEDULE
$14,500 - $22,480/month
Effective January 1, 2024

Class Code	Classification	Salary Range		
605	Police Captain	$17,983.66	-	$22,479.58
602	Police Lieutenant	$14,501.26	-	$18,126.57

EXHIBIT A

CITY OF LIVERMORE
EXECUTIVE MANAGEMENT SALARY SCHEDULE
$14,095 - $25,416/month

Effective November 20, 2023

Class Code	Classification	Monthly Salary Range		
109	Administrative Services Director	$16,435.43	-	$20,544.29
103	Assistant City Manager	$17,729.26	-	$22,161.58
105	Community Development Director	$16,435.43	-	$20,544.29
106	Deputy City Manager	$14,095.31	-	$17,619.14
117	Deputy City Manager/City Clerk*	$14,095.31	-	$17,619.14
114	Innovation and Economic Development Director	$16,435.43	-	$20,544.29
121	Library Services Director	$16,435.43	-	$20,544.29
107	Police Chief**	$20,332.79	-	$25,415.99
111	Public Works Director	$16,435.43	-	$20,544.29

**Police Chief 5% Salary Adjustment effective 1/1/2024

EXHIBIT A

CITY OF LIVERMORE
APPOINTED MANAGEMENT

Class Code	Classification	Annual Salary	Effective
102	City Manager	$344,796	11/20/2023
112	City Attorney	$307,580	11/20/2023

EXHIBIT A

CITY OF LIVERMORE
UNCLASSIFIED AND HOURLY SALARY SCHEDULE

Class Code	Classification	Salary Range	Effective Date
210	Department Assistant	$16.00 - $26.00 Hourly	01/01/24
438	Field/Maintenance Aide	$16.00 - $26.00 Hourly	01/01/24
240	Law Clerk	$16.00 - $26.00 Hourly	01/01/24
915	Temporary Librarian	$22.00 - $32.00 Hourly	01/01/24
916	Temporary Library Assistant	$20.00 - $30.00 Hourly	01/01/24
917	Temporary Library Clerk	$18.00 - $28.00 Hourly	01/01/24
920	Library Aide	$16.00 - $20.00 Hourly	01/01/24
961	Police Cadet	$16.00 - $26.00 Hourly	01/01/24
956	Special Projects Coordinator	$20.00 - $100.00 Hourly	12/20/21

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.9**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Tina Olson, Administrative Services Director

SUBJECT: Resolution making findings regarding the continuing need for unexpended balances of Development Impact Fees as of June 30, 2023, and accepting the Annual Report of Development Fee and Connection Fee Revenues and Expenditures for Fiscal Year 2022-23.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution making findings regarding the continuing need for unexpended balances of Development Impact Fees as of June 30, 2023 and accepting the Annual Report of Development Fee and Connection Fee Revenues and Expenditures for Fiscal Year 2022-23.

SUMMARY

California Government Code § 66000-66013 specifies accountability and annual reporting requirements pertaining to development fees. According to statute, the report must be reviewed at a public meeting. The report must include a description of the fee type in the account; the amount of the fee; beginning and ending balances; fee and interest income; expenditures by improvement, showing the amount funded by the fees; describe loans or transfers, including purpose, interest rate, and term; and any refunds. The report may make findings as necessary as to whether funds are available to construct incomplete improvements.

DISCUSSION

California Government Code § 66000 (adopted as AB1600) discusses developmental fees, what they are and how they are to be used. Developmental fees under AB1600 are not a tax or special assessment but a monetary exaction that is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project. Specifically, under California Government Code § 66006, the local agency that receives the fee must deposit it in a separate capital facilities account or fund in a manner to avoid commingling of the fees with other revenues. The fees must then be expended solely for the purpose for which they were collected. For each account established for the fees, the local agency must make available to the public a brief description of the fee within the fund, the amount of the fee along with the

beginning and ending balances and the total amount of the fees collected along with the interest earned. For each public improvement, the amount of expenditures is to be shown as well as the total percentage of the cost of the public improvement that was funded with the fees. If the local agency determines that sufficient funds have been collected to fully finance an incomplete project, an approximate date for commencing should be identified.

Government Code § 66013 requires a financial accounting of the transactions dealing with water and sewer capacity and connection fees and charges (development impact fees) shall be made available to the public and require a description of the charges/fees deposited in the fund, the beginning and ending balance of the fund and any interest earned from investment of moneys in the fund and the amount of charges/fees collected in the fiscal year. This code also requires a local agency to list the public improvements on which charges/fees were expended, the percentage of the total cost of the public improvements that were funded by these charges/fees, the completed public improvements on which charges/fees were expended and each public improvement that is anticipated to be undertaken in the current fiscal year.

The Annual Report of Development Fee and Connection Fee Revenues and Expenditures for the year ended June 30, 2023, identifies the different funds that represent developmental fees.

The fees included in the report are:

- Storm Drainage Fees (Fund 221)
- Sewer Connection Fees (Fund 241)
- Water Storage Fees (Fund 251)
- Traffic Impact Fees (Fund 306)
- Tri-Valley Transportation Development Fees – TVTC (Fund 321)
- Housing and Human Services Fee (Fund 333)
- Park Fees-LARPD (Fund 337)
- Major Attraction Fee (Fund 604)
- Recycled Water Fee (Fund 250)
- Road Improvement Fee (Fund 604)
- Low Income Housing and Housing Impact Fees (Fund 611)

FISCAL AND ADMINISTRATIVE IMPACTS

There is no direct fiscal impact in accepting the Annual Report of Development Fee and Connection Fee Revenues and Expenditures for the year ended June 30, 2023. This report is required by the State of California and has been produced in house.

COMMUNITY PILLAR
5: A City That Works

GOAL
17: Ensure effective use of public resources

ATTACHMENTS

1. Resolution

2. Exhibit A - Annual Report

Prepared by: Erik Peterson
Finance Manager

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION MAKING FINDINGS REGARDING THE CONTINUING NEED FOR UNEXPENDED BALANCES OF DEVELOPMENT IMPACT FEES AS OF JUNE 30, 2023, AND ACCEPTING THE ANNUAL REPORT OF DEVELOPMENT FEE AND CONNECTION FEE REVENUES AND EXPENDITURES FOR FISCAL YEAR 2022-23

The Mitigation Fee Act, commonly referred to as AB1600 and codified as California Government Code § 66000 *et seq.*, regulates the imposition, collection, maintenance, expenditure, and reporting of impact fees imposed in connection with approval of a development project for the purpose of defraying costs of public facilities related to that project.

The City of Livermore ("City") has identified the following nine (9) development impact fees collected from developers that are subject to AB1600's requirements.

1. Fund 221 – Storm Drainage Fee
2. Fund 306 – Traffic Impact Fee (TIF)
3. Fund 321 – Tri-Valley Transportation Development Fee – City Portion
4. Fund 333 – Housing and Human Services Facility Fee
5. Fund 337 – Park Fee
6. Fund 604 – Major Attraction Fee
7. Fund 250 – Recycled Water Fee
8. Fund 604 – Road Improvement Fee
9. Fund 611 – Low Income Housing and Housing Impact Fee

As required by the Mitigation Fee Act, the City has created separate special revenue funds for each type of fee, crediting earned interest to those funds, and spending the accumulated fees and related interest on appropriate expenditures for those facilities.

An annual report for FY 2022-23 reflecting the beginning and ending balances of each separate fund containing development impact fees, the amount of fees collected, the interest earned for the year, the amount of expenditures and refunds made in the year, and a description of the type of fees, is attached hereto as Exhibit A.

The Mitigation Fee Act requires the City to make specific findings every five (5) years with respect to any portion of the fees remaining unexpended or uncommitted after a period of five (5) years after deposit to identify the purpose to which the fee is to be put; to demonstrate a reasonable relationship between the fee and the purpose for which it was charged; to identify all sources and amounts of funding anticipated to complete financing of the incomplete improvement for which the fee is charged; and to designate the approximate dates on which the funding is expected to be deposited for the incomplete improvement.

The City of Livermore ("City") has identified the following two (2) connection fees:

1. Fund 241 – Sewer Connection Fee
2. Fund 251 – Water Connection Fee

The Mitigation Fee Act imposes similar requirements for sewer connection and water connection fees for public facilities in existence at the time the charge is imposed, or charges for new public facilities to be acquired or constructed in the future. For those connection fees, the Mitigation Fee Act requires the City to report the following within 180 days after the end of the fiscal year:

1. A description of the charges deposited in the fund;
2. The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund;
3. The amount of charges collected in that fiscal year;
4. Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used;
    a. Each public improvement on which charges were expended that was completed during that fiscal year;
    b. Each public improvement that is anticipated to be undertaken in the following fiscal year; and
5. A description of each interfund transfer or loan made from the capital facilities fund that identifies the public improvements on which the transferred moneys are, or will be expended, the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

The City desires to make the findings required by law with respect to these unexpended fees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that it hereby makes the following findings for the corresponding fees and their funds:

1. $5,481,679 of the Storm Drain Impact Fund remains unexpended after five years. The purpose for which the fee is to be put is articulated in the Annual Report of Development Fee and Connection Fee Revenues and Expenditures Fiscal Year 2022-23, attached hereto as Exhibit A, and in the FY 2023-28 5-Year Capital Improvement Plan, on file with the City Clerk and hereby incorporated by reference. The reasonable relationship between the fee and purpose for which the fee is charged is set forth in Livermore Municipal Code Title 13, Chapter 13.44 and Resolution Nos. 2010-177 and 2016-149, along with the administrative record for the adoption of the ordinances codified in the Municipal Code and the resolutions. Sources and amounts of funding anticipated to complete financing on incomplete improvements, as well as approximate dates on

which funding is expected, are set forth in the FY 2023-28 5-Year Capital Improvement Plan.

2. $15,433,336 of the Traffic Impact Fee Fund remains unexpended after five years. The purpose for which the fee is to be put is articulated in the FY 2022-23 Annual Report of Development Fee and Connection Fee Revenue and Expenditure, attached hereto as Exhibit A, and in the FY 2023-28 5-Year Capital Improvement Plan, on file with the City Clerk and hereby incorporated by reference. The reasonable relationship between the fee and purpose for which the fee is charged is set forth in Livermore Municipal Code Title 12, Chapter 12.30, along with the administrative record for the adoption of the ordinances codified in the Municipal Code. Sources and amounts of funding anticipated to complete financing on incomplete improvements, as well as approximate dates on which funding is expected, are set forth in the FY 2023-28 5-Year Capital Improvement Plan.

3. $1,481,716 of the Tri-Valley Transportation Development Fee – City Portion Fund remains unexpended after five years. The purpose for which the fee is to be put is articulated in the FY 2022-23 Annual Report of Development Fee and Connection Fee Revenue and Expenditure, attached hereto as Exhibit A, and in the FY 2023-28 5-Year Capital Improvement Plan, on file with the City Clerk and hereby incorporated by reference. The reasonable relationship between the fee and purpose for which the fee is charged is set forth in Livermore Municipal Code Title 12, Chapter 12.24 and Resolution No. 2014-184, along with the administrative record for the adoption of the ordinances codified in the Municipal Code and the resolution. Sources and amounts of funding anticipated to complete financing on incomplete improvements, as well as approximate dates on which funding is expected, are set forth in the FY 2023-28 5-Year Capital Improvement Plan.

4. $2,731,041 of the Recycled Water Fund remain unexpended after five years. The purpose for which the fee is to be put is articulated in the FY 2022-23 Annual Report of Development Fee and Connection Fee Revenue and Expenditure, attached hereto as Exhibit A, and in the FY 2023-28 5-Year Capital Improvement Plan, on file with the City Clerk and hereby incorporated by reference. The reasonable relationship between the fee and purpose for which the fee is charged is set forth in the South Livermore Valley Specific Plan first adopted in November 1997 and in Resolution No. 98-175, along with the administrative record for the adoption of those resolutions. Sources and amounts of funding anticipated to complete financing on incomplete improvements, as well as approximate dates on which funding is expected, is set forth in the FY 2023-28 5-Year Capital Improvement Plan.

5. $299,261 of the Road Improvement Fund remains unexpended after five years. The purpose for which the fee is to be put is articulated in the FY 2022-23 Annual Report of Development Fee and Connection Fee Revenue and Expenditure, attached hereto as Exhibit A, and in the FY 2023-28 5-Year Capital Improvement Plan, on file with the City Clerk and hereby incorporated by reference. The reasonable relationship between the fee and purpose for which the fee is charged is set forth in the South

Livermore Valley Specific Plan first adopted in November 1997 and in Resolution No. 98-175, along with the administrative record for the adoption of those resolutions. Sources and amounts of funding anticipated to complete financing on incomplete improvements, as well as approximate dates on which funding is expected, are set forth in the FY 2023-28 5-Year Capital Improvement Plan.

6. $10,427,838 of the Low-Income Housing Impact Fee Fund remains unexpended after five years. The purpose for which the fee is to be put is articulated in the FY 2022-23 Annual Report of Development Fee and Connection Fee Revenue and Expenditure, attached hereto as Exhibit A. The reasonable relationship between the fee and purpose for which the fee is charged is set forth in Livermore Municipal Code Title 3, Chapter 3.26 and Resolution No. 2000-87, along with the administrative record for the adoption of the ordinances codified in the Municipal Code and the resolution.

BE IT FURTHER RESOLVED by the City Council of the City of Livermore that it hereby approves the Annual Report of Development Fee and Connection Fee Revenues and Expenditures Fiscal Year 2022-23, attached hereto as Exhibit A.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS
NOES: COUNCIL MEMBERS
ABSENT: COUNCIL MEMBERS
ABSTAIN: COUNCIL MEMBERS

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Katherine Mirassou
Katherine Mirassou
Deputy City Attorney

Exhibit A – Annual Report of Development Fee and Connection Fee Revenues and Expenditures Fiscal Year 2022-23

City of Livermore

Annual Report of Development Fee and Connection Fee Revenues and Expenditures

Fiscal Year 2022-23

The City of Livermore collects certain development fees, also known as impact fees, to be used for necessary public improvements resulting from private development projects. California Government Code §66000 discusses development fees, what they are and how they are to be used. Development fees under AB1600 are not a tax or special assessment, but a monetary exaction that is charged by a local agency to the applicant in connection with the approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project.

Particularly under California Government Code §66006, for each separate fund the local agency must make available to the public the following information:

- A brief description of the type of fee within the account or fund.
- The amount of the fee.
- The beginning and ending balance of the account or fund.
- The amount of the fees collected, and interest earned.
- An identification of each public improvement on which the fees were expended and the amount of expenditures on each improvement, including the percentage of the cost of the public improvement that was funded with the fees.
- An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.

- A description of each interfund transfer or loan made from the account or fund including the public improvement on which the transferred or loaned fees will be expended, and in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.

- The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of the reallocation of funds made due to administrative costs of refunding unexpended revenues exceeded the amount to be refunded.

California Government Code Section 66001(d) requires the local agency make the following findings every fifth year with respect to that portion of the account remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put,

- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged,

- Identify all sources and amounts of funding anticipated to complete financing on incomplete improvements, and

- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In any action imposing a fee as a condition of approval of a development project by a local agency, the local agency shall determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility of portion or the public facility attributable to the development on which the fee is imposed.

California Government Code Section 66002 requires local agencies that have developed a fee program to adopt a Capital Improvement Plan (CIP) indicating the approximate location, size, and timing of projects plus an estimate of the costs for all facilities or improvements that are financed by these fees. The CIP budget is updated annually to reflect the current infrastructure and equipment needs of the City.

The City of Livermore has nine development fees that are covered under California Government Code §66000-66008.

1. Fund 221 – Storm Drainage Fee
2. Fund 306 – Traffic Impact Fee (TIF)
3. Fund 321 – Tri-Valley Transportation Development Fee – City Portion
4. Fund 333 – Housing and Human Services Facility Fee
5. Fund 337 – Park and Trail Fee
6. Fund 604 – Major Attraction Fee
7. Fund 250 – Recycled Water Fee
8. Fund 604 – Road Improvement Fee
9. Fund 611 – Low Income Housing and Housing Impact Fee

Staff examined each of the funds for the impact fees listed above to determine if any development fees remain unexpended five years or more after receipt and are subject to refund. Unexpended fund balances represent fees collected for respective Council approved projects which will be financed and implemented when financially feasible or practical.

The City of Livermore collects two other impact fees, water connection and sewer connection fees. These two impact fees are treated differently in the California Code. Per California Code §66013(d) the following information regarding connection fees must be made available to the public within 180 days after the end of the fiscal year:

- A description of the charges in the fund,
- The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund,
- The amount of the charges collected in that fiscal year,
- Each public improvement on which charges were expended and the amount of the expenditure of each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used,
- Each public improvement on which charges were expended that was competed during that fiscal year,
- Each public improvement that is anticipated to be undertaken in the following fiscal year,

- A description of each interfund transfer or loan made from the account or fund including the public improvement on which the transferred or loaned fees will be expended, and in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan, and

- The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of the reallocation of funds made due to administrative costs of refunding unexpended revenues exceeded the amount to be refunded.

The City of Livermore has two development fees that are covered under California Government Code §66013(d).

1. Fund 241 – Sewer Connection Fee
2. Fund 251 – Water Connection Fee

Fund Descriptions:

Fund	Description
221 - Storm Drainage Fee	This fee provides capital funds for the improvements of the storm water drainage system to accommodate runoff from new development, the servicing of indebtedness for such purpose and the reimbursement of persons installing facilities of excess capacity.
306 - Traffic Impact Fee	This fee is used to implement transportation circulation system improvements identified in the City's Traffic Impact Fee Study.
321 - Tri Valley Transportation Fee	This fee provides for the construction of transportation improvement projects necessary to accommodate new development within the Tri-Valley Area. Projects are identified in the Tri-Valley Transportation Plan. This portion of the fee is set aside for City Projects.
333 - Housing and Human Services	The fee is used to develop, create, construct, or otherwise acquire facilities to be used for the delivery of childcare, community care, and senior services. This includes acquisition of real property, buildings, facilities, and infrastructure for the development of social and human services facilities; costs associated with the development, design and construction of social and human service facilities, including but not limited to predevelopment and entitlement costs, environmental review costs, and related permits and fees; and administrative costs associated with the social and human service facility fee including, but not limited to, audits, meetings, public hearings, environmental review, and rate studies.
337 - Parks and Trails	This fee provides for the implementation of trail and park facilities necessary to accommodate new development. Projects are included in the City's General Plan, City and LARPD Trails Master Plan, and LARPD's Park Master Plan.
604 - Major Attraction Fee	This fee offsets the impact of development on agricultural productivity in the South Livermore Valley Plan area. The Landowner shall ensure that development of the property contributes to the creation of at least one major draw or attraction that would increase recognition of the South Livermore Valley as a premium wine producing region.
250 - Recycled Water Fee	This fee offsets the impact of development of the property to water supplies by supporting the treatment and use of recycled water in the City.
604 - Road Improvement Fee	This fee offsets the costs of roadway improvements benefitting development throughout the South Livermore Specific Plan Area.

Fund Descriptions (Continued):

Fund	Description
611 - Low Income Housing Impact Fee	This fee provides funding for the creation and preservation of affordable housing. This includes land acquisition and construction of new units as well as the acquisition and rehabilitation of existing residential units. In addition, funds are used to provide down payment assistance to first time home buyers and housing support services and rental assistance to persons who are homeless.
241 – Sewer Connection Fee	This fee provides for the implementation of the City's wastewater system, inclusive of the treatment plant, disposal system and collection system trunk lines to handle new development. It includes treatment for wastewater to recycled water as well as to treatment for disposal. Projects are identified in the City's Wastewater Treatment Plant and Wastewater Collection Systems and Recycled Water Master Plans.
251 – Water Connection Fee	This fee provides water storage facilities and connections to the potable or recycled water system of the City. Projects are identified in the City's Water and Recycled Water Master Plan.

Amount of the Fees:

Fund	Fee Amount
221 - Storm Drainage Fee	$0.54 per square foot of impervious surface.
306 - Traffic Impact Fee	Residential Fees are: $11,869 per single family residence $5,531 - $9,358 for multi-family residences $3,642 for senior housing. Non-residential fees per KSF are $32,235 for commercial $20,636 for office $12,812 for industrial $6,473 for warehouse Hotel/motel fees are $9,306 per room. Downtown multi-family rates are $3,395 - $5,745 per dwelling unit depending on bedroom count. Downtown Commercial fees per KSF are $14,595 Other fees per average peak hour trip are $14,833
321 - Tri Valley Transportation Fee	Residential Fees are: $5,057 per single family residence $3,484 for multiple units Non-residential fees per KSF are $3,740 for retail $8,590 for office $5,000 for industrial Fees for other categories were $5,620 per average am/pm peak hour trip. The portion used for City projects is 20%.

Amount of the Fees (continued):

Fund	Fee Amount
333 - Housing and Human Services	Residential fees are: $1,677 per single family detached residence $1,415 per single family attached residence $1,298 for multi-family residences $996 for Mobile Homes and Secondary Units Non-residential fees per KSF are $7 for commercial office $5 commercial retail and service Industrial Office, Manufacturer, Warehousing, and Construction are charged $6, $3, $2 and $3 respectively. Other non-residential fees are $5 per KSF.
337 - Parks and Trails	Residential Fees are: $25,065 per single-family residence $13,288 - $21,809 for multifamily residences Senior housing is $4,265 per unit Non-residential fees per KSF are: $1,587 for warehouse $2,113 for industrial $3,178 for commercial $4,544 for office
604 - Major Attraction Fee	$1,499 per residential unit developed
250 - Recycled Water Fee	The recycled water fee is 20% of the current Alameda County Water Connection fee. $6,746 for a 5/8” meter $10,119 for a ¾” meter $16,865 for a 1” meter $33,730 to $107,936 (depending on meter type) for 1 ½” meter $33,730 to $134,920 (depending on meter type) for a 2” meter.
604 - Road Improvement Fee	$13,110 per residential unit developed within the South Livermore Valley Specific Plan Area.

Amount of the Fees (continued):

Fund	Fee Amount
611 - Low Income Housing Impact Fee	$39.94/SF for all residential housing developments 10 units or less. Projects more than 10 units are subject to must-build requirement of ordinance. Commercial fees are based per KSF: $2,380 for Retail Commercial $1,792 for Discount/Service Retail $1,529 for office Lodging fees were $1,168 per room Industrial fees per KSF are: $734 for manufacturing $213 for warehouse $1,519 for a business park $753 for Industrial high intensity $476 for Industrial low intensity.
241 – Sewer Connection Fee	Residential fees are: $7,894.61 per single family residence $4,166.60 to $7,894.61 for multiple family residences For industrial, commercial, or restaurant uses, the rate ranges from $0.44 - $35.55 per square foot of building depending upon classification of the building.
251 – Water Connection Fee	$5,292 for a 5/8" meter $7,937 for a ¾" meter $13,229 for a 1" meter $26,458 for 1 ½" meter $42,332 for a 2" meter.

Schedule of Fund Balances and Activities:

AB 1600 Schedule of Revenues and Expenditures

	Storm Drainage Fee (F221)	Traffic Impact Fee (F306)	Tri-Valley Transportation Development Fee (F321)	Housing and Human Services Facility Fee (F333)	Park and Trail Fee (F337)	Recycled Water Fee (F250) *	Road Improvement Fee (F604)	Low Income Housing Impact Fee (F611)	Sewer Connection Fee (F241)	Water Connection Fee (F251)
Beginning Balance 7-1-2022	$ 6,810,113	$ 22,645,904	$ 3,213,046	$ 2,180,950	$ 2,967,052	$ 2,731,041	$ 299,261	$ 14,871,686	$ 12,533,223	$ 936,160
Revenues and Other Sources										
Developer Fees	174,038	1,261,971	112,234	59,572	721,175	-	-	1,798,436	518,366	54,168
Miscellaneous Revenue	-	32,865	-	-	129,854	-	-	1,141,451	-	-
Interest Income	35,452	119,159	34,394	-	93,552	-	-	273,643	121,382	16,984
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Sources:	209,490	1,413,995	146,628	59,572	944,581	-	-	3,213,531	639,748	71,152
Expenditures and Other Uses										
Projects	-	844,133	444,977	-	332,082	-	-	105,005	1,599,835	427,478
Operating Expenses	-	-	-	1,804,445	-	-	-	3,301,452	48,462	65,228
Transfers Out	-	62,794	-	-	-	-	-	-	1,040,744	241,441
Total Uses:	-	906,927	444,977	1,804,445	332,082	-	-	3,406,458	2,689,041	734,147
Ending Balance 6-30-2023	$ 7,019,604	$ 23,152,972	$ 2,914,696	$ 436,077	$ 3,579,551	$ 2,731,041	$ 299,261	$ 14,678,760	$ 10,483,931	$ 273,165

** Recycled water fee balance resides in Fund 250*

Note: Fund 604 - Major Attraction Fee not shown because it has a zero balance.

Schedule of Five-Year Revenue:

	Storm Drainage Fee (F221)	Traffic Impact Fee (F306)	Tri-Valley Transportation Development Fee (F321)	Housing and Human Services Facility Fee (F333)	Park and Trail Fee (F337)	Recycled Water Fee (F250)	Road Improvement Fee (F604)	Low Income Housing Impact Fee (F611)
FY 2018-19 Revenue	$ 647,419	$ 1,515,183	$ 384,771	$ 203,502	$ 2,779,747	$ -	$ -	$ 437,525
FY 2019-20 Revenue	440,109	3,543,182	743,782	411,856	4,129,344	-	-	659,912
FY 2020-21 Revenue	156,414	521,291	148,945	108,287	1,051,719	-	-	159,935
FY 2021-22 Revenue	119,944	878,009	43,248	18,896	289,438	-	-	1,195,114
FY 2022-23 Revenue	174,038	1,261,971	112,234	59,572	721,175	-	-	1,798,436
Total Revenue:	$ 1,537,925	$ 7,719,636	$ 1,432,980	$ 802,113	$ 8,971,423	$ -	$ -	$ 4,250,922

Note: Fund 604 - Major Attraction Fee not shown because it has a zero balance and no revenues have been collected.

Five-Year Revenue Test Using First In First Out Method:

Fund Balance more than five-year revenue total is cause for a finding as described on the following page.

	Storm Drainage Fee (F221)	Traffic Impact Fee (F306)	Tri-Valley Transportation Development Fee (F321)	Housing and Human Services Facility Fee (F333)	Park and Trail Fee (F337)	Recycled Water Fee (F250)	Road Improvement Fee (F604)	Low Income Housing Impact Fee (F611)
Fund Balance 6/30/2021	$ 7,019,604	$ 23,152,972	$ 2,914,696	$ 436,077	$ 3,579,551	$ 2,731,041	$ 299,261	$ 14,678,760
Less:								
Five year Revenue total	1,537,925	7,719,636	1,432,980	802,113	8,971,423	-	-	4,250,922
Fund Balance Unexpended (Expended)	$ 5,481,679	$ 15,433,336	$ 1,481,716	$ (366,036)	$ (5,391,872)	$ 2,731,041	$ 299,261	$ 10,427,838
Five Year Spend Test: Pass (P) or Not Pass (NP)	NP - See Footnote 1	NP - See Footnote 2	NP - See Footnote 3	P - See Footnote 4	P - See Footnote 5	NP - See Footnote 6	NP - See Footnote 7	NP - See Footnote 8

Five-Year Revenue Test Findings:

Footnote #	Fund	5-Year Test Result
1	221 - Storm Drainage Fee	This fund includes balances held beyond five years as described in AB1600. These funds are intended for 2024 Storm Drain Trash Capture Project 202425, 2026 Storm Drain Trash Capture Project 202625, Arroyo Las Positas at Heather Lane Bridge 202414, and Storm Drain Master Plan Projects Project 202711. More details on these projects is available in the City's FY 2023-28 5-year Capital Improvement Plan.
2	306 - Traffic Impact Fee	This fund includes balances held beyond five years as described in AB1600. These funds are intended for the North Canyons Pkwy/Dublin Blvd Connection, project 200259 and the Vasco Rd / I-580 interchange, project 199352. More detail on these projects is available in the City's FY 2023-28 5-year Capital Improvement Plan.
3	321 - Tri-Valley Transportation Development Fee	This fund includes balances held beyond five years as described in AB1600. These funds are currently intended for the Vasco Road Interchange, project 1993-52, and the Isabel Interchange, project 1992-38, More detail on these projects is available in the City's FY 2023-28 5-year Capital Improvement Plan.
4	333 - Housing and Human Services	Five year spent test met in accordance with Government Code 66001.
5	337 - Parks and Trails	Five year spent test met in accordance with Government Code 66001.
6	250 - Recycled Water Fee	This fund includes balances held beyond five years as described in AB1600. These funds are intended for WRP UV Treatment System Replacement Project 202128. More detail on this project is available in the City's FY 2023-28 5-year Capital Improvement Plan.
7	604 - Road Improvement Fee	This fund includes balances held beyond five years as described in AB1600. These funds will be used for the Foley Road Realignment, project 201028. More detail on this project is available in the City's FY 2023-28 5-year Capital Improvement Plan.
8	611 - Low Income Housing Impact Fee	This fund includes balances held beyond five years as described in AB1600. These funds are intended to be allocated as follows: $7,157,000 to the development of the Pacific Avenue Senior project and $2,270,000 commitment to the Vineyard project. Funds are targeted for development of the 2047 First Street Project, N/M Street sites as well as future development of Walnut and 141 North Livermore.

Project listing:

Fund	Project	Percentage of Project Expenditures	Total FY 2022-23 Project Cost
221 - Storm Drainage Fee	No projects	N/A	-
306 - Traffic Impact Fee	199838 - Las Positas Widening / N Livermore - First St	0.00%	$2
	200259 - N Canyon Dublin Blvd Connection	5.50%	46,410
	201028 - Foley Rd Realignment	5.38%	45,452
	201431 - Traffic Signal Install	68.05%	574,443
	201837 - Vasco Rd Widening	21.07%	177,826
		Total Fund 306 Expenses:	$844,133
321 - Tri Valley Transportation Fee	199238 - Isabel Rt 84 / I-580 Interchange	75.53%	$336,074
	199352 - I-580 Interchange & Vasco Rd	24.47%	108,904
		Total Fund 321 Expenses:	$444,977
333 - Housing and Human Services	No projects	N/A	-
337 - Park and Trails	200429 - Doolan Park Landscape Rehab	0.10%	$341
	200646 - LARPD Park Facility Fee Reimbursement	47.23%	156,832
	201436 - Livermorium Park	43.17%	143,365
	201945 - Las Colinas Trail T-6 E-1	0.26%	863
	202118 - Livermore Village Remediation	1.59%	5,283
	202119 - Livermore Village Joint Trench	6.14%	20,376
	202121 - Veteran's Park	1.51%	5,022
		Total Fund 337 Expenses:	$332,082
604 - Major Attraction Fee	No projects	N/A	-
250 - Recycled Water Fee	No projects	N/A	-
604 - Road Improvement Fee	No projects	N/A	-
611 - Low Income Housing	202118 - Livermore Village Remediation	100.00%	$105,005
		Total Fund 611 Expenses:	$105,005

Project Listing (Continued):

Fund	Project	Percentage of Project Expenditures	Total FY 2022-23 Project Cost
241 - Sewer Connection Fee	201522 - WRP Emergency Generator	0.02%	$356
	201931 - WRP Primary Secondary Treatment Improv. *	51.98%	831,594
	201960 - Trevarno Infrastructure *	29.20%	467,230
	202003 - Annual Sewer Replacement 2021 *	2.70%	43,148
	202128 - WRP UV Treatment System Replacement *	8.46%	135,338
	202129 - WRP SCADA Server & Network Upgrade *	7.64%	122,168
		Total Fund 241 Expenses:	$1,599,835
251 - Water Connection Fee	201960 - Trevarno Infrastructure *	100.00%	$427,478
		Total Fund 251 Expenses:	$427,478

* Note: These four projects are continuing into Fiscal Year 2023-24.

Descriptions of Transfers:

Fund	Transfer Descriptions
221 - Storm Drainage Fee	No transfers occurred in FY 2022-23
306 - Traffic Impact Fee	Transfers out were to cover the overhead cost of administering the program. The amount is based on the Cost Allocation Plan.
321 - Tri Valley Transportation Fee	No transfers occurred in FY 2022-23
333 - Housing and Human Services	No transfers occurred in FY 2022-23
337 - Parks and Trails	No transfers occurred in FY 2022-23
604 - Major Attraction Fee	No transfers occurred in FY 2022-23
250 - Recycled Water Fee	No transfers occurred in FY 2022-23
604 - Road Improvement Fee	No transfers occurred in FY 2022-23
611 - Low Income Housing Impact Fee	No transfers occurred in FY 2022-23
241 – Sewer Connection Fee	Transfers out were to pay Livermore's share of the debt service for the Livermore Amador Valley Water Management Agency (LAVWMA) pipeline.
251 – Water Connection Fee	Transfers out were for debt service for 2020 Certificates of Participation.

Amount of Refunds made:

Fund	Refund Amount
221 - Storm Drainage Fee	No refunds issued in FY 2022-23
306 - Traffic Impact Fee	No refunds issued in FY 2022-23
321 - Tri Valley Transportation Fee	No refunds issued in FY 2022-23
333 - Housing and Human Services	No refunds issued in FY 2022-23
337 - Parks and Trails	No refunds issued in FY 2022-23
604 - Major Attraction Fee	No refunds issued in FY 2022-23
250 - Recycled Water Fee	No refunds issued in FY 2022-23
604 - Road Improvement Fee	No refunds issued in FY 2022-23
611 - Low Income Housing Impact Fee	No refunds issued in FY 2022-23
241 – Sewer Connection Fee	No refunds issued in FY 2022-23
251 – Water Connection Fee	No refunds issued in FY 2022-23

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.10**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Tina Olson, Administrative Services Director

SUBJECT: Resolution accepting annual special tax and bond accountability reports for Fiscal Year 2022-23 Community Facilities District No. 99-1 (Tri-Valley Technology Park), 2009-1 (El Charro), 2012-1 (El Charro Maintenance), 2015-1 (Brisa Maintenance), 2016-1 (Sage Maintenance), 2016-2 (Shea Properties), 2018-1 (Auburn Grove), and 2021-1 (Maintenance and Public Services).

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution accepting annual special tax and bond accountability reports for Fiscal Year 2022-23 Community Facilities District No. 99-1 (Tri-Valley Technology Park), 2009-1 (El Charro), 2012-1 (El Charro Maintenance), 2015-1 (Brisa Maintenance), 2016-1 (Sage Maintenance), 2016-2 (Shea Properties), 2018-1 (Auburn Grove), and 2021-1 (Maintenance and Public Services).

SUMMARY

The Local Agency Special Tax and Bond Accountability Act (SB 165) stipulates that a report be filed annually with the governing body of any agency imposing special taxes or issuing bonds subject to voter approval after January 1, 2001. The annual report is required to contain the amount of funds collected and expended as well as the status of any project required or authorized to be funded as identified in subdivision (a) of Section 53410. The annual report must be filed no later than December 31st. The City currently administers eight community facilities districts which are subject to these reporting requirements.

DISCUSSION

The Local Agency Special Tax Bond and Accountability Act, enacted by SB165 and codified in the California Government Code Sections 50075 through 50077 and 53410 through 53412. This Act requires:

- that any local special tax measure subject to voter approval contain a statement indicating the specific single purpose of the special tax;
- that the proceeds of the special tax be applied to that purpose;

- the creation of an account into which the proceeds shall be deposited and an annual report containing the following information:
    i. The amount of special taxes that have been collected and expended;
    ii. The status of any project required or authorized to be funded by the special taxes.

The Act imposes similar accountability requirements with respect to any local bond measure that is subject to voter approval that would provide for the sale of bonds by a local agency. These requirements only apply to local agencies that have imposed special taxes or issued bond measures subject to voter approval after January 1, 2001. The annual report must be filed no later than December 31.

The City currently has the following eight community facilities districts which are subject to these reporting requirements:

1. City of Livermore Community Facilities District No. 99-1 (Tri-Valley Technology Park) ("CFD 99-1"),
2. City of Livermore Community Facilities District No. 2009-1 (El Charro) ("CFD 2009-1"),
3. City of Livermore Community Facilities District No. 2012-1 (El Charro Maintenance) ("CFD 2012-1"),
4. City of Livermore Community Facilities District No. 2015-1 (Brisa Maintenance) ("CFD 2015-1"),
5. City of Livermore Community Facilities District No. 2016-1 (Sage Maintenance) ("CFD 2016-1"),
6. City of Livermore Community Facilities District No. 2016-2 (Shea Properties) ("CFD 2016-2"),
7. City of Livermore Community Facilities District No. 2018-1 (Auburn Grove) ("CFD 2018-1"), and
8. City of Livermore Community Facilities District No. 2021-1 (Maintenance and Public Services) ("CFD 2021-1").

The CFD 99-1 was established pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Mello-Roos Act"), on January 10, 2000, and thereafter amended on March 13, 2000. On May 11, 2015, the City issued the bonds in the principal amount of $15,655,000 for and on behalf of the CFD 99-1 for the defeasance and refunding in full of an outstanding series of bonds previously issued in 2000 in order to take advantage of the low interest rate environment, which resulted in significant savings to the property owners located within CFD 99-1.

On March 24, 2009, the City of Livermore formed the CFD 2009-1 in accordance with the Mello-Roos Act. The City has issued the following debt issues for and on behalf of the CFD 2009-1:

- On June 1, 2015, the City entered into a special tax loan agreement with Livermore Premium Outlets, LLC with respect to its "Improvement Area No. 1", under which Livermore Premium Outlets LLC (the Lender) loaned $19,632,406.03 to the District for the purpose of refinancing two previous loans made to the District on behalf of the CFD 2009-1 by the Lender and to finance the acquisition and construction of certain public facilities.

- In 2016, the City issued bonds with respect to Improvement Area No. 2, to finance (i) a lease payment obligation of Improvement Area No. 2, and (ii) the acquisition and construction of the public infrastructure for the remaining phases of the El Charro Infrastructure. The Special Tax Bonds, designated as the "City of Livermore Community Facilities District No. 2009-1 (El Charro) 2016 Special Tax Bonds (Crosswinds Church) Improvement Area No. 2", were issued on September 1, 2016, totaling $4,611,053 to pay for these obligations and improvements.

- On July 14, 2017, the City issued a special tax note in the amount of $3,093,460.34 with respect to Improvement Area No. 3. This note evidences the obligations of the District under a Loan Agreement dated as of July 1, 2017 by and between the District and Livermore Investments, LLC, as lender, for the purpose of prepaying a lease payment obligation of Improvement Area No. 3 and financing acquisition and construction of public facilities.

On June 25, 2012, under the provision of the Mello-Roos Act, the City formed the City of Livermore CFD 2012-1 (El Charro Maintenance). This district was created to finance certain municipal services by levying annual special taxes in the area of the CFD. The annual special taxes will be levied in perpetuity, as long as services are continued to be provided. The beginning Fund Balance for CFD 2012-1 was adjusted by $348,609.76 to remove the balance in the Equipment Purchase Reserve (EPR). The EPR is used to spread the funding of equipment purchases needed for the CFD.

On February 23, 2015, under the provision of the Mello-Roos Act, the City formed the City of Livermore CFD 2015-1 (Brisa Maintenance). This district was created to finance certain municipal services by levying annual special taxes in the area of the CFD. The annual special taxes will be levied in perpetuity, as long as services are continued to be provided.

On March 14, 2016, under the provision of the Mello-Roos Act, the City formed the City of Livermore CFD 2016-1 (Sage Maintenance). This district was created to finance certain municipal services by levying annual special taxes in the area of the CFD. The annual special taxes will be levied in perpetuity, as long as services are continued to be provided.

In 2016, under the provisions of the Mello-Roos Act, the City formed the City of Livermore CFD 2016-2 (Shea Properties) to refinance the $10,000,000 Special Tax Bonds, Series 2006 issued for and on behalf of the Community Facilities District No. 2006-1. The City issued the CFD 2016-2 (Shea Properties) Special Tax Refunding Bonds, Series 2016 totaling $10,015,000 on December 22, 2016.

On September 11, 2018, under the provision of the Mello-Roos Act, the City formed the City of Livermore CFD 2018-1 (Auburn Grove). This district was created to finance certain municipal services by levying annual special taxes in the area of the CFD. The annual special taxes will be levied in perpetuity, as long as services are continued to be provided.

On July 12, 2021, under the provision of the Mello-Roos Act, the City formed the City of Livermore CFD 2021-1 (Maintenance and Public Services). This district was created to finance certain municipal services by levying annual special taxes in the area of the CFD. The annual special taxes will be levied in perpetuity, as long as services are continued to be provided.

The annual special tax and bond accountability reports for the above mentioned CFDs are included as exhibits to the resolution. These reports provide explicit public accountability for the amount of funds collected and expended, the specific purpose of those funds, as well as the status of projects authorized through the CFDs.

FISCAL AND ADMINISTRATIVE IMPACTS

There is no fiscal impact associated with accepting the special tax and bond accountability reports.

COMMUNITY PILLAR
5: A City That Works

GOAL
17: Ensure effective use of public resources

ATTACHMENTS

1. Resolution
2. Exhibit A - STBAR CFD 99-1 Tri-Valley
3. Exhibit B - STBAR 2009-1 El Charro
4. Exhibit C - STBAR CFD 2012-1 El Charro
5. Exhibit D - STBAR CFD 2015-1 Brisa
6. Exhibit E - STBAR CFD 2016-1 Sage
7. Exhibit F - STBAR CFD 2016-2 Shea Properties
8. Exhibit G - STBAR CFD 2018-1 Auburn Grove
9. Exhibit H - STBAR CFD 2021-1 Maintenance and Public Services

Prepared by: David Doyle
Accounting Supervisor

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION ACCEPTING ANNUAL SPECIAL TAX AND BOND ACCOUNTABILITY REPORTS FOR FISCAL YEAR 2022-23 COMMUNITY FACILITIES DISTRICTS NO. 99-1 (TRI-VALLEY TECHNOLOGY PARK), 2009-1 (EL CHARRO), 2012-1 (EL CHARRO MAINTENANCE), 2015-1 (BRISA MAINTENANCE), 2016-1 (SAGE MAINTENANCE), 2016-2 (SHEA PROPERTIES), 2018-1 (AUBURN GROVE), and 2021-1 (MAINTENANCE AND PUBLIC SERVICES)

The Local Agency Special Tax and Bond Accountability Act, enacted by Senate Bill 165 (Reg. Sess.1999-2000) and codified as part of California Government Code sections 50075 through 50077 and 53410 through 53412, requires local agencies that have imposed special taxes or issued bond measures subject to voter approval after January 1, 2001, to submit an annual report to its governing body.

City of Livermore staff has completed the Fiscal Year 2022-23 annual special tax and bond accountability reports for the following community facility districts to comply with the requirements of California Government Code sections 50075.3 and 53411:

1. City of Livermore Community Facilities District No. 99-1 (Tri-Valley Technology Park);
2. City of Livermore Community Facilities District No. 2009-1 (El Charro);
3. City of Livermore Community Facilities District No. 2012-1 (El Charro Maintenance);
4. City of Livermore Community Facilities District No. 2015-1 (Brisa Maintenance);
5. City of Livermore Community Facilities District No. 2016-1 (Sage Maintenance);
6. City of Livermore Community Facilities District No. 2016-2 (Shea Properties);
7. City of Livermore Community Facilities District No. 2018-1 (Auburn Grove); and
8. City of Livermore Community Facilities District No. 2021-1 (Maintenance and Public Services).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that it hereby receives and accepts the annual special tax and bond accountability reports for the following community facility districts:

1. City of Livermore Community Facilities District No. 99-1 (Tri-Valley Technology Park), attached hereto as Exhibit A;
2. City of Livermore Community Facilities District No. 2009-1 (El Charro), attached hereto as Exhibit B;
3. City of Livermore Community Facilities District No. 2012-1 (El Charro Maintenance), attached hereto as Exhibit C;
4. City of Livermore Community Facilities District No. 2015-1 (Brisa Maintenance), attached hereto as Exhibit D;

5. City of Livermore Community Facilities District No. 2016-1 (Sage Maintenance), attached hereto as Exhibit E;
6. City of Livermore Community Facilities District No. 2016-2 (Shea Properties), attached hereto as Exhibit F;
7. City of Livermore Community Facilities District No 2018-1 (Auburn Grove), attached hereto as Exhibit G; and
8. City of Livermore Community Facilities District No. 2021-1 (Maintenance and Public Services), attached hereto as Exhibit H.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Katherine Mirassou
Katherine Mirassou
Deputy City Attorney

Exhibit A – Report for CFD No. 99-1 (Tri-Valley Technology Park)
Exhibit B – Report for CFD No. 2009-1 (El Charro)
Exhibit C – Report for CFD No. 2012-1 (El Charro Maintenance)
Exhibit D – Report for CFD No. 2015-1 (Brisa Maintenance)
Exhibit E – Report for CFD No. 2016-1 (Sage Maintenance)
Exhibit F – Report for CFD No. 2016-2 (Shea Properties)
Exhibit G – Report for CFD No. 2018-1 (Auburn Grove)
Exhibit H – Report for CFD No. 2021-1 (Maintenance and Public Services)

COMMUNITY FACILITIES DISTRICT NO. 99-1 TRI-VALLEY TECHNOLOGY PARK LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY REPORT

Senate Bill 165 enacted the Local Agency Special Tax and Bond Accountability Act. This Act requires that any local special tax/local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to bonds issued on or after January 1, 2001 in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation (bond issuance) of the Special Tax District and others are handled through annual reports. This Report intends to comply with Sections 50075.3 and 53411 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The Annual report shall contain all of the following:

(a) The amount of funds collected and expended.

(b) The status of any project required or authorized to be funded as identified in subdivision (a) of Sections 50075.1 and 53410."

The requirements of the Act apply to the Funds of:

City of Livermore
Community Facilities District No. 99-1
(Tri-Valley Technology Park)
Special Tax Refunding Bonds, Series 2015
June 18, 2015

Purpose of Special Tax

For the payment of principal and interest on any outstanding Bonds becoming due and payable during the ensuing calendar year, any necessary replenishment or expenditure of the Reserve Fund, and an amount estimated to be sufficient to pay the Administrative Expenses (including amounts necessary to discharge any rebate obligation) during the ensuing year.

Reporting Requirements

Fund	06/30/2022 Balance	FY 2022/23 Amount Collected	06/30/2023 Balance	Expended Amount	Project Status
Special Tax Fund	$2,443,922.96	$1,430,368.31	$2,310,104.54	$1,564,186.73	Complete

COMMUNITY FACILITIES DISTRICT NO. 2009-1 EL CHARRO LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY REPORT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District and others are handled through annual reports. This Section of this report intends to comply with Sections 50075.3 and 53411 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Sections 50075.1 and 53410."

City of Livermore
Community Facilities District No. 2009-1
El Charro

Purpose of Special Tax

On March 24, 2009, the City of Livermore formed Community Facilities District No. 2009-1 (El Charro) to finance the acquisition and construction of the facilities including but not limited to streets, transportation facilities, utilities, and public landscaping

Reporting Requirements

Fund	06/30/2022 Balance	FY 2022/23 Amount Collected	06/30/2023 Balance	Expended Amount	Project Status
Special Tax	$259,638.40	$2,055,468.77	$267,245.04	$2,047,862.13	Complete

City of Livermore
Community Facilities District No. 2012-1
(El Charro Maintenance)

Purpose:

The City Council ("City") of the City of Livermore ("City") approved the Resolution of Formation to establish City of Livermore Community Facilities District No. 2012-1 ("CFD") on June 25, 2012. The CFD was created to provide a funding mechanism to fund, in whole or in part, the annual cost to obtain, service, maintain, and replace public improvements associated with streetscape, storm and creek drainage, parks, trails, any costs to administer the CFD, along with any other authorized services approved at the time of formation. The annual special taxes will be levied in perpetuity, as long as services continue to be provided.

Fiscal Year 2022-23 Revenues and Expenses:

Description	Fiscal Year 2022-23 Total
Revenues[1]	
Special Taxes	$421,268.18
Other	$0.00
Total Revenues	$421,268.18
Expenses	
Water	$22,558.74
PG&E	$377.73
AT&T	$27.11
Backflow	$750.00
Contract Services	$143,567.50
Land Lease	$0.00
Maintenance Materials	$97.59
Employee Cost	$5,888.00
Equipment Purchase Reserve[2]	$36,319.09
Admin Fee	$18,422.73
Indirect Expenditures	$10,960.22
Total Expenses	$238,968.71
Fund Balance Information[3]	
Beginning Balance	$1,919,730.93
Ending Balance	$2,102,030.40

[1]Special Taxes are equal to the amount collected in Fiscal Year 2022-23 and any additional revenues are identified as Other, unless otherwise identified.

[2]Equipment Purchase Reserve funds are set aside to purchase equipment that will be used to perform CFD funded services.

[3]Fund Balances are used for an operating reserve and allowed to accumulate for the replacement of authorized improvements.

City of Livermore
Community Facilities District No. 2015-1
(Brisa Maintenance)

Purpose:

The City Council ("Council") of the City of Livermore ("City") approved the Resolution of Formation to establish City of Livermore Community Facilities District No. 2015-1 ("CFD") on February 23, 2015. The CFD was created to provide a funding mechanism to fund, in whole or in part, the cost of maintenance, servicing, repair, replacement and removal of public parkways, landscape setbacks, public parks, open space, environmental preserves, publicly owned masonry walls, fences, park monuments and features, bio-retention facilities, drainage facilities, trails, bike paths, and landscape medians in roadways both in and outside the CFD within the boundaries of the City, if the City has concluded that such maintenance would benefit the CFD. Additionally, the CFD will cover the costs associated with cleaning and removal of graffiti, associated electric, water, and other utility costs as well as setting, levy and collection of the annual special taxes and other contingency costs, any costs to administer the CFD, and any other authorized services approved at the time of formation. The annual special taxes will be levied in perpetuity, as long as services continue to be provided.

Fiscal Year 2022-23 Revenues and Expenses:

Description	Fiscal Year 2022-23 Total
Revenues[1]	
Special Taxes	$154,595.64
Other	$0.00
Total Revenues	$154,595.64
Expenses	
Water	$24,357.32
PG&E	$1,449.25
Contract Services	$58,210.92
Landscape Materials	$706.56
Irrigation Materials	$0.00
Backflow	$150.00
Repairs and Maintenance	$469.03
Maintenance Materials	$299.45
Employee Cost	$5,472.00
Equipment Purchase Reserve[2]	$1,160.00
Other Replacement Reserve	$0.00
Swale Replacement	$0.00
Admin Fee	$9,774.98
Indirect Expenditures	$6,635.24
Total Expenses	$108,684.75
Fund Balance Information[3]	
Beginning Balance	$844,931.20
Ending Balance	$890,842.09

[1]Special Taxes are equal to the amount collected in Fiscal Year 2022-23 and any additional revenues are identified as Other, unless otherwise identified.

[2]Equipment Purchase Reserve funds are set aside to purchase equipment that will be used to perform CFD funded services.

[3]Fund Balances are used for an operating reserve and allowed to accumulate for the replacement of authorized improvements.

City of Livermore
Community Facilities District No. 2016-1
(Sage Maintenance)

Purpose:

The City Council ("Council") of the City of Livermore ("City") approved the Resolution of Formation to establish City of Livermore Community Facilities District No. 2016-01 ("CFD") on March 14, 2016. The CFD was created to provide a funding mechanism to fund, in whole or in part, the cost of maintenance, servicing, repair, replacement, and removal costs associated with park and specified services, such as storm water bio-retention basins and drainage facilities, open space, environmental preserves, along with any other authorized services approved at the time of formation. Additionally, the CFD will cover the costs associated with setting, levy and collection of the annual special taxes and other contingency costs, any costs to administer the CFD, along with any other authorized services approved at the time of formation. The annual special taxes will be levied in perpetuity, as long as services continue to be provided.

Fiscal Year 2022-23 Revenues and Expenses:

Description	Fiscal Year 2022-23 Total
Revenues[1]	
Special Taxes	$127,592.90
Other	$0.00
Total Revenues	$127,592.90
Expenses	
Water	$0.00
PG&E	$846.09
Contract Services	$27,317.79
Landscape Materials	$0.00
Irrigation Materials	$0.00
Backflow	$50.00
Repairs and Maintenance	$0.00
Maintenance Materials	$0.00
Employee Cost	$4,981.76
Equipment Purchase Reserve[2]	$750.00
Other Replacement Reserve	$0.00
Swale Replacement	$0.00
Admin Fee	$3,803.11
Indirect Expenditures	$4,835.46
Total Expenses	$42,584.21
Fund Balance Information[3]	
Beginning Balance	$695,888.65
Ending Balance	$780,897.34

[1]Special Taxes are equal to the amount collected in Fiscal Year 2022-23 and any additional revenues are identified as Other, unless otherwise identified.

[2]Equipment Purchase Reserve funds are set aside to purchase equipment that will be used to perform CFD funded services.

[2]Fund Balances are used for an operating reserve and allowed to accumulate for the replacement of authorized improvements.

COMMUNITY FACILITIES DISTRICT NO. 2016-2 SHEA PROPERTIES LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY REPORT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District and others are handled through annual reports. This Section of this report intends to comply with Sections 50075.3 and 53411 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Sections 50075.1 and 53410."

The requirements of the Act apply to the Funds of:

City of Livermore
Community Facilities District No. 2016-2
(Shea Properties)
Special Tax Refunding Bonds, Series 2016
December 22, 2016

Purpose of Special Tax

For the payment of principal and interest on any outstanding Bonds becoming due and payable during the ensuing calendar year, any necessary replenishment or expenditure of the Reserve Fund, and an amount estimated to be sufficient to pay the Administrative Expenses (including amounts necessary to discharge any rebate obligation) during the ensuing year.

Reporting Requirements

Fund	06/30/2022 Balance	FY 2022/23 Amount Collected	06/30/2023 Balance	Expended Amount	Project Status
Special Tax Fund	$581,815.27	$800,387.36	$650,714.09	$731,488.54	Complete

COMMUNITY FACILITIES DISTRICT NO. 2018-1 AUBURN GROVE LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY REPORT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). The Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001 in accordance with Section 50075.1 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the special tax district and others are handled through annual reports. This section of this report intends to comply with Section 50075.3 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain all of the following:

(a) The amount of funds collected and expended.
(b) The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1."

The requirements of the Act apply to the Funds of:

City of Livermore
Community Facilities District No. 2018-1
District Formed September 11, 2018

Purpose of Special Tax

Community Facilities District No. 2018-1 (Auburn Grove) (the "District") was formed to fund the maintenance, servicing, repair, replacement, and removal of trees, shrubs, plantings and irrigation systems together with AC pathway/trail with decomposed granite shoulders together with, root deflection and masonry walls. Maintenance also includes cleaning and removal of graffiti and associated electrical, water, and other utility costs.

Collections & Expenditures

Fund	06/30/2022 Balance	FY 2022/23 Amount Collected	06/30/2023 Balance	Expended Amount	Service Status
Special Tax Fund	$72,970.03	$20,607.79	$86,779.37	$6,798.45	Ongoing

COMMUNITY FACILITIES DISTRICT NO. 2021-1 LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY REPORT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). The Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001 in accordance with Section 50075.1 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the special tax district and others are handled through annual reports. This section of this report intends to comply with Section 50075.3 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain all of the following:

(a) The amount of funds collected and expended.
(b) The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1."

The requirements of the Act apply to the Funds of:

City of Livermore
Community Facilities District No. 2021-1
District Formed July 12, 2021

Purpose of Special Tax

Community Facilities District No. 2021-1 (the "District") was formed to fund the maintenance of a multi-use trail, bioretention planter, roadside swales and landscaping along the south side of West Jack London Boulevard. In addition, the maintenance and lighting of parks, parkways, streets, roads and open space, and flood and storm protection services.

Collections & Expenditures

Fund	06/30/2022 Balance	FY 2022/23 Amount Collected	06/30/2023 Balance	Expended Amount	Service Status
Special Tax Fund	$14,211.02	$30,260.84	$40,091.34	$4,380.52	Ongoing

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 5.11**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Christine Martin, Assistant City Manager

SUBJECT: Resolution of continued local emergency in response to impacts from a series of severe storm events earlier this year.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution of continued local emergency in response to impacts from a series of severe storm events earlier this year.

SUMMARY

On January 10, 2023, the City Council adopted a resolution ratifying the Proclamation of the Director of Emergency Services Concerning the Existence of a Local Emergency (Resolution No. 2023-001) in response to impacts from a series of severe storm events.

On February 27, April 24, June 12, July 24, September 11, and October 23, 2023, the City Council adopted resolutions of continued local emergency. California Government Code section 8630 directs the City Council to review the need for continuing the local emergency at least once every 60 days.

DISCUSSION

On January 4, 2023, the Executive Department of the State of California issued Executive Order N-2-23 proclaiming a State of Emergency for the Atmospheric River that started on December 27, 2022. On January 10, 2023, the City Council ratified a proclamation by the Emergency Services Director of the existence of a local emergency due to conditions of extreme peril to the safety of persons and property that arose within the City of Livermore caused by a series of severe rainstorms and high wind commencing in December 2022 and continuing through January 2023.

Proclamation 23-01 was ratified, as required, by the City Council within seven days (Resolution No. 2023-001). Once ratified, California Government Code section 8630 directs the City Council to review the need for continuing the local emergency at least once every 60 days. On February 27, 2023, the City Council adopted a resolution of continued local emergency (Resolution No. 2023-06).

On March 1, 2023, the Executive Department of the State of California issued a proclamation of State of Emergency due to a severe winter storm event beginning in February 2023 bringing damaging winds and historic precipitation that caused federal and state highways and road closures, and continued to threaten critical infrastructures, power outages, etc.

On March 24, 2023, the Alameda County Director of Emergency Services proclaimed a state of emergency due to conditions of continuing peril that have been presented by winter storms that resumed on February 23, 2023, continuing through March 2023, causing extensive damage and local expenses throughout the County.

On February 27, April 24, June 12, July 24, and September 11, and October 23, 2023, the City Council adopted resolutions of continued local emergency (Resolution Nos. 2023-026, and 2023-072, and 2023-111, and 2023-150, and 2023-159, and 2023-187 respectively).

Staff recommends that the City Council continue the emergency proclamation to reflect the fact that emergency repairs have not been fully implemented and on-going work is required to recover from the damage. Continuing the emergency proclamation allows staff to seek reimbursement of the eligible costs of this work from federal and state agencies through the public assistance program.

Work includes removing sediment and debris from creeks and trails, repairing creek banks that have been washed away, repairing damaged trails, and pedestrian bridge abutments. While the repair projects are still under evaluation, staff estimates about 30 damaged sites totaling approximately $9,000,000.

FISCAL AND ADMINISTRATIVE IMPACTS

The continuance of a Local Emergency allows the City to access federal, state and county resources, including potential financial reimbursements.

COMMUNITY PILLAR
1: A Safe Community That Thrives

GOAL
1: Oversee the City's emergency preparedness, management, and response efforts

ATTACHMENTS

1. Resolution

Prepared by: Herbert Cole
Management Analyst

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION OF CONTINUED LOCAL EMERGENCY

(Severe Storm Events – December 2022 through March 2023)

On January 10, 2023, the City Council adopted a resolution, *Ratifying the Proclamation of the Director of Emergency Services Concerning the Existence of a Local Emergency* (Resolution No. 2023-001). The emergency services proclamation concerns conditions of extreme peril to the safety of persons and property which have arisen within the City of Livermore caused by a series of severe rainstorms and high winds commencing in December 2022, and continuing through January 2023. On February 27, 2023, the City Council adopted a resolution of continued local emergency (Resolution No. 2023-026).

On March 1, 2023, California Governor, Gavin Newsom, proclaimed a state of emergency due to the severe winter storms that struck in late February as the result of an atmospheric river system forecast to continue through mid-March. The Governor issued his proclamation in response to a series of atmospheric river systems that impacted the State since late December 2022, causing forced closures, damage to highways and roads, and other impacts that local agencies did not have time to mitigate. Furthermore, the continuing storms were expected to exacerbate those conditions. The Governor adopted a subsequent proclamation on March 28, 2023, to apply his March 1st proclamation to Alameda County. The Governor's proclamation directed the California Office of Emergency Services to provide assistance to local governments for the protection of public health and the environment, allowed for the mobilization of the California National Guard, allowed for state-owned properties to be made available for staging debris, and modified the hours-of-service limits in the California Vehicle Code and California Code of Regulations for fuel transportation and relief efforts.

Given the declaration of emergency by both the State of California and Alameda County, the existing damage and impacts from the prior storms, the anticipation of additional storms and wind, the need for continued debris removal, emergency response protective measures and permanent repairs all continue to present conditions that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Livermore.

On March 24, 2023, the Alameda County Director of Emergency Services proclaimed a state of emergency due to conditions of continuing peril that have been presented by winter storms that resumed on February 23, 2023, continuing through March 2023, causing extensive damage and local expenses throughout the Alameda County Operational Area.

Although efforts have been made to remedy the emergency conditions, City of Livermore staff report that the emergency conditions identified by the proclamation still exist. City of Livermore staff recommends continuing the declaration of emergency since

it is required to be active in order to remain eligible to apply for and receive funding for costs to respond to and repair damages caused by the storm events.

Once a proclamation of local emergency is adopted, California Government Code section 8630 directs the City Council to review the need for continuing the local emergency at least once every 60 days.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that it has reviewed the January 4, 2023 proclamation of local emergency that the City Council ratified on January 10, 2023 (Resolution No. 2023-001) and continued on February 27, 2023 (Resolution No. 2023-026) and on April 24, 2023 (Resolution No. 2023-072), and on June 12, 2023 (Resolution No. 2023-111), and on July 24, 2023 (Resolution No. 2023-150), and on September 11, 2023 (Resolution No. 2023-159), and on October 23, 2023 (Resolution 2023-187), as well as the subsequent proclamations of emergency in March by both the State of California and the County of Alameda due to the continuing systems of storms affecting the State and local areas, and hereby finds that conditions warrant continued maintenance of that proclamation of local emergency.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Jason R. Alcala
Jason R. Alcala
City Attorney

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 7.1**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Judy Erlandson, Acting Public Works Director

SUBJECT: Resolution amending the Livermore Airport Minimum Standards for Commercial Aeronautical Activities to require the provision of Unleaded Aviation Fuel by the Fixed Base Operator (FBO).

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution amending the Airport Minimum Standards for Commercial Aeronautical Activities, to require the provision of unleaded aviation fuel by the Fixed Base Operator (FBO) within twenty-four months. In the event the Fixed Base Operator cannot comply within twenty-four months, the City may grant extensions as appropriate.

SUMMARY

On October 23, 2023, the City Council directed staff to update the Airport's Minimum Standards for Commercial Aeronautical Activities in response to community requests. This update will require all Fixed Base Operators (FBO) operating under the appropriate sections of the Commercial Minimum Standards to provide unleaded aviation fuel on the airfield at the Livermore Airport.

DISCUSSION

The Environmental Protection Agency (EPA) has issued their final ruling regarding leaded fuel in aviation gasoline, effectively declaring that there is no safe level of lead in humans and as such finds the lead additives in aviation fuel to be an endangerment to the general public. Given this finding, the City plans to proactively move towards the transition to unleaded fuel at the Airport. Updating the minimum standards is the first step in this transition.

On October 23, 2023, the City Council directed staff to update the Airport's Minimum Standards for Commercial Aeronautical Activities in response to community requests pertaining to the provision of unleaded fuel at the airport. The Minimum Standards were last adopted by the City Council on March 25, 2019.

The proposed update will require all Fixed Base Operators (FBO) operating at the Airport under the

relevant sections of the Commercial Minimum Standards to provide unleaded aviation fuel on the airfield at the Livermore Airport. The proposed changes to the minimum standards are located in the Definitions, Part 1, Part 2, and Part 3-A of Exhibit A to the resolution, in red.

The resolution identifies a timeline for affected Fixed Base Operators to become compliant with the proposed amendments to the Minimum Standards for Commercial Aeronautical Activities, specifically:

Become compliant in twenty-four (24) months through a combination of the following, which may be adjusted:

- Six (6) months to have an approvable plan in place;
- Twelve (12) months for environmental documentation, entitlement, design and permitting; and
- Six (6) months thereafter for the addition/provision of unleaded fuel at the Airport including construction if required.

The availability and ability to provide unleaded aviation fuel that could safely and reliably replace the use of leaded fuel at the Airport may necessitate the extension of the timeline identified in the resolution. Therefore, the resolution gives the Airport and City Manager the ability to make adjustments to the timeline as necessary.

Additionally, staff are working on recertification of an available fuel tank with the California Air Resources Board to facilitate bringing unleaded aviation fuel to the airfield the near term. If successful, this will allow the current FBO responsible for providing fuel at the Airport to become compliant with the minimum standard change much quicker.

FISCAL AND ADMINISTRATIVE IMPACTS

By taking this action there are no anticipated fiscal impacts to the City at this time.

COMMUNITY PILLAR
5: A City That Works

GOAL
15: Uphold the integrity of Livermore's Municipal Code, Development Code, and regulations.

ATTACHMENTS

1. Resolution
2. Exhibit A - LVK Minimum Standards Update Unleaded Fuel

Prepared by: Benedict Stuth
Acting Airport Manager

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

IN THE CITY COUNCIL OF THE CITY OF LIVERMORE, CALIFORNIA

A RESOLUTION ADOPTING AN AMENDMENT TO THE MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES FOR THE LIVERMORE MUNICIPAL AIRPORT, TO REQUIRE THE PROVISION OF UNLEADED AVIATION FUEL BY THE FIXED BASE OPERATOR (FBO)

The Minimum Standards for Commercial Aeronautical Activities ('Minimum Standards") are Federal Aviation Administration recommended guidelines and policies that, once adopted, ensure that individuals or entities engaged in commercial aeronautical activities at the Livermore Municipal Airport are reasonably fit, willing, and able to discharge both its service obligations to its patrons and its economic obligations to the airport tenants.

The Minimum Standards protect established commercial enterprises aviation users as well as the public, promote economic stability by discouraging unqualified applicants, foster the level of service desired by the public, and minimize the potential for violations of Federal grant assurance obligations.

The Minimum Standards were last adopted by the City Council on March 25, 2019.

This proposed update fulfills the standards role in fostering a level of service desired by the public in that it adds the requirement to include Unleaded Aviation fuel on the airfield by Fixed Base Operators who are required to provide Aviation Fuel.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Livermore that it hereby:

1. Adopts the proposed amendments to the Minimum Standards for Commercial Aeronautical Activities for the Livermore Municipal Airport, attached hereto as Exhibit A and incorporated by this reference, giving those current Fixed Base Operators at the airport six (6) months to have an approvable plan in place, an additional twelve (12) months for environmental documentation, entitlement, and permitting, and an additional six (6) months thereafter for construction for the addition/provision of unleaded fuel at the airport.

2. In the event the Fixed Base Operator cannot comply with this change to the minimum standards within the twenty-four months prescribed through no fault of their own and based on timing, response periods, and workflows by governmental agencies required for approval, or availability of materials or fuels outside of the Fixed Base Operators control and documented for authenticity, the Fixed Base Operator

may receive extensions as deemed appropriate by the City of Livermore.

3. Authorizes the City Manager to take whatever actions are necessary and appropriate to carry out the purpose and intent of this resolution.

On motion of Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted on December 11, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

ATTEST:

_____
Marie Weber
Deputy City Manager/City Clerk

APPROVED AS TO FORM:

/s/ Tara Mazzanti
Tara Mazzanti
Assistant City Attorney

Exhibit A - Proposed Amendment to Minimum Standards

Minimum Standards for Commercial Aeronautical Activities

Adopted December 11, 2023

CONTENTS

Part 1	Introduction, Purpose & Definitions
Part 2	General Requirements and Standards
Part 3-A	Fixed Base Operator (FBO) / Full service
Part 3-B	Airframe and Power Plant Repair
Part 3-C	Avionics and Instrument Repair
Part 3-D	Air Charter
Part 3-E	Air Cargo
Part 3-F	Flight Training / Aircraft Rental
Part 3-G	Aircraft Sales
Part 3-H	Specialized Aviation Service Operator (SASO)
Part 4-A	Insurance for Fixed Base Operators
Part 4-B	Insurance for Commercial Aeronautical Activities
Part 5	Application for Commercial Aeronautical Activities

Livermore Municipal Airport

Minimum Standards for Commercial Aeronautical Activities

PART 1 INTRODUCTION, PURPOSE & DEFINITIONS

INTRODUCTION

Prudent and proper airport administration requires that standards be adopted to establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct commercial aeronautical activities at the Livermore Municipal Airport. The requirement to impose standards on those proposing to conduct commercial aeronautical activities on a public airport relates to the public interest and provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards ensures that those individuals or entities engaged in commercial aeronautical activities ("the Operator") is reasonably fit, willing and able to discharge both its service obligations to its patrons and its economic obligations to the airport community and protects established commercial enterprises, the aviation users, and the public.

The standards established for any particular commercial aeronautical activity must be relevant to that activity, must be reasonable in scope and must be applied objectively and uniformly. Standards, so established and applied, promote economic stability by discouraging unqualified applicants and foster the level of services desired by the public.

PURPOSE

These regulations prescribe minimum standards for the conduct of commercial aeronautical activities at Livermore Municipal Airport and specify certain clauses which will be included in lease agreements permitting the conduct of such activities. Any required determinations, interpretations or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the City. All entities are encouraged to exceed the applicable minimum standards.

Aeronautical Activities may be proposed that do not fall within the categories designated herein. In any such cases, appropriate minimum standards shall be developed on a case-by-case basis for such Activities and incorporated into the Operator's Agreement. No entity shall be allowed to engage in Aeronautical activities at the airport under conditions that do not, in the City's sole but reasonable discretion, meet these Minimum Standards.

APPLICABILITY

Operators currently providing Activities without an Agreement or a Commercial Aviation Permit with the City will have six (6) months from the date of adoption of these Minimum Standards to become compliant with these Minimum Standards. These Minimum Standards shall apply to any new Agreement or any amendment to any existing Agreement relating to the occupancy or use of Airport land or Improvements for General Aviation Aeronautical Activities.

DEFINITIONS

As used in these regulations, the following terms shall have the following meanings:

Air Cargo Operator, means an entity that provides the carriage of property under the appropriate FAR and operates aircraft that are within the weight limitations established for the Airport.

Air Charter Operator, means an entity that provides on-demand, non-scheduled passenger services and operates under the appropriate FAR (14 CFR Part 135 for common carriage or 14 CFR Part 125 for private carriage) with aircraft that provide no more than 30 passenger seats and are within the weight limitations established for the Airport.

Aircraft, means any contrivance, now known or hereafter invented, used, or designed for navigation of or flight in the air.

Aircraft Maintenance, means the repair, adjustment or inspection of aircraft. Major repairs include major alterations to the airframe, power plant, propeller and accessories as defined in FAR Part 43. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.

Aircraft Sales Facility, means an entity engaged in the sale of new or used aircraft through franchises or licensed dealership or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or otherwise; and provides such repair, services and parts as necessary to meet any guarantee or warranty on new or used aircraft sold by it.

Airframe and Power Plant Repair Facility, means an entity operating under FAR Parts 63 and 91, or Part 145, and/or certified as an FAA Repair Station, as applicable, and providing one or a combination of airframe and power plant repair services. This category of services includes the sale of aircraft parts and accessories.

Airport, means the Livermore Municipal Airport, located in the City of Livermore, state of California.

Airport Purpose, means any authority action, undertaking or development that is consistent in maintaining the non-certificated status of the Airport and preserving the Airport funding category as a “Reliever Airport” serving general aviation users. The Airport Purpose does not include scheduled passenger services.

Airport Operations Area (AOA), means any area of the Airport used or intended to be used for landing, taking-off, or surface maneuvering of aircraft.

Apron, means those paved areas of the Airport within the AOA designated by the Airport for the loading and unloading of passengers, servicing, or parking of aircraft.

DEFINITIONS (cont.)

Avionics and Instrument Repair Facility, means an entity engaged in the business of, and providing a facility for the repair of aircraft radios and electrical systems, instruments and other accessories for aircraft. This category of services includes the sale of aircraft parts and accessories of the type repaired.

Aviation Fuels, means fuels used for the operation of aircraft. These fuels are:

- JetA, a kerosene-type fuel used in gas-turbine engines;
- Avgas (100LL), leaded aviation gasoline used in piston-engine gasoline powered aircraft;
- Unleaded Avgas; an unleaded aviation gasoline used in piston-engine gasoline powered aircraft;
- Mogas, automotive gasoline used in place of aviation gasoline suitable for use in some piston-engine gasoline powered aircraft.

CFR, means Code of Federal Regulations, of which Title 14 applies to Aeronautics and Space. The Federal Aviation Regulations (FAR) are a component thereof.

Commercial Aeronautical Activity, means any activity which involves, makes possible, or relates to the operation of aircraft, the purpose of such activity being to secure earnings, income, compensation or profit, whether or not such objective(s) is accomplished. However, Commercial Aeronautical Activity at the Airport shall not include any activity which is contrary to the Airport Purpose. Commercial Aeronautical Activities are specifically defined in Parts 3-A through 3-H.

Commercial Aviation Permit (CAP), means the legal agreement between the Airport and an individual or entity providing a commercial aeronautical activity that grants permission to perform such activity on or from the Airport property, whether directly or indirectly related to aviation activities or aeronautical activities, and with the intent to generate and/or secure earnings, income, compensation (including exchange or barter of goods and services), and/or profit, whether or not such objectives are accomplished.

Courtesy Vehicle, means any vehicle used in Commercial Aeronautical Activity, other than a taxicab or vehicles regulated by the Public Utilities Commission, to transport persons, baggage, or goods, or any combination thereof, between the Airport and off-Airport businesses such as hotels, motels, or other attractions and the business establishment owning or operating such vehicle, the operation of which is generally performed as a service without direct costs to the passenger.

DOT, means United States Department of Transportation.

Entity, means a person, firm, corporation, or partnership.

Equipment, means all machinery, together with the necessary supplies, tools and apparatus necessary to the proper conduct of the activity being performed.

Exclusive Right, as defined by the FAA in its grant assurances, means the power, privilege or other right excluding or preventing another from enjoying or exercising a like power, privilege or right. An exclusive right may be conferred either by express agreement, by imposition or unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right.

FAA, means Federal Aviation Administration.

FAR, means Federal Aviation Regulation.

Fixed Base Operator (FBO), means an entity which maintains facilities at the Airport for the purpose of engaging in the retail sale of aviation fuels (if permitted) as well as aircraft sales/rental, flight instruction and training, air charter, air cargo, aircraft airframe and engine repair, avionics and aircraft line services.

For the purpose of these Minimum Standards, a FBO listed in Part 3-A is referred to as a "Full Service FBO" and shall engage in the retail sale of aviation fuels and provide full fuel and line services to all based and transient General Aviation aircraft. Minimum Standards for a FBO not providing Full services, but engaged in one or in a combination of the aforementioned aeronautical activities, are listed in Parts 3-B through 3-H, as applicable.

Flight Training/Aircraft Rental Facility, means an entity engaged in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check for the category or categories of pilot's licenses and ratings involved. This category of services includes provisions for the rental of aircraft to the public.

General Aviation, means that portion of civil aviation that encompasses all facets of aviation except scheduled air carriers.

Hazardous Material, means any hazardous or toxic substance, material or waste which is, or becomes regulated, by any local government authority, the State of California or the United States Government. The term *Hazardous Material* includes without limitation, any substance that is (a) defined as a *hazardous substance* under appropriate state law provisions, specifically the California Fire Code and Section 6.95 of the California Health and Safety Code; (b) petroleum; (c) asbestos; (d) designated as *hazardous substance* pursuant to Section 311 of the Federal Water Pollution Control Act (33 USC Section 1321); (e) defined as *hazardous waste* pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act (42 USC Section 9601); or (f) defined as a *regulated substance* pursuant to Subchapter IX, Solid Waste Disposal Act (Regulation of Underground Storage Tanks) (42 USC Section 6991).

Improvements, means all buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any leased area by or with the concurrence of a lessee. Plans and specifications for all improvements must be approved by the City for conformity with its building and constructions standards. All permits required for the

improvements must be obtained prior to construction.

Lease, means a contractual agreement between the City and an entity setting forth the terms and conditions upon which the tenant may occupy and use the property.

Master Plan, means an assembly of appropriate documents and drawings covering the development of the airport from a physical, economical, social, and political jurisdictional perspective and adopted by the City, a copy of which is on file and available for inspection in the airport manager's office.

Minimum Standards for Commercial Aeronautical Activities, otherwise referred to as "Minimum Standards," means those qualifications, standards, and criteria set forth as the minimum requirements established as a condition for the right to engage in commercial aeronautical activities at the Airport, and as they may be amended from time to time.

Operator, means a person, firm, corporation, partnership that leases a facility or facilities at the Airport for the purpose of engaging in commercial aeronautical activities or related services. Included are sublessees and those who otherwise operate from a facility or facilities such as Commercial Aviation Permit holders.

Principals, means for Corporations all directors, officers, and stockholders holding more than 10% of the company stock; means for Partnerships all general and limited partners.

Property, means anything that is owned by an entity. Property is divided into two types: "real property," which is any interest in land, real estate, or the permanent improvements on it, and "personal property", which is everything else.

Ramp, means a paved area suitable for aircraft parking, and/or movement and staging of aircraft.

Regulatory Measures, means Federal, state, county, and City laws, codes, ordinances, policies, rules and regulations, all as may be in existence, hereafter enacted, and amended from time to time.

Repair Facility, means a facility utilized for the repair of aircraft to include airframe, power plant, propellers, radios, instruments and accessories. Such facility will be operated in accordance with pertinent FAA regulations.

Rules and Regulations, means those rules and regulations governing the operations of the airport, properly adopted by ordinance of the City Council, and as may be amended from time to time.

Run-up, means aircraft engine operation above normal idle power for purposes other than initiating taxi or takeoff.

DEFINITONS (cont.)

Self-Fueling, means the fueling of an aircraft by the owner of the aircraft or the owner's employees using the owner's equipment.

Self-Service Fueling, means dispensing fuel into an aircraft using a commercial self-service aircraft fueling station.

Specialized Aviation Service Operator (or "SASO"), means a commercial Operator engaged in providing a single aeronautical service, or a combination of aeronautical services, including, but not limited to Aircraft Maintenance, avionics or instrument maintenance, Aircraft rental and/or flight training, Aircraft charter or Aircraft management, Aircraft sales, and/or Aircraft storage. A SASO is not permitted to engage in aeronautical activities involving aviation fuel.

Sublease, means a lease granted by a lessee to another entity of all or part of the property.

Tie-down, means the area, paved, or unpaved, suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

Weight Limitations, means the maximum allowable weight limits established for the Airport relating to the maximum gross takeoff weight of any aircraft. The weight limitations at Livermore Municipal Airport are 45,000 pounds for single-wheel loads, and 90,000 pounds for dual-wheel loads.

PART 2 GENERAL REQUIREMENTS AND STANDARDS

WRITTEN AGREEMENT WITH THE CITY OF LIVERMORE

Prior to commencement of a commercial aeronautical activity, the Operator will be required to enter into a lease with the City and/or obtain a Commercial Aviation Permit. Such agreements will recite the terms and conditions under which the business will be operated on the Airport, including but not limited to, the term of the agreement, the rentals, fees and charges, the rights and obligations of the respective parties understood, therefore, that neither conditions therein contained nor those set forth in these Minimum Standards represent a complete recitation of the provisions to be included in the written agreement. Such provisions, however, will neither change nor modify the Minimum Standards nor be inconsistent therewith.

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall lease, sublease, and/or construct sufficient ground space, facilities and accommodations for the proposed commercial aeronautical activity. The Operator must provide copies of subleases to the City. In addition to the general requirements listed below, refer to the respective commercial aeronautical activity sections (3-A through 3-H) for more specific ground space and facilities' requirements:

a.) The Operator shall provide a full description and detailed development plans (drawing) of the location of the ground space, facilities, and accommodations to be utilized solely for the Operator's proposed commercial aeronautical activity. The Operator must identify the location of its aircraft parking and staging areas, customer lounges, vehicle parking areas, and restrooms. Operator shall lease or Sublease sufficient land and/or lease, Sublease, or construct sufficient Improvements for the Activity as stipulated in these Minimum Standards.

b.) The ground space shall include paved access to the Operator's office and paved aircraft apron with tie-down or hangar facilities within the leased area sufficient to accommodate the movement, staging, and parking of Operator's, Operator's Sublessees', and customers' aircraft without interfering with the movement of aircraft in and out of other facilities and aircraft operating in Taxilanes or Taxiways <u>and</u> any other activities being performed. Aprons associated with hangars shall be able to accommodate the movement of the largest aircraft the hangar is able to accommodate into and out of the hangar, staging, and parking of customer and/or Operator aircraft without interfering with the movement of aircraft in and out of other facilities and aircraft operating in Taxilanes or Taxiways. Paved vehicle parking shall be sufficient to accommodate all Operator's and Operator's Sublessees' (if Subleasing facilities) customers, employees, visitors, vendors, and suppliers vehicles on a daily basis.

c.) The facilities and floor space allotments shall include office and customer lounge facilities. These facilities must be properly heated, ventilated, cooled and lighted.

GROUND SPACE, FACILITIES AND ACCOMMODATIONS (cont.)

d.) The public accommodations shall include telephones for customer use, restrooms, sufficient on-site customer and staff auto parking spaces, and handicap access in accordance with all federal, state and local regulations.

e.) The Operator shall maintain all pavement constructed by the Operator in good condition. The maintenance of the building(s), utility costs, and trash removal shall be the Operator's responsibility. Landscaping and the maintenance of security fences and access gates within the Operator's leased premises shall be the Operator's responsibility.

f.) For construction of any new facilities, the Operator will be subject to the same standards of development as are contained in the Livermore Municipal Airport Master Plan and the City of Livermore Building Code, Fire Code, and the Planning & Zoning Code. All construction plans must be submitted to the City for approval prior to modification or construction of any building, hangar, or other facility on the leased premises.

g.) The business and construction activities of the Operator shall be done in such manner as to avoid the dispersion of foreign object debris on the airfield.

h.) Operator shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age or physical handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including, without limitation, Part 21 of the Rules and Regulations of the office of the Secretary of Transportation effectuating Title VI of the Civil Rights Act of 1964, as amended or reenacted.

LICENSES AND CERTIFICATIONS

The Operator shall comply with all federal, state, county and/or municipal laws and regulations concerning its proposed operation and, if requested, provide copies of all pertinent permits, licenses and certifications. Operator shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings.

PERSONNEL

The Operator shall have in his employ and on duty during operating hours, trained personnel in such number as are required to meet the Minimum Standards and Specific Requirements set forth herein. The Operator shall also provide a responsible person on the leased premises to supervise the operations during all business hours.

All personnel are required to hold all applicable Federal Aviation Administration Certificates and ratings. The person managing the Operator's activities shall have sufficient experience managing a comparable activity to that proposed on the qualified and authorized to represent and act for and on behalf of Operator during all hours of activities with respect to the method,

PERSONNEL (cont.)

manner, and conduct of the Operator and Operator's activities. When such responsible person is not on the leased premises, such individual shall be immediately available by telephone or pager. The Operator shall have in its employ, on duty, and on premises during hours of activity, properly trained, qualified and courteous personnel in such numbers as are required to meet these Minimum Standards and to meet the reasonable demands of the aviation public for each activity being conducted in a safe, efficient, courteous, and prompt manner.

SECURITY

The Operator shall designate a responsible person for the coordination and communication of all security procedures and provide the Airport Manager with the names of both the primary and secondary contacts along with 24-hour telephone numbers for both persons. If requested by the Airport Manager, the Operator shall develop and maintain a Security Plan.

The Operator shall maintain fencing, doors, gates, lighting and locks in good condition. All Operators shall develop positive key control and apron access procedures and comply with the pertinent reporting requirements to the FAA, the Department of Homeland Security and law enforcement agencies.

AIRCRAFT LEASEBACK, SUBLEASE, OR OTHER AIRCRAFT OPERATING AGREEMENTS

All aircraft leases, leasebacks, subleases or other aircraft operating agreements involving commercial activity between an aircraft owner/operator and other parties operating at the Airport shall conform to the standards stipulated under Parts 3-A through 3-H for the respective aeronautical activities being performed under the subject agreement.

All aircraft leases, leasebacks, subleases or other aircraft operating agreements involving commercial aircraft activity at or from the Airport shall include the following: "<u>this agreement shall not violate the Minimum Standards for Commercial Aeronautical Activities as set by the City of Livermore nor shall this instrument be used for the purpose of evading any of the Livermore Municipal Airport Rules & Regulations</u>."

INSURANCE

The Operator shall procure, maintain, and pay premiums during the term of the agreement for insurance of the types and the minimum limits set forth in the specific requirements for the respective commercial aeronautical activities under Parts 3-A through 3-H, and 4-A and 4-B.

<u>Disclosure Requirement</u>: All Operators conducting rental, sales, or flight training shall post a notice and incorporate within their rental agreements the coverages and limits provided to the student or renter by the Operator, as well as a statement advising that additional coverage is

INSURANCE (cont.)

available to such student/renter through the purchase of an individual non-ownership liability policy. The Operator shall provide a copy of such notice to the Airport Manager.

FBO FUELING

Although fueling activities performed by a Fixed Base Operator / Full service (Part 3-A) are subject to the following standards, the standards are also typically contained as covenants in the FBO's ground lease agreement and may include additional provisions.

At a minimum, the Fixed Based Operator (FBO) must provide the following Aviation fuels:

- Jet A
- Avgas (100LL)
- Unleaded Avgas

Optionally, an FBO Fuel provider may offer Mogas if requested or desired.

SELF-FUELING

Any Operator desiring to self-fuel, as a stand-alone Operator shall apply for a Self-Fueling Permit according to the requirements set forth in Livermore Municipal Code Airports Rules & Regulations 11.08.110 Aviation Fueling Operations.

FUEL FLOWAGE FEE

Any entity permitted to dispense fuel on the Airport, including self-fueling permit holders, shall pay a fuel flowage fee that has been established in the Airport Rates and Charges fee schedule, as revised from time to time and approved by City Council resolution, and submit monthly fueling activity reports to the Airport Manager. The FBO or permittee shall maintain liability insurance with coverage for products and completed operations with limits of not less than $25 million per occurrence. The FBO or permittee shall enter into an agreement with the fuel supplier to guarantee the direct payment of the fuel flowage fee to the City immediately following each delivery of any aviation fuel product by the supplier. The fuel supplier shall provide a copy of the delivery receipt or bill of lading, showing the gravity- corrected and recalibrated net quantity, of which the fee shall be paid within 15 days from the date of delivery.

MOTOR VEHICLES ON AIRPORT

The Operator will control the transportation of pilots, flight crews and passengers to and from the Operator's facility or office to the Operator's apron and/or tie-down areas. The Operator performing this service with motor vehicles driving on the AOA shall do so only in accordance with the Livermore Municipal Code provisions relating to the Airport Rules & Regulations, a copy of which is available at the Airport administrative office or online.

Any Operator using service vehicles on the AOA in the support and conduct of its business shall procure and maintain automobile liability insurance with coverage of not less than $1,000,000 per occurrence for bodily injury and property damage, naming the City as additional insured.

COMMERCIAL AVIATION PERMIT & FEE

All Operators engaging in Commercial Aeronautical Activities at the Airport shall meet or exceed the requirements of this Section as well as the minimum standards applicable to the Operator's Activities, as set forth in subsequent sections.

Any Operator not being in possession of a valid ground lease agreement or having entered into a month-to-month lease with the City shall obtain a Commercial Aviation Permit ("CAP") and pay an annual fee. The fee is subject to adjustment as specified from time to time by resolution of the City Council. The fee also applies to Specialized Aviation Service. Operators who are sublessees or subtenants of Operators having leases with the City and shall be due on the first day of July of every year. The CAP authorizes the conduct of business on the Airport and assures that each business possesses a valid City Business License and maintains liability insurance in accordance with Part 4-B of these Minimum Standards for Commercial Aeronautical Activities and may be amended from time to time. Certificates of Insurance required by Regulatory Measures and set forth by these Minimum Standards for each Activity shall be delivered to the City upon execution of any Agreement or approval. Operator shall furnish additional Certificates of Insurance 30 days prior to any changes in coverage, if the change results in a reduction.

OTHER RATES & CHARGES

The Operator shall pay any applicable rates and charges as set forth by resolution of the City Council. Pursuant to the Airport Rates and Charges (Resolution No. 2007-112), and any subsequent amendments thereto as authorized by the City Council, a landing fee for commercial aircraft operations is assessed. The fee only applies to non-based general aviation aircraft engaged in commercial activities, e.g., air taxi, charter or cargo operations conducted under FAR Part 121 and Part 135 or other applicable FAR's based on maximum certificated gross landing weight. Only revenue-producing operations are subject to the landing fee. Landings of aircraft that are based at Livermore through a written tie-down or hangar lease agreement with the City or the Lessee are exempt from the fee. Further exempt from the fees are landings conducted by military and federal government aircraft as well as landings performed due to in-flight emergencies, maintenance and training.

EXCLUSIVE RIGHT

As defined by the FAA in its grant assurances, "Exclusive Right" means the power, privilege or other right excluding or preventing another from enjoying or exercising a like power, privilege or right. An exclusive right may be conferred either by express agreement, by imposition or unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right. *The granting of an exclusive right to conduct a Commercial Aeronautical Activity on an Airport developed by or improved with federal funds is expressly forbidden by law.*

If the FAA determines that any provision of these Minimum Standards, Agreement, or a practice constitutes a grant of prohibited Exclusive Right, such provision or practice shall be deemed null and void and/or such practice shall be discontinued immediately.

MULTIPLE SPECIALIZED ACTIVITIES

When more than one Activity is conducted at the Airport by a single Operator, the applicable minimum standards for the Operator shall be determined by the Airport Manager and shall be based upon the most stringent requirements for each of the Activities to be undertaken by the Operator.

PART 3-A FIXED BASE OPERATOR (FBO) / FULL SERVICE

*A full service **Fixed Base Operator (FBO)** is an entity that is authorized and required by agreement with the Airport to maintain facilities at the Airport for the purpose of engaging in the retail sale of aviation fuels and lubricants, and provide aircraft airframe and engine maintenance and line services as well as tie-down, hangaring, parking, and ancillary aircraft ground services for gainful or revenue producing purpose, regardless of the form of compensation.*

For the purpose of these Minimum Standards, an FBO listed in Part 3-A shall provide full fuel and line services to all based and transient general aviation aircraft, except those that hold a self-fueling permit. At a minimum any FBO that falls under Section 3-A must provide all available Aviation Fuels, with the exception of Mogas, as described in Part 2, General Requirements and Standards, and Part 3-A, Fixed Base Operator (FBO)/Full Service. Minimum Standards for an FBO not providing full services, but engaged in one or in a combination of the aforementioned aeronautical activities, are listed in Parts 3- B through 3-H.

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The minimum ground space to be leased shall be 305,000 square feet, or 7.00 acres. Improvements shall include paved apron and taxiway surfaces as well as hangar, fuel farm, terminal, vehicle parking, landscaping, and office and shop space.

The principal buildings and facilities used by the FBO shall allocate a minimum of 1,500 square feet for conveniently located heated and air conditioned lounge or waiting rooms and restrooms for passengers and crews, which shall be maintained in a clean and sanitary manner. Public facilities for flight planning and weather information shall be provided for pilots. At least one public telephone shall be provided.

The fuel storage facility or fuel farm shall have a minimum capacity of 45,000 gallons above-ground storage combined for Avgas (100LL) and turbine fuel (Jet A).

Paved Tie-Down's shall be provided to accommodate an adequate number and variety of based and transient aircraft, encompassing no less than 100,000 square feet of paved tie-down apron.

A minimum of 25,000 square feet of hangar floor space shall be provided within which aircraft airframe and engine repair activities, hangar keeping, and any permitted aeronautical activity may be performed.

Automobile parking minimums shall be provided in relation to the size of the structures and ramp area, and in accordance within City of Livermore Planning and Zoning Code.

The FBO shall provide ground space, facilities and accommodations sufficient for each of its permitted activities.

SCOPE OF SERVICE

Aircraft – Reference the appropriate sections under Part 3 for the aircraft requirements for flight training, aircraft rental, aircraft sales, air cargo and air charter.

Environmental – The FBO shall comply with the requirements of the City's Hazardous Materials Permit and shall have a written Spill Prevention Contingency and Control Plan that meets Regulatory Measures for fuel storage facilities. FBO shall be liable and indemnify the City for all leaks, spills, or other damage that may result through the handling and dispensing of fuel. Ensuring the quality of the fuel is the responsibility of the FBO.

Equipment – In regards to airframe and power plant repair activities, the FBO shall provide all equipment, supplies and parts necessary to accommodate those aircraft for which repair services will be provided.

In regards to Line Service activities, the FBO shall provide adequate tie-down facilities and equipment, including ropes, chains, wheel chocks, and other types of restraining devices, adequate loading, unloading and towing equipment to safely and efficiently move aircraft as necessary. Further provided shall be two Avgas refuelers and two jet refuelers with a minimum capacity of 2,000 gallons per unit, one ground power unit, one air start, one lavatory cart, two tugs rated for 65,000 lb. aircraft, a tow bar with heads for most general aviation aircraft falling within the 65,000 lb. limit, and a potable water delivery system. Also, proper equipment shall be provided for repairing and inflating aircraft tires, servicing oleo struts, changing oil, washing aircraft and aircraft windows, recharging or energizing discharged aircraft batteries and starters. FBO shall have on hand, at all times, sufficient containment booms to form a barrier around any fuel spills, and have sufficient cleanup absorbents, pillows, pads, etc., to pick up the product and to store the same (saturated booms, blankets, etc.) in a sealed container(s) until proper disposal can be effected. The salvage drum(s) shall be approved by the DOT (DOT-E-10102). FBO shall have an adequate number of approved and regularly inspected dry chemical fire extinguisher units that shall be maintained within all hangars, on apron areas, at fuel storage facilities, and on all ground handling and refueling vehicles.

Licenses – The FBO or its designees shall have and provide evidence of the appropriate FAA and DOT certifications and approvals for the required or permitted aeronautical activities. FBO and its personnel shall obtain and comply with, at FBO's sole expense, all necessary licenses, permits, certifications, or ratings required for the conduct of FBO's activities at the Airport as required by the City or any other duly authorized agency prior to engaging in any activity at the Airport. Upon request, FBO shall provide copies of such licenses, permits, certifications, or ratings to the Airport Manager within 10 business days. FBO shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings.

SCOPE OF SERVICE (cont.)

Motor Vehicles – The FBO shall provide aircraft-to-lounge ground transportation for transient passengers and pilots, and provide one Courtesy Vehicle to provide transportation of passengers, crews, and baggage to and from destinations on the Airport and local area hotels and restaurants.

Personnel – The FBO shall employ sufficient personnel who are appropriately rated by the FAA for the work being performed for each activity. Reference the appropriate sections under Part 3 for the personnel requirements for flight training, aircraft rental, aircraft sales, air cargo and air charter. The FBO shall have a line or customer service employee on duty at all times during operating hours.

Rates and Charges – The rates and charges for aircraft parking, tie-down and storage shall be determined by the FBO and are subject to the requirements that all rates and charges shall be reasonable and be equally and fairly applied to all users of its services. All rates and charges will be filed with the Airport Manager.

Subleases – The FBO may sublease a portion of the principal buildings and facilities for the purpose of assisting FBO in the full utilization of its fixed base operation. The FBO will develop a standard set of sublease terms and conditions which must be pre-approved by the City. The FBO is required to provide to the City, within ten (10) days of execution, a notarized copy of any sublease for building or hangar space to another entity which does not substantially conform to the pre-approved sublease terms and conditions to provide one or more commercial aeronautical activities.

The FBO shall include in any such sublease covenants and assurances from the sublessee regarding compliance with the applicable minimum standards and airport rules and regulations as codified in the Livermore Municipal Code. The commercial aeronautical activities and business purpose shall be clearly stated in the sublease and the sublessee shall be limited to those aeronautical activities. The FBO shall further specify that the operation is under the direct supervision and guidance of the FBO and subject to the terms and conditions of the ground lease in effect between the FBO and the City.

The FBO shall be required to carry commercial general liability insurance for all sublessees or provide a certificate of insurance naming the City of Livermore and sublessee as additional insured. Any entity subleasing FBO space is subject to payment of an annual Commercial Aviation Fee, as referenced in Parts 3-B through 3-H.

Taxes and Assessments – The FBO shall, at its sole cost and expense, pay all taxes, fees and other assessments that may be levied, assessed or charged by any duly authorized agency associated with FBO's Leased Premises against any building or other structure, land and/or improvements or personal property on the premises and/or FBO's activities.

REQUIRED ACTIVITIES

Airframe and Power Plant Repair – Airframe and power plant repair services, including parts and accessories shall be provided by FAA approved personnel. The FBO can meet this required activity through an authorized Sublessee who meets the minimum requirements contained in Part 3-B.

Hangar Keeping – Hangar facilities shall be provided for the storage and maintenance of aircraft.

Fueling – The FBO shall make satisfactory arrangements with a recognized aviation fuel distributor for the delivery of fuels and oil in such quantities to meet the requirements set forth herein. Fuel flowage fees shall be paid to the City for all fuel dispensed by FBO.

Fuel and into-plane delivery of aviation fuels shall be provided by the FBO seven days a week, and between the hours of 6:00 AM and 9:00 PM, whether services are continuously offered or available after regularly scheduled hours, on-call, with response time not to exceed 45 minutes. The FBO shall be able to extend/adjust these operating hours if customers so demand in an effort to comply with the 10:00 PM to 6:00 AM "Voluntary Restraint from Night Flying" policy period. The FBO shall provide mobile fuel dispensing equipment capable of safe and efficient servicing of all types of general aviation aircraft.

Fuel storage tanks and fixed self-service fueling facilities shall be installed according to all current regulations and shall be subject to approval by the Livermore/Pleasanton Fire Department. FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing." FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills. FBO's SOP shall also address: bonding and fire protection; public protection; control of access to fuel storage facilities; and marking and labeling of fuel storage tanks and Refueling Vehicles. FBO's SOP shall be submitted to the Airport Manager no later than 30 days before the FBO commences Activities at the Airport.

Aviation fuel must be provided in the following types as is available in the marketplace by all FBOs listed under this section:

- Jet A
- Avgas 100LL
- Unleaded Avgas
- Optionally or as requested, Mogas

Aircraft Refueling Vehicles shall be equipped with metering devices that meet all applicable Regulatory Measures. Each Refueling Vehicle shall be equipped and maintained to comply with all applicable safety and fire prevention requirements, standards, and Regulatory Measure including without limitation, those prescribed by:

- State of California Fire Code and local Fire District

- National Fire Protection Association (NFPA) Codes
- California Department of Health and Environment Oil Inspection Regulatory Section
- Applicable FAA Advisory Circulars (AC) including AC00-34 “Aircraft Ground Handling and Servicing” and AC 150/5210-5 “Painting, Marking and Lighting of Vehicles Used on an Airport”.
- FBO shall maintain current records on file of quality control checks and inspections of fuel storage facilities, fixed self-service fueling systems, and Refueling Vehicles and shall make such records available to the Airport Manager for review/audit at any time.

Line Service – Involves buying, storing, selling and furnishing of aviation fuels and oils to third parties. Line service, including oxygen and nitrogen, facilities to service, clean and deodorize aircraft toilets and clean both the interior and exterior of aircraft, Unicom, telephone and radio contact to and with service personnel.

Line service further includes providing potable water, power starts, ground power, aircraft marshalling, towing, staging and parking, and reservations/arrangements for catering, hotel, rental car, taxi, crew/courtesy car and limousine services. The FBO shall provide initial and recurrent line service training and certification to all line personnel in accordance with Part 2 of these Minimum Standards.

PERMITTED ACTIVITIES

The FBO must meet the more inclusive of the standards under this Part 3-A or the specific standards written for any and all of the Permitted Activities below:

Avionics and Instrument Repair	Refer to Part 3-C
Air Charter	Refer to Part 3-D
Air Cargo	Refer to Part 3-E
Flight Training / Aircraft Rental	Refer to Part 3-F
Aircraft Sales	Refer to Part 3-G
Specialized Aviation Service Operator (SASO)	Refer to Part 3-H

Concessions – Lounge, food and beverage service, including vending machines, catering service and packaged liquor for restocking of aircraft galleys.

Ground Transportation – Car rental and other ground transportation services, automobile parking and automobile and other ground support, support equipment and rental automobiles.

Office Space – The FBO shall be permitted to sublease office space for aviation-related business activities not specifically listed herein.

PERMITTED ACTIVITIES (cont.)

FBO and its sublessees shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, or physical handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including without limitation Part 21 of the Rules and Regulations of the office of the Secretary of Transportation effectuating Title VI of the Civil Rights At of 1964, as amended or reenacted.

FEES

Fuel flowage fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

INSURANCE

Refer to Part 4-A “Insurance for Fixed Base Operators.”

AIRPORT DISASTER RELIEF SUPPORT

The FBO shall make itself available as a resource in the event of a disaster and actively plan to provide fuel and equipment to support emergency medical evacuation flights and other relief flight activities.

PART 3-B AIRFRAME AND POWER PLANT REPAIR

*An **Airframe and Power Plant Repair Facility** Operator is an entity operating under FAR Parts 43 and 91, or Part 145, and/or certified as an FAA Repair Station, as applicable, and providing one or a combination of airframe and power plant repair services. This category of services includes the sale of aircraft parts and accessories.*

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide, lease or sublease at least 2,500 square feet of hangar space for airframe and power plant repair services and, if contemplated, to include a segregated painting area meeting local and state code requirements.

The Operator shall provide, lease or sublease sufficient paved aircraft parking space within or nearby the leased area to accommodate customer aircraft awaiting repair without inhibiting on the airport's aircraft movement areas.

SCOPE OF SERVICE

Environmental – The Operator must comply with the requirements of the City's Hazardous Materials Permit.

Equipment – The Operator shall provide all equipment, supplies and parts necessary to accommodate those aircraft for which repair services will be provided.

Licenses & Certifications – If the Operator applies to the FAA for Repair Station Certification under FAR Part 43 and Part 91, evidence of such application shall be submitted to the City.

If the Operator proposes to engage in the overhaul and repair of turbine power plants, FAR Part 145 Certification must be acquired within six months of initiation of operation and a copy must be filed with the Airport Manager prior to initiation of operation.

Repair personnel must be currently and properly certificated by the FAA with ratings appropriate to the work being performed. Operator shall have and provide to the Airport evidence of all federal, state, and local licenses, certificates, and permits that are required to conduct the activity.

Operating Hours – The Operator shall provide service in this category at least eight hours daily, five days a week. During non-operating hours, the Operator shall post or make otherwise known a telephone number or other contact provisions to permit an emergency call out.

SCOPE OF SERVICE (cont.)

Personnel – The Operator shall employ sufficient personnel who are appropriately rated by the FAA for the work being performed and who hold airframe, power plant, or aircraft inspection ratings. The Operator shall have an employee on duty at all times during the required operating hours.

FEES

The Operator may be subject to payment of an annual Commercial Aviation Permit fee, which is due July 1 of every year. Permit fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

INSURANCE

Refer to Part 4-B “Insurance for Commercial Aeronautical Activities.”

(Depending upon the specific activities of the Operator, certain coverage requirements may not apply and may be waived, in writing, by the City’s Risk Manager.)

PART 3-C AVIONICS AND INSTRUMENT REPAIR

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*An **Avionics and Instrument Repair Facility** Operator is an entity engaged in the business of, and providing a facility for the repair of aircraft radios and electrical systems, instruments and other accessories for aircraft. This category of services includes the sale of aircraft parts and accessories of the type repaired.*

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide, lease or sublease at least 1,000 square feet of shop/hangar space to store one aircraft, a paved area sufficient to park one aircraft with adequate tie-down facilities, and with paved access to the taxiway system.

SCOPE OF SERVICE

Licenses & Certifications – The Operator shall have a FAR Part 145 Certificated Radio Repair Station for Class 1 and 2 radio repairs. Repair personnel must be currently and properly certificated by the FAA and by the Federal Communications Commission (FCC) with ratings appropriate to the work being performed.

Operating Hours – The Operator shall provide service in this category at least eight (8) hours daily, five (5) days a week. During non-operating hours, the Operator shall post or otherwise make known a telephone number or other contact provisions to permit an emergency call out.

Personnel – The Operator shall employ sufficient personnel who are appropriately rated by the FAA for the work being performed and who hold airframe, power plant, or aircraft inspection ratings. The Operator shall have an employee in the office at all times during the required operating hours.

FEES

The Operator may be subject to payment of an annual Commercial Aviation Permit fee, which is due July 1 of every year. Permit fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

INSURANCE

Refer to Part 4-B “Insurance for Commercial Aeronautical Activities.”

(Depending upon the specific activities of the Operator, certain coverage requirements may not apply and may be waived, in writing, by the City’s Risk Manager.)

PART 3-D AIR CHARTER

*An **Air Charter Operator** is an entity that provides on-demand, non-scheduled passenger services and operates under the appropriate FAR (14 CFR Part 135 for common carriage or 14 CFR Part 125 for private carriage) with aircraft that provide no more than 30 passenger seats and are within the weight limitations established for the Airport.*

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide or lease hangar space or a paved tie-down area with adequate facilities to park all its charter aircraft and related equipment with paved access to the taxiway system. Facilities shall include customer access to restrooms, public use telephone and a customer lounge. Adequate vehicular parking areas to accommodate staff and customers shall be available.

SCOPE OF SERVICE

Aircraft – The Operator shall have available for charter, either owned or under written lease to the Operator, at least one aircraft or helicopter, which must meet the requirements of the appropriate FAR Certificate held by the Operator.

Licenses & Certifications – The Operator shall obtain FAA certifications under one or more of FAR 61, 91, 121, 125, 135 and 137. The Operator shall provide evidence of any certification approvals, including the Registrations & Amendments under Part 298 (OST Form 4507), the FAA issued operating certificate, or any other forms that FAA or DOT may require or adopt that are pertinent to this category.

Operating Hours – The Operator shall have its services available to meet the public demand for this category at least eight (8) hours per day, five (5) days each week.

Personnel – The Operator shall have in its employ a sufficient number of qualified Commercial or Airline Transport rated pilots as required by Federal Aviation Regulations. If the Operator occupies an office, at least one employee shall be provided in the office at all times during the required operating hours. Otherwise, a telephone number or other contact provisions shall be provided to permit employee call-out during operating hours.

FEES

The Operator may be subject to payment of an annual Commercial Aviation Permit fee, which is due July 1 of every year. Permit fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

FEES (cont.)

The Air Charter Operator shall pay landing fees pursuant to the Airport Rates and Charges Resolution No. 2007-112, and any subsequent amendments thereto as authorized by the City Council for commercial aircraft operations. The fee only applies to non-based general aviation aircraft engaged in commercial activities, e.g., air taxi, charter or cargo operations conducted under FAR Part 121 and Part 135 or other applicable FAR's based on maximum certificated gross landing weight. Only revenue-producing operations are subject to the landing fee. Landings of aircraft that are based at Livermore through a written tie-down or hangar lease agreement with the City or the Lessee are exempt from the fee. Further exempt from the fees are landings conducted by military and federal government aircraft as well as landings performed due to in-flight emergencies, maintenance and training.

INSURANCE

Refer to Part 4-B "Insurance for Commercial Aeronautical Activities."

(Depending upon the specific activities of the Operator, certain coverage requirements may not apply and may be waived, in writing, by the City's Risk Manager.)

PART 3-E AIR CARGO

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*An **Air Cargo Operator** is an entity that provides the carriage of property under the appropriate FAR and operates aircraft that are within the weight limitations established for the Airport.*

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide, lease or sublease sufficient hangar space or a paved tie-down area with adequate facilities to park its cargo aircraft. The sorting and transfer of cargo shall either be done inside the hangar, or in a manner to avoid apron congestion and the dispersion of Foreign Object Debris (FOD) on the airfield.

SCOPE OF SERVICE

Aircraft – The Operator shall have available for cargo transport, either owned or under written lease to the Operator, at least one aircraft or helicopter, which must meet the requirements of the appropriate FAR Certificate held by the Operator.

Licenses & Certifications – The Operator shall have and provide evidence of the appropriate FAA and DOT certifications and approvals, including the Preapplication Statement of Intent (FAA Form 8400-6), the Registrations & Amendments Under Part 298 (OST Form 4507), the FAA issued operating certificate, or any other forms that FAA or DOT may require or adopt that are pertinent to this category.

Operating Hours – The Operator shall have its services available to meet the public demand for this category.

Personnel – The Operator shall have in its employ a sufficient number of qualified pilots as appropriate under Federal Aviation Regulations.

FEES

The Operator may be subject to payment of an annual Commercial Aviation Permit fee, which is due July 1 of every year. Permit fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

The Air Cargo Operator shall pay landing fees pursuant to the Airport Rates and Charges Resolution No. 2007-112, and any subsequent amendments thereto as authorized by the City Council for commercial aircraft operations. The fee only applies to non-based general aviation aircraft engaged in commercial activities, e.g., air taxi, charter or cargo operations conducted under FAR Part 121 and Part 135 or other applicable FAR's based on maximum certificated gross landing weight. Only revenue-producing operations are subject to the landing fee. Landings of aircraft that are based at Livermore through a written tie-down or hangar lease

FEES (cont.)

agreement with the City or the Lessee are exempt from the fee. Further exempt from the fees are landings conducted by military and federal government aircraft as well as landings performed due to in-flight emergencies, maintenance and training.

INSURANCE

Refer to Part 4-B "Insurance for Commercial Aeronautical Activities." (Depending upon the specific activities of the Operator, certain coverage requirements may not apply and may be waived, in writing, by the City's Risk Manager.)

PART 3-F FLIGHT TRAINING / AIRCRAFT RENTAL

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*A **Flight Training/Aircraft Rental Facility** Operator is an entity engaged in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check for the category or categories of pilot's licenses and ratings involved. This category of services includes provisions for the rental of aircraft to the public. A person holding a current FAA flight instructor's certificate, who gives occasional flight instruction (does not make flight instruction available to the general public) to an owner of an aircraft in the owner's aircraft, shall not be deemed a commercial aeronautical activity.*

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall construct, lease or sublease a paved area with adequate tie-down facilities to park all aircraft available for flight training and/or rental with paved access to the taxiway system and adequate vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), employees and customers.

The Operator shall further construct, lease or sublease at least 1,000 square feet of floor space that includes a classroom, administrative office, and/or pilot briefing room and a lounge. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned, leased, and/or operated by Operator. If Operator provides aircraft maintenance on other aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.

SCOPE OF SERVICE

Aircraft – The Operator shall have available for use in flight training, either owned or under written lease to the Operator, at least two (2) certificated and currently airworthy aircraft appropriate to the flight training to be conducted.

Licenses & Certifications – The Operator shall conduct the flight school activities under FAR Part 61 or Part 141. If the Operator is a FAR Part 141 approved flight school, the Operator shall provide and display evidence of such FAA certification.

Operating Hours – The Operator shall have its premises open and services available to meet the public demand for this category at least eight (8) hours per day, five (5) days each week.

Personnel – The Operator shall have in its employ sufficient flight and ground instructors who meet the standards expressed under FAR Part 91 or Part 141 for the contemplated operation. If renting aircraft, the Operator shall have in its employ a person or persons having current flight instructor ratings for the contemplated operation.

SCOPE OF SERVICE (cont.)

The Operator shall provide at least one employee in the facility office at all times during the required operating hours.

FEES

The Operator may be subject to payment of an annual Commercial Aviation Permit fee, which is due July 1 of every year. Permit fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

FLIGHT SCHOOL SECURITY

The Operator shall comply with Department of Homeland Security (DHS), Transportation Security Administration (TSA), and, as appropriate, local flight school security and pilot background check requirements.

INSURANCE

Refer to Part 4-B "Insurance for Commercial Aeronautical Activities."

Disclosure Requirement: Any Operator conducting Aircraft rental, sales, or Flight Training shall post a notice and incorporate within the rental and instruction agreements the coverage and limits provided to the renter or student by Operator, as well as a statement advising that additional coverage is available to such renter or student through the purchase of an individual non-ownership liability policy.

(Depending upon the specific activities of the Operator, certain coverage requirements may not apply and may be waived, in writing, by the City's Risk Manager.)

PART 3-G AIRCRAFT SALES

*An **Aircraft Sales Facility** Operator is an entity engaged in the sale of new or used aircraft through franchises or licensed dealership or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or otherwise; and provides such repair, services and parts as necessary to meet any guarantee or warranty on new or used aircraft sold by it.*

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide, lease or sublease at least 1,000 square feet of shop/office space from which sales activities can be performed. The Operator shall further provide, lease or sublease a paved area with adequate tie-down facilities to park four (4) aircraft, with paved access to the taxiway system.

Note: Operators leasing space in a multi-tenant facility are exempt from these requirements.

SCOPE OF SERVICE

Aircraft – The Operator shall provide, or have available with advance notice, aircraft of each model offered for sale, for the purpose of demonstration.

Operating Hours – The Operator shall have its services available to meet the public demand for this category.

Personnel – The Operator shall employ, or have available on call, a sufficient number of pilots with ratings appropriate to the operational requirements of the aircraft being sold. The Operator shall provide at least one employee in the facility office at all times during the required operating hours.

Warranty Repairs & Services - If the Operator is FAA rated to perform warranty repairs and services and has adequate facilities to perform such work, such repairs and services shall be required. Otherwise, the Operator selling aircraft with guarantee or warranty assurances shall be obligated to arrange for proper repair and service of those aircraft.

FEES

The Operator may be subject to payment of an annual Commercial Aviation Permit fee, which is due July 1 of every year. Permit fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

INSURANCE

Refer to Part 4-B “Insurance for Commercial Aeronautical Activities.”

INSURANCE (cont.)

(Depending upon the specific activities of the Operator, certain coverage requirements may not apply and may be waived, in writing, by the City's Risk Manager.)

PART 3-H SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

A "SASO" is an Operator engaged in providing one or more of the commercial aeronautical activities defined in Parts 3-B through 3-G, including, but not limited to the following, additional specialized services:

Limited Aircraft Services and Support *– defined as limited engine or accessory support, e.g., washing, detailing, painting, upholstery, magneto repairs, propeller repair and balancing, etc., or other miscellaneous activities directly related to aircraft services and support. Mobile Limited Aircraft Services and Support Operator will not be required to sublease space or facilities; however, written approval from each FBO where the Operator intends to operate is required. If only one FBO provides such approval, mobile operations will be limited to that FBO's leasehold only. Each FBO granting such approval is entitled to charge a concession or access fee in lieu of rent, and in compensation for access to leasehold property improved at the risk and expense of the FBO.*

Commercial Activity Support *– defined as ground school, simulator training, charter flight coordinators, aircrew or aviation management or any other miscellaneous activities directly related to supporting or providing support services for a commercial activity.*

Air Transportation Services for Hire *– defined as non-stop sightseeing flights (airplane or helicopter flights that begin and end at Livermore Airport and are conducted within 25 statute miles of Livermore; aerial photography or survey; fire fighting; power line, underground cable or pipeline patrol; banner towing, crop dusting or any other miscellaneous activities directly related to air transportation service for hire (for example, helicopter operations in construction or repair work).*

In addition to the general requirements in Part 2, the following minimum requirements must be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall sublease at least 1,000 square feet of shop/office space dedicated to its sole use and adequate for its operation from an FBO or other tenant under lease with the City of Livermore. The Operator shall provide sufficient automobile parking spaces dedicated for its customers use.

Note: Operators leasing space in a multi-tenant facility are exempt from these requirements.

SCOPE OF SERVICE

Aircraft – When required by the nature of its operation, the Operator shall provide and have based on its leasehold, either owned or under written lease to lessee, at least one airworthy aircraft, meeting all FAA requirements and applicable regulations of the State of California with respect to the type of activity performed.

SCOPE OF SERVICE (cont.)

Personnel – The Operator shall employ a sufficient number of properly licensed and certified personnel to safely carry out the activity and meet the demand of the public for the services provided. The Operator shall provide at least one employee in the facility office at all times during the required operating hours.

Environmental – If applicable through the nature of its operation, the Operator must comply with the requirements of the City's Hazardous Materials Permit.

Licenses & Certifications – The Operator shall have and provide evidence of all Federal, State and local certificates, permits, etc., required for the activity.

Operating Hours – The Operator shall have its services available to meet the public demand for this category.

FEES

The Operator may be subject to payment of an annual Commercial Aviation Permit fee, which is due July 1 of every year. Permit fees and other charges are applicable in the Airport Rates and Charges schedule, as revised from time to time and approved by City Council resolution.

INSURANCE

Refer to Part 4-B "Insurance for Commercial Aeronautical Activities."

(Depending upon the specific activities of the Operator, certain coverage requirements may not apply and may be waived, in writing, by the City's Risk Manager.)

PART 4-A INSURANCE FOR FIXED BASE OPERATORS

In addition to the general requirements in Part 2 and Part 3-A, the following minimum requirements must be met:

Operator shall procure and maintain for the duration of the ground lease, sublease, or occupancy of the leased premises insurance against claims for injuries to persons or damage to property which may arise from, or in connection with the Operator's operation, use of the Premises or this Lease, which shall be acceptable to the City's Risk Manager. The cost of such insurance shall be borne by the Operator.

a. Minimum Scope of Insurance
Coverage shall be at least as broad as:
(1) Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001).
(2) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
(3) Worker's Compensation Insurance as required by the State of California and Employer's Liability Insurance.
(4) Property Insurance against all risks of loss to any tenant improvements or betterments, including flood and earthquake, if such are available at a reasonable cost, as determined by the Risk Manager.

b. Minimum Limits of Insurance
Operator shall maintain limits no less than:
(1) General Liability: $5,000,000 ($25,000,000 if Full Service FBO or self-fueling permit holder) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Coverage shall include but not be limited to: blanket contractual; products/completed operations; hangarkeepers liability, and broad form property damage.
(2) Automobile Liability: $1,000,000 per occurrence for bodily injury and property damage.
(3) Employer's Liability: $1,000,000 per occurrence for bodily injury or disease.
(4) Property Insurance: Full replacement cost with no coinsurance penalty provision.

c. Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions or sub limits must be declared to and approved by the City's Risk Manager.

d. Other Insurance Provision
The general liability policy is to contain, or be endorsed to contain, the following provisions:

d. <u>Other Insurance Provision</u> (cont.)

(1) The City of Livermore, its officers, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of Premises owned, occupied or used by the Operator. The coverage shall contain no special limitations on the scope of protection afforded to the City of Livermore, its officers, officials, employees, agents or volunteers.

(2) The Operator's insurance coverage shall be primary insurance as respects the City of Livermore, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of Livermore, its officers, officials, employees, agents or volunteers shall be excess of the Operator's insurance and shall not contribute with it.

(3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Livermore, its officers, officials, employees, agents or volunteers.

(4) Coverage shall state that the Operator's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Livermore by the carrier.

e. <u>Acceptability of Insurers</u>

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, licensed to do business in California.

f. <u>Verification of Coverage</u>

Operator shall furnish a copy of these requirements to Operator's insurance agent. The agent shall furnish the City's Risk Manager with Certificate(s) of Insurance and original endorsements evidencing coverage required by this clause. By sending the requisite documents, the agent is certifying the Operator maintains the appropriate coverage. The documents are to be signed by a person authorized by that insurer to bind coverage and endorse policies on its behalf. All documents are to be received and approved by the City of Livermore before Operator takes possession, or begins work on the Premises. The City of Livermore may for any reason require the Operator to provide complete, certified copies of all required insurance policies affecting the coverage required by these specifications. The Operator, or its insurance agent, shall furnish the City with evidence of insurance 30 days prior to expiration of the current certificate(s), and direct those to:

City of Livermore
Risk Manager
1052 S. Livermore Avenue
Livermore, CA 94550

PART 4-B INSURANCE FOR COMMERCIAL AERONAUTICAL ACTIVITIES

In addition to the general requirements in Part 2 and Part 3-B through 3-H, the following minimum requirements must be met:

Operator shall procure and maintain for the duration of the ground lease, sublease, or occupancy of the leased premises insurance against claims for injuries to persons or damage to property which may arise from, or in connection with the Operator's operation, use of the Premises or this Lease, which shall be acceptable to the City's Risk Manager. The cost of such insurance shall be borne by the Operator.

a. Minimum Scope of Insurance
Coverage shall be at least as broad as:
(1) Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001).
(2) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
(3) Worker's Compensation Insurance as required by the State of California and Employer's Liability Insurance.
(4) Property Insurance against all risks of loss to any tenant improvements or betterments, including flood and earthquake, if such are available at a reasonable cost, as determined by the Risk Manager.

b. Minimum Limits of Insurance
Operator shall maintain limits no less than:
(1) General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Coverage shall include but not be limited to: blanket contractual; products/completed operations; hangarkeepers liability, and broad form property damage.
(2) Automobile Liability: $1,000,000 per occurrence for bodily injury and property damage.
(3) Employer's Liability: $1,000,000 per occurrence for bodily injury or disease.
(4) Property Insurance: Full replacement cost with no coinsurance penalty provision.

c. Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions or sub limits must be declared to and approved by the City's Risk Manager.

d. Other Insurance Provision
The general liability policy is to contain, or be endorsed to contain, the following provisions:

d. <u>Other Insurance Provision</u> (cont.)

(1) The City of Livermore, its officers, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of Premises owned, occupied or used by the Operator. The coverage shall contain no special limitations on the scope of protection afforded to the City of Livermore, its officers, officials, employees, agents or volunteers.

(2) The Operator's insurance coverage shall be primary insurance as respects the City of Livermore, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of Livermore, its officers, officials, employees, agents or volunteers shall be excess of the Operator's insurance and shall not contribute with it.

(3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Livermore, its officers, officials, employees, agents or volunteers.

(4) Coverage shall state that the Operator's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Livermore by the carrier.

e. <u>Acceptability of Insurers</u>

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, licensed to do business in California.

f. <u>Verification of Coverage</u>

Operator shall furnish a copy of these requirements to Operator's insurance agent. The agent shall furnish the City's Risk Manager with Certificate(s) of Insurance and original endorsements evidencing coverage required by this clause. By sending the requisite documents, the agent is certifying the Operator maintains the appropriate coverage. The documents are to be signed by a person authorized by that insurer to bind coverage and endorse policies on its behalf. All documents are to be received and approved by the City of Livermore before Operator takes possession, or begins work on the Premises. The City of Livermore may for any reason require the Operator to provide complete, certified copies of all required insurance policies affecting the coverage required by these specifications. The Operator, or its insurance agent, shall furnish the City with evidence of insurance 30 days prior to expiration of the current certificate(s), and direct those to:

City of Livermore
Risk Manager
1052 S. Livermore Avenue
Livermore, CA 94550

PART 5 APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES

Applications to perform any commercial aeronautical activities shall be in writing by using this form and filed with the Airport Manager. The application must demonstrate compliance with Part 2 and the specific requirements under Part 3-A through H and must contain the following information listed below.

Business Plan: All prospective FBO Operators who intend to dispense fuel pursuant to these Minimum Standards must submit, in addition to this application, a detailed Business Plan that clearly demonstrates the economic viability of the proposed activity, including any information necessary to demonstrate that fuel sales projections will be incremental new business to the Airport rather than a dilution of the market share from existing, approved FBO Operators. The Business Plan will be subject to approval by the Airport Manager, who will consider the economic vitality of the existing Airport tenants as well as the volume of the existing fuel market in the context of the appropriate number of fuel vendors.

Space has been provided for response to each question. In many cases, it may be necessary to attach the requested information. If so, please indicated as "See attached – Exhibit ___." Care should be taken in preparing this application as any incomplete or incorrect information may delay the processing of the application.

PLEASE NOTE: *Consistent with applicable law, any financial information you submit may be confidential. If you wish to request that the financial information you submit be kept confidential, you must submit such information in a separate attached exhibit so indicated. Other information submitted as part of this Application will be made available to the public upon request.*

1. Basic Business Information

Name of Business: _____

Airport Location: _____

_____
(Provide copy of sublease & drawings describing facilities and auto parking areas.)

Mailing Address: _____

_____ Telephone: _____

Type of Business
Services offered: _____

Commencement Date: _____

Days per Week and Hours of Operation: _____

Principal Owners: _____

_____

_____

Key Personnel and Titles: _____

_____

2. Certifications and Experience

Describe past experience in the specified aviation services for which application is made:

_____

_____

_____

_____

_____

Describe experience data on key personnel, or submit resumes as separate attachments:

_____

_____

_____

_____

List all applicable local, state, and/or federal certifications and licenses currently held or to be obtained; include copies:

_____

_____

_____

_____

If applicable, describe the number of aircraft to be utilized including makes, models, seating capacity and N-numbers and copies of any applicable FAA operating certificates:

_____

_____

_____

_____

_____

_____

3. Market and Financial Information

Provide a full description of the nature of the proposed operation. Include all services to be provided, number of persons to be employed, any expansion plans, etc.:

_____

_____

_____

_____

_____

_____

_____

Provide a statement of need for your proposed operation at the Livermore Municipal Airport:

_____

_____

_____

_____

_____

_____

Provide a written confirmation of account status and history from your bank, and include a phone number of a bank representative so that the information can be verified:

_____

_____

_____

_____

_____

PLEASE NOTE: The City reserves the right to ask for additional financial and market information in order to determine whether the Operator is reasonably fit, willing and able to discharge its economic obligations to the Airport community. Examples of additional information include, but are not limited to market analysis, cash flow, profit and loss projections, financial statements prepared by a Certified Public Accountant, credit reports on the business or each party owning or having a financial interest in the business.

4. Insurance and Other Information

List all types and amounts of insurance coverage to be maintained for the proposed operation. Include a copy of your certificate of insurance listing the City of Livermore as additional insured and reflecting at least the minimum liability coverages for your proposed operation as required in accordance with Part 4-A or B:

_____

_____

_____

_____

If the proposed operation includes rental, sales or flight training, provide a copy of your student/renter insurance disclosure notice as well as evidence that the same notice has been incorporated in any rental agreements:

_____

_____

_____

_____

PART 5 APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES Page 5

The applicants hereby respectfully request that the City of Livermore consider the foregoing application for permission to perform the specified aeronautical activities at Livermore Municipal Airport by the following date: _____

To be acknowledged and signed by each principal owner. (I.e., President, General Partner, CEO, CFO, Chairman, Secretary, Treasures, etc.)

Completed by _____Title _____Date _____

Signed by _____Title _____Date _____

Signed by _____Title _____Date _____

Signed by _____Title _____Date _____

For City Use Only

	Initials / Date
Risk Manager	_____/ _____
Finance Director (if applicable)	_____/ _____

Approvals

	Initials / Date
Public Works Director	_____/ _____
Airport Manager	_____/ _____

Reviewed by Airport Commission: (if applicable) _____Fee paid on: _____ (if applicable)

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 7.2**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Marianna Marysheva, City Manager

SUBJECT: Discussion and direction regarding the City Council Subcommittee for Advisory Body Review's recommendation regarding changes to City advisory bodies.

RECOMMENDED ACTION

Staff and the City Council Subcommittee recommend the City Council review the Subcommittee's recommendations regarding changes to City advisory bodies, and direct staff to bring back ordinances amending the Livermore Municipal Code and the Development Code at a future City Council meeting.

SUMMARY

As part of the Citywide Strategic Plan, staff reviewed each advisory body to assess their duties and responsibilities to ensure alignment with the Strategic Plan and other guiding documents. At the July 7, 2023, City Council meeting, the City Council formed a two-member City Council subcommittee for Advisory Body Review ("Subcommittee") which consisted of Vice Mayor Kiick and Council Member Branning. Staff met with all City advisory body liaisons and reviewed the duties assigned to each body, participation, and deliverables. In August 2023, staff provided their recommendation to the Subcommittee for their review and direction. In October 2023, the Subcommittee directed staff to bring their recommendations to City Council for approval.

DISCUSSION

The City of Livermore currently has 9 standing advisory bodies that serve at the pleasure of the City Council. Each body is guided by a Rules of Procedure that lists duties and responsibilities, the makeup of the committee, and meeting procedures. As part of the Strategic Plan, staff reviewed each advisory body to assess their duties and responsibilities to ensure alignment with the Strategic Plan, and to confirm that the objectives set in the Rules of Procedure were still relevant to the work of each advisory body.

At the July 7, 2023, City Council meeting, a City Council Subcommittee for Advisory Body Review ("Subcommittee") was formed which consisted of Vice Mayor Kiick and Council Member Branning. In August 2023, staff provided their recommendations to the Subcommittee. The significant changes

included sunsetting the Beautification Committee and Historic Preservation Commission, converting the Livermore Area Youth Advisory Commission to a Library activity instead of a city commission, and moving the management of the Commission for the Arts from the Innovation and Economic Development Department to the Library. In October 2023, the Subcommittee finalized their review and directed staff to bring the recommendations to the City Council for consideration.

Recommended Actions

Beautification Committee

Recommendation: Sunset.

For many years, several of the duties and responsibilities of the Committee have fallen to staff due to the need for technical expertise not required of advisory body members. Two examples include:

1. *Review the designs for the establishment of small parks or rest areas at street intersections.* This review is completed by Engineering and Planning staff. The committee does not receive referrals for this type of review.
2. *Recommend revisions of the street tree ordinance, specifying tree types, installation standards, spacing dimensions, and other related matters for the implantation of decorative trees in all areas to be developed within the city in both residential and commercial areas.* This function requires the knowledge of an arborist, of which the city has six on staff.

In addition to duties that require technical knowledge, other duties are for programs that have ended or do not have funding. These include:

1. *Recommend an annual program by the city for the placement of street trees in all areas deficient in such improvements.* This program ended many years ago.
2. *Recommend replacement landscaping, planting and maintenance standards for all of the landscape maintenance districts within the City of Livermore*, staff noted there are limited funds in the Landscape Maintenance Districts for any changes.

Sunsetting the Beautification Committee would result in the need for additional changes as well. Although not listed in the duties and responsibilities of the Committee, tree permit appeals are listed in the Livermore Municipal Code as being appealed to the Beautification Committee. Staff is currently in the process of updating the street tree ordinance which includes the appeal process. The updated ordinance will be presented to the City Council in early 2024 and will include the recommendation to have appeals heard by an independent third party, similar to Neighborhood Preservation appeals.

The remaining two activities exclusive to the Committee are the Beautification Awards and the Arbor Day activity. If the City Council chooses to continue these activities, they can both be managed by staff and volunteers. The Subcommittee recommends staff reach out to current Beautification Committee members for future volunteer opportunities such as Beautification Awards, Arbor Day, and Community Service Day.

Commission for the Arts

Recommendation: Move Management of this Advisory Body to the Library

In November 2022, the city adopted the Livermore Cultural Arts Vision entitled: *Creative Livermore A*

Plan for the Future of the Arts and Culture. Given that this strategic plan is more focused on programs instead of physical pieces of art the library would be the ideal department to manage the Advisory Body moving forward. The Library specializes in a variety of cultural arts and youth and family programing and has large outreach in the community. Library staff are also very familiar with grant funding which is a key function of the Commission.

Historic Preservation Commission

Recommendation: Sunset.

From February 2020 to April 2021, staff worked with a consultant, the Historic Preservation Commission, and the City Historian to modify the City's historic preservation program. The group worked together to create a citywide historic context statement, inventoried City parcels for historic significance, revised the Certificate of Appropriateness standards, and updated the Development Code, Zoning Map, and Downtown Specific plan to implement the changes. These changes reduced the number of City properties that were required to go through the historic review process from approximately 14,000 down to approximately 290. One item included in the City's Strategic Plan involves working with property owners to ensure changes to historic resources are consistent with the City's Historic Preservation Program requirements which could reduce the inventory of historic properties even more.

Prior to the updated program, a large number of properties were required to be reviewed for historical significance based on the age of the building being 50 years or older, not on actual historical significance. After the program update, the Historic Preservation Commission was required to review only a handful of projects. The Commission has only held five meetings in the last three years and has not met in 2023.

The Subcommittee and staff recommend sunsetting the Historic Preservation Commission and assigning review of historical projects and the interview of the City Historian to the Planning Commission which would require a Development Code amendment. Staff would increase training to the Planning Commission regarding historic preservation to prepare them for historic reviews. If the City Council recommends the Historic Preservation Commission be sunset, staff will bring a Development Code Amendment to the Planning Commission in early 2024.

Current members of the Commission will be encouraged to apply for City Historian in the upcoming recruitment.

Livermore Area Youth Advisory Commission

Recommendation: Convert the body from a City Commission to a Library activity.

The Commission is currently managed by library staff who shared that the Commission, at times, is hindered by the requirements and formality of the Brown Act. Some examples include cancelling meetings due to a lack of quorum during SAT and AP testing at the high schools or requiring immediate pickups from parents when meetings are cancelled due to a lack of quorum at the start of the meeting. If the Commission was not a Brown Act body, the Commissioners who were available to attend could stay at the meeting and continue to work on objectives. In addition, open conversations with local youth could occur at meetings, instead of only being able to provide public comment during certain parts of the agenda. By converting the Commission to an activity, it opens opportunities to more youth than the

current 15 members of the Commission.

Staff created a Youth in Government Framework, which outlines multiple ways to engage youth in leadership and civic experiences. The library currently has robust youth programming, and the youth commission could be incorporated into other youth activities. If the need arose, the City Council could still assign activities to the former commission.

Changes to Remaining Advisory Bodies

The Rules of Procedure for the remaining commissions including the Airport Commission, Human Services Commission, Livermore Housing Authority, Library Board of Directors, and the Planning Commission will be revised with minor edits such as changing guidance from the former City Council Goals and Priorities to the Citywide Strategic Plan and requiring all commissions to create an annual work plan at their first meeting in January. Redline versions of those changes are attached to the staff report.

Timeline

If the City Council directs staff to move forward with the above Subcommittee recommendations, staff will bring a Development Code Amendment in early 2024 to the Planning Commission recommending the Historic Preservation Committee be sunset and the remaining duties be assigned to the Planning Commission. Once approved by the Planning Commission the item would return to the City Council. Staff would return with ordinances amending the Livermore Municipal Code and the Livermore Development Code and bring revised Rules of Procedure for each remaining body to the City Council for consideration.

FISCAL AND ADMINISTRATIVE IMPACTS

Reduced staff time from no longer administering the sunsetting advisory bodies is the only fiscal and administrative impact.

COMMUNITY PILLAR

5: A City That Works

GOAL

2: Engage effectively with the City's Advisory Bodies

ATTACHMENTS

1. Redlined Airport Commission Rules of Procedure
2. Redlined Beautification Committee Rules of Procedure
3. Redlined Commission for the Arts Rules of Procedure
4. Redlined Historic Preservation Commission Rules of Procedure
5. Redlined Human Services Commission Rules of Procedure
6. Redlined Livermore Area Youth Advisory Commission Rules of Procedure
7. Redlined Library Board of Trustees Rules of Procedure
8. Redlined Livermore Housing Authority Rules of Procedure

9. Redlined Planning Commission Rules of Procedure

Prepared by: Debbie Elam
Assistant City Clerk

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

CITY OF LIVERMORE
AIRPORT COMMISSION
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 - DRAFT

LIVERMORE
CALIFORNIA

AIRPORT COMMISSION
RULES OF PROCEDURE

1. Duties and Responsibilities:

The City Council declares that the individuals appointed to the office of Airport Commissioner are intended to represent and further the interest of the aviation industry and that such representation and furtherance will ultimately serve the public interest. Accordingly, the City Council finds that for purposes of persons who hold such office, the aviation industry is tantamount to and constitutes the public generally within the meaning of Section 87103 of the Government Code.

The Airport Commission shall have the following duties and responsibilities:

1. The Commission is advisory to the City Council on:

    a. Determinations of demand in support of future Airport development pursuant to section 1 of Resolution 2010-058;
    b. Rendering a determination whether redevelopment of existing facilities may occur based upon need for significant rehabilitation, improvement or replacement; and
    c. Other Airport matters initiated and referred to the Commission by the City Council.

2. The Commission is advisory to the Planning Commission on:

    a. Proposed development within the City's Airport Protection Area (APA) including proposed changes to the APA or the zoning at the Airport,

3. The Commission supports the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council relative to the Airport's operations.

4. The Commission promotes the Airport as an economic development tool and disaster recovery facility that benefits Livermore residents and the Tri-Valley.

5. The Commission promotes public interest in the Airport and promotes public participation in its use and operation.

6. The Commission has a regulatory responsibility to:

a. Make a commercial aeronautical activity appeal determination pursuant to Livermore Municipal Code section 11.08.~~10~~60;
b. Amend and approve the large hangar waiting list policy pursuant to Livermore Municipal Code section 11.08.~~10~~80; and
c. Conduct appeal hearings pursuant to Livermore Municipal Code section 11.08.190.

7. The Commission is advisory to staff on:

   a. Airport safety and security matters;
   b. Operational policies and regulations pertaining to tenants and users of the Airport;
   c. The Airport noise monitoring and reduction program;
   d. Planning for public and private development on the Airport, consistent with adopted City General Plan policies, the adopted Community Development Code (Zoning Code), and the adopted 20 Year Capital Improvement Program Budget;
   e. The draft 20-Year Capital Improvement Program Budget; and
   f. Other matters related to the Airport that are initiated and referred by staff to the Commission.

8. The Commission will create an annual workplan at the first meeting in January.

2. Members – The Airport Commission shall consist of five members, all of whom must be residents of the City of Livermore. At least three of the members must be certificated pilots, but no more than ~~two~~ three members shall be tenants or subtenants of the Livermore Airport.

3. Term of Office – Airport Commission members shall serve no more than two consecutive four-year terms or a total of eight years unless the member was selected to complete an unexpired term or unless otherwise noted. However, members may be appointed back to the Airport Commission after a break in service of two years.

   Time served in an unexpired term shall not count against the eight-year maximum limit. Commission members who have already completed eight years of service or other specified maximum terms are not eligible for appointment to an unexpired term.

4. Attendance Policy – Airport Commission members may miss three meetings per calendar year. A member who misses more than three meetings per year may be subject to removal from the Commission. The staff liaison will document all absences and report to the City Clerk when a member of the Commission has exceeded the allowed number of absences. The City Clerk will notify the City

Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Commission is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers – The Airport Commission shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Commission. The role of the officers shall be as follows:

   a. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Airport Commission shall meet on the first Monday of each month at 6:30 p.m., unless otherwise specified by posted notice. The Commission shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. Meetings shall be held at the William H. Mendenhall Community Room at 1016 S. Livermore Avenue, Livermore, CA. All meetings shall be open to the public. The Commission may not meet in closed session. Commission members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Airport Commission meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City's website.

   a. Regular Meetings

   Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

   b. Special Meetings and Workshops

Notice of the call for a special meeting must be delivered and received by each Commission Member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all final actions or recommendations of the Airport Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as action minutes.

9. Quorum – Three members constitute a quorum of the Airport Commission. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Commission or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum, or if staff determines that there is not current business pending before the Airport Commission. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Airport Commission.

    b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg's Rules of Order, Revised 2011, Airport Commission Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

    c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Airport Commission shall not take a sealed ballot vote in open session.

d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to order, and the Commission Members present shall then select a presiding officer for that meeting.

e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal, verbal attacks on Commission Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Airport Commission or members of the City staff. The Chairperson shall confine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Airport Commission later in the meeting. The Chairperson shall announce the reorder prior to calling members of the public to speak during ~~citizens'~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Airport Commission and announce the result of the vote and identify the no votes and any Commission Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record, and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Airport Commission on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Commission. The Chairperson may establish time limits per individual speaker. The Commission shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Commission, may direct staff to place subjects raised under ~~Citizens~~' Open Forum/Public Comments on a future Commission agenda.

12. Subcommittees

The Airport Commission may create standing subcommittees (those with ongoing subject matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support and Responsibilities

The head of the department that is responsible for supporting the Airport Commission shall designate the Airport Manager or another employee to serve as staff liaison to the Commission.

The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson, and generally assist the Commission in performing its duties. The Staff Liaison shall have no voting authority.

Staff shall be responsible for recommending to Council approval of Airport rates and charges, operating expenditure and revenue budgets, and operating and replacement reserves.

Commissioners must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Commission may pursue self-initiated projects that can be accomplished utilizing the city resources currently allocated to the particular advisory body and that do not take resources away from that advisory body's anticipated work to fulfill its duties and responsibilities to the City Council.

14. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

15. Types of Meetings

15.1 Regular Meetings

The Airport Commission shall meet in the William H. Mendenhall Community Room for all regular Commission meetings. The regular meetings shall begin on the first Monday of each month at 6:30 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Airport Commission shall meet at a date and time designated by the Commission.

15.2 Special Meetings

Special meetings may be called by the Commission Chair, the Commission liaison or by a majority of Commissioners. The call and notice for a special

meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Airport Commission may take final action at a special meeting that is not a workshop.

15.3 Special Meeting Workshops

The Airport Commission may meet informally in special meetings designated as workshops that are called by the Chairperson, the Commission liaison, or by a majority of Commission Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Airport Commission may provide direction, but unlike other special meetings the Airport Commission may not take a final action at a workshop. [54956].

15.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Airport Commission may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Commission liaison, or majority of Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Airport Commission's annual calendar. [54955]

16. Actions Limited to Posted Agendas

The Airport Commission shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Commission Members and staff may briefly respond to statements made or questions posed by the Airport Commission or by members of the public addressing the Airport Commission. Commission Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

17. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

17.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

17.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Commission Member, or a participating party as defined in Section 21.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Commission Members present.

17.3 Public Comment for a Continued Item

If the opportunity for the public to address the Airport Commission has concluded and the item was returned to the Airport Commission for deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Airport Commission. [54955].

18. Consideration of items after 11:00 p.m.

18.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Commissioners present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Commission Member.

18.2 No New Items Considered after 11:00 p.m.

Generally, the Airport Commission will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

18.3 Exceptions

The Airport Commission may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Airport Commission votes to allow consideration of the item after 11:00 p.m.

19. Points of Order, Privilege, and Personal Privilege

A Commission Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Commission Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Commission Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Commission Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Airport Commission's meeting, such as the inability to hear testimony because of disruption.

A Commission Member may ask for a point of personal privilege when the integrity, character, or motives of the Commission Member are called into question by a speaker; or where the welfare of the Airport Commission is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

20. Minutes - An account of all final actions or recommendations of the Airport Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as action minutes.

20.1 Approval

The minutes for an Airport Commission meeting shall be reviewed and approved as set forth in this section.

a. The Airport Commission shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. An Airport Commissioner may not approve the minutes for any meeting that the Commissioner did not attend.

Also, an Airport Commissioner may not approve the minutes for a meeting that they were not eligible to attend as a commissioner.

c. If no Commissioners are eligible to approve the minutes for an Airport Commission meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

20.2 Preferred Method of Recordation and Minutes

Airport Commission liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention Schedule. Minutes of Airport Commission meetings shall be action minutes that capture the action taken by the Airport Commission and the outcome of each agenda item.

20.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

21. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

21.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

21.2. ~~Citizens'~~ Open Forum

This portion of the agenda is for any member of the public to address the Airport Commission on any item of interest to the public that is within the Airport Commission's subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Airport Commission when that item is called for consideration.

~~Citizens'~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the ~~citizens'~~ open forum at the conclusion of the matters for consideration portion of the agenda unless the Chair announces that ~~citizens'~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens'~~ open forum are set forth in Section 23 Citizens' Rights.

21.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Airport Commission discussion. Examples of items for the consent calendar include the approval of minutes. Any Airport Commissioner may pull an item for separate discussion. Members of the public may address the Airport Commission on consent calendar items by following the procedures set forth in Section 23 Citizens' Rights.

The items on the consent calendar are generally approved by the Airport Commission by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Commission Member interests.

21.4. Matters for Consideration

This portion of the agenda is for items of business that require Airport Commission action, direction, or receipt of reports that do not also require a public hearing. The procedures for this portion of the agenda follow the following procedure:

21.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

21.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Airport Commission's consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Airport Commission for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Airport Commission questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Airport Commission.

e. Make an oral report, unless waived by the Airport Commission.

21.4.3 Airport Commission Questions or Comments

Following the staff presentation, the Commission Members may ask questions of City staff and consultants or make comments on the item.

21.4.4 Participating Parties

Following Commission Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Commission. After the Chair determines that no other participating parties wish to address the Airport Commission on the hearing item, the Chairperson will then invite Commission Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the Airport Commission following the procedures set forth in Section 23 Citizens' Rights.

21.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Airport Commission concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Airport Commission on the item. Public speakers shall address the Airport Commission following the procedures set forth in Section 23 Citizens' Rights.

After the Chairperson determines that no other member of the public wishes to address the Airport Commission on the hearing item, the Chairperson will formally close the public comment period and return the item to the Airport Commission for deliberation.

21.4.6 Deliberation

Once an item of business returns to the Airport Commission for deliberation, the Chairperson will invite the Commission Members to discuss the item to develop concurrence for a motion. Commission Members may ask questions of staff and the participating parties as part of their deliberations.

21.4.7. Airport Commission Action

After Airport Commission deliberation, the Chairperson shall call for a motion and a second as set forth in Section 25 Motions, and the Airport Commission may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Airport Commission has discretion to decide not to hear further comment if they choose. Public speakers shall address the Airport Commission following the procedures set forth in Section 23 Citizens' Rights.

Prior to deliberating on matters for consideration, the Airport Commission shall receive public comment as provided for in Section 23 Citizens' Rights. After receiving public comment, the Airport Commission shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 25 Motions.

21.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Airport Commission to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Commissioner attended at the City's expense [53232.2(d)].

b. The City staff to provide information of community interest to the Airport Commission and to seek direction from the Airport Commission concerning items to be included on future agendas.

c. The Airport Commission to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during ~~citizens'~~ open forum.

d. The Airport Commission to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Commission action at a future meeting. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

Members of the public do not have the right to address the Airport Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

21.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Airport Commission meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Airport Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Airport Commission.

22. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

22.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

22.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Airport Commission on only those items listed in the posted notice and agenda for the special meeting or workshop.

Public speakers shall address the Airport Commission following the procedures set forth in Section 23 Citizens' Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens'~~ open forum or opportunity for the public to address the Airport Commission on any item of interest to the public that is within the Airport Commission's subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

22.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 21.4.1 Introduction, 21.4.2 Staff Presentation, 21.4.3 Questions and Comments, and 21.4.6 Deliberations. The Airport Commission may take a final action at a special meeting, but not at a workshop, as set forth in Section 15.2 Special Meetings and Section 15.3 Special Meeting Workshops

22.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

23. Citizens' Rights

An Airport Commission meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Airport Commission and to attend its meetings. During the ~~citizens'~~ open forum portion of a regular meeting agenda, members of the public have a right to address the Airport Commission on any item of interest to the public that is within the Airport Commission's subject matter jurisdiction. Members of the public also have the right to address the Airport Commission before the Airport Commission considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Airport Commission Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Airport Commission concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Airport Commission are as follows:

23.1 Addressing the Airport Commission

Members of the public that want to address the Airport Commission during ~~citizens'~~ open forum or before the Airport Commission considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or his or her designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The methods for addressing the Airport Commission will be described at each meeting. The staff liaison will prominently display the methods to address the Airport Commission in the William H. Mendenhall Community Room.

Before an item is considered by the Airport Commission, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Airport Commission

begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the presiding officer.

The purpose of submitting a request to speak is to help the presiding officer conduct the Airport Commission's meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Airport Commissioner's successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

23.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to specify the method to request, and the speaker time limits, for citizens addressing the advisory body, but the advisory body must then administer them uniformly.

23.3 Members of the Public Addressing the Airport Commission

23.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Airport Commission. When calling a speaker to the lectern the next two speakers will also be identified, so they are prepared to address the Airport Commission when called.

23.3.2 The Chairperson may request each speaker to state his or her name and city of residence before addressing the Airport Commission. A speaker is not required to provide his or her name or address to address the Airport Commission. However, to the extent such information is relevant to the issues being considered by the Airport Commission, the absence of such information may bear on the speaker's credibility and the weight the Airport Commission affords the speaker's comments.

23.3.3 Speakers shall address their comments only to the Airport Commission as a body and not to a particular member.

23.3.4 Members of the public may only address the Airport Commission from the lectern. No member of the public, other than the speaker at the lectern, may address the Airport Commission, unless called upon by the Chairperson.

23.3.5 No question shall be asked of Commission Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Commission Member, except through the Chairperson. Commission Members,

the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

23.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Airport Commission's meeting.

23.3.7 Speakers are encouraged to avoid repetition.

23.3.8 Speakers are encouraged to avoid making personal attacks.

23.3.9 Each speaker shall relinquish the lectern when his or her time to address the Airport Commission has expired.

23.3.10 A speaker may use his or her allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise present information to the Airport Commission in a non-disruptive manner, provided those activities are completed within the allotted time. The city will not provide the means for a speaker to play an electronic recording.

23.3.11 When called upon during ~~citizens'~~ open forum, speakers may address the Airport Commission on any item of interest to the public within the Airport Commission's subject matter jurisdiction. [54954.3(a)].

23.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Airport Commission. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

23.4 Participating Parties Addressing the Airport Commission

Participating parties shall comply with the procedures set forth in Section 23 Citizens' Rights when addressing the Airport Commission, except that the participating parties shall each have up to a maximum of 10 minutes to address the Airport Commission. The Chairperson may set and announce the time limit for each active participant to address the Airport Commission based upon the same criteria set forth in Section 23.2 Speaker Time Limit.

23.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Airport Commission, shall not be prohibited. However, the rights of each speaker to express his or her views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

23.6 Disruptive Speech and Conduct

Any person unduly disrupting an Airport Commission meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Airport Commission, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Airport Commission to complete its business.

23.7 Written Communications – Post Hearing Notice, and Post Agenda Publication

23.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Airport Commission through the Airport Commission Liaison. All written comments and materials must be submitted between the date public hearing notices are published (10 days prior to the meeting) and noon on the day before agenda publication (3 days prior to the meeting). The Airport Commission Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

23.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Airport Commission using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Airport Commission immediately upon submission. The staff liaison shall post on the City's website and deliver any additional materials received by 12:00 p.m. the day of the meeting to the Airport Commission in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Airport Office before 12:00 p.m. noon on the day of the Airport Commission meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Airport Commission meeting, any member of the public that desires to submit materials to the Airport Commission for consideration at that meeting is hereby instructed to present 8 copies of the materials to the staff liaison for distribution to the Airport Commission at its meeting when the item is considered.

23.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

23.8 Approaching the Airport Commission

Once a meeting is called to order, no member of the public shall enter the area between the Commission and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the meeting, and during a recess, for the purpose of interacting with the individual Commission Members and City staff.

24. Airport Commission Deliberation

Airport Commission deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

25. Motions

25.1 Making a Motion

A motion may be made by the Chairperson or a Commission Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Commission Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if the Commission Member wishes to make the motion, subject to another Commission Member's second.

25.2 Categories of Motions

There are four categories of motions that the Airport Commission may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the

second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Commission Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Airport Commission. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Commission's Attorney.

25.3 Simultaneous Motions

The Airport Commission may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Airport Commission have been resolved. When two or three motions are before the Airport Commission, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is before the Airport Commission should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be on the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments that it challenges.

25.4 Debatable and Non-debatable Motions

Debatable motions are subject to Commission Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Commission Member comment and discussion and are to be voted on immediately.

25.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 25.4.2. Debate on a motion should continue as long as Commission Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

25.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Commission's deliberations and, upon receipt of a second, should be voted on immediately. The Commission's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Airport Commission to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Airport Commission to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Airport Commission to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain, set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Airport Commission at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Commission Member, or a participating party, as set forth in Section 17 Continuance of Agenda Items, or a scheduling problem arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Airport Commission at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Airport Commission deliberation, debate, and discussion on an item. It can be stated

as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Airport as provided for in Section 10(g) Motion to Be Stated.

25.5 Miscellaneous Motions and Appeals

25.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Airport Commission may be made as follows: (1) The motion must be made by a Commission Member that voted along with majority that voted for the original motion that passed, although the motion for reconsideration may be seconded by any Commission Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting.

25.5.2 Commission Member Appeal

Any Commission Member may appeal any ruling by the Chairperson. If a Commission Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, “Shall the decision of the Chair be sustained?”

26. Action and Direction

26.1 Votes, General Rules

Unless otherwise provided, the Airport Commission’s actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Commission Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Commission Member may, before the “Nays” are called for, demand that a roll call vote be taken on the motion before the Commission. The Chairperson’s name shall be called last with other Commission Members’ names called in alphabetical order by the staff liaison. Commission Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a

motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that “no action has been taken” and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 26.2 Tie Votes, shall control.

If a Commission Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 26.3 Abstentions and Silence shall govern how the Commission Member’s silence or abstention is tabulated.

26.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the tie. If the tie vote occurs during a Commission Member absence, and the absent Commission Member does not have a conflict of interest related to the item being voted on, the Airport Commission may continue the item to a subsequent meeting when the absent Commission Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that “no action has been taken” and proceed with the remainder of the agenda. However, if a decision is legally compelled under state law (such as the Permit Streamlining Act), the tie vote shall constitute a denial of the application, project before the Airport Commission and an appeal could be submitted for final decision by the City Council.

26.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Airport Commission’s actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of five and may diminish accountability of Commission Members on items of legitimate concern. At the same time, it is not the City Council’s intention to impede any individual Commission Member’s right to choose not to speak or vote on an item.

If any Commission Member wishes to abstain from voting on a motion, the Commission Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the item, in which case the minutes will reflect that the Commission Member abstained from the vote.

If the Commission Member does not announce an abstention when the item of business is first called for consideration, or the Commission Member participates in the consideration of the item, and the Commission Member’s abstains during the vote, then that Commission Member’s vote shall be tabulated in favor of the motion.

Silence of any Commission Member shall be tabulated along with the majority of the votes cast by the Commission Members present and voting on the motion since the silent Commission Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011 for counting votes with regard to abstentions and silence by a Commission Member.

26.4 Protests

Any Commission Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

27. Appeals

A person found in violation of the rules and regulations contained in Chapter 11.08.190 of the Livermore Municipal Code, Airport Rules and Regulations, or any order or directive of the airport manager related thereto, including a 30-day notice of termination of tenancy, may appeal such finding, order or directive by submitting a written request for appeal to the Airport Commission. A three-day notice to pay rent, cure default or quit is final and not subject to appeal.

CITY OF LIVERMORE
BEAUTIFICATION COMMITTEE
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT

LIVERMORE
CALIFORNIA

CITY OF LIVERMORE
BEAUTIFICATION COMMITTEE
RULES OF PROCEDURE

RECOMMENDED TO BE SUNSET

1. Duties and Responsibilities – The Beautification Committee shall have the following duties and responsibilities:

   A. Designate and plan specific sites and extended areas, primarily under governmental ownership or control, for the beautification of major roadway systems, median islands, and entranceways throughout the city.

   B. Review the designs for establishment of small parks or rest areas at street intersections.

   C. In cooperation with the City Neighborhood Preservation Division, analyze and recommend property rehabilitation of singular or group areas under private ownership within the City.

   D. Recommend revisions of the street tree ordinance, specifying tree types, installation standards, spacing dimensions, and other related matters for the implantation of decorative trees in all areas to be developed within the city in both residential and commercial areas.

   E. Recommend an annual program by the city for the placement of street trees in all areas deficient in such improvements.

   F. Recommend landscaping standards for publicly controlled landscaping associated with commercial and industrial development.

   G. Recommend replacement landscaping, planting and maintenance standards for all of the landscape maintenance districts within the City of Livermore.

   H. Review and comment upon proposals for the installation of street furnishing and accessories, lights, ornamental fixtures, monuments, fountains, or other forms of furnishing of an aesthetic nature as to location, design, and cost.

I. Analyze and recommend the application for and utilization of programs wherein financial grants or personal services may be applicable and available to support the beautification effort of the City.

J. As requested by Council, propose, and recommend a master plan for Livermore beautification with detailed standards for aspects of city beautification.

K. Organize, publicize, and participate in annual city-wide activities and events, such as Earth Day, Make A Difference Day, and Arbor Day, and present beautification awards to enhance city aesthetics.

L. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

M. Create an annual workplan at the first meeting in January.

2. Members – The Beautification Committee shall consist of 7 members, all of whom must be residents of the City of Livermore.

3. Term limits – Beautification Committee members shall serve no more than two consecutive four-year terms or a total of eight years unless the member was selected to complete an unexpired term or unless otherwise noted. However, members may be appointed back to the Beautification Committee after a break in service of two years.

   Time served in an unexpired term shall not count against the eight-year maximum limit. Committee members who have already completed eight years of service or other specified maximum terms are not eligible for appointment to an unexpired term.

4. Attendance Policy – Beautification Committee members may miss four meetings per calendar year. A member who misses more than four meetings per year may be subject to removal from the Committee. The staff liaison will document all absences and report to the City Clerk when a member of the Committee has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Committee is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Committee rests solely with the City Council.

5. Elections and Officers – The Beautification Committee shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year.

Election of the officers shall be by majority vote of the Committee. The role of the officers shall be as follows:

a. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Beautification Committee shall meet on the first Wednesday of each month at 6:00 p.m. at the William H. Mendenhall Community Room at 1016 S. Livermore Avenue, Livermore, CA. Meetings shall begin promptly as noticed pursuant to this provision. The Committee shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. All meetings shall be open to the public. The Committee may not meet in closed session. Committee members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Beautification Committee meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library, and on the City's website.

a. Regular Meetings

Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

b. Special Meetings and Workshops

Notice of the call for a special meeting must be delivered and received by each Committee Member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes – An account of all proceedings of the Beautification Committee shall be prepared by the staff liaison and approved by the Committee. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by

the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Committee consideration and approval as action minutes.

9. Quorum – Four members constitute a quorum of the Beautification Committee. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Committee or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Committee.

    b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg's Rules of Order, Revised 2011, Beautification Committee Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

    c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Beautification Committee shall not take a sealed ballot vote in open session.

    d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to order and the Committee Members present shall then select a presiding officer for that meeting.

    e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal, verbal attacks on Committee Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Beautification Committee or members of the City staff. The

Chairperson shall confine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Beautification Committee later in the meeting. The Chairperson shall announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Beautification Committee and announce the result of the vote and identify the no votes and any Committee Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Beautification Committee on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Committee. The Chairperson may establish time limits per individual speaker. The Committee shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Committee, may direct staff to place subjects raised under ~~Citizens'~~ Open Forum/Public Comments on a future Committee agenda.

12. Subcommittees

The Beautification Committee may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support

The head of the department that is responsible for supporting the Beautification Committee shall designate one or more employees to serve as staff liaison to the Committee. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council Goals and Priorities or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Committee in performing its duties. The Staff Liaison shall have no voting authority.

Committee Members must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Commission may pursue self-initiated projects that can be accomplished utilizing the city resources currently allocated to the particular advisory body and that do not take resources away from that advisory body's anticipated work to fulfill its duties and responsibilities to the City Council.

14. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

15. Types of Meetings

15.1 Regular Meetings

The Beautification Committee shall meet in the William H. Mendenhall Community Room for all regular Committee meetings. The regular meetings shall begin on the first Wednesday of each month at 6:00 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Beautification Committee shall meet at a date and time designated by the Committee.

15.2 Special Meetings

Special meetings may be called by the Committee Chair, the Committee liaison or by a majority of Committee Members. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Beautification Committee may take final action at a special meeting that is not a workshop.

15.3 Special Meeting Workshops

The Beautification Committee may meet informally in special meetings designated as workshops that are called by the Chairperson, the Committee liaison, or by a majority of Committee Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Beautification Committee may provide direction, but unlike other special meetings the Beautification Committee may not take a final action at a workshop. [54956].

15.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Beautification Committee may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Committee liaison, or majority of Committee Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Beautification Committee's annual calendar. [54955]

16 Actions Limited to Posted Agendas

The Beautification Committees shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Committee Members and staff may briefly respond to statements made or questions posed by the Beautification Committee or by members of the public addressing the Beautification Committee. Committee Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

17. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

17.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

17.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Committee Member, or a participating party as defined in Section 21.4.4 Participating Parties

may request a continuance of the item. The item may only be continued following a majority vote of the Committee Members present.

17.3 Public Comment for a Continued Item

If the opportunity for the public to address the Beautification Committee has concluded and the item was returned to the Beautification Committee for deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Beautification Committee. [54955].

18 Consideration of items after 11:00 p.m.

18.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Committee Members present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Committee Member.

18.2 No New Items Considered after 11:00 p.m.

Generally, the Beautification Committee will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

18.3 Exceptions

The Beautification Committee may commence consideration of an item after 11:00 under the following circumstances:

a. An item is subject to a legal deadline, or,

b. The Beautification Committee votes to allow consideration of the item after 11:00 p.m.

19. Points of Order, Privilege, and Personal Privilege

A Committee Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Committee Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Committee Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Committee Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Beautification Committee's meeting, such as the inability to hear testimony because of disruption.

A Committee Member may ask for a point of personal privilege when the integrity, character, or motives of the Committee Member are called into question by a speaker; or where the welfare of the Beautification Committee is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

20. Minutes - An account of all final actions or recommendations of the Beautification Committee shall be prepared by the staff liaison and approved by the Committee. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Committee consideration and approval as action minutes.

20.1 Approval

The minutes for a Beautification Committee meeting shall be reviewed and approved as set forth in this section.

a. The Beautification Committee shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Beautification Committee Member may not approve the minutes for any meeting that the Committee Member did not attend.

Also, Beautification Committee Members may not approve the minutes for a meeting that they were not eligible to attend as a Committee Member.

c. If no Committee Members are eligible to approve the minutes for a Beautification Committee meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

20.2 Preferred Method of Recordation and Minutes

Beautification Committee liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention Schedule. Minutes of Beautification Committee meetings shall be action minutes that

capture the action taken by the Beautification Committee and the outcome of each agenda item.

20.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

21. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

21.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

21.2. ~~Citizens'~~ Open Forum

This portion of the agenda is for any member of the public to address the Beautification Committee on any item of interest to the public that is within the Beautification Committee's subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Beautification Committee when that item is called for consideration.

~~Citizens'~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the ~~citizens~~ open forum at the conclusion of the matters for consideration portion of the agenda unless the Chair announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 23 Citizens' Rights.

21.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Beautification Committee discussion. Examples of items for the consent calendar include the approval of minutes. Any Beautification Committee Member may pull an item for separate discussion. Members of the public may address the Beautification Committee on consent calendar items by following the procedures set forth in Section 23 Citizens' Rights.

The items on the consent calendar are generally approved by the Beautification Committee by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Committee Member interests.

21.4. Matters for Consideration

This portion of the agenda is for items of business that require Beautification Committee action, direction, or receipt of reports that do not also require a public hearing. The procedures for this portion of the agenda follow the following procedure:

21.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

21.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Beautification Committee's consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Beautification Committee for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Beautification Committee's questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Beautification Committee.

e. Make an oral report, unless waived by the Committee.

21.4.3 Beautification Committee Questions or Comments

Following the staff presentation, the Committee Members may ask questions of City staff and consultants or make comments on the item.

21.4.4 Participating Parties

Following Committee Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Committee. After the Chair determines that no other participating parties wish

to address the Beautification Committee on the item, the Chairperson will then invite Committee Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the Beautification Committee following the procedures set forth in Section 23 Citizens' Rights.

21.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Beautification Committee concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Beautification Committee on the item. Public speakers shall address the Beautification Committee following the procedures set forth in Section 23 Citizens' Rights.

After the Chairperson determines that no other member of the public wishes to address the Beautification Committee on the hearing item, the Chairperson will formally close the public comment period and return the item to the Beautification Committee for deliberation.

21.4.6 Deliberation

Once an item of business returns to the Beautification Committee for deliberation, the Chairperson will invite the Committee Members to discuss the item to develop concurrence for a motion. Committee Members may ask questions of staff and the participating parties as part of their deliberations.

21.4.7. Beautification Committee Action

After Beautification Committee deliberation, the Chairperson shall call for a motion and a second as set forth in Section 25 Motions, and the Beautification Committee may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Beautification Committee has discretion to decide not to hear further comment if they choose. Public speakers shall address the Beautification Committee following the procedures set forth in Section 23 Citizens' Rights.

Prior to deliberating on matters for consideration, the Beautification Committee shall receive public comment as provided for in Section 23 Citizens' Rights. After receiving public comment, the Beautification Committee shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 25 Motions.

21.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Beautification Committee to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Committee Member attended at the City's expense [53232.2(d)].

b. The city staff to provide information of community interest to the Beautification Committee and to seek direction from the Beautification Committee concerning items to be included on future agendas.

c. The Beautification Committee to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during ~~citizens~~ open forum.

d. The Beautification Committee to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Committee action at a future meeting. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

Members of the public do not have the right to address the Beautification Committee during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

21.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Beautification Committee meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Beautification Committee during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Beautification Committee.

22. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

22.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

22.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Beautification Committee on only those items listed in the posted notice and agenda for the special meeting or workshop.

Public speakers shall address the Beautification Committee following the procedures set forth in Section 23 Citizens' Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens~~ open forum or opportunity for the public to address the Beautification Committee on any item of interest to the public that is within the Committee's subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

22.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 21.4.1 Introduction, 21.4.2 Staff Presentation, 21.4.3 Questions and Comments, and 21.4.6 Deliberations. The Beautification Committee may take a final action at a special meeting, but not at a workshop, as set forth in Section 15.2 Special Meetings and Section 15.3 Special Meeting Workshops

22.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

23. Citizens' Rights

A Beautification Committee meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Beautification Committee and to attend its meetings. During the ~~citizens~~ open forum portion of a regular

meeting agenda, members of the public have a right to address the Beautification Committee on any item of interest to the public that is within the Beautification Committee's subject matter jurisdiction. Members of the public also have the right to address the Beautification Committee before the Beautification Committee considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Beautification Committee Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Beautification Committee concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Beautification Committee are as follows:

23.1 Addressing the Beautification Committee

Members of the public that want to address the Beautification Committee during ~~citizens~~ open forum or before the Beautification Committee considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or his or her designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The methods for addressing the Beautification Committee will be described at each meeting. The staff liaison will prominently display the methods to address the Beautification Committee in the William H. Mendenhall Community Room.

Before an item is considered by the Beautification Committee, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Beautification Committee begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the presiding officer.

The purpose of submitting a request to speak is to help the presiding officer conduct the Beautification Committee's meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Beautification Committee's successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

23.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to

specify the method to request, and the speaker time limits, for citizens addressing the advisory body, but the advisory body must then administer them uniformly.

23.3 Members of the Public Addressing the Beautification Committee

23.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Beautification Committee. When calling a speaker to the lectern the next two speakers will also be identified so, they are prepared to address the Beautification Committee when called.

23.3.2 The Chairperson may request each speaker to state his or her name and city of residence before addressing the Beautification Committee. A speaker is not required to provide his or her name or address to address the Beautification Committee. However, to the extent such information is relevant to the issues being considered by the Beautification Committee, the absence of such information may bear on the speaker's credibility and the weight the Beautification Committee affords the speaker's comments.

23.3.3 Speakers shall address their comments only to the Beautification Committee as a body and not to a particular member.

23.3.4 Members of the public may only address the Beautification Committee from the lectern. No member of the public, other than the speaker at the lectern, may address the Beautification Committee, unless called upon by the Chairperson.

23.3.5 No question shall be asked of Committee Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Committee Member, except through the Chairperson. Committee Members, the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

23.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Beautification Committee's meeting.

23.3.7 Speakers are encouraged to avoid repetition.

23.3.8 Speakers are encouraged to avoid making personal attacks.

23.3.9 Each speaker shall relinquish the lectern when his or her time to address the Beautification Committee has expired.

23.3.10 A speaker may use his or her allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise

present information to the Beautification Committee in a non-disruptive manner, provided those activities are completed within the allotted time. The city will not provide the means for a speaker to play an electronic recording.

23.3.11 When called upon during ~~citizens~~ open forum, speakers may address the Beautification Committee on any item of interest to the public within the Beautification Committee's subject matter jurisdiction. [54954.3(a)].

23.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Beautification Committee. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

23.4 Participating Parties Addressing the Beautification Committee

Participating parties shall comply with the procedures set forth in Section 23 Citizens' Rights when addressing the Beautification Committee, except that the participating parties shall each have up to a maximum of 10 minutes to address the Beautification Committee. The Chairperson may set and announce the time limit for each active participant to address the Beautification Committee based upon the same criteria set forth in Section 23.2 Speaker Time Limit.

23.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Beautification Committee, shall not be prohibited. However, the rights of each speaker to express his or her views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

23.6 Disruptive Speech and Conduct

Any person unduly disrupting a Beautification Committee meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Beautification Committee, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Beautification Committee to complete its business.

23.7 Written Communications – Post Hearing Notice, and Post Agenda Publication

23.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Beautification Committee through the Beautification Committee Liaison. All written comments and materials must be submitted between by noon on the day before agenda publication (3 days prior to the meeting). The Beautification Committee Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

23.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Beautification Committee using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Beautification Committee immediately upon submission. The staff liaison shall post on the City's website and deliver any additional materials received by 12:00 p.m. the day of the meeting to the Beautification Committee in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Beautification Committee liaison before 12:00 p.m. noon on the day of the Beautification Committee meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Beautification Committee meeting, any member of the public that desires to submit materials to the Beautification Committee for consideration at that meeting is hereby instructed to present 9 copies of the materials to the staff liaison for distribution to the Beautification Committee at its meeting when the item is considered.

23.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

23.8 Approaching the Beautification Committee

Once a meeting is called to order, no member of the public shall enter the area between the Committee and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the meeting, and during a recess, for the purpose of interacting with the individual Committee Members and City staff.

24. Beautification Committee Deliberation

Beautification Committee deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

25. Motions

25.1 Making a Motion

A motion may be made by the Chairperson or a Committee Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Committee Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if the Committee Member wishes to make the motion, subject to another Committee Member's second.

25.2 Categories of Motions

There are four categories of motions that the Beautification Committee may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Committee Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Beautification Committee. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Committee's Attorney.

25.3 Simultaneous Motions

The Beautification Committee may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Beautification Committee have been resolved. When two or three motions are before the Beautification Committee, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is before the Beautification Committee should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be in the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments that it challenges.

25.4 Debatable and Non-debatable Motions

Debatable motions are subject to Committee Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Committee Member comment and discussion and are to be voted on immediately.

25.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 25.4.2 Non-Debatable Motions. Debate on a motion should continue as long as Committee Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

25.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Committee's deliberations and, upon receipt of a second, should be voted on immediately. The Committee's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Beautification Committee to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Beautification Committee to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Beautification Committee to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Beautification Committee at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Committee Member, or a participating party, as set forth in Section 17 Continuance of Agenda Items, or a scheduling problem arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Beautification Committee at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Beautification Committee deliberation, debate, and discussion on an item. It can be stated as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Beautification Committee as provided for in Section 10(g) Motion to Be Stated.

25.5 Miscellaneous Motions and Appeals

25.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Beautification Committee may be made as follows: (1) The motion must be made by a Committee Member that voted along with majority that voted for the original motion that passed, although

the motion for reconsideration may be seconded by any Committee Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting.

25.5.2 Committee Member Appeal

Any Committee Member may appeal any ruling by the Chairperson. If a Committee Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, “Shall the decision of the Chair be sustained?”

26. Action and Direction

26.1 Votes, General Rules

Unless otherwise provided, the Beautification Committee’s actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Committee Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Committee Member may, before the “Nays” are called for, demand that a roll call vote be taken on the motion before the Committee. The Chairperson’s name shall be called last with other Committee Members’ names called in alphabetical order by the staff liaison. Committee Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that “no action has been taken” and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 26.2 Tie Votes, shall control.

If a Committee Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 26.3 Abstentions and Silence shall govern how the Committee Member’s silence or abstention is tabulated.

26.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the tie. If the tie vote occurs during a Committee Member absence, and the absent Committee Member does not have a conflict of interest related to the item being voted on, the Beautification Committee may continue the item to a subsequent meeting when the absent Committee Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda.

26.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Beautification Committee's actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of seven and may diminish accountability of Committee Members on items of legitimate concern. At the same time, it is not the City Council's intention to impede any individual Committee Member's right to choose not to speak or vote on an item.

If any Committee Member wishes to abstain from voting on a motion, the Committee Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the item, in which case the minutes will reflect that the Committee Member abstained from the vote.

If the Committee Member does not announce an abstention when the item of business is first called for consideration, or the Committee Member participates in the consideration of the item, and the Committee Member's abstains during the vote, then that Committee Member's vote shall be tabulated in favor of the motion.

Silence of any Committee Member shall be tabulated along with the majority of the votes cast by the Committee Members present and voting on the motion since the silent Committee Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011, for counting votes with regard to abstentions and silence by a Committee Member.

26.4 Protests

Any Committee Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

27. Appeals

~~In accordance with Livermore Municipal Code section 12.20.250 appeals of the director's decision related to tree permit applications processed through the Public Works Department shall be made to the Beautification Committee. Appeals of the Beautification Committee's determination shall be made to the City Council. The appeal shall be filed with the Public Works Department within 15 days following the actual date the decision was rendered.~~

Appeals from decisions of the Beautification Committee shall appear on the City Council agenda for discussion. Council has the options of affirming the action of the Committee, modifying the action of the Committee, referring the matter back to the Committee, or reversing the decision, unless otherwise required or provided by law.

CITY OF LIVERMORE
COMMISSION FOR THE ARTS
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT

CITY OF LIVERMORE
COMMISSION FOR THE ARTS
RULES OF PROCEDURE

~~Revised: April 2022~~

1. Duties and Responsibilities – The Commission for the Arts shall have the following powers and duties:

    a. Encourage programs for the cultural enrichment of the city.

    b. Make annual recommendations to the City Council establishing art priorities for the City.

    c. Receive input from the community on issues relevant to arts policies.

    d. Develop and recommend to the Council a five-to-ten-year cultural arts plan for the city, including goals, implementation strategies and financing methods. The Commission shall review the plan every five years and update it as necessary.

    e. Review and approve public art or make recommendations regarding public art, in accordance with established procedures.

    f. Review and approve Public Art Fund grant applications.

    g. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

    h. Create an annual workplan at the first meeting in January.

2. Members - The Commission for the Arts shall consist of nine members. Each member shall be appointed by the City Council and must be a Livermore resident. All Commission members shall have a demonstrated interest in and knowledge of the arts. In making appointments to the Commission, the Council shall also consider members with organizational, business or financial skills and members with an understanding of marketing techniques, as well as members who are representatives of local business or non-arts community groups. Members appointed after January 2016 shall not include persons that are board members or officers of nonprofit or professional organizations that are eligible to apply for public art funding or with a demonstrated conflict of interest.

3. Term limits – Members of the Commission for the Arts shall serve a maximum of two consecutive four-year terms, for a total of eight consecutive years. Time served in an unexpired term shall not count against the eight-year maximum limit. Commission for the Arts members who have already completed eight years of service are not eligible for reappointment to an unexpired term. However, members may be appointed back to the Commission for the Arts after a break in service of two years.

4. Attendance Policy – Commission for the Arts members may miss four meetings per calendar year. A member who misses more than four meetings per year may be subject to removal from the Commission for the Arts. The staff liaison will document all absences and report to the City Clerk when a member of the Commission has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Commission is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers – The Commission for the Arts shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Commission for the Arts. The role of the officers shall be as follows:

   a. Chairperson – The chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Commission for the Arts shall meet on the fourth Tuesday of each month at 4:30 p.m. at the William H. Mendenhall Community Room at 1016 S. Livermore Avenue, Livermore, CA. Meetings shall begin promptly as noticed pursuant to this provision. The Commission shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. All meetings shall be open to the public. The Commission for the Arts may not meet in closed session. Commission for the Arts members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Commission for the Arts meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City's website.

a. Regular Meetings

Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

b . Special Meetings and Workshops

Notice of the call for a special meeting must be delivered and received by each Commission Member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all proceedings of the Commission for the Arts shall be prepared by the staff liaison and approved by the Commission for the Arts.

9. Quorum – Five members constitute a quorum of the Commission for the Arts. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Commission for the Arts or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Commission for the Arts.

b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg's Rules of Order, Revised 2011, Commission for the Arts Rules of Procedure, and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Commission for the Arts shall not take a sealed ballot vote in open

session.

d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to order, and the Commission Members present shall then select a presiding officer for that meeting.

e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal, verbal attacks on Commission Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Commission for the Arts or members of the City staff. The Chairperson shall confine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Commission for the Arts later in the meeting. The Chairperson shall announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Commission for the Arts and announce the result of the vote and identify the no votes and any Commission Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record, and report roll call votes. [54953(b)(2) and (c)(2)]. ~~Citizens~~ Open Forum

Every agenda shall provide the opportunity for members of the public to address the Commission for the Arts on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Commission for the Arts. The Chairperson may establish time limits per individual speaker. The Commission for the Arts shall not discuss nor take action on subjects raised under Citizens' Forum but the Chairperson, with the concurrence of a majority of the Commission for the Arts, may direct staff to place subjects raised under ~~Citizens'~~ Open Forum on a future Commission for the Arts agenda.

11. Subcommittees

The Commission for the Arts may create standing subcommittees (those with ongoing subject matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

12. Staff Support

The head of the department that is responsible for supporting the Commission for the Arts shall designate one or more employees to serve as staff liaison to the Commission for the Arts. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council Goals and Priorities or in accordance with direction from the City Manager or City Manager's designee and generally assist the Commission for the Arts in performing its duties. The Staff Liaison shall have no voting authority.

Committee Members must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Commission may pursue self-initiated projects that can be accomplished utilizing the city resources currently allocated to the particular advisory body and that do not take resources away from that advisory body's anticipated work to fulfill its duties and responsibilities to the City Council.

13. Funding Priorities

At the beginning of each calendar year, the Commission shall establish funding priorities for the Public Art Fund including the amount of funding to be made available under each funding category. These priorities shall be used to establish which projects and programs will be funded over the following year.

14. Funding Recommendations

The Commission for the Arts shall review and recommend funding applications for proposed projects and programs on no more than a quarterly basis. Funding recommendations shall be made based on the priorities established by the Commission for the Arts at the start of the year.

Program funding shall be broken down into the following categories:

a. Mini Grants - to be funded up to $1,000 per grant. Applications to be received on a quarterly basis. No Council approval needed.

b. Program/Project Grants- to be funded from $1,001 to $10,000 per grant. Applications to be received and reviewed on a biannual basis and shall be brought to Council for final approval.

c. Special Projects Grants - over $10,001. Applications to be received and reviewed on an annual basis and shall be bought to Council for final approval.

Projects and programs may apply and receive funding no more than once each year. No single project or individual performance may receive multiple year funding.

16. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

17. Types of Meetings

17.1 Regular Meetings

The Commission for the Arts shall meet in the William H. Mendenhall Community Room for all regular Commission meetings. The regular meetings shall begin on the fourth Tuesday of each month at 4:30 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Commission for the Arts shall meet at a date and time designated by the Commission.

17.2 Special Meetings

Special meetings may be called by the Commission Chair, the Commission liaison or by a majority of Commissioners. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Commission for the Arts may take final action at a special meeting that is not a workshop.

17.3 Special Meeting Workshops

The Commission for the Arts may meet informally in special meetings designated as workshops that are called by the Chairperson, the Commission liaison, or by a majority of Commission Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Commission for the Arts may provide direction, but unlike other special meetings the Commission for the Arts may not take a final action at a workshop. [54956].

17.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Commission for the Arts may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Commission Liaison, or majority of Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Commission for the Arts' annual calendar. [54955]

18. Actions Limited to Posted Agendas

The Commission for the Arts shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Commission Members and staff may briefly respond to statements made or questions posed by the Commission for the Arts or by members of the public addressing the Commission for the Arts. Commission Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

19. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

19.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

19.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Commission Member, or a participating party as defined in Section 21.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Commission Members present.

19.3 Public Comment for a Continued Item

If the opportunity for the public to address the Commission for the Arts has concluded and the item was returned to the Commission for the Arts for deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Commission for the Arts. [54955].

20. Consideration of items after 11:00 p.m.

20.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Commissioners present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or

continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Commission Member.

20.2. No New Items Considered after 11:00 p.m.

Generally, the Commission for the Arts will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

20.3 Exceptions

The Commission for the Arts may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Commission for the Arts votes to allow consideration of the item after 11:00 p.m.

21. Points of Order, Privilege, and Personal Privilege

A Commission Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Commission Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Commission Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Commission Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Commission for the Arts' meeting, such as the inability to hear testimony because of disruption.

A Commission Member may ask for a point of personal privilege when the integrity, character, or motives of the Commission Member are called into question by a speaker; or where the welfare of the Commission for the Arts is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

22. Minutes - An account of all final actions or recommendations of the Commission for the Arts shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as action minutes.

22.1 Approval

The minutes for a Commission for the Arts meeting shall be reviewed and approved as set forth in this section.

a. The Commission for the Arts shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Commissioner may not approve the minutes for any meeting that the Commissioner did not attend.

Also, a Commission for the Arts Member may not approve the minutes for a meeting that they were not eligible to attend as a Commissioner.

c. If no Commissioners are eligible to approve the minutes for a Commission for the Arts meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

22.2 Preferred Method of Recordation and Minutes

Commission for the Arts liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention Schedule. Minutes of Commission for the Arts meetings shall be action minutes that capture the action taken by the Commission for the Arts and the outcome of each agenda item.

22.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

23. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

23.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

23.2. ~~Citizens~~ Open Forum

This portion of the agenda is for any member of the public to address the Commission for the Arts on any item of interest to the public that is within the Commission for the Arts' subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Commission for the Arts when that item is called for consideration.

~~Citizen's~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the

~~citizens~~ open forum at the conclusion of the matters for consideration portion of the agenda unless the Chair announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 25 Citizens' Rights.

23.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Commission for the Arts discussion. Examples of items for the consent calendar include the approval of minutes. Any Commission for the Arts Member may pull an item for separate discussion. Members of the public may address the Commission for the Arts on consent calendar items by following the procedures set forth in Section 25 Citizens' Rights.

The items on the consent calendar are generally approved by the Commission for the Arts by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Commission Member interests.

23.4. Matters for Consideration

This portion of the agenda is for items of business that require Commission for the Arts action, direction, or receipt of reports that do not also require a public hearing. The procedures for this portion of the agenda follow the following procedure:

23.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

23.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Commission for the Arts' consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Commission for the Arts for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Commission for the Arts questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Commission for the Arts.

e. Make an oral report, unless waived by the Commission for the Arts.

23.4.3 Commission for the Arts Questions or Comments

Following the staff presentation, the Commission Members may ask questions of City staff and consultants or make comments on the item.

23.4.4 Participating Parties

Following Commission Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Commission. After the Chair determines that no other participating parties wish to address the Commission for the Arts on the item, the Chairperson will then invite Commission Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the Commission for the Arts following the procedures set forth in Section 25 Citizens' Rights.

23.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Commission for the Arts concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Commission for the Arts on the item. Public speakers shall address the Commission for the Arts following the procedures set forth in Section 25 Citizens' Rights

After the Chairperson determines that no other member of the public wishes to address the Commission for the Arts on the item, the Chairperson will formally close the public comment period and return the item to the Commission for the Arts for deliberation.

23.4.7 Deliberation

Once an item of business returns to the Commission for the Arts for deliberation, the Chairperson will invite the Commission Members to discuss the item to develop concurrence for a motion. Commission Members may ask questions of staff and the participating parties as part of their deliberations.

23.4.8. Commission for the Arts Action

After Commission for the Arts deliberation, the Chairperson shall call for a motion and a second as set forth in Section 27 Motions, and the Commission for the Arts may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Commission for the Arts has discretion to decide not to hear further comment if they choose. Public speakers shall address the Commission for the Arts following the procedures set forth in Section 25 Citizens' Rights.

Prior to deliberating on matters for consideration, the Commission for the Arts shall receive public comment as provided for in Section 25 Citizens' Rights. After receiving public comment, the Commission for the Arts shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 27 Motions.

23.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Commission for the Arts to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Commissioner attended at the City's expense [53232.2(d)].

b. The city staff to provide information of community interest to the Commission for the Arts and to seek direction from the Commission for the Arts concerning items to be included on future agendas.

c. The Commission for the Arts to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during ~~citizens~~ open forum.

d. The Commission for the Arts to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Commission action at a future meeting. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

Members of the public do not have the right to address the Commission for the Arts during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

23.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Commission for the Arts meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Commission for the Arts during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Commission for the Arts.

24. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

24.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

24.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Commission for the Arts on only those items listed in the posted notice and agenda for the special meeting or workshop.

Public speakers shall address the Commission for the Arts following the procedures set forth in Section 25 Citizens' Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens~~ open forum or opportunity for the public to address the Commission for the Arts on any item of interest to the public that is within the Commission for the Arts' subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

24.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 21.4.1 Introduction, 21.4.2 Staff Presentation, 21.4.3 Questions and Comments, and 21.4.6 Deliberations. The Commission for the Arts may take a final action at a special meeting, but not at a workshop, as set forth in Section 15.2 Special Meetings and Section 15.3 Special Meeting Workshops

24.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

25. Citizens' Rights

A Commission for the Arts Meeting meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Commission for the Arts and to attend its meetings. During the ~~citizens~~ open forum portion of a regular meeting agenda, members of the public have a right to address the Commission for the Arts on any item of interest to the public that is within the Commission for the Arts' subject matter jurisdiction. Members of the public also have the right to address the Commission for the Arts before the Commission for the Arts considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Commission for the Arts Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Commission for the Arts concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Commission for the Arts are as follows:

25.1 Addressing the Commission for the Arts

Members of the public that want to address the Commission for the Arts during ~~citizens~~ open forum or before the Commission for the Arts considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or his or her designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The methods for addressing the Commission for the Arts will be described at each meeting. The staff liaison will prominently display the methods to address the Commission for the Arts in the William H. Mendenhall Community Room.

Before an item is considered by the Commission for the Arts, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Commission for the Arts begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the presiding officer.

The purpose of submitting a request to speak is to help the presiding officer conduct the Commission for the Arts' meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Commission for the Arts' successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

25.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to specify the method to request, and the speaker time limits, for citizens addressing the advisory body, but the advisory body must then administer them uniformly.

25.3 Members of the Public Addressing the Commission for the Arts

25.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Commission for the Arts. When calling a speaker to the lectern the next two speakers will also be identified so they are prepared to address the Commission for the Arts when called.

25.3.2 The Chairperson may request each speaker to state his or her name and city of residence before addressing the Commission for the Arts. A speaker is not required to provide his or her name or address to address the Commission for the Arts. However, to the extent such information is relevant to the issues being considered by the Commission for the Arts, the absence of such information may bear on the speaker's credibility and the weight the Commission for the Arts affords the speaker's comments.

25.3.3 Speakers shall address their comments only to the Commission for the Arts as a body and not to a particular member.

25.3.4 Members of the public may only address the Commission for the Arts from the lectern. No member of the public, other than the speaker at the lectern, may address the Commission for the Arts, unless called upon by the Chairperson.

25.3.5 No question shall be asked of Commission Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Commission Member, except through the Chairperson. Commission Members, the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

25.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Commission for the Arts' meeting.

25.3.7 Speakers are encouraged to avoid repetition.

25.3.8 Speakers are encouraged to avoid making personal attacks.

25.3.9 Each speaker shall relinquish the lectern when his or her time to address the Commission for the Arts has expired.

25.3.10 A speaker may use his or her allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise present information to the Commission for the Arts in a non-disruptive manner,

provided those activities are completed within the allotted time. The City will not provide the means for a speaker to play an electronic recording.

25.3.11 When called upon during ~~citizens~~ open forum, speakers may address the Commission for the Arts on any item of interest to the public within the Commission for the Arts' subject matter jurisdiction. [54954.3(a)].

25.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Commission for the Arts. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

25.4 Participating Parties Addressing the Commission for the Arts

Participating parties shall comply with the procedures set forth in Section 25 Citizens' Rights when addressing the Commission for the Arts, except that the participating parties shall each have up to a maximum of 10 minutes to address the Commission for the Arts. The Chairperson may set and announce the time limit for each active participant to address the Commission for the Arts based upon the same criteria set forth in Section 25.2 Speaker Time Limit.

25.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Commission for the Arts, shall not be prohibited. However, the rights of each speaker to express his or her views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

25.6 Disruptive Speech and Conduct

Any person unduly disrupting a Commission for the Arts meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Commission for the Arts, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Commission for the Arts to complete its business.

25.7 Written Communications – Post Hearing Notice, and Post Agenda Publication

25.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Commission for the Arts through the Commission for the Arts Liaison. All written comments and materials must be submitted between the date public hearing

notices are published (10 days prior to the meeting) and noon on the day before agenda publication (3 days prior to the meeting). The Commission for the Arts Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

25.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Commission for the Arts using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Commission for the Arts immediately upon submission. The staff liaison shall post on the City's website and deliver any additional materials received by 12:00 p.m. the day of the meeting to the Commission for the Arts in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Innovation and Economic Development Department before 12:00 p.m. noon on the day of the Commission for the Arts meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Commission for the Arts meeting, any member of the public that desires to submit materials to the Commission for the Arts for consideration at that meeting is hereby instructed to present 9 copies of the materials to the staff liaison for distribution to the Commission for the Arts at its meeting when the item is considered.

25.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

25.8 Approaching the Commission for the Arts

Once a meeting is called to order, no member of the public shall enter the area between the Commission and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the meeting, and during a recess, for the purpose of interacting with the individual Commission Members and City staff.

26. Commission for the Arts Deliberation

Commission for the Arts deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

27. Motions

27.1 Making a Motion

A motion may be made by the Chairperson or a Commission Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Commission Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if the Commission Member wishes to make the motion, subject to another Commission Member's second.

27.2 Categories of Motions

There are four categories of motions that the Commission for the Arts may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Commission Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Commission for the Arts. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Commission's Attorney.

27.3 Simultaneous Motions

The Commission for the Arts may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Commission for the Arts have been resolved. When two or three motions are before the Commission for the Arts, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is before the Commission for the Arts should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be on the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments that it challenges.

27.4 Debatable and Non-debatable Motions

Debatable motions are subject to Commission Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Commission Member comment and discussion and are to be voted on immediately.

27.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 27.4.2 Non-Debatable Motions. Debate on a motion should continue as long as Commission Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

27.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Commission's deliberations and, upon receipt of a second, should be voted on immediately. The Commission's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Commission for the Arts to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Commission for the Arts to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Commission for the Arts to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Commission for the Arts at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Commission Member, or a participating party, as set forth in Section 19 Continuance of Agenda Items, or a scheduling problem arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Commission for the Arts at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Commission for the Arts deliberation, debate, and discussion on an item. It can be stated as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Commission for the Arts as provided for in Section 10(g) Motion to Be Stated.

27.5 Miscellaneous Motions and Appeals

27.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Commission for the Arts may be made as follows: (1) The motion must be made by a Commission Member that voted along with majority that voted for the original motion that passed, although the motion for reconsideration may be seconded by any Commission Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting.

27.5.2 Commission Member Appeal

Any Commission Member may appeal any ruling by the Chairperson. If a Commission Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, “Shall the decision of the Chair be sustained?”

28. Action and Direction

28.1 Votes, General Rules

Unless otherwise provided, the Commission for the Arts' actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Commission Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Commission Member may, before the "Nays" are called for, demand that a roll call vote be taken on the motion before the Commission. The Chairperson's name shall be called last with other Commission Members' names called in alphabetical order by the staff liaison. Commission Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 28.2 Tie Votes, shall control.

If a Commission Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 28.3 Abstentions and Silence shall govern how the Commission Member's silence or abstention is tabulated.

28.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the tie. If the tie vote occurs during a Commission Member absence, and the absent Commission Member does not have a conflict of interest related to the item being voted on, the Commission for the Arts may continue the item to a subsequent meeting when the absent Commission Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. However, if a decision is legally compelled under state law (such as the Permit Streamlining Act), the tie vote shall constitute a denial of the application, project before the Commission for the Arts and an appeal could be submitted for final decision by the City Council.

28.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Commission for the Arts' actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of nine and may diminish accountability of Commission Members on items of legitimate concern. At the same time, it is not the City Council's intention to impede any individual Commission Member's right to choose not to speak or vote on an item.

If any Commission Member wishes to abstain from voting on a motion, the Commission Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the item, in which case the minutes will reflect that the Commission Member abstained from the vote.

If the Commission Member does not announce an abstention when the item of business is first called for consideration, or the Commission Member participates in the consideration of the item, and the Commission Member's abstains during the vote, then that Commission Member's vote shall be tabulated in favor of the motion.

Silence of any Commission Member shall be tabulated along with the majority of the votes cast by the Commission Members present and voting on the motion since the silent Commission Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011 for counting votes with regard to abstentions and silence by a Commission Member.

28.4 Protests

Any Commission Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

29. Appeals

Applicants for Mini Grant awards may appeal a decision by the Commission as described in Resolution No. 2016-007, A Resolution to Approve Updates to the Art in Public Places Program Policy and Procedures Manual. Applicants wishing to appeal the Commission's Mini Grant awards must submit their appeal in written form to the Innovation and Economic Development Department within one business week after notification of application denial has been sent.

A special appeals panel consisting of members of the Commission for the Arts will weigh eligible appeals. The appeals panel will report its findings to the Commission. If an applicant is dissatisfied with the Panel's resolution of its appeal, the applicant may address its appeal further to the Commission for the Arts.

An applicant who disagrees with the Commission's recommendation to not fund its Project and Program Grant application may attend the City Council meeting and provide input to the Council regarding the Commission's recommendation for that Project and Program Grant.

Appeals from decisions of the Commission for the Arts shall appear on the City Council agenda for discussion. Council has the options of affirming the action of the Commission, modifying the action of the Commission, referring the matter back to the Commission, or reversing the decision, unless otherwise required or provided by law.

CITY OF LIVERMORE
HISTORIC PRESERVATION COMMISSION
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 - DRAFT

LIVERMORE
CALIFORNIA

HISTORIC PRESERVATION COMMISSION
RULES OF PROCEDURE

RECOMMENDED TO BE SUNSET

1. Duties and Responsibilities – The Historic Preservation Commission shall have the following duties and responsibilities:

   A. Maintain a continuing survey of all heritage resources within the city;

   B. Recommend action for the preservation of buildings, structures, sites, natural features, works of art, or similar objects which have a significant historic, cultural, architectural, archaeological, community or aesthetic value;

   C. Maintain and publish a register of all designated landmarks;

   D. Encourage public awareness of involvement in the architectural and environmental heritage of the City through education and interpretive programs;

   E. Explore and recommend means for protection, retention and use of any designated or potential heritage resources through either governmental or private action;

   F. Coordinate activities with the Planning Commission in order to integrate heritage resource consideration into the planning process;

   G. Recommend and encourage the protection, appreciation and use of structures of historic, architectural or aesthetic value which have not been officially designated through private efforts;

   H. When requested by any heritage resource owner, provide advice and guidance for the preservation of such heritage resource;

   I. ~~Encourage and participate in the development of a cultural heritage element in the general plan;~~

   J. Cooperate with and encourage the formation of private cultural heritage groups in the city, and county, ~~state and federal government~~;

K. Conduct interviews and provide recommendation to the City Council for the appointment of City Historian (Resolution 2005-233); and.

L. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

M. Create an annual workplan at the first meeting in January.

2. Members – The Historic Preservation Commission shall consist of five members, all of whom must be residents of the City of Livermore. Commission members shall be appointed from among professionals in the disciplines of architecture, history, planning, archaeology, or other historic preservation-related disciplines to the extent that such professionals are available in the community. Commission membership shall also include lay members who have demonstrated special interest, competence, experience or knowledge in historic preservation.

3. Term limits – Historic Preservation Commission members shall serve no more than two consecutive four-year terms or a total of eight years unless the member was selected to complete an unexpired term or unless otherwise noted.

   Time served in an unexpired term shall not count against the eight-year maximum limit. Commission members who have already completed eight years of service or other specified maximum terms are not eligible for appointment to an unexpired term. However, members may be appointed back to the Historic Preservation Commission after a break in service of two years.

4. Attendance Policy – Historic Preservation Commission members may miss four meetings per calendar year. A member who misses more than four meetings per year may be subject to removal from the Commission. The staff liaison will document all absences and report to the City Clerk when a member of the Commission has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Commission is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers – The Historic Preservation Commission shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Commission. The role of the officers shall be as follows:

   A. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

B. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

C. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Historic Preservation Commission shall meet on the first Thursday of each month at 7:00 pm in the William H. Mendenhall Community Room, 1016 S. Livermore Avenue, Livermore, CA. The body shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. Meetings shall begin promptly as noticed pursuant to this provision. All meetings shall be open to the public. The Commission may not meet in closed session. Commission members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Historic Preservation Commission meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City's website.

a. Regular Meetings

Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

b. Special Meetings and Workshops

Notice of the call for a special meeting must be delivered and received by each Commission Member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all final actions or recommendations of the Historic Preservation Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as action minutes.

9. Quorum – Three members constitute a quorum of the Historic Preservation Commission. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Commission or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Historic Preservation Commission.

    b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg's Rules of Order, Revised 2011, Historic Preservation Commission Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

    c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Historic Preservation Commission shall not take a sealed ballot vote in open session.

    d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to order and the Commission Members present shall then select a presiding officer for that meeting.

    e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal, verbal attacks on Commission Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Historic Preservation Commission or members of the City staff. The Chairperson shall confine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

    f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who

wish to speak on an agenda item that would otherwise be considered by the Historic Preservation Commission later in the meeting. The Chairperson shall announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Historic Preservation Commission and announce the result of the vote and identify the no votes and any Commission Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Historic Preservation Commission on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Commission. The Chairperson may establish time limits per individual speaker. The Commission shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Commission, may direct staff to place subjects raised under ~~Citizens'~~ Open' Forum/Public Comments on a future Commission agenda.

12. Subcommittees

The Historic Preservation Commission may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. City Historian

The City Historian will assist and provide resources as needed by the Historic Preservation Commission as described in Resolution 2005-233. The City Historian shall have no voting authority on the Historic Preservation Commission.

14. Staff Support and Responsibilities

The head of the department that is responsible for supporting the Historic Preservation Commission shall designate one or more employees to serve as staff liaison to the Commission. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council Goals and Priorities or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Commission in performing its duties and

provide oversight of the City Historian. The Staff Liaison shall have no voting authority.

Commissioners must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Commission may pursue self-initiated projects that can be accomplished utilizing the City resources currently allocated to the particular advisory body and that do not take resources away from that advisory body's anticipated work to fulfill its duties and responsibilities to the City Council.

15. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control

16. Types of Meetings

16.1 Regular Meetings

The Historic Preservation Commission shall meet in the William H. Mendenhall Community Room for all regular Commission meetings. The regular meetings shall begin on the first Thursday of each month at 7:00 p.m, unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Historic Preservation Commission shall meet at a date and time designated by the Commission.

16.2 Special Meetings

Special meetings may be called by the Commission Chair, the Commission liaison or by a majority of Commissioners. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Historic Preservation Commission may take final action at a special meeting that is not a workshop.

16.3 Special Meeting Workshops

The Historic Preservation Commission may meet informally in special meetings designated as workshops that are called by the Chairperson, the Commission liaison, or by a majority of Commission Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Historic Preservation Commission may provide direction, but unlike other special meetings the Historic Preservation Commission may not take a final action at a workshop. [54956].

16.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Historic Preservation Commission may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Commission liaison, or majority of Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Historic Preservation Commission's annual calendar. [54955]

17. Actions Limited to Posted Agendas

The Historic Preservation Commission shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Commission Members and staff may briefly respond to statements made or questions posed by the Historic Preservation Commission or by members of the public addressing the Historic Preservation Commission. Commission Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

18. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

18.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

18.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Commission Member, or a participating party as defined in Section 22.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Commission Members present.

18.3 Public Comment for a Continued Item

If the opportunity for the public to address the Historic Preservation Commission has concluded and the item was returned to the Historic Preservation Commission for deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Historic Preservation Commission. [54955].

19. Consideration of items after 11:00 p.m.

19.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Commissioners present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Commission Member.

19.2. No New Items Considered after 11:00 p.m.

Generally, the Historic Preservation Commission will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

19.3 Exceptions

The Historic Preservation Commission may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Historic Preservation Commission votes to allow consideration of the item after 11:00 p.m.

20. Points of Order, Privilege, and Personal Privilege

A Commission Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Commission Member considers inappropriate conduct for the

meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Commission Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Commission Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Historic Preservation Commission's meeting, such as the inability to hear testimony because of disruption.

A Commission Member may ask for a point of personal privilege when the integrity, character, or motives of the Commission Member are called into question by a speaker; or where the welfare of the Historic Preservation Commission is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

21. Minutes - The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as action minutes.

21.1 Approval

The minutes for a Historic Preservation Commission meeting shall be reviewed and approved as set forth in this section.

a. The Historic Preservation Commission shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Historic Preservation Commissioner may not approve the minutes for any meeting that the Commissioner did not attend.

Also, a Historic Preservation Commissioner may not approve the minutes for a meeting that they were not eligible to attend as a commissioner.

c. If no Commissioners are eligible to approve the minutes for a Historic Preservation Commission meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

21.2 Preferred Method of Recordation and Minutes

Historic Preservation Commission liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention

Schedule. Minutes of Historic Preservation Commission meetings shall be action minutes that capture the action taken by the Historic Preservation Commission and the outcome of each agenda item.

21.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

22. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

22.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

22.2. ~~Citizens'~~ Open Forum

This portion of the agenda is for any member of the public to address the Historic Preservation Commission on any item of interest to the public that is within the Historic Preservation Commission's subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Historic Preservation Commission when that item is called for consideration.

~~Citizens'~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the ~~citizens~~ open forum at the conclusion of the matters for consideration portion of the agenda unless the Chair announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 24 Citizens' Rights.

22.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Historic Preservation Commission discussion. Examples of items for the consent calendar include the approval of minutes. Any Historic Preservation Commissioner may pull an item for separate discussion. Members of the public may address the Historic Preservation Commission on consent calendar items by following the procedures set forth in Section 24 Citizens' Rights.

The items on the consent calendar are generally approved by the Historic Preservation Commission by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Commission Member interests.

22.4. Matters for Consideration

This portion of the agenda is for items of business that require Historic Preservation Commission action, direction, or receipt of reports that do not also require a public hearing. The procedures for this portion of the agenda follow the following procedure:

22.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

22.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Historic Preservation Commission's consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Historic Preservation Commission for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Historic Preservation Commission questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Historic Preservation Commission.

e. Make an oral report, unless waived by the Historic Preservation Commission.

22.4.3 Historic Preservation Commission Questions or Comments

Following the staff presentation, the Commission Members may ask questions of City staff and consultants or make comments on the item.

22.4.4 Participating Parties

Following Commission Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively “participating parties”) may address the Commission. After the Chair determines that no other participating parties wish to address the Historic Preservation Commission on the hearing item, the Chairperson will then invite Commission Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the Historic Preservation Commission following the procedures set forth in Section 24 Citizens’ Rights.

22.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Historic Preservation Commission concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Historic Preservation Commission on the item. Public speakers shall address the Historic Preservation Commission following the procedures set forth in Section 24 Citizens’ Rights.

After the Chairperson determines that no other member of the public wishes to address the Historic Preservation Commission on the hearing item, the Chairperson will formally close the public comment period and return the item to the Historic Preservation Commission for deliberation.

22.4.6 Deliberation

Once an item of business returns to the Historic Preservation Commission for deliberation, the Chairperson will invite the Commission Members to discuss the item to develop concurrence for a motion. Commission Members may ask questions of staff and the participating parties as part of their deliberations.

22.4.7. Historic Preservation Commission Action

After Historic Preservation Commission deliberation, the Chairperson shall call for a motion and a second as set forth in Section 26 Motions, and the Historic Preservation Commission may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Historic Preservation Commission has discretion to decide not to hear further comment if they choose. Public speakers

shall address the Historic Preservation Commission following the procedures set forth in Section 24 Citizens' Rights.

Prior to deliberating on matters for consideration, the Historic Preservation Commission shall receive public comment as provided for in Section 24 Citizens' Rights. After receiving public comment, the Historic Preservation Commission shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 26 Motions.

22.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Historic Preservation Commission to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Commissioner attended at the City's expense [53232.2(d)].

b. The city staff to provide information of community interest to the Historic Preservation Commission and to seek direction from the Historic Preservation Commission concerning items to be included on future agendas.

c. The Historic Preservation Commission to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during ~~citizens~~ open forum.

d. The Historic Preservation Commission to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Commission action at a future meeting. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

Members of the public do not have the right to address the Historic Preservation Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

22.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Historic Preservation Commission meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Historic Preservation Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Historic Preservation Commission.

23. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

23.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

23.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Historic Preservation Commission on only those items listed in the posted notice and agenda for the special meeting or workshop.

Public speakers shall address the Historic Preservation Commission following the procedures set forth in Section 24 Citizens' Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens~~ open forum or opportunity for the public to address the Historic Preservation Commission on any item of interest to the public that is within the Historic Preservation Commission's subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

23.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 22.4.1 Introduction, 22.4.2 Staff Presentation, 22.4.3 Questions and Comments, and 22.4.6 Deliberations. The Historic Preservation Commission may take a final action at a special meeting, but not at a workshop, as set forth in Section 16.2 Special Meetings and Section 16.3 Special Meeting Workshops.

23.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

24. Citizens' Rights

An Historic Preservation Commission meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Historic Preservation Commission and to attend its meetings. During the ~~citizens~~ open forum portion of a regular meeting agenda, members of the public have a right to address the Historic Preservation Commission on any item of interest to the public that is within the Historic Preservation Commission's subject matter jurisdiction. Members of the public also have the right to address the Historic Preservation Commission before the Historic Preservation Commission considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Historic Preservation Commission Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Historic Preservation Commission concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Historic Preservation Commission are as follows:

24.1 Addressing the Historic Preservation Commission

Members of the public that want to address the Historic Preservation Commission during ~~citizens~~ open forum or before the Historic Preservation Commission considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or his or her designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The methods for addressing the Historic Preservation Commission will be described at each meeting. The staff liaison will prominently display the methods to address the Historic Preservation Commission in the William H. Mendenhall Community Room.

Before an item is considered by the Historic Preservation Commission, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Historic Preservation Commission begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the presiding officer.

The purpose of submitting a request to speak is to help the presiding officer conduct the Historic Preservation Commission's meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a

member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Historic Preservation Commissioner's successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

24.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to specify the method to request, and the speaker time limits, for citizens addressing the advisory body, but the advisory body must then administer them uniformly.

24.3 Members of the Public Addressing the Historic Preservation Commission

24.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Historic Preservation Commission. When calling a speaker to the lectern the next two speakers will also be identified so they are prepared to address the Historic Preservation Commission when called.

24.3.2 The Chairperson may request each speaker to state his or her name and city of residence before addressing the Historic Preservation Commission. A speaker is not required to provide his or her name or address to address the Historic Preservation Commission. However, to the extent such information is relevant to the issues being considered by the Historic Preservation Commission, the absence of such information may bear on the speaker's credibility and the weight the Historic Preservation Commission affords the speaker's comments.

24.3.3 Speakers shall address their comments only to the Historic Preservation Commission as a body and not to a particular member.

24.3.4 Members of the public may only address the Historic Preservation Commission from the lectern. No member of the public, other than the speaker at the lectern, may address the Historic Preservation Commission, unless called upon by the Chairperson.

24.3.5 No question shall be asked of Commission Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Commission Member, except through the Chairperson. Commission Members, the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

24.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Historic Preservation Commission's meeting.

24.3.7 Speakers are encouraged to avoid repetition.

24.3.8 Speakers are encouraged to avoid making personal attacks.

24.3.9 Each speaker shall relinquish the lectern when his or her time to address the Historic Preservation Commission has expired.

24.3.10 A speaker may use his or her allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise present information to the Historic Preservation Commission in a non-disruptive manner, provided those activities are completed within the allotted time. The city will not provide the means for a speaker to play an electronic recording.

24.3.11 When called upon during ~~citizens~~ open forum, speakers may address the Historic Preservation Commission on any item of interest to the public within the Historic Preservation Commission's subject matter jurisdiction. [54954.3(a)].

24.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Historic Preservation Commission. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

24.4 Participating Parties Addressing the Historic Preservation Commission

Participating parties shall comply with the procedures set forth in Section 24 Citizens' Rights when addressing the Historic Preservation Commission, except that the participating parties shall each have up to a maximum of 10 minutes to address the Historic Preservation Commission. The Chairperson may set and announce the time limit for each active participant to address the Historic Preservation Commission based upon the same criteria set forth in Section 24.2 Speaker Time Limit.

24.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Historic Preservation Commission, shall not be prohibited. However, the rights of each speaker to express his or her views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

24.6 Disruptive Speech and Conduct

Any person unduly disrupting an Historic Preservation Commission meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Historic Preservation Commission, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Historic Preservation Commission to complete its business.

24.7 Written Communications – Post Hearing Notice, and Post Agenda Publication

24.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Historic Preservation Commission through the Historic Preservation Commission Liaison. All written comments and materials must be submitted between the date public hearing notices are published (10 days prior to the meeting) and noon on the day before agenda publication (3 days prior to the meeting). The Historic Preservation Commission Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

24.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Historic Preservation Commission using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Historic Preservation Commission immediately upon submission. The staff liaison shall post on the City's website and deliver any additional materials received by 12:00 p.m. the day of the meeting to the Historic Preservation Commission in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Historic Preservation Commission Liaison before 12:00 p.m. noon on the day of the Historic Preservation Commission meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Historic Preservation Commission meeting, any member of the public that desires to submit materials to the Historic Preservation Commission for

consideration at that meeting is hereby instructed to present 9 copies of the materials to the staff liaison for distribution to the Historic Preservation Commission at its meeting when the item is considered.

24.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

24.8 Approaching the Historic Preservation Commission

Once a meeting is called to order, no member of the public shall enter the area between the Commission and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the meeting, and during a recess, for the purpose of interacting with the individual Commission Members and City staff.

25. Historic Preservation Commission Deliberation

Historic Preservation Commission deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

26. Motions

26.1 Making a Motion

A motion may be made by the Chairperson or a Commission Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Commission Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if the Commission Member wishes to make the motion, subject to another Commission Member's second.

26.2 Categories of Motions

There are four categories of motions that the Historic Preservation Commission may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Commission Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Historic Preservation Commission. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Commission's Attorney.

26.3 Simultaneous Motions

The Historic Preservation Commission may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Historic Preservation Commission have been resolved. When two or three motions are before the Historic Preservation Commission, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is before the Historic Preservation Commission should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be in the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments that it challenges.

26.4 Debatable and Non-debatable Motions

Debatable motions are subject to Commission Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Commission Member comment and discussion, and are to be voted on immediately.

26.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 26.4.2 Non-Debatable Motions. Debate on a motion should continue as long as Commission Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

26.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Commission's deliberations and, upon receipt of a second, should be voted on immediately. The Commission's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Historic Preservation Commission to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Historic Preservation Commission to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Historic Preservation Commission to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Historic Preservation Commission at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Commission Member, or a participating party, as set forth in Section 18 Continuance of Agenda Items, or a scheduling problem arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not

contain a specific time, an additional motion is required to bring the item back to the Historic Preservation Commission at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Historic Preservation Commission deliberation, debate, and discussion on an item. It can be stated as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Commission as provided for in Section 10(g) Motion to Be Stated.

26.5 Miscellaneous Motions and Appeals

26.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Historic Preservation Commission may be made as follows: (1) The motion must be made by a Commission Member that voted along with majority that voted for the original motion that passed, although the motion for reconsideration may be seconded by any Commission Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting.

26.5.2 Commission Member Appeal

Any Commission Member may appeal any ruling by the Chairperson. If a Commission Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, “Shall the decision of the Chair be sustained?”

27. Action and Direction

27.1 Votes, General Rules

Unless otherwise provided, the Historic Preservation Commission’s actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Commission Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Commission Member may, before the “Nays” are called for, demand that a roll call vote be taken on the motion before the Commission. The Chairperson’s

name shall be called last with other Commission Members' names called in alphabetical order by the staff liaison. Commission Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 27.2 Tie Votes, shall control.

If a Commission Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 27.3 Abstentions and Silence shall govern how the Commission Member's silence or abstention is tabulated.

27.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the tie. If the tie vote occurs during a Commission Member absence, and the absent Commission Member does not have a conflict of interest related to the item being voted on, the Historic Preservation Commission may continue the item to a subsequent meeting when the absent Commission Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. However, if a decision is legally compelled under state law (such as the Permit Streamlining Act), the tie vote shall constitute a denial of the application, project before the Historic Preservation Commission and an appeal could be submitted for final decision by the City Council.

27.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Historic Preservation Commission's actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of five and may diminish accountability of Commission Members on items of legitimate concern. At the same time, it is not the City Council's intention to impede any individual Commission Member's right to choose not to speak or vote on an item.

If any Commission Member wishes to abstain from voting on a motion, the Commission Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the

item, in which case the minutes will reflect that the Commission Member abstained from the vote.

If the Commission Member does not announce an abstention when the item of business is first called for consideration, or the Commission Member participates in the consideration of the item, and the Commission Member's abstains during the vote, then that Commission Member's vote shall be tabulated in favor of the motion.

Silence of any Commission Member shall be tabulated along with the majority of the votes cast by the Commission Members present and voting on the motion since the silent Commission Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011 for counting votes with regard to abstentions and silence by a Commission Member.

27.4 Protests

Any Commission Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

28. Appeals

Any decision of the Community Development Director, Department staff, and Historic Preservation Commission regarding eligibility of planning permit decisions may be appealed to the Planning Commission and then to the City Council, as outlined in Chapter 9.15 Appeals of the Livermore Development Code.

CITY OF LIVERMORE
HUMAN SERVICES COMMISSION
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT

LIVERMORE
CALIFORNIA

HUMAN SERVICES COMMISSION
RULES OF PROCEDURE

1. Duties and Responsibilities – The Human Services Commission shall have the following duties and responsibilities:

   ~~a. Provide advice to the City Council regarding community needs that the Multi-Service Center should address, the types of services the Multi-Service Center should or should not provide, and tenant agencies that might be allocated space in the Multi-Service Center.~~

   ~~b. Advise the City Council and/or the director of the Multi-Service Center regarding building policies, including but not limited to priorities of needs to be served and activities to be instituted or terminated. Recommend to the City Council policies governing the Multi-Service Center consistent with City policies. Assist in informing the citizenry of the Multi-Service Center's existence and the services it provides.~~

   c. ~~Assure compliance with the Citizen Participation requirements of the Housing and Community Development Act of 1974 and with Title II of the Cranston-Gonzales National Affordable Housing Act of 1990. This includes providing opportunities to the public to comment on all documentation relating to the implementation of these acts; informing the citizens of the amount of funds available for disbursement, eligible activities that may be financed by these acts, appropriate regulations under which funds can be disbursed, and procedures and criteria to apply for and potentially receive funding from the City; reviewing and commenting on activities funded under these acts; articulating the needs of the low income community; and acting as the vehicle for citizen input in the development of the application or any major amendments~~. (This section moved under h. below.)

   d. Serve as the primary advisory body to the City Council on social conditions in the community, particularly for those residents who are of low and moderate income, communicating community reactions to proposed Council actions, making recommendations to the City Council on legislation perceived to affect human needs and social conditions and, to the degree possible, achieving consensus within the community regarding goals and priorities.

e. Promote and provide a forum for citizens to discuss social conditions and human needs within the community, including airing concerns, collecting pertinent information, evaluating appropriate action steps, and furnishing the City Council with appropriate reports and recommendations.

f. Support the City and non-profit agencies in their efforts to procure grants from public and private sources for meeting social needs in the community.

g. Advise the City Council of social needs within the community that will affect the delivery of human services and unaddressed needs.

h. Advise the City Council regarding expenditure of funding from the US Department of Housing and Community and Urban Development. This will include but is not limited to entitlements received within the Community Development Block Grant (CDBG) Program and the HOME Investment Partnership Program (HOME).

i. Assure compliance with the Citizen Participation requirements of the Housing and Community Development Act of 1974 and with Title II of the Cranston-Gonzales National Affordable Housing Act of 1990. This includes providing opportunities to the public to comment on all documentation relating to the implementation of these acts; informing the citizens of the amount of funds available for disbursement, eligible activities that may be financed by these acts, appropriate regulations under which funds can be disbursed, and procedures and criteria to apply for and potentially receive funding from the City; reviewing and commenting on activities funded under these acts; articulating the needs of the low income community; and acting as the vehicle for citizen input in the development of the application or any major amendments. (this was item c. above)

j. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

k. The Commission will create an annual workplan at the first meeting in January.

2. Members – The Human Services Commission shall consist of nine members, all of whom shall be residents of the City of Livermore.

3. Term limits – Human Services Commission members shall serve no more than two consecutive four-year terms or a total of eight years, unless the member was selected to complete an unexpired term or unless otherwise noted.

   Time served in an unexpired term shall not count against the eight-year maximum limit. Advisory body members who have already completed eight

years of service or other specified maximum terms are not eligible for appointment to an unexpired term. However, members may be appointed back to the Human Services Commission after a break in service of two years.

4. Attendance Policy – Human Services Commission members may miss four meetings per calendar year. A member who misses more than four meetings per year may be subject to removal from the Commission. The staff liaison will document all absences and report to the City Clerk when a member of the Commission has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Commission is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers – The Human Services Commission shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Commission. The role of the officers shall be as follows:

   a. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Human Services Commission shall meet on the second Tuesday of each month at 7:00 p.m. at the William H. Mendenhall Community Room, 1016 S. Livermore Avenue, Livermore, CA. The body shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. Meetings shall begin promptly as noticed pursuant to this provision. All meetings shall be open to the public. The Commission may not meet in closed session. Commission members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Human Services Commission meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City's website.

   a. Regular Meetings

Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

b. Special Meetings and Workshops

Notice of the call for a special meeting must be delivered and received by each Commission Member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all proceedings of the Human Services Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as action minutes.

9. Quorum – Five members constitute a quorum of the Human Services Commission. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Commission or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Human Services Commission.

    b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg's Rules of Order, Revised 2011, Human Services Commission Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to

speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Human Services Commission shall not take a sealed ballot vote in open session.

d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to order and the Commission Members present shall then select a presiding officer for that meeting.

e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal, verbal attacks on Commission Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Human Services Commission or members of the City staff. The Chairperson shall confine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Human Services Commission later in the meeting. The Chairperson shall announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Human Services Commission and announce the result of the vote and identify the no votes and any Commission Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record, and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Human Services Commission on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Commission. The Chairperson may establish time limits per individual speaker. The Commission shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Commission, may direct staff to place subjects raised under ~~Citizens'~~ Open Forum/Public Comments on a future Commission agenda.

12. Subcommittees

The Human Services Commission may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support

The head of the department that is responsible for supporting the Human Services Commission shall designate one or more employees to serve as staff liaison to the Commission. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council Goals and Priorities or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Commission in performing its duties. The Staff Liaison shall have no voting authority.

Commissioners must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Commission may pursue self-initiated projects that can be accomplished utilizing the city resources currently allocated to the particular advisory body and that do not take resources away from that advisory body's anticipated work to fulfill its duties and responsibilities to the City Council.

14. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

15. Types of Meetings

15.1 Regular Meetings

The Human Services Commission shall meet in the William H. Mendenhall Community Room for all regular Commission meetings. The regular meetings shall begin on the second Tuesday of each month at 7:00 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Human Services Commission shall meet at a date and time designated by the Commission.

15.2 Special Meetings

Special meetings may be called by the Commission Chair, the Commission liaison or by a majority of Commissioners. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Human Services Commission may take final action at a special meeting that is not a workshop.

15.3 Special Meeting Workshops

The Human Services Commission may meet informally in special meetings designated as workshops that are called by the Chairperson, the Commission liaison, or by a majority of Commission Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Human Services Commission may provide direction, but unlike other special meetings the Human Services Commission may not take a final action at a workshop. [54956].

15.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Human Services Commission may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Commission liaison, or majority of Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Human Services Commission's annual calendar. [54955]

16. Actions Limited to Posted Agendas

The Human Services Commission shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Commission Members and staff may briefly respond to statements made or questions posed by the Human Services Commission or by members of the public addressing the Human Services Commission. Commission Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

17. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

17.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

17.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Commission Member, or a participating party as defined in Section 21.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Commission Members present.

17.3 Public Comment for a Continued Item

If the opportunity for the public to address the Human Services Commission has concluded and the item was returned to the Human Services Commission for deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Human Services Commission. [54955].

18. Consideration of items after 11:00 p.m.

18.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Commissioners present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Commission Member.

18.2. No New Items Considered after 11:00 p.m.

Generally, the Human Services Commission will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

18.3 Exceptions

The Human Services Commission may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Human Services Commission votes to allow consideration of the item after 11:00 p.m.

19 Points of Order, Privilege, and Personal Privilege

A Commission Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Commission Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Commission Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Commission Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Human Services Commission's meeting, such as the inability to hear testimony because of disruption.

A Commission Member may ask for a point of personal privilege when the integrity, character, or motives of the Commission Member are called into question by a speaker; or where the welfare of the Human Services Commission is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

20. Minutes - An account of all final actions or recommendations of the Human Services Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as action minutes.

20.1 Approval

The minutes for a Human Services Commission meeting shall be reviewed and approved as set forth in this section.

a. The Human Services Commission shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Human Services Commissioner may not approve the minutes for any meeting that the Commissioner did not attend.

Also, a Human Services Commissioner may not approve the minutes for a meeting that they were not eligible to attend as a Commissioner.

c. If no Commissioners are eligible to approve the minutes for a Human Services Commission meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

20.2 Preferred Method of Recordation and Minutes

Human Services Commission liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention Schedule. Minutes of Human Services Commission meetings shall be action minutes that capture the action taken by the Human Services Commission and the outcome of each agenda item.

20.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

21. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

21.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

21.2. ~~Citizens~~ Open Forum

This portion of the agenda is for any member of the public to address the Human Services Commission on any item of interest to the public that is within the Human Services Commission's subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Human Services Commission when that item is called for consideration.

~~Citizen's~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the ~~citizens~~ open forum at the conclusion of the matters for consideration portion of

the agenda unless the Chair announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 23 Citizens' Rights.

21.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Human Services Commission discussion. Examples of items for the consent calendar include the approval of minutes. Any Human Services Commissioner may pull an item for separate discussion. Members of the public may address the Human Services Commission on consent calendar items by following the procedures set forth in Section 23 Citizens' Rights.

The items on the consent calendar are generally approved by the Human Services Commission by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Commission Member interests.

21.4. Matters for Consideration

This portion of the agenda is for items of business that require Human Services Commission action, direction, or receipt of reports that do not also require a public hearing. The procedures for this portion of the agenda follow the following procedure:

21.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

21.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Human Services Commission's consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Human Services Commission for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Human Services Commission questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Human Services Commission.

e. Make an oral report, unless waived by the Human Services Commission.

21.4.3 Human Services Commission Questions or Comments

Following the staff presentation, the Commission Members may ask questions of City staff and consultants or make comments on the item.

21.4.4 Participating Parties

Following Commission Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Commission. After the Chair determines that no other participating parties wish to address the Human Services Commission on the hearing item, the Chairperson will then invite Commission Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the Human Services Commission following the procedures set forth in Section 23 Citizens' Rights.

21.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Human Services Commission concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Human Services Commission on the item. Public speakers shall address the Human Services Commission following the procedures set forth in Section 23 Citizens' Rights.

After the Chairperson determines that no other member of the public wishes to address the Human Services Commission on the hearing item, the Chairperson will formally close the public comment period and return the item to the Human Services Commission for deliberation.

21.4.6 Deliberation

Once an item of business returns to the Human Services Commission for deliberation, the Chairperson will invite the Commission Members to discuss the

item to develop concurrence for a motion. Commission Members may ask questions of staff and the participating parties as part of their deliberations.

21.4.7. Human Services Commission Action

After Human Services Commission deliberation, the Chairperson shall call for a motion and a second as set forth in Section 25 Motions, and the Human Services Commission may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Human Services Commission has discretion to decide not to hear further comment if they choose. Public speakers shall address the Human Services Commission following the procedures set forth in Section 23 Citizens' Rights.

Prior to deliberating on matters for consideration, the Human Services Commission shall receive public comment as provided for in Section 23 Citizens' Rights. After receiving public comment, the Human Services Commission shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 25 Motions.

21.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Human Services Commission to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Commissioner attended at the City's expense [53232.2(d)].

b. The city staff to provide information of community interest to the Human Services Commission and to seek direction from the Human Services Commission concerning items to be included on future agendas.

c. The Human Services Commission to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during ~~citizens~~ open forum.

d. The Human Services Commission to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Commission action at a future meeting. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

Members of the public do not have the right to address the Human Services Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

21.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Human Services Commission meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Human Services Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Human Services Commission.

22. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

22.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

22.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Human Services Commission on only those items listed in the posted notice and agenda for the special meeting or workshop.

Public speakers shall address the Human Services Commission following the procedures set forth in Section 23 Citizens' Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens~~ open forum or opportunity for the public to address the Human Services Commission on any item of interest to the public that is within the

Human Services Commission's subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

22.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 21.4.1 Introduction, 21.4.2 Staff Presentation, 21.4.3 Questions and Comments, and 21.4.6 Deliberations. The Human Services Commission may take a final action at a special meeting, but not at a workshop, as set forth in Section 15.2 Special Meetings and Section 15.3 Special Meeting Workshops

22.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

23. Citizens' Rights

An Human Services Commission meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Human Services Commission and to attend its meetings. During the ~~citizens~~ open forum portion of a regular meeting agenda, members of the public have a right to address the Human Services Commission on any item of interest to the public that is within the Human Services Commission's subject matter jurisdiction. Members of the public also have the right to address the Human Services Commission before the Human Services Commission considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Human Services Commission Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Human Services Commission concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Human Services Commission are as follows:

23.1 Addressing the Human Services Commission

Members of the public that want to address the Human Services Commission during ~~citizens~~ open forum or before the Human Services Commission considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or his or her designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The

methods for addressing the Human Services Commission will be described at each meeting. The staff liaison will prominently display the methods to address the Human Services Commission in the William H. Mendenhall Community Room.

Before an item is considered by the Human Services Commission, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Human Services Commission begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the presiding officer.

The purpose of submitting a request to speak is to help the presiding officer conduct the Human Services Commission's meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Human Services Commissioner's successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

23.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to specify the method to request, and the speaker time limits, for citizens addressing the advisory body, but the advisory body must then administer them uniformly.

23.3 Members of the Public Addressing the Human Services Commission

23.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Human Services Commission. When calling a speaker to the lectern the next two speakers will also be identified so, they are prepared to address the Human Services Commission when called.

23.3.2 The Chairperson may request each speaker to state his or her name and city of residence before addressing the Human Services Commission. A speaker is not required to provide his or her name or address to address the Human Services Commission. However, to the extent such information is relevant to the issues being considered by the Human Services Commission, the absence of such information may bear on the speaker's credibility and the weight the Human Services Commission affords the speaker's comments.

23.3.3 Speakers shall address their comments only to the Human Services Commission as a body and not to a particular member.

23.3.4 Members of the public may only address the Human Services Commission from the lectern. No member of the public, other than the speaker at the lectern, may address the Human Services Commission, unless called upon by the Chairperson.

23.3.5 No question shall be asked of Commission Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Commission Member, except through the Chairperson. Commission Members, the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

23.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Human Services Commission's meeting.

23.3.7 Speakers are encouraged to avoid repetition.

23.3.8 Speakers are encouraged to avoid making personal attacks.

23.3.9 Each speaker shall relinquish the lectern when his or her time to address the Human Services Commission has expired.

23.3.10 A speaker may use his or her allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise present information to the Human Services Commission in a non-disruptive manner, provided those activities are completed within the allotted time. The city will not provide the means for a speaker to play an electronic recording.

23.3.11 When called upon during ~~citizens~~ open forum, speakers may address the Human Services Commission on any item of interest to the public within the Human Services Commission's subject matter jurisdiction. [54954.3(a)].

23.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Human Services Commission. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

23.4 Participating Parties Addressing the Human Services Commission

Participating parties shall comply with the procedures set forth in Section 23 Citizens' Rights when addressing the Human Services Commission, except that the participating parties shall each have up to a maximum of 10 minutes to address the Human Services Commission. The Chairperson may set and announce the time limit for each active participant to address the Human

Services Commission based upon the same criteria set forth in Section 23.2 Speaker Time Limit.

23.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Human Services Commission, shall not be prohibited. However, the rights of each speaker to express his or her views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

23.6 Disruptive Speech and Conduct

Any person unduly disrupting a Human Services Commission meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Human Services Commission, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Human Services Commission to complete its business.

23.7 Written Communications – Post Hearing Notice, and Post Agenda Publication

23.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Human Services Commission through the Human Services Commission Liaison. All written comments and materials must be submitted between the date public hearing notices are published (10 days prior to the meeting) and noon on the day before agenda publication (3 days prior to the meeting). The Human Services Commission Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

23.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Human Services Commission using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Human Services Commission immediately upon submission. The staff liaison shall post on the City's website

and deliver any additional materials received by 12:00 p.m. the day of the meeting to the Human Services Commission in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Human Services Office before 12:00 p.m. noon on the day of the Human Services Commission meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Human Services Commission meeting, any member of the public that desires to submit materials to the Human Services Commission for consideration at that meeting is hereby instructed to present 9 copies of the materials to the staff liaison for distribution to the Human Services Commission at its meeting when the item is considered.

23.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

23.8 Approaching the Human Services Commission

Once a meeting is called to order, no member of the public shall enter the area between the Commission and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the meeting, and during a recess, for the purpose of interacting with the individual Commission Members and City staff.

24. Human Services Commission Deliberation

Human Services Commission deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

25. Motions

25.1 Making a Motion

A motion may be made by the Chairperson or a Commission Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Commission Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if

the Commission Member wishes to make the motion, subject to another Commission Member's second.

25.2 Categories of Motions

There are four categories of motions that the Human Services Commission may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Commission Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Human Services Commission. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Commission's Attorney.

25.3 Simultaneous Motions

The Human Services Commission may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Human Services Commission have been resolved. When two or three motions are before the Human Services Commission, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is

before the Human Services Commission should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be in the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments, that it challenges.

25.4 Debatable and Non-debatable Motions

Debatable motions are subject to Commission Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Commission Member comment and discussion and are to be voted on immediately.

25.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 25.4.2 Non-Debatable Motions. Debate on a motion should continue as long as Commission Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

25.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Commission's deliberations and, upon receipt of a second, should be voted on immediately. The Commission's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Human Services Commission to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Human Services Commission to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Human Services Commission to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Human Services Commission at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Commission Member, or a participating party, as set forth in Section 17 Continuance of Agenda Items, or a scheduling problem arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Human Services Commission at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Human Services Commission deliberation, debate, and discussion on an item. It can be stated as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Human Services as provided for in Section 10(g) Motion to Be Stated.

25.5 Miscellaneous Motions and Appeals

25.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Human Services Commission may be made as follows: (1) The motion must be made by a Commission Member that voted along with majority that voted for the original motion that passed, although the motion for reconsideration may be seconded by any Commission Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting.

25.5.2 Commission Member Appeal

Any Commission Member may appeal any ruling by the Chairperson. If a Commission Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, “Shall the decision of the Chair be sustained?”

26. Action and Direction

26.1 Votes, General Rules

Unless otherwise provided, the Human Services Commission's actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Commission Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Commission Member may, before the "Nays" are called for, demand that a roll call vote be taken on the motion before the Commission. The Chairperson's name shall be called last with other Commission Members' names called in alphabetical order by the staff liaison. Commission Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 26.2 Tie Votes, shall control.

If a Commission Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 26.3 Abstentions and Silence shall govern how the Commission Member's silence or abstention is tabulated.

26.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the tie. If the tie vote occurs during a Commission Member absence, and the absent Commission Member does not have a conflict of interest related to the item being voted on, the Human Services Commission may continue the item to a subsequent meeting when the absent Commission Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. However, if a decision is legally compelled under state law (such as the Permit Streamlining Act), the tie vote shall constitute a denial of the application, project before the Human Services Commission and an appeal could be submitted for final decision by the City Council.

26.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Human Services Commission's actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of nine and may diminish accountability of Commission Members on items of legitimate concern. At the same time, it is not the City Council's intention to impede any individual Commission Member's right to choose not to speak or vote on an item.

If any Commission Member wishes to abstain from voting on a motion, the Commission Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the item, in which case the minutes will reflect that the Commission Member abstained from the vote.

If the Commission Member does not announce an abstention when the item of business is first called for consideration, or the Commission Member participates in the consideration of the item, and the Commission Member's abstains during the vote, then that Commission Member's vote shall be tabulated in favor of the motion.

Silence of any Commission Member shall be tabulated along with the majority of the votes cast by the Commission Members present and voting on the motion since the silent Commission Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011 for counting votes with regard to abstentions and silence by a Commission Member.

26.4 Protests

Any Commission Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

CITY OF LIVERMORE
LIVERMORE AREA YOUTH ADVISORY COMMISSION
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~July 2014~~ December 2023 - DRAFT

LIVERMORE
CALIFORNIA

LIVERMORE AREA YOUTH ADVISORY COMMISSION
RULES OF PROCEDURE

RECOMMENDED TO BE CONVERTED TO A LIBRARY ACTIVITY

1. Mission, Duties and Responsibilities - The Livermore Area Youth Advisory Commission shall have the following mission, duties and responsibilities:

Mission

The Livermore Area Youth Advisory Commission promotes youth involvement in the Livermore community and supports communication between the elected leaders and the young people in the area. The Commission creates a forum for ideas and concerns and provides a vehicle for the interests and needs of youth to be communicated to the City Council and to the Livermore Area Recreation and Park District.

Duties and Responsibilities - The Livermore Area Youth Advisory Commission shall have the following duties and responsibilities:

A. Promote youth involvement in the Livermore community and support communication between the elected officials and the young people in the area.

B. Create a forum for ideas and concerns and provide a vehicle for the interests and needs of youth, to be communicated to the City Council and to the Livermore Area Recreation and Park District.

C. Establish a forum for the youth of Livermore to participate in alerting the community to the needs of youth in Livermore and in finding solutions to address those needs.

D. Establish a clearinghouse of information regarding resources for youth by collecting such information, keeping it up-to-date, and publicizing it in the various media (flyers, newspapers, community television, radio, the Internet, etc.).

E. Promote tolerance and appreciation of diversity in Livermore youth through organizing and supporting events.

F. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

G. Create an annual workplan at the first meeting in January.

2. Members, Recruitment and Application

A. Members

i. The Livermore Area Youth Advisory Commission shall consist of eighteen members. Fifteen members shall be youths, ages 12 through 20, preferably attending Livermore schools. Youth members who attend Livermore schools are not required to be residents of the City of Livermore. Three members shall be non-voting adult members; adult members shall be residents of the City of Livermore.

~~ii.~~ Youth members shall consist, to the degree possible, of equal representation from Livermore's middle and high schools. ~~Five at-large youth members shall also be appointed.~~

iii. Adult members shall be non-voting and preferably represent different sectors in the community (business, school and at large).

iv. Overall, members shall represent the diversity of the population of Livermore.

B. Recruitment

i. Commission members shall be recruited through media, schools, presentations and flyers.

C. Application

i. Application forms shall be available from and may be submitted through the city advisory body application portal. ~~any of the following places: Livermore Area Recreation and Park District office, Horizons Family Counseling,~~ and the Livermore City Clerk's office.

ii. All applications shall be forwarded to the City Clerk for processing and to set up applicant interviews.

3. Term limits - Livermore Area Youth Advisory Commission members shall serve no more than four consecutive two-year terms or a total of eight years, unless the member was selected to complete an unexpired term or unless otherwise noted.

Time served in an unexpired term shall not count against the eight-year maximum limit. Commission members who have already completed eight years of service or other specified maximum terms are not eligible for appointment to an unexpired term.

4. Attendance Policy- Livermore Area Youth Advisory Commission members may miss two unexcused consecutive regular meetings and no more than three meetings total in a calendar year. A member who misses more than the specified number of meetings may be subject to removal from the Commission. The Commission may request that the City Council remove from the Commission any members who miss more than the specified number of meetings. The member may appeal the request for the removal to the City Council. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers - At the first meeting of September of each year, the Livermore Area Youth Advisory Commission will elect from the youth members the following officers:

   A. Chairperson - The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall appoint subcommittees and Chairpersons of subcommittees as necessary. The Chairperson shall sign all official correspondence on behalf of the Commission. The Chairperson shall represent the Commission before the Livermore City Council and before the Livermore Area Recreation and Park District Board of Directors. The Chairperson shall decide upon all points of order and procedure during the meeting.

   B. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson. The Vice Chairperson shall assist the Chairperson and perform those duties delegated by the Chairperson. The Vice Chairperson shall take minutes in the absence of the Secretary.

   C. Secretary- The Secretary shall record the minutes of all regular meetings of the Commission. The Secretary shall prepare all correspondence for the signature of the Chairperson.

   D. Communications Chairperson - The Communications Chairperson shall contact the news media for publicity in connection with an event organized by the Commission, contact the news media if a meeting agenda is of special interest to the public, and contact newspapers with information of interest to the public.

   E. Presiding Officer - In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings - The Livermore Area Youth Advisory Commission shall meet on the first Monday of each month at 7:00 p.m. in the Robert Livermore Community Center, 4444 East Avenue, Livermore, CA. Meetings shall begin promptly as

noted pursuant to this provision. All meetings shall be open to the public. The Commission may not meet in closed session. The Commission may not participate in meetings by teleconference.

7. Agenda Preparation and Posting - Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each Item of business to be transacted or discussed at the meeting. Agendas for special meetings shall be prepared and posted in accordance with the requirements of the Brown Act.

8. Minutes of Proceedings - An account of all proceedings of the Livermore Area Youth Advisory Commission shall be prepared by the Commission Secretary and approved by the Commission. Once approved, minutes shall be promptly forwarded to the City Clerk's Office.

9. Quorum - One-half of the current membership plus one member will constitute a quorum of the Livermore Area Youth Advisory Commission. Non-voting adult members shall not be counted in constituting a quorum. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Commission or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    A. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Livermore Area Youth Advisory Commission.

    B. General Conduct of Meetings - Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Robert's Rules of Order, Livermore Area Youth Advisory Commission Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

C. Voting on Items - Voting on items shall be in accordance with Robert's Rules of Order and Parliamentary Procedures. The Livermore Area Youth Advisory Commission shall not take a sealed ballot vote in open session.

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Livermore Area Youth Advisory Commission on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Commission. The Chairperson may establish time limits per individual speaker. The Commission shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Commission, may direct staff to place subjects raised under Citizens' Forum/Public Comments on a future Commission agenda.

12. Subcommittees

The Youth Advisory Commission may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

The Commission or the Chairperson, upon direction of the Commission, may appoint several of its members, but less than a quorum of the Commission, as subcommittees. The Commission may appoint non-Commission members to the Subcommittee in an effort to obtain additional public involvement, as needed. Subcommittees make recommendations directly to the Commission. A subcommittee may not represent the Commission before the Livermore City Council or before the Livermore Area Recreation and Park District or other bodies unless the subcommittee has first received authorization of the Commission to do so.

13. Staff Support

The head of the City of Livermore department that is responsible for supporting the Youth Advisory Commission shall designate one or more employees to serve as staff liaison to the Youth Advisory Commission. The Livermore Area Recreation and Park District shall also appoint an employee to serve as a staff liaison. The Staff Liaisons shall prepare and post the agenda, maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council ~~Goals and Priorities~~ 5-Year Strategic Plan or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Youth ,Advisory Commission in performing its duties. The Staff Liaisons shall have no voting authority.

14. Special Events

A. The Commission may hold a Youth Town Meeting or conduct a survey in the Livermore area each. The purpose of the meetings or survey shall be to:

i. Create a forum for ideas and concerns from Livermore's youth.

ii. Inform the youth in Livermore of activities regarding the Commission and other activities and policies of interest.

iii. Provide the opportunity for the youth of Livermore to communicate their concerns and interests to the City Council and to the Livermore Area Recreation and Park District Board of Directors through the Commission.

iv. Recruit new members.

B. Commission member participation and duties:

i. All members of the Commission are expected to attend at least two community events per year.

ii. The Commission shall include an annual summary report of these meetings to the City Council and to the Livermore Area Recreation and Park District Board of Directors.

CITY OF LIVERMORE
LIBRARY BOARD OF TRUSTEES
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES
RULES OF PROCEDURE

1. Duties and Responsibilities – The Library Board of Trustees shall have the following duties and responsibilities:

   a. Carry out all duties, including preparation of an annual ~~report~~ update and report, as required by section 18927 of the California Education Code.

   b. Serve as advocates for the library, within the local community and the state.

   c. Know the programs and needs of the library in relation to the community and keep abreast of standards and library trends, and assist the Library ~~librarian~~ in planning ~~the library~~ programs through review, discussion, and feedback on items on the meeting agenda. and support the librarian and staff in carrying out said programs.

   d. Assist in establishing financial support for library programs.

   ~~e. Assist in the preparation of the annual budget.~~

   f. e. Know local and state laws and actively support library legislation in the state and nation.

   g. f. Assist in establishing library policies. ~~dealing with the library collection.~~

   h. g. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

   i. h. The Commission will create an annual workplan at the first meeting in January.

2. Members – The Library Board of Trustees shall consist of five members, all of whom shall be residents of the City of Livermore.

3. Term limits – Library Board of Trustees members shall serve no more than three consecutive three-year terms or a total of nine years unless the member was selected to complete an unexpired term or unless otherwise noted.

   Time served in an unexpired term shall not count against the nine-year maximum limit. Board members who have already completed nine years of service or other

specified maximum terms are not eligible for appointment to an unexpired term. However, members may be appointed back to the Library Board of Trustees after a break in service of two years.

4. Attendance Policy – Library Board of Trustees members may miss three meetings per calendar year. A member who misses more than three meetings per year may be subject to removal from the Board. The staff liaison will document all absences and report to the City Clerk when a member of the Board has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Board is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Board rests solely with the City Council.

5. Elections and Officers – The Library Board of Trustees shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Board. The role of the officers shall be as follows:

   a. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Library Board of Trustees shall meet on the fourth Thursday of each month at 7:00 p.m. in the William H. Mendenhall Community Room, 1016 S. Livermore Avenue, Livermore, CA. The body shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. Meetings shall begin promptly as noticed to this provision. All meetings shall be open to the public. The Board may not meet in closed session. Board members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Library Board of Trustees meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City's website.

   a. Regular Meetings

   Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall

specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

b. Special Meetings and Workshops

Notice of the call for a special meeting must be delivered and received by each Board member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all proceedings of the Library Board of Trustees shall be prepared by the staff liaison and approved by the Board. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Board consideration and approval as action minutes.

9. Quorum – Three members constitute a quorum of the Library Board of Trustees. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Board or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Library Board of Trustees.

    b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg's Rules of Order, Revised 2011, Library Board of Trustees Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

    c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Library Board of Trustees shall not take a sealed ballot vote in open session.

d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to orderand the Board Members present shall then select a presiding officer for that meeting.

e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal,verbal attacks on Board Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Library Board of Trustees or members of the City staff. The Chairperson shall confine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Library Board of Trustees later in the meeting. The Chairperson shall announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Library Board of Trustees and announce the result of the vote and identify the no votes and any Board Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record, and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Library Board of Trustees on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Board. The Chairperson may establish time limits per individual speaker. The Board shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Board, may direct staff to place subjects raised under ~~Citizens'~~ Open Forum/Public Comments on a future Board agenda.

12. Subcommittees

The Library Board of Trustees may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support

The head of the department that is responsible for supporting the Library Board of Trustees shall designate one or more employees to serve as staff liaison to the Board. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council Goals and Priorities or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Board in performing its duties. The Staff Liaison shall have no voting authority.

Board Members must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Board may pursue self-initiated projects that can be accomplished utilizing the city resources currently allocated to the particular advisory body and that do not take resources away from that advisory body's anticipated work to fulfill its duties and responsibilities to the City Council.

14. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

15. Types of Meetings

15.1 Regular Meetings

The Library Board of Trustees shall meet in the William H. Mendenhall Community Room for all regular Board meetings. The regular meetings shall begin on the fourth Thursday of each month at 7:00 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Library Board of Trustees shall meet at a date and time designated by the Board.

15.2 Special Meetings

Special meetings may be called by the Board Chair, the Board liaison or by a majority of Board members. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Library Board of Trustees may take final action at a special meeting that is not a workshop.

15.3 Special Meeting Workshops

The Library Board of Trustees may meet informally in special meetings designated as workshops that are called by the Chairperson, the Board liaison, or by a majority of Board Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Library Board of Trustees may provide direction, but unlike other special meetings the Library Board may not take a final action at a workshop. [54956].

15.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Library Board of Trustees may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Board liaison, or majority of Board Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Library Board of Trustees' annual calendar. [54955]

16. Actions Limited to Posted Agendas

The Library Board of Trustees shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Board Members and staff may briefly respond to statements made or questions posed by the Library Board of Trustees or by members of the public addressing the Library Board of Trustees. Board Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

17. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

17.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

17.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Board Member, or a participating party as defined in Section 21.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Board Members present.

17.3 Public Comment for a Continued Item

If the opportunity for the public to address the Library Board of Trustees has concluded and the item was returned to the Library Board of Trustees for deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Library Board of Trustees. [54955].

18. Consideration of items after 11:00 p.m.

18.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Board Members present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Board Member.

18.2. No New Items Considered after 11:00 p.m.

Generally, the Library Board of Trustees will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

18.3 Exceptions

The Library Board of Trustees may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Library Board of Trustees votes to allow consideration of the item after 11:00 p.m.

19. Points of Order, Privilege, and Personal Privilege

A Board Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Board Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Board Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Board Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Library Board of Trustees' meeting, such as the inability to hear testimony because of disruption.

A Board Member may ask for a point of personal privilege when the integrity, character, or motives of the Board Member are called into question by a speaker; or where the welfare of the Library Board of Trustees is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

20. Minutes - An account of all final actions or recommendations of the Library Board of Trustees shall be prepared by the staff liaison and approved by the Board. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Board consideration and approval as action minutes.

20.1 Approval

The minutes for a Library Board of Trustees meeting shall be reviewed and approved as set forth in this section.

a. The Library Board of Trustees shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Library Board Member may not approve the minutes for any meeting that the Board Member did not attend.

Also, a Library Board of Trustees Member may not approve the minutes for a meeting that they were not eligible to attend as a Board Member.

c. If no Board Members are eligible to approve the minutes for a Library Board of Trustees meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

20.2 Preferred Method of Recordation and Minutes

Library Board of Trustees liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention Schedule. Minutes of Library Board of Trustees meetings shall be action minutes that capture the action taken by the Library Board of Trustees and the outcome of each agenda item.

20.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

21. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

21.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

21.2. ~~Citizens'~~ Open Forum

This portion of the agenda is for any member of the public to address the Library Board of Trustees on any item of interest to the public that is within the Library Board of Trustees' subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Library Board of Trustees when that item is called for consideration.

~~Citizens'~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the ~~citizens~~ open forum at the conclusion of the matters for consideration portion of the agenda unless the Chair announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 23 Citizens' Rights.

21.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Library Board of Trustees discussion. Examples of items for the consent calendar include the approval of minutes. Any Library Board Member may pull an item for separate discussion. Members of the public may address the Library Board of Trustees on consent calendar items by following the procedures set forth in Section 23 Citizens' Rights.

The items on the consent calendar are generally approved by the Library Board of Trustees by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Board Member interests.

21.4. Matters for Consideration

This portion of the agenda is for items of business that require Library Board of Trustees action, direction, or receipt of reports that do not also require a public

hearing. The procedures for this portion of the agenda follow the following procedure:

21.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

21.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Library Board of Trustees' consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Library Board of Trustees for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Library Board of Trustees questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Library Board of Trustees.

e. Make an oral report, unless waived by the Library Board of Trustees.

21.4.3 Library Board of Trustees Questions or Comments

Following the staff presentation, the Board Members may ask questions of City staff and consultants or make comments on the item.

21.4.4 Participating Parties

Following Board Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Board. After the Chair determines that no other participating parties wish to address the Library Board of Trustees on the hearing item, the Chairperson will then invite Board Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the Library Board of Trustees following the procedures set forth in Section 23 Citizens' Rights.

21.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Library Board of Trustees concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Library Board of Trustees on the item. Public speakers shall address the Library Board of Trustees following the procedures set forth in Section 23 Citizens' Rights.

After the Chairperson determines that no other member of the public wishes to address the Library Board of Trustees on the hearing item, the Chairperson will formally close the public comment period and return the item to the Library Board of Trustees for deliberation.

21.4.6 Deliberation

Once an item of business returns to the Library Board of Trustees for deliberation, the Chairperson will invite the Board Members to discuss the item to develop concurrence for a motion. Board Members may ask questions of staff and the participating parties as part of their deliberations.

21.4.7. Library Board of Trustees Action

After Library Board of Trustees' deliberation, the Chairperson shall call for a motion and a second as set forth in Section 25 Motions, and the Library Board of Trustees may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Library Board of Trustees has discretion to decide not to hear further comment if they choose. Public speakers shall address the Library Board of Trustees following the procedures set forth in Section 23 Citizens' Rights.

Prior to deliberating on matters for consideration, the Library Board of Trustees shall receive public comment as provided for in Section 23 Citizens' Rights. After receiving public comment, the Library Board of Trustees shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 25 Motions.

21.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Library Board of Trustees to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Board Member attended at the City's expense [53232.2(d)].

b. The city staff to provide information of community interest to the Library Board and to seek direction from the Library Board of Trustees concerning items to be included on future agendas.

c. The Library Board of Trustees to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during c~~ citizens~~ open forum.

d. The Library Board of Trustees to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Board action at a future meeting. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

Members of the public do not have the right to address the Library Board of Trustees during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

21.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Library Board of Trustees meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Library Board of Trustees during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Library Board.

22. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

22.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

22.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Library Board of Trustees on only those items listed in the posted notice and agenda for the special meeting or workshop.

Public speakers shall address the Library Board of Trustees following the procedures set forth in Section 23 Citizens' Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens~~ open forum or opportunity for the public to address the Library Board of Trustees on any item of interest to the public that is within the Library Board of Trustees' subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

22.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 21.4.1 Introduction, 21.4.2 Staff Presentation, 21.4.3 Questions and Comments, and 21.4.6 Deliberations. The Library Board may take a final action at a special meeting, but not at a workshop, as set forth in Section 15.2 Special Meetings and Section 15.3 Special Meeting Workshops

22.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

23. Citizens' Rights

A Library Board of Trustees meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Library Board of Trustees and to attend its meetings. During the ~~citizens~~ open forum portion of a regular meeting agenda, members of the public have a right to address the Library Board of Trustees on any item of interest to the public that is within the Library Board of Trustees' subject matter jurisdiction. Members of the public also have the right to address the Library Board of Trustees before the Library Board of Trustees considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Library Board of Trustees Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Library Board of Trustees concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Library Board of Trustees are as follows:

23.1 Addressing the Library Board of Trustees

Members of the public that want to address the Library Board of Trustees during ~~citizens~~ open forum or before the Library Board of Trustees considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or his or her designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The methods for addressing the Library Board of Trustees will be described at each meeting. The staff liaison will prominently display the methods to address the Library Board of Trustees in the William H. Mendenhall Community Room.

Before an item is considered by the Library Board of Trustees, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Library Board of Trustees begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the presiding officer.

The purpose of submitting a request to speak is to help the presiding officer conduct the Library Board of Trustees' meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Library Board Member's successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

23.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to specify the method to request, and the speaker time limits, for citizens addressing the advisory body, but the advisory body must then administer them uniformly.

23.3 Members of the Public Addressing the Library Board of Trustees

23.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Library Board of Trustees. When calling a speaker to the lectern the next two speakers will also be identified so, they are prepared to address the Library Board of Trustees when called.

23.3.2 The Chairperson may request each speaker to state his or her name and city of residence before addressing the Library Board of Trustees. A speaker is not required to provide his or her name or address to address the Library Board of Trustees. However, to the extent such information is relevant to the issues being considered by the Library Board of Trustees, the absence of

such information may bear on the speaker's credibility and the weight the Library Board of Trustees affords the speaker's comments.

23.3.3 Speakers shall address their comments only to the Library Board of Trustees as a body and not to a particular member.

23.3.4 Members of the public may only address the Library Board of Trustees from the lectern. No member of the public, other than the speaker at the lectern, may address the Library Board of Trustees, unless called upon by the Chairperson.

23.3.5 No question shall be asked of Board Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Board Member, except through the Chairperson. Board Members, the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

23.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Library Board of Trustees' meeting.

23.3.7 Speakers are encouraged to avoid repetition.

23.3.8 Speakers are encouraged to avoid making personal attacks.

23.3.9 Each speaker shall relinquish the lectern when his or her time to address the Library Board of Trustees has expired.

23.3.10 A speaker may use his or her allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise present information to the Library Board of Trustees in a non-disruptive manner, provided those activities are completed within the allotted time. The city will not provide the means for a speaker to play an electronic recording.

23.3.11 When called upon during ~~citizens~~ open forum, speakers may address the Library Board of Trustees on any item of interest to the public within the Library Board of Trustee' subject matter jurisdiction. [54954.3(a)].

23.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Library Board of Trustees. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

23.4 Participating Parties Addressing the Library Board of Trustees

Participating parties shall comply with the procedures set forth in Section 23 Citizens' Rights when addressing the Library Board, except that the participating parties shall each have up to a maximum of 10 minutes to address the Library

Board of Trustees. The Chairperson may set and announce the time limit for each active participant to address the Library Board of Trustees based upon the same criteria set forth in Section 23.2 Speaker Time Limit.

23.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Library Board of Trustees, shall not be prohibited. However, the rights of each speaker to express his or her views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

23.6 Disruptive Speech and Conduct

Any person unduly disrupting a Library Board of Trustees meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Library Board of Trustees, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Library Board of Trustees to complete its business.

23.7 Written Communications – Post Hearing Notice, and Post Agenda Publication

23.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Library Board of Trustees through the Library Board of Trustees Liaison. All written comments and materials must be submitted between the date public hearing notices are published (10 days prior to the meeting) and noon on the day before agenda publication (3 days prior to the meeting). The Library Board of Trustees Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

23.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Library Board of Trustees using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Library Board of Trustees immediately upon submission. The staff liaison shall post on the City's website and deliver any

additional materials received by 12:00 p.m. the day of the meeting to the Library Board of Trustees in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Library Board of Trustees before 12:00 p.m. noon on the day of the Library Board of Trustees' meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Library Board of Trustees' meeting, any member of the public that desires to submit materials to the Library Board of Trustees for consideration at that meeting is hereby instructed to present 8 copies of the materials to the staff liaison for distribution to the Library Board of Trustees at its meeting when the item is considered.

23.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

23.8 Approaching the Library Board of Trustees

Once a meeting is called to order, no member of the public shall enter the area between the Board and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the meeting, and during a recess, for the purpose of interacting with the individual Board Members and City staff.

24. Library Board of Trustees Deliberation

Library Board of Trustees deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

25. Motions

25.1 Making a Motion

A motion may be made by the Chairperson or a Board Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Board Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if the Board Member wishes to make the motion, subject to another Board Member's second.

25.2 Categories of Motions

There are four categories of motions that the Library Board of Trustees may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Board Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Library Board of Trustees. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Board's Attorney.

25.3 Simultaneous Motions

The Library Board of Trustees may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Library Board of Trustees have been resolved. When two or three motions are before the Library Board of Trustees, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is before the Library Board should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be in the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments, that it challenges.

25.4 Debatable and Non-debatable Motions

Debatable motions are subject to Board Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Board Member comment and discussion and are to be voted on immediately.

25.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 25.4.2 Non-Debatable Motions. Debate on a motion should continue as long as Board Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

25.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Board's deliberations and, upon receipt of a second, should be voted on immediately. The Board's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Library Board of Trustees to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Library Board of Trustees to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Library Board of Trustees to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Library Board of Trustees at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Board Member, or a participating party, as set forth in Section 17 Continuance of Agenda Items, or a scheduling problem

arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Library Board of Trustees at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Library Board of Trustees deliberation, debate, and discussion on an item. It can be stated as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Library Board of Trustees as provided for in Section 10(g) Motion to Be Stated.

25.5 Miscellaneous Motions and Appeals

25.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Library Board of Trustees may be made as follows: (1) The motion must be made by a Board Member that voted along with majority that voted for the original motion that passed, although the motion for reconsideration may be seconded by any Board Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting.

25.5.2 Board Member Appeal

Any Board Member may appeal any ruling by the Chairperson. If a Board Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, “Shall the decision of the Chair be sustained?”

26. Action and Direction

26.1 Votes, General Rules

Unless otherwise provided, the Library Board of Trustees’ actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Board Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Board Member may, before the “Nays” are called for, demand that a roll call vote be taken on the motion before the Board. The Chairperson’s name shall be called last with other Board Members’ names called in alphabetical order by the

staff liaison. Board Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that “no action has been taken” and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 26.2 Tie Votes, shall control.

If a Board Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 26.3 Abstentions and Silence shall govern how the Board Member’s silence or abstention is tabulated.

26.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the tie. If the tie vote occurs during a Board Member absence, and the absent Board Member does not have a conflict of interest related to the item being voted on, the Library Board may continue the item to a subsequent meeting when the absent Board Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that “no action has been taken” and proceed with the remainder of the agenda. However, if a decision is legally compelled under state law (such as the Permit Streamlining Act), the tie vote shall constitute a denial of the application, project before the Library Board and an appeal could be submitted for final decision by the City Council.

26.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Library Board of Trustees’ actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of five and may diminish accountability of Board Members on items of legitimate concern. At the same time, it is not the City Council’s intention to impede any individual Board Member’s right to choose not to speak or vote on an item.

If any Board Member wishes to abstain from voting on a motion, the Board Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the item, in which case the minutes will reflect that the Board Member abstained from the vote.

If the Board Member does not announce an abstention when the item of business is first called for consideration, or the Board Member participates in the

consideration of the item, and the Board Member's abstains during the vote, then that Board Member's vote shall be tabulated in favor of the motion.

Silence of any Board Member shall be tabulated along with the majority of the votes cast by the Board Members present and voting on the motion since the silent Board Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011 for counting votes with regard to abstentions and silence by a Board Member.

26.4 Protests

Any Board Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

CITY OF LIVERMORE
LIVERMORE HOUSING AUTHORITY
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT

LIVERMORE
CALIFORNIA

LIVERMORE HOUSING AUTHORITY
RULES OF PROCEDURE

1. Duties and Responsibilities – The Livermore Housing Authority shall have the following duties and responsibilities:

   A. The Livermore Housing Authority administers and oversees the low-income housing units at Leahy Square. Additionally, the Authority oversees the Section Eight Voucher Program for subsidized housing. The Authority may also contract with the City of Livermore and other governmental agencies to oversee transitional housing or affordable housing programs.

   B. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

2. Members – The Livermore Housing Authority shall consist of seven members, all of whom must be residents of the City of Livermore. Two of the members must be current Housing Authority tenants. (Health & Safety Code 34270)

3. Term limits – Members shall serve no more than two consecutive four-year terms or a total of eight years, unless the member was selected to complete an unexpired term or unless otherwise noted.

   Time served in an unexpired term shall not count against the eight-year maximum limit. Authority members who have already completed eight years of service or other specified maximum terms are not eligible for appointment to an unexpired term. However, members may be appointed back to the Housing Authority after a break in service of two years.

4. Attendance Policy – Livermore Housing Authority members may miss three meetings per calendar year. A member who misses more than three meetings per year may be subject to removal from the Authority. The staff liaison will document all absences and report to the City Clerk when a member of the Commission has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Commission is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under

consideration. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers – The Livermore Housing Authority shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Authority. The role of the officers shall be as follows:

   A. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   B. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   C. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

   D. Secretary – the Secretary shall be the Executive Director of the Livermore Housing Authority and, as Executive Director, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Secretary shall be charged with the management of the housing projects of the Authority.

      The Secretary shall keep the records of the Livermore Housing Authority, shall act as secretary of the meetings of the Authority and record all votes, keep a record of the proceedings of the Authority, and perform all duties incident to the office. The Secretary shall keep in a safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

      The Secretary shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall normally sign all orders and checks for the payment of money and shall pay out and disburse such money under the direction of the Authority. The Secretary shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested), an account of his/her transactions and also of the financial condition of the Authority. The Secretary shall give such bond for the faithful performance of his/her duties as the Authority may determine.

      The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the members of the Authority shall serve without compensation (other than the payment of necessary expenses).

6. Meetings – The Livermore Housing Authority shall meet on the second Wednesday of each month at 5:30 p.m. at 3203 Leahy Way, Livermore, CA. Meetings shall begin promptly as noticed pursuant to this provision. All meetings shall be open to the public.

7. Agenda Preparation and Posting – Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. Agendas for special meetings shall be prepared and posted in accordance with the requirements of the Brown Act.

8. Minutes of Proceedings – An account of all proceedings of the Livermore Housing Authority shall be prepared by the staff liaison and approved by the Authority.

9. Quorum – Four members constitute a quorum of the Livermore Housing Authority. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Authority or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    A. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Livermore Housing Authority.

    B. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Robert's Rules of Order, Livermore Housing Authority Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to legal counsel and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

    C. Voting on Items – Voting on items shall be in accordance with Robert's Rules of Order and Parliamentary Procedures. The Livermore Housing Authority shall not take a sealed ballot vote in open session.

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Livermore Housing Authority on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Authority. The Chairperson may establish time limits per individual speaker. The Authority shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments but the Chairperson, with the concurrence of a majority of the Authority, may direct staff to place subjects raised under ~~Citizens'~~ Open Forum/Public Comments on a future Authority agenda.

12. Subcommittees

The Chairperson may establish an Executive Committee composed of the Chairperson, Vice Chairperson and one other Commissioner and an alternate. The Executive Committee may take action for the Livermore Housing Authority between regular meetings if such action cannot await action of the full Authority. However, such actions must be submitted for approval to the full Authority at its next regular business meeting. The Executive Committee may also review business items prior to any meeting for recommendations to the full Authority.

The Chairperson shall appoint a Finance Committee which shall make budget and investment recommendations to the full Authority and shall review Authority financial transactions on a quarterly basis.

13. Staff Support

The Secretary shall be appointed by the Livermore Housing Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no member of the Authority shall be eligible to this office except as a temporary appointee.

The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law, as amended, of California and all other laws of the State of California applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of California.

CITY OF LIVERMORE
PLANNING COMMISSION
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT

CITY OF LIVERMORE
PLANNING COMMISSION
RULES OF PROCEDURE

1. Duties and Responsibilities – The Planning Commission shall have the following duties and responsibilities:

   The Planning Commission shall have the powers imposed upon city planning commissions by Government Code section 65000 et. seq., incorporated by reference. In addition, the Planning Commission shall have the following duties and responsibilities:

   A. Advise the City Council in the adoption and maintenance of a comprehensive General Plan for the physical growth and development of the city. Such plan shall reflect the future goals of the City and, after its adoption by the City Council, shall represent the City's policy on matters of physical growth. It shall also serve to guide the general location of future public facilities and improvements and to aid in the encouragement and regulation of private development;

   B. Serve as an advisory body to the City Council on matters related to City growth and development and on such matters as may be requested by the Council;

   C. Promote public interest in planning and encourage citizen participation in the formulation of land use policies;

   D. Engage in a program of acquainting the public with the problems and alternate solutions relating to the local physical environment:

   E. Make recommendations to the City Council on final legislative decisions such as amendments to the General Plan, Development Code or Zoning Map;

   F. Make recommendations and take final actions on development projects regarding conformance with codes, land use compatibility and design review;

   G. Interpret and implement the City's Development Code;

H. Interpret and implement the City's Design Standards and Guidelines;

I. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

2. Members – The Planning Commission shall consist of five members, all of whom shall be residents of the City of Livermore.

3. Term limits – Planning Commission members shall serve no more than two consecutive four-year terms or a total of eight years unless the member was selected to complete an unexpired term or unless otherwise noted.

   Time served in an unexpired term shall not count against the eight-year maximum limit. Commission members who have already completed eight years of service or other specified maximum terms are not eligible for appointment to an unexpired term. However, members may be appointed back to an advisory body after a break in service from that body of two years.

4. Attendance Policy – Planning Commission members may miss six meetings per calendar year. A member who misses more than six meetings per year may be subject to removal from the Commission. The staff liaison will document all absences and report to the City Clerk when a member of the Commission has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Commission is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers – The Planning Commission shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Commission. The role of the officers shall be as follows:

   a. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Planning Commission shall meet on the first and third Tuesday of each month at 7:00 p.m. at the Civic Center Meeting Hall at 1016 S. Livermore Avenue, Livermore, California and occasional special meetings as required to fulfill the Commission's duties and responsibilities. The body shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. Meetings shall begin promptly as noticed pursuant to this provision. All meetings shall be open to the public. The Commission may not meet in closed session. The Commission members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Planning Commission meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City's website.

   a. Regular Meetings

   Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

   b. Special Meetings and Workshops

   Notice of the call for a special meeting must be delivered and received by each Commission Member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all final actions or recommendations of the Planning Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as summary minutes.

9. Quorum – Three members constitute a quorum of the Planning Commission. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of

the Commission or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Planning Commission.

b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act Rosenberg's Rules of Order, Revised 2011, Planning Commission Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Planning Commission shall not take a sealed ballot vote in open session.

d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to order and the Commission Members present shall then select a presiding officer for that meeting.

e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal,verbal attacks on Commission Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Planning Commission or members of the City staff. The Chairperson shallconfine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Planning Commission later in the meeting. The Chairperson shall

announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Planning Commission and announce the result of the vote and identify the no votes and any Commission Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Planning Commission on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Commission. The Chairperson may establish time limits per individual speaker. The Commission shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Commission, may direct staff to place subjects raised under ~~Citizens'~~ Open Forum/Public Comments on a future Commission agenda.

12. Subcommittees

The Planning Commission may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support

The head of the department that is responsible for supporting the Planning Commission shall designate one or more employees to serve as staff liaison to the Commission. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council Goals and Priorities or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Commission in performing its duties. The Staff Liaison shall have no voting authority.

Commissioners must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Commission may pursue self-initiated projects that can be accomplished utilizing the City resources currently allocated to the particular advisory body andthat do not take resources away from that advisory body's

anticipated work to fulfill its duties and responsibilities to the City Council.

14. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

15. Types of Meetings

15.1 Regular Meetings

The Planning Commission shall meet in the Civic Center Meeting Hall for all regular Commission meetings. The regular meetings shall begin on the first and third Tuesdays of each month at 7:00 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Planning Commission shall meet at a date and time designated by the Commission.

15.2 Special Meetings

Special meetings may be called by the Commission Chair, the Commission liaison or by a majority of Commissioners. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Planning Commission may take final action at a special meeting that is not a workshop.

15.3 Special Meeting Workshops

The Planning Commission may meet informally in special meetings designated as workshops that are called by the Chairperson, the Commission liaison, or by a majority of Commission Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Planning Commission may provide direction, but unlike other special meetings the Planning Commission may not take a final action at a workshop. [54956].

15.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Planning Commission may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Commission liaison, or majority of Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Planning Commission's annual calendar. [54955]

16. Actions Limited to Posted Agendas

The Planning Commission shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Commission Members and staff may briefly respond to statements made or questions posed by the Planning Commission or by members of the public addressing the Planning Commission. Commission Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

17. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

17.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

17.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Commission Member, or a participating party as defined in Section 21.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Commission Members present.

17.3 Public Comment for a Continued Item

If the opportunity for the public to address the Planning Commission has concluded and the item was returned to the Planning Commission for

deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Planning Commission. [54955].

18. Consideration of items after 11:00 p.m.

18.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Commissioners present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Commission Member.

18.2. No New Items Considered after 11:00 p.m.

Generally, the Planning Commission will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

18.3 Exceptions

The Planning Commission may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Planning Commission votes to allow consideration of the item after 11:00 p.m.

19. Points of Order, Privilege, and Personal Privilege

A Commission Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Commission Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Commission Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Commission Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Planning Commission's meeting, such as the inability to hear testimony because of disruption.

A Commission Member may ask for a point of personal privilege when the integrity, character, or motives of the Commission Member are called into question by a speaker; or where the welfare of the Planning Commission is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

20. Minutes - An account of all final actions or recommendations of the Planning Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as summary minutes

20.1 Approval

The minutes for a Planning Commission meeting shall be reviewed and approved as set forth in this section.

a. The Planning Commission shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Planning Commissioner may not approve the minutes for any meeting that the Commissioner did not attend.

Also, a Planning Commissioner may not approve the minutes for a meeting that they were not eligible to attend as a commissioner.

c. If no Commissioners are eligible to approve the minutes for a Planning Commission meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

20.2 Preferred Method of Recordation and Minutes

Planning Commission liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention Schedule. Minutes of Planning Commission meetings shall be summary minutes that capture the action taken by the Planning Commission and the outcome of each agenda item.

20.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

21. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

21.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

21.2. ~~Citizens'~~ Open Forum

This portion of the agenda is for any member of the public to address the Planning Commission on any item of interest to the public that is within the Planning Commission's subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Planning Commission when that item is called for consideration.

~~Citizens'~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the ~~citizens~~ open forum at the conclusion of the matters for consideration portion of the agenda unless the Chair announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 23 Citizens' Rights.

21.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Planning Commission discussion. Examples of items for the consent calendar include the approval of minutes. Any Planning Commissioner may pull an item for separate discussion. Members of the public may address the Planning Commission on consent calendar items by following the procedures set forth in Section 23 Citizens' Rights.

The items on the consent calendar are generally approved by the Planning Commission by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Commission Member interests.

21.4. Matters for Consideration

This portion of the agenda is for items of business that require Planning Commission action, direction, or receipt of reports that do not also require a

public hearing. The procedures for this portion of the agenda follow the following procedure:

21.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

21.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Planning Commission's consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Planning Commission for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Planning Commission questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Planning Commission.

e. Make an oral report, unless waived by the Planning Commission.

21.4.3 Planning Commission Questions or Comments

Following the staff presentation, the Commission Members may ask questions of City staff and consultants or make comments on the item.

21.4.4 Participating Parties

Following Commission Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Commission. After the Chair determines that no other participating parties wish to address the Planning Commission on the hearing item, the Chairperson will then invite Commission Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the

Planning Commission following the procedures set forth in Section 23 Citizens' Rights.

21.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Planning Commission concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Planning Commission on the item. Public speakers shall address the Planning Commission following the procedures set forth in Section 23 Citizens' Rights.

After the Chairperson determines that no other member of the public wishes to address the Planning Commission on the hearing item, the Chairperson will formally close the public comment period and return the item to the Planning Commission for deliberation.

21.4.6 Deliberation

Once an item of business returns to the Planning Commission for deliberation, the Chairperson will invite the Commission Members to discuss the item to develop concurrence for a motion. Commission Members may ask questions of staff and the participating parties as part of their deliberations.

21.4.7. Planning Commission Action

After Planning Commission deliberation, the Chairperson shall call for a motion and a second as set forth in Section 25 Motions, and the Planning Commission may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Planning Commission has discretion to decide not to hear further comment if they choose. Public speakers shall address the Planning Commission following the procedures set forth in Section 23 Citizens' Rights.

Prior to deliberating on matters for consideration, the Planning Commission shall receive public comment as provided for in Section 23 Citizens' Rights. After receiving public comment, the Planning Commission shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 25 Motions.

21.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Planning Commission to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Commissioner attended at the City's expense [53232.2(d)].

b. The City staff to provide information of community interest to the Planning Commission and to seek direction from the Planning Commission concerning items to be included on future agendas.

c. The Planning Commission to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during ~~citizens~~ open forum;

d. The Planning Commission to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Commission action at a future meeting. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

   Members of the public do not have the right to address the Planning Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

21.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Planning Commission meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Planning Commission during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Planning Commission.

22. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

22.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

22.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Planning Commission on only those items listed in the posted notice and agenda for the special meeting or workshop.

Public speakers shall address the Planning Commission following the procedures set forth in Section 23 Citizens' Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens~~ open forum or opportunity for the public to address the Planning Commission on any item of interest to the public that is within the Planning Commission's subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

22.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 21.4.1 Introduction, 21.4.2 Staff Presentation, 21.4.3 Questions and Comments, and 21.4.6 Deliberations. The Planning Commission may take a final action at a special meeting, but not at a workshop, as set forth in Section 15.2 Special Meetings and Section 15.3 Special Meeting Workshops

22.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

23. Citizens' Rights

A Planning Commission meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Planning Commission and to attend its meetings.

During the ~~citizens~~ open forum portion of a regular meeting agenda, members of the public have a right to address the Planning Commission on any item of interest to the public that is within the Planning Commission's subject matter jurisdiction. Members of the public also have the right to address the Planning Commission before the Planning Commission considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Planning Commission Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Planning Commission concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Planning Commission are as follows:

23.1 Addressing the Planning Commission

Members of the public that want to address the Planning Commission during ~~citizens~~ open forum or before the Planning Commission considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or his or her designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The methods for addressing the Planning Commission will be described at each meeting. The staff liaison will prominently display the methods to address the Planning Commission in the William H. Mendenhall Community Room.

Before an item is considered by the Planning Commission, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Planning Commission begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the presiding officer.

The purpose of submitting a request to speak is to help the presiding officer conduct the Planning Commission's meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Planning Commissioner's successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

23.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to specify the method to request, and the speaker time limits, for citizens addressing the advisory body, but the advisory body must then administer them uniformly.

23.3 Members of the Public Addressing the Planning Commission

23.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Planning Commission. When calling a speaker to the lectern the next two speakers will also be identified so, they are prepared to address the Planning Commission when called.

23.3.2 The Chairperson may request each speaker to state his or her name and city of residence before addressing the Planning Commission. A speaker is not required to provide his or her name or address to address the Planning Commission. However, to the extent such information is relevant to the issues being considered by the Planning Commission, the absence of such information may bear on the speaker's credibility and the weight the Planning Commission affords the speaker's comments.

23.3.3 Speakers shall address their comments only to the Planning Commission as a body and not to a particular member.

23.3.4 Members of the public may only address the Planning Commission from the lectern. No member of the public, other than the speaker at the lectern, may address the Planning Commission, unless called upon by the Chairperson.

23.3.5 No question shall be asked of Commission Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Commission Member, except through the Chairperson. Commission Members, the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

23.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Planning Commission's meeting.

23.3.7 Speakers are encouraged to avoid repetition.

23.3.8 Speakers are encouraged to avoid making personal attacks.

23.3.9 Each speaker shall relinquish the lectern when his or her time to address the Planning Commission has expired.

23.3.10 A speaker may use his or her allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise present information to the Planning Commission in a non-disruptive manner, provided those activities are completed within the allotted time. The City will not provide the means for a speaker to play an electronic recording.

23.3.11 When called upon during ~~citizens~~ open forum, speakers may address the Planning Commission on any item of interest to the public within the Planning Commission's subject matter jurisdiction. [54954.3(a)].

23.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Planning Commission. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

23.4 Participating Parties Addressing the Planning Commission

Participating parties shall comply with the procedures set forth in Section 23 Citizens' Rights when addressing the Planning Commission, except that the participating parties shall each have up to a maximum of 10 minutes to address the Planning Commission. The Chairperson may set and announce the time limit for each active participant to address the Planning Commission based upon the same criteria set forth in Section 23.2 Speaker Time Limit.

23.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Planning Commission, shall not be prohibited. However, the rights of each speaker to express his or her views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

23.6 Disruptive Speech and Conduct

Any person unduly disrupting a Planning Commission meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Planning Commission, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Planning Commission to complete its business.

23.7 Written Communications – Post Hearing Notice, and Post Agenda Publication

23.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Planning Commission through the Planning Commission Liaison. All written comments and materials must be submitted between the date public hearing notices are published (10 days prior to the meeting) and noon on the day before agenda publication (3 days prior to the meeting). The Planning Commission Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

23.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Planning Commission using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Planning Commission immediately upon submission. The staff liaison shall post on the City's website and deliver any additional materials received by 12:00 p.m. the day of the meeting to the Planning Commission in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Planning Office before 12:00 p.m. noon on the day of the Planning Commission meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Planning Commission meeting, any member of the public that desires to submit materials to the Planning Commission for consideration at that meeting is hereby instructed to present 8 copies of the materials to the staff liaison for distribution to the Planning Commission at its meeting when the item is considered.

23.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

23.8 Approaching the Planning Commission

Once a meeting is called to order, no member of the public shall enter the area between the Commission and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the

meeting, and during a recess, for the purpose of interacting with the individual Commission Members and City staff.

24. Planning Commission Deliberation

Planning Commission deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

25. Motions

25.1 Making a Motion

A motion may be made by the Chairperson or a Commission Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Commission Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if the Commission Member wishes to make the motion, subject to another Commission Member's second.

25.2 Categories of Motions

There are four categories of motions that the Planning Commission may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Commission Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Planning Commission. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's

recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Commission's Attorney.

25.3 Simultaneous Motions

The Planning Commission may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Planning Commission have been resolved. When two or three motions are before the Planning Commission, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is before the Planning Commission should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be in the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments, that it challenges.

25.4 Debatable and Non-debatable Motions

Debatable motions are subject to Commission Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Commission Member comment and discussion and are to be voted on immediately.

25.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 25.4.2 Non-Debatable Motions. Debate on a motion should continue as long as Commission Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

25.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Commission's deliberations and, upon receipt of a second, should be voted on immediately. The Commission's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Planning Commission to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Planning Commission to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Planning Commission to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Planning Commission at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Commission Member, or a participating party, as set forth in Section 17 Continuance of Agenda Items, or a scheduling problem arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Planning Commission at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Planning Commission deliberation, debate, and discussion on an item. It can be stated as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Planning Commission as provided for in Section 10(g) Motion to Be Stated.

25.5 Miscellaneous Motions and Appeals

25.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Planning Commission may be made as follows: (1) The motion must be made by a Commission Member that voted along with majority that voted for the original motion that passed, although the motion for reconsideration may be seconded by any Commission Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting.

25.5.2 Commission Member Appeal

Any Commission Member may appeal any ruling by the Chairperson. If a Commission Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, “Shall the decision of the Chair be sustained?”

26. Action and Direction

26.1 Votes, General Rules

Unless otherwise provided, the Planning Commission’s actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Commission Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Commission Member may, before the “Nays” are called for, demand that a roll call vote be taken on the motion before the Commission. The Chairperson’s name shall be called last with other Commission Members’ names called in alphabetical order by the staff liaison. Commission Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that “no action has been taken” and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 26.2 Tie Votes, shall control.

If a Commission Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 26.3 Abstentions and Silence shall govern how the Commission Member's silence or abstention is tabulated.

26.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the tie. If the tie vote occurs during a Commission Member absence, and the absent Commission Member does not have a conflict of interest related to the item being voted on, the Planning Commission may continue the item to a subsequent meeting when the absent Commission Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. However, if a decision is legally compelled under state law (such as the Permit Streamlining Act), the tie vote shall constitute a denial of the application, project before the Planning Commission and an appeal could be submitted for final decision by the City Council.

26.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Planning Commission's actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of five and may diminish accountability of Commission Members on items of legitimate concern. At the same time, it is not the City Council's intention to impede any individual Commission Member's right to choose not to speak or vote on an item.

If any Commission Member wishes to abstain from voting on a motion, the Commission Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the item, in which case the minutes will reflect that the Commission Member abstained from the vote.

If the Commission Member does not announce an abstention when the item of business is first called for consideration, or the Commission Member participates in the consideration of the item, and the Commission Member's abstains during the vote, then that Commission Member's vote shall be tabulated in favor of the motion.

Silence of any Commission Member shall be tabulated along with the majority of the votes cast by the Commission Members present and voting on the motion since the silent Commission Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011 for counting votes with regard to abstentions and silence by a Commission Member.

26.4 Protests

Any Commission Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

27. Appeals

Development Code:
Any decision of the Community Development Director or Historic Preservation Commission regarding eligibility or planning permit decisions may be appealed to the Planning Commission, as outlined in Chapter 9.15 Appeals of the Livermore Development Code (LDC).

Municipal Code:
The Planning Commission hears appeals, outlined in the Livermore Municipal Code (LMC), for suspension or revocation of live adult entertainment (LMC 5.08.500), tree permit processed through Community Development Department (LMC 12.20.250), small residential rooftop solar system expedited permitting (LMC 15.36.060), and flood control boundaries (LMC 16.12.040),

Appeals from decisions of the Commission shall appear on the City Council agenda for discussion. Council has the options of affirming the action of the body, modifying the action of the body, referring the matter back to the Commission, or reversing the decision, unless otherwise required or provided by law.

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 7.3**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Marianna Marysheva, City Manager

SUBJECT: Appointment of Vice Mayor for the period of 2023-2024.

RECOMMENDED ACTION

Staff recommends the City Council appoint a Vice Mayor for the period of 2023-2024.

SUMMARY

The City Council has the statutory power to appoint a Council Member as mayor pro tempore, which is the position titled Vice Mayor in Livermore. Staff recommends the City Council appoint a Vice Mayor for the period of 2023-2024.

DISCUSSION

In accordance with the Rules of Procedure, the City Council must deliberate and vote on the selection of a Vice Mayor. In the absence of the Mayor, the Vice Mayor assumes the Mayor's duties and responsibilities for conducting City Council meetings.

In even-numbered years, the Vice Mayor is selected at the City Council meeting where election results are certified. In odd-numbered years, the Vice Mayor is selected in December.

Listed below are the Vice Mayor appointments for the last four years:

2022-2023 Brittni Kiick
2021-2022 Regina Bonanno
2020-2021 Trish Munro
2019-2020 Bob Woerner

FISCAL AND ADMINISTRATIVE IMPACTS

None.

COMMUNITY PILLAR
5: A City That Works.

GOAL
1: Engage effectively with the Mayor and City Council

ATTACHMENTS

Prepared by: Marie Weber
Deputy City Manager/City Clerk

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 7.4**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Marianna Marysheva, City Manager

SUBJECT: Council Members Appointments to Intergovernmental Agencies.

RECOMMENDED ACTION

Staff recommends the Mayor appoint Council Members to Intergovernmental Agencies, with the City Council's approval.

SUMMARY

Each year the Mayor appoints Council Members to serve on the various regional boards, commissions, and committees that require City Council representatives. Staff recommends the Mayor appoint Council Members to Intergovernmental Agencies, with the City Council's approval.

DISCUSSION

Each year the Mayor appoints Council Members to serve on the various regional boards, commissions, and committees that require City Council representatives. The City Council's 2022 amendments to its Meeting Rules of Procedure incorporate the statutory requirement that the City Council approve the Mayor's appointments. The attached roster shows existing appointments to intergovernmental agencies.

FISCAL AND ADMINISTRATIVE IMPACTS

No material fiscal or administrative impact results from appointing Council Members to serve on various regional boards, commissions or committees.

COMMUNITY PILLAR

5: A City That Works.

GOAL

1: Engage effectively with the Mayor and City Council

ATTACHMENTS

1. Current Intergovernmental Agencies Appointments

Prepared by: Marie Weber
Deputy City Manager/City Clerk

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

City Council Appointments to Intergovernmental Agencies Appointments as of December 4, 2023

Intergovernmental Agency	Delegate	Alternate	Appointing Agency/Authority	Meeting Day/Month	Meeting Time	Staff Liaison	Meeting Location
Alameda County Transportation Commission (ACTC)	John Marchand	Evan Branning	Mayor of Livermore	4th Thursday of the month	2:00 PM	Mallika Ramachandran or Joanna Liu	ACTC Office, 111 Broadway, Suite 800, Oakland CA
Altamont Landfill Community Monitor Committee	Ben Barrientos Member		Mayor of Livermore	Quarterly, 2nd Wednesday (Jan, Apr, July, Oct)	4:00 PM	Judy Erlandson	
Altamont Landfill Open Space Account Advisory Committee	Robert Carling Member		Mayor of Livermore appoints 1 member. 1 member each appointed by Board of Supervisors, Pleasanton City Council & Sierra Club. City of Dublin as non-voting member.	Bi-monthly (Jan, March, May, July, Sept, Nov) – 3rd Friday of the month, 12:30 pm to 2:30 p.m.	12:30 pm. to 2:30 pm	Steve Riley and Jennifer Ackerman	
Altamont Regional Traffic Authority	John Marchand	Brittni Kiick	Mayor of Livermore	At least one regular meeting each year, date and time per resolution.		Mallika Ramachandran or Joanna Liu	
Association of Bay Area Governments (ABAG) General Assembly	Evan Branning	Ben Barrientos	Mayor of Livermore	3rd Tuesday of every month. General Conference, as announced, 1 day program (Additional meetings, as announced)	7:00 p.m.	Steve Stewart	Bay Area Metro Center, 375 Beale Street, San Francisco, CA

City Council Appointments to Intergovernmental Agencies Appointments as of December 4, 2023

Intergovernmental Agency	Delegate	Alternate	Appointing Agency/Authority	Meeting Day/Month	Meeting Time	Staff Liaison	Meeting Location
*Ava (formerly known as East Bay Community Choice Energy JPA (EBCE JPA)	Ben Barrientos	Evan Branning	Mayor of Livermore	3rd Wednesday of the month, 6:00 p.m.	6:00 p.m.	Tricia Pontau	Cal State East Bay, The Oakland Center Lake Merritt Room (in the Transpacific Center), 1000 Broadway, Suite 109, Oakland, CA 94607
Government of Livermore Financing Authority (GOLFA)	John Marchand Mayor, City of Livermore	Public Works Director, City of Livermore		As needed		Jason Alcala, Marianna Marysheva	No meetings scheduled at this time
Intergovernmental Committee (City / LARPD / LVJUSD)	Evan Branning	Ben Barrientos	Mayor of Livermore	Bi-monthly - next date set at end of meeting		Marie Weber	
League of California Cities East Bay Division (LOCC)	Evan Branning	Robert Carling	Mayor of Livermore	Regular Meetings 4th Thursday of each month, 7:00 p.m.	Varies, as announced	Marie Weber	Varies, as announced
Livermore-Amador Valley Transit Authority (LAVTA) (Wheels)	Evan Branning & Brittni Kiick	John Marchand	Mayor of Livermore appoints 2 members. Mayor of each city member jurisdiction appoints two elected officials from it's governing body (delegate and alternate)	1st Monday of the month, 4:00 p.m.	4:00 p.m.	Mallika Ramachandran or Joanna Liu	LAVTA Administrative Office, 1362 Rutan Court, Suite 100, Livermore CA

City Council Appointments to Intergovernmental Agencies Appointments as of December 4, 2023

Intergovernmental Agency	Delegate	Alternate	Appointing Agency/Authority	Meeting Day/Month	Meeting Time	Staff Liaison	Meeting Location
*Livermore Amador Valley Water Management Agency (LAVWMA) JPA	Robert Carling & Evan Branning	John Marchand	Mayor of Livermore appoints 2 members. Two appointed officials from each member agency. Member agencies: Dublin San Ramon Services District, City of Livermore, City of Pleasanton	Quarterly; 3rd Wed of February, May, August, November, 6:00 p.m.	6:00 p.m.	Anthony Smith	Dublin San Ramon Services District Board Room, 7051 Dublin Blvd, Dublin CA 94568
Livermore Cultural Arts Council (LCAC)	John Marchand	Evan Branning	Mayor of Livermore	Monthly, 1st Wed of month, except July.	7:00 p.m.	Theresa De La Vega	Robert Livermore Community Center (RLCC) or Zoom
Livermore Downtown Inc (LDI)	Evan Branning	Robert Carling	Mayor of Livermore	3rd Tuesday of the month		Brandon Cardwell	
Livermore-Dublin City Council Liaison Committee	John Marchand	Ben Barrientos	Mayor of Livermore	As needed		Marie Weber	
Livermore-Pleasanton City Council Liaison Committee	John Marchand	Robert Carling	Mayor of Livermore	As needed		Marie Weber	

City Council Appointments to Intergovernmental Agencies Appointments as of December 4, 2023

Intergovernmental Agency	Delegate	Alternate	Appointing Agency/Authority	Meeting Day/Month	Meeting Time	Staff Liaison	Meeting Location
Livermore-Pleasanton Fire Department JPA (LPFD JPA)	John Marchand	Brittni Kiick	Mayor of Livermore appoints 2 Board Members from the City Council to the Board of Directors as part of the Livermore-Pleasanton Fire Department Joint Powers Authority	As needed	Varies, as needed	Marie Weber	Livermore-Pleasanton Fire Department Headquarters, Fire Chief's Conference Room, 3560 Nevada Street, Pleasanton, CA 94566
Livermore Valley Chamber of Commerce Liaison	John Marchand		Mayor of Livermore	4th Wednesday of the month, 8:00 a.m.	8:00 AM	Brandon Cardwell	
Stockmen's Association Liaison	John Marchand		Mayor of Livermore	As needed			
Sister Cities Committee - Yotsukaido, Japan	John Marchand	Evan Branning	Mayor of Livermore			N/A	
Sister Cities Committee - Quezaltenango, Gutemala	John Marchand	Ben Barrientos	Mayor of Livermore			N/A	

City Council Appointments to Intergovernmental Agencies Appointments as of December 4, 2023

Intergovernmental Agency	Delegate	Alternate	Appointing Agency/Authority	Meeting Day/Month	Meeting Time	Staff Liaison	Meeting Location
Sister Cities Committee - Snezhinsk, Russia	John Marchand	Robert Carling	Mayor of Livermore			N/A	
StopWaste.Org (ACWMA and The Alameda County Source Reduction and Recycling Board)	Robert Carling	Brittni Kiick	Mayor of Livermore	Regular meetings, 4th Wednesday of month, 3:00 p.m. Subcomm 2nd Thurs of month, time varies	3:00 p.m.	Judy Erlandson, Tricia Pontau	
Tri-Valley Cities Council	Mayor and all Council Members		Mayor of Livermore	Quarterly		Marie Weber	
Tri-Valley Community Television Corporation (TVCTV)	Christine Martin, then Paul Spence	Marianna Marysheva		As needed		Marie Weber	
Tri-Valley Council - Affordable Housing Committee (TVAHC)	Robert Carling	Ben Barrientos		Quarterly		Fran Reisner, Josh Thurman	Rotation order between cities; Danville, San Ramon, Dublin, Pleasanton, Livermore

City Council Appointments to Intergovernmental Agencies Appointments as of December 4, 2023

Intergovernmental Agency	Delegate	Alternate	Appointing Agency/Authority	Meeting Day/Month	Meeting Time	Staff Liaison	Meeting Location
Tri-Valley-San Joaquin Valley Regional Rail Authority (Valley Link)	John Marchand		Mayor of Livermore			Mallika Ramachandran	
Tri-Valley Transportation Council (TVTC)	Brittni Kiick	Ben Barrientos & rest of Council	Mayor of Livermore Per the JPA. Member agencies; County of Alameda, County of Contra Costa, City of Livermore, City of Pleasanton, City of San Ramon, City of Dublin, City of Danville	Quarterly, 3rd Monday of the month	4:40 p.m.	Mallika Ramachandran or Joanna Liu	Zoom
Tri-Valley Water Liaison Committee/Agencies Round Table Liaison Committee (Zone 7)	Robert Carling & John Marchand	Brittni Kiick	Mayor of Livermore	Quarterly when mutually agreed upon by the participating agencies.		Anthony Smith	Zone 7 Office, 100 North Canyons Parkway, Livermore CA 94551
Zone 7 Intergovernmental Liaison Committee	Robert Carling	John Marchand	Mayor of Livermore	As needed		Anthony Smith	Zone 7 Office, 100 North Canyons Parkway, Livermore CA 94551
***NOTE:** For scheduling purposes - AVA (formerly EBCE) and LAVWMA both have meetings on the 3rd Wednesday of the month							

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 7.5**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Marianna Marysheva, City Manager

SUBJECT: Appointment of Council Members to the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024.

RECOMMENDED ACTION

Staff recommends the Mayor appoint two Council Members to serve on the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024, with the City Council's approval.

SUMMARY

Applicants for vacancies on Livermore's advisory bodies are interviewed by a two-member subcommittee of the City Council before being recommended for appointment by the full City Council. Two Council Members are needed to serve on the interview subcommittee for the period of January 1 - June 30, 2024.

DISCUSSION

The City Council has established nine standing advisory bodies comprised of more than seventy volunteers. To serve on an advisory body, community members apply for vacancies and are interviewed by a subcommittee of the City Council. The City Council Subcommittee on Advisory Bodies ("Subcommittee") is a two-member subcommittee of the City Council appointed by the Mayor with the City Council's approval, and which is tasked with interviewing applicants for Livermore's advisory boards, commissions, and committees. Membership on this standing City Council subcommittee rotates among Council Members who are appointed for staggered terms, if possible, to ensure that at least one member has prior experience on the subcommittee. Recruitment for advisory body vacancies is managed by the City Clerk's Office and interview nights are scheduled quarterly for known vacancies and as needed to fill unanticipated vacancies throughout the year.

Serving in six-month increments, the Subcommittee conducts interviews and recommends appointments for confirmation by the full City Council. The exception to this policy are applicants for the Planning Commission who are interviewed by the full City Council. When interviewing applicants for the Livermore Area Youth Advisory Commission (LAYAC), the Subcommittee is joined by a member of the

Livermore Area Recreation and Park District Board of Directors and a current LAYAC youth member.

Two Council Members are needed to serve on the Subcommittee for the period of January 1 - June 30, 2024. Previous appointments are listed below:

Year	January 1 - June 30	July 1 - December 31
2023	CM Carling	CM Barrientos
	CM Branning	CM Carling
2022	CM Kiick	Mayor Woerner
	VM Bonanno	VM Bonanno
2021	CM Carling	VM Munro
	VM Munro	CM Kiick
2020	CM Munro	Mayor Marchand
	CM Coomber	CM Carling
2019	Mayor Marchand	CM Woerner
	CM Woerner	CM Munro
2018	CM Carling	CM Coomber
	CM Coomber	CM Spedowfski

Upon appointment by the Mayor, the City Clerk's Office will coordinate with the Subcommittee members to reserve several evenings to facilitate upcoming interview sessions.

FISCAL AND ADMINISTRATIVE IMPACTS

None.

COMMUNITY PILLAR
5: A City That Works.

GOAL
2: Engage effectively with the City's Advisory Bodies

ATTACHMENTS

Prepared by: Marie Weber
Deputy City Manager/City Clerk

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 10.1**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Marianna Marysheva, City Manager

SUBJECT: Supplemental materials.

RECOMMENDED ACTION

SUMMARY

These materials were posted online and made available to the public at the same time that they were distributed to the City Council.

3.2	Community Asset Management Program (CAMP) Outreach Committee Final update presented by Uyiosa Oviawe, Senior Management Analyst. Material: PowerPoint Presentation
5.1	Approval of draft minutes - November 13, 2023 and November 27, 2023 Regular Meetings. Material: Revised Minutes for November 13, 2023 Regular Meeting
7.1	Resolution amending the Livermore Airport Minimum Standards for Commercial Aeronautical Activities to require the provision of Unleaded Aviation Fuel by the Fixed Base Operator (FBO). Materials: Public Comment Received and PowerPoint Presentation
7.2	Discussion and direction regarding the City Council Subcommittee for Advisory Body Review's recommendation regarding changes to City advisory bodies. Materials: Public Comment Received and PowerPoint Presentation
7.3	Appointment of Vice Mayor for the period of 2023-2024. Material: PowerPoint Presentation
7.4	Council Members Appointments to Intergovernmental Agencies. Material: PowerPoint Presentation

7.5	Appointment of Council Members to the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024. Material: PowerPoint Presentation
8.0	Council Committee Reports and Matters Initiated by City Manager, City Attorney, Staff, and Council Members Material: Council Reports

DISCUSSION

ATTACHMENTS

1. Supplemental Materials

Prepared by: Helena Graves
Deputy City Clerk

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

Community Asset Management Program (CAMP) Outreach Committee Final Report

December 11, 2023

Presented by Judy Erlandson, Interim Public Works Director

CITY OF LIVERMORE CALIFORNIA

1

CAMP-Background

- Formed by the City Council in 2016 to represent the community in asset management planning and community outreach.
- Had between six and nine members and met as needed.
- Final meeting was held on August 23, 2023.

CITY OF LIVERMORE CALIFORNIA

2

CAMP - Accomplishments

- Provided perspective and input to help guide staff on asset management strategies.
- Attended public outreach events.
- Successfully completed the review and approval of asset fact sheets:
  - Buildings, Traffic Signals, Bridges, Street Lights and Traffic Signs
- Championed the Asset Management Geocache interactive game.
- Won two CAPIO awards in 2020 and 2022 for Most Innovative Communications.

CITY OF LIVERMORE CALIFORNIA

3

CAMP - Membership

The City would like to thank the following Committee members for their contribution to the Asset Management Program:

- Neal Pann
- Steven Dunbar
- Mark Palajac
- Steve Stamos
- Jennifer Yeamans
- Dharana(Donna) Allen
- Dawn Argula
- Marco Torres
- Regina Bonanno
- Gordon Jones
- Erik Gets
- Jennifer Estridge (Wirowek)
- Susan Frost
- Paul Foster
- Jan Evans
- Bob Dashner
- Nicol Williams-Pruitt
- Jill Farrell

CITY OF LIVERMORE CALIFORNIA

4

Asset Management – Next Steps

- Continue public education and outreach.
- Continue to prioritize investments in public infrastructure.
- Propose policies to reduce costs and improve service levels.
- Protect the quality of life in Livermore over the long-term.

CITY OF LIVERMORE CALIFORNIA

5

MINUTES

LIVERMORE
CALIFORNIA

CITY COUNCIL
NOVEMBER 13, 2023

CLOSED SESSION

CALL TO ORDER – The Closed Session of the City Council was called to order by Mayor John Marchand at 6:30 pm, held in person at 1016 S. Livermore Avenue and streamed over YouTube (listen and view only).

ROLL CALL – Present: Mayor John Marchand, Vice Mayor Brittni Kiick, and Council Members, Ben Barrientos, Evan Branning and Robert W. Carling.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL REGARDING CLOSED SESSION ITEMS.

Mayor Marchand opened the public comment period.

There were no speakers, and the hearing was closed.

1. ADJOURN TO CLOSED SESSION

1.1 Conference with Real Property Negotiator. To meet with Brandon Cardwell and Benedict Stuth, the City's negotiators pursuant to Government Code section 54956.8, regarding the airport restaurant lease agreement approved on April 9, 2018, for a portion of the property located at 680 Terminal Circle, Livermore, California. The City negotiators may negotiate with Harmail Chatha on behalf of SAAB13, LLC. The instructions will concern the terms and conditions of the agreement and whether any changes should be made to the lease.

1.2 Conference with Legal Counsel - Anticipated Litigation. To meet with legal counsel pursuant to Government Code section 54956.9(d)(4) to decide whether to initiate litigation based on existing facts and circumstances. (One case)

REGULAR MEETING

2. CALL TO ORDER – The meeting of the City Council was called to order by Mayor John Marchand at 7:00 pm, held in person at 1016 S. Livermore Avenue and streamed over YouTube (listen and view only).

ROLL CALL – Present: Mayor John Marchand, Vice Mayor Brittni Kiick and Council Members Ben Barrientos, Evan Branning and Robert W. Carling.

PLEDGE OF ALLEGIANCE

REPORT OF ACTION TAKEN IN CLOSED SESSION

City Attorney Jason Alcala said there was no reportable action.

Mayor Marchand requested a moment of silence in honor of Council Member Branning's father who recently passed away.

3. PROCLAMATIONS AND PRESENTATIONS – NONE

4. OPEN FORUM

Mayor Marchand opened the public comment period.

Greg Scott, provided a comment.

David McGuigan, provided a comment.

Shirley Lewandowski, provided a comment.

Carol Silva, provided a comment

Donna Cabanne, provided a comment.

Jean King, provided a comment.

There were no more more speakers and the public comment period was closed.

5. CONSENT CALENDAR

Mayor Marchand opened the public comment period.

Item 5.14 and 5.15 **Greg Scott** provided a comment.

Item 5.1 **Karl Wente** provided a comment.

There were no more speakers and the public comment period was closed.

ON THE MOTION OF VICE MAYOR KIICK, SECONDED BY COUNCIL MEMBER CARLING AND CARRIED ON A 5-0 VOTE, THE CITY COUNCIL APPROVED THE CONSENT CALENDAR.

5.1 Approval of revised minutes. After completing an internal audit of meeting minutes, corrections to the following minutes are needed - July 24, 2023 Regular Meeting, September 11, 2023 Regular Meeting, and September 25, 2023 Regular Meeting.

5.2 Adopt Ordinance 2150, adding Chapter 8.21 Summary Abatement of Graffiti to the Livermore Municipal Code.

5.3 Adopt Omnibus Ordinance 2151, making modifications to the Livermore Municipal Code and the Livermore Development Code.

5.4 Resolution 2023-194 adding 2024 Storm Damage Citywide Emergency & Protective Measures Project 2024-27 to the 2023-2028 Capital Improvement Plan, authorizing supplemental appropriations of General Fund Capital Reserves to 2024 Storm Damage Citywide Emergency & Protective Measure Project 2024-27, in the amount of $300,000 to Fiscal Year 2023-24 and $200,000 to Fiscal Year 2024-25, and executing agreements with Cazadoro Engineering, ETIC Engineering, Hanford Applied Restoration, and Triangle Properties, Inc. to provide on-call services to assist with the Livermore Stream Maintenance Program and emergency storm damage repairs through December 31, 2025, in amounts not-to-exceed $600,000 each.

5.5 Resolution 2023-195 authorizing a supplemental appropriation of General Fund Capital Reserves in the amount of $99,000 to the Fiscal Year 2023-24 budget for the Decorative Wall Replacement - Citywide Project 2006-54 for the removal of the deteriorating wood fence on Holmes Street between Vancouver Way and Paris Way.

5.6 Resolution 2023-196 approving Final Tract Map 8613 and authorizing execution of a Subdivision Improvement Agreement for the Shea Portola Townhomes project at the northeast corner of Portola Avenue and Collier Canyon Road.

5.7 Resolution 2023-197 summarily vacating public right-of-way for Arroyo Vista Tract 8689 within a portion of Parcel C of Grant Deed 94-176895, located at the intersection of Las Positas Road and Bennett Drive, retaining the rights of existing public utility easement within the portion of Parcel C, and authorizing execution of a Quitclaim Deed.

5.8 Resolution 2023-198 authorizing issuance of a purchase order with Beam Global in the amount of
$173,709 for two solar-powered electric vehicle chargers to be installed at City Hall and the Police Department.

5.9 Resolution 2023-199 authorizing execution of a purchase order with Golden State Fire Apparatus Inc. for one new Pierce Manufacturing Enforcer Type 1 Fire Engine in the amount of $1,302,155 with a financial contingency in an amount not-to-exceed ten percent (10%).

5.10 Resolution 2023-200 authorizing issuance of a purchase order to Golden State Fire Apparatus, Inc. for one 2024 BME Fire Truck, LLC Targhee Model 34 Type 3 fire engine in the amount of
$551,261 and authorizing a financial contingency in an amount not-to-exceed ten percent (10%).

5.11 Resolution 2023-201 authorizing execution of an agreement with Hinderliter, de Llamas and Associates, Inc., for sales, use, and transaction tax management and audit services.

5.12 Resolution 2023-202 authorizing the execution of a Second Amendment to the agreement with Tracy Business Services, Inc. DBA Express Employment Professionals for temporary labor services to increase the total compensation by $200,000 for a total not-to-exceed amount of $495,000, to extend the term of the agreement for a one-year period, and to increase insurance limit requirements.

5.13 Resolution 2023-203 authorizing a first amendment to an agreement with Kaizen InfoSource, LLC for records management consulting increasing the not-to-exceed amount to $212,000 and extending the term to December 31, 2024.

5.14 Resolution 2023-204 authorizing the acceptance and appropriation of the County of Alameda Homeless Housing, Assistance and Prevention (HHAP) Program Rounds 3 and 4 grant funds in the amount of $439,426 and authorizing a supplemental appropriation in the amount of $245,237 in unexpended HHAP Rounds 1 and 2 grant funds.

5.15 Resolution 2023-205A (HCD authorizing) and Resolution 2023-205 approving submission of application for funding and the execution of a grant agreement and subrecipient agreements for the 2023-24 funding year of the State Emergency Solutions Grant (ESG) Program, Homelessness Prevention Activity Notice of Funding Availability (NOFA).

5.16 Resolution 2023-206 authorizing the display of the Prisoner of War / Missing in Action (POW-MIA) flag for the week of November 14-19, 2023.

6. PUBLIC HEARINGS – NONE

7. MATTERS FOR CONSIDERATION

7.1 Update on the citywide poll results and preliminary priorities for negotiations with Dublin regarding open space and scenic corridor preservation in Doolan Canyon.

Recommendation: Staff recommended the City Council receive an update on the citywide poll results and preliminary priorities for negotiations with Dublin regarding open space and scenic corridor preservation in Doolan Canyon.

Senior Planner Ashley Vera presented the staff report.

Mayor Marchand opened the public comment period.

Carol Silva, provided a comment.

Donna Cabanne, provided a comment.

Jean King, provided a comment.

Shirley Lewandowski, provided a comment.

Karl Wente, provided a comment.

There were no more speakers, and the public comment period was closed.

COUNCIL RECEIVED THE PRESENTATION AND CONFIRMED STAFFS PRELIMINARY PRIORITIES AS DIRECTION.

8. COUNCIL COMMITTEE REPORTS AND MATTERS INITIATED BY CITY MANAGER, CITY ATTORNEY, STAFF AND COUNCIL MEMBERS

THE MAYOR AND CITY COUNCIL MEMBERS PROVIDED A SUMMARY OF RECENTLY ATTENDED EVENTS AND MEETINGS IN ADDITION TO THE INFORMATION PROVIDED IN THE SUPPLEMENTAL PACKET. COUNCIL MEMBERS WHO DID NOT PROVIDE A SUMMARY IN THE SUPPLEMENTAL PACKET ARE INCLUDED BELOW.

Civic Appreciation Dinner, Council Member Barrientos noted his attendance.

Bikes and Brew Bike Ride, Council Member Carling noted his attendance on November 4, 2023.

Harmony in Healing Benefit Concert and Fundraiser at the Bankhead Theater, Council Member Carling noted his attendance on November 4, 2023.

Livermore Valley Performing Arts Center Cultural Events (Celebration Series) at the Bankhead Theater, Vice Mayor Kiick voiced her support.

Diwali Festival of Lights, in front of the Bankhead Theater, Mayor Marchand noted his attendance on November 5, 2023.

Livermore Police Department and City of Livermore 2nd Annual Trunk or Treat, Mayor Marchand noted his attendance on October 25, 2023.

Veteran's Day Event, Mayor Marchand noted his attendance on November 15, 2023.

9. ADJOURNMENT – at 8:11 pm in memory of Judge Hugh Walker to Special City Council meeting on Monday, November 20, 2023 and a Regular City Council meeting on Monday, November 27, 2023 at 7:00 pm, Civic Center Meeting Hall, City Council Chambers, 1016 S. Livermore Avenue.

APPROVED: _____

JOHN P. MARCHAND, MAYOR

ATTEST: _____

MARIE WEBER, DEPUTY CITY MANAGER/CITY CLERK

Airport Minimum Standards for Commercial Aeronautical Activity Update – Unleaded Aviation Fuel Provision

December 11, 2023

Presented by Judy Erlandson, Interim Public Works Director
Benedict Stuth, Acting Airport Manager

CITY OF LIVERMORE CALIFORNIA

1

Aviation Fuel at the Livermore Airport

- The Fixed Base Operator (FBO), Five Rivers Aviation is exclusive provider of fuel at the airport. FBO currently sells two types of fuel:
  - 100LL is a leaded fuel.
  - Jet A is a kerosene-based fuel.

CITY OF LIVERMORE CALIFORNIA

2

Livermore Airport Transition to Unleaded Fuel

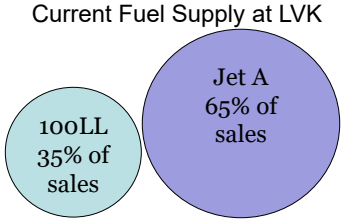
- The EPA has determined lead emissions are an endangerment to public health.
- The FAA has determined that leaded fuel must be eventually discontinued and replaced by an unleaded alternative.
- On October 23, 2023, the City Council directed staff to update the Airport's Minimum Standards to require unleaded aviation fuel sales on the airfield at Livermore Airport.
- Updating minimum standards requiring provision of unleaded aviation fuel is the first step towards transitioning away from leaded fuel.

CITY OF LIVERMORE CALIFORNIA

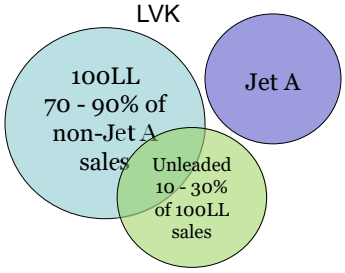
3

Transitioning to Unleaded Fuel

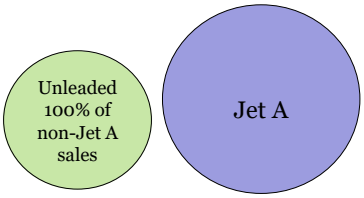
Current Fuel Supply at LVK



Unleaded Fuel Transition at LVK



Ultimate Goal at LVK



CITY OF LIVERMORE CALIFORNIA

4

National Transition to Unleaded Fuel

- The FAA has been working with industry partners to formulate appropriate alternatives by 2030 through the EAGLE initiative. (ASTM certification)
- The FAA has additionally determined that federally-obligated airports MUST continue to offer 100LL Aviation fuel until a viable alternative is available.
  - Fuel bans are interpreted as a violation of Federal Grant Assurances.
- A 100-octane 100LL alternative has been developed and approved by the FAA for general use under a separate effort outside of the EAGLE initiative but is not yet available in the marketplace. (STC Certification)
- UL94, a 94-octane 100LL alternative and stopgap fuel, is currently available for use, but only by a limited number of aircraft. (STC Certification)

CITY OF LIVERMORE CALIFORNIA

5

Current Unleaded Fuel at Other Airports

- Unleaded UL94 fuel is available at San Martin, Reid Hillview, Hayward, San Carlos, Watsonville, Oxnard, Van Nuys, Burbank, Santa Monica, and Long Beach Airports.
- Only Santa Clara County has made a move to outright ban leaded fuel, which is under investigation by the FAA.
- All other airports listed are offering unleaded UL94 alongside 100LL .
- Currently UL94 ranges from $7 - $10/gallon in California. 100LL fuels ranges in-between $5 - $7/gallon.

CITY OF LIVERMORE CALIFORNIA

6

Livermore Airport Transition to Unleaded Fuel

- Staff has presented the revisions to the Airport Commission for discussion and input.
- The Airport Commission feedback summary:
  - Replace specific language regarding specific unleaded fuels and make the requirement more general to allow for increased flexibility.

CITY OF LIVERMORE CALIFORNIA

7

Livermore Airport Transition to Unleaded Fuel

- Timeline: Up to 24 months, but efforts are under way to transition as soon as possible
- The City is currently working with the Bay Area Air Quality Management District to assist Five Rivers Aviation recertify a spare fuel tank.

CITY OF LIVERMORE CALIFORNIA

8

Recommendation

- Staff recommends the City Council approve the update to the Commercial Aeronautical Activity Minimum Standards which includes:
  - Updates to the definitions on all available aviation fuel.
  - Established requirements that an unleaded aviation fuel alternative is provided.
  - Established timeline by which an unleaded aviation fuel alternative is provided at LVK.

CITY OF LIVERMORE CALIFORNIA

9

Questions?

CITY OF LIVERMORE CALIFORNIA

10

Debbie Elam

From: Jean King [redacted]
Sent: Monday, December 11, 2023 11:31 AM
To: City Clerk
Subject: Email comment for Dec 11, 2023 Item 7.1

Categories: Helena, Debbie

You don't often get email from [redacted] Learn why this is important

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Livermore City Council December 11, 2023
Item 7.1

I ask the Council to support the Airport Commission's recommendation to have the Livermore Airport Fixed Base Operator (FBO) commence to sell unleaded aviator fuel at the Livermore Airport (LVK) as soon as possible.

Two years is too long to wait before the situation is re-evaluated. The completion should be one year and at the end on one year, it can be re-evaluated. If supplying unleaded aviation fuel is not possible in one year then, a one year extension can be given.

The need to eliminate leaded fuel is important for health and environmental reasons. Unleaded fuel should be made available as soon as possible. This should be a priority.

Thank you.
Jean King
Livermore

City Council Subcommittee for Advisory Body Review's recommendation regarding changes to City advisory bodies

December 11, 2023

Presented by Debbie Elam, Assistant City Clerk

CITY OF LIVERMORE CALIFORNIA

1

Background

- The City of Livermore has 9 standing advisory bodies
- The City 5-Year Strategic Plan includes:
  - Engage effectively with the City's advisory bodies
- March 2023 - City Clerk staff met with advisory body liaisons to review each body's duties, responsibilities, and objectives
- July 2023 - City Council appointed a two-member Subcommittee for Advisory Body Review
- August 2023 - Staff presented the results of their review to the Subcommittee
- October 2023 - The Subcommittee finalized their review and directed staff to bring the Subcommittee's recommendations to City Council.

CITY OF LIVERMORE CALIFORNIA

2

Four Main Subcommittee Recommendations

- Beautification Committee – Sunset
- Historical Preservation Commission - Sunset
- Commission for the Arts - Move management of this Advisory Body to the Library
- Livermore Area Youth Advisory Commission (LAYAC) - Convert the body from a City Commission to a Library activity

CITY OF LIVERMORE CALIFORNIA

3

Beautification Committee

Key Points

- Several duties have fallen to staff due to the need for technical expertise (ex. arborist)
- Some advisory body objectives are no longer current, for example, the free street tree program has ended
- Tree Appeal process under review
  - To provide consistency in the appeals process citywide, staff will be recommending street tree appeals be completed by an independent third party going forward
- Arbor Day and Beautification Awards will continue with staff and volunteers
- Public input can be provided to staff, Planning Commission, or City Council

CITY OF LIVERMORE CALIFORNIA

4

Historic Preservation Commission

Key Points

- In 2021 Planning staff in conjunction with the Historic Preservation Commission completed an update to the City's historic preservation program
- The number of properties that would require a review by the Commission was reduced.
- The Commission has met 5 times since the update in 2021
- The Commission did not meet in 2023
- Review of historical properties and the interview of the City Historian are recommended to be reassigned to the Planning Commission

CITY OF LIVERMORE CALIFORNIA

5

Commission for the Arts

Key Points

- November 2022 - The City adopted the Livermore Cultural Arts Vision
- The Vision focuses on moving from physical art to more art programming
- The Library currently has extensive cultural arts programming
- Library staff have experience with grants, which is a function of the Commission

CITY OF LIVERMORE CALIFORNIA

6

Livermore Area Youth Advisory Commission (LAYAC)

Key Points

- Converting the Commission to a Library activity removes the restrictions of the Brown Act such as quorum, limited discussion among members, and public participation
- More Livermore youth will be able to participate in the new program through meetings and volunteer opportunities
- The Library already has extensive youth programming that could incorporate this body

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7

Minor Changes to Rules of Procedure for Remaining Bodies

- Airport Commission – Changing the make up of the Commission to allow 3 tenants instead of 2.
- Human Services Commission – Remove the duties related to the Multi-Service Center
- Library Board of Trustees – Remove duties related to the Library budget
- All Advisory Bodies
  - Change references from Citizen's Forum to Open Forum to match current practice
  - Change City Council Goals and Priorities to 5-Year Strategic Plan
  - Add in a requirement to create an annual workplan in January

CITY OF LIVERMORE CALIFORNIA

8

Volunteer Opportunities

- Livermore Community Service Day
- Graffiti Fighters
- Living Arroyos
- Key to the City
- Community Police Academy
- Community Emergency Response Team (CERT)
- Library volunteer opportunities
- Other Advisory Bodies

CITY OF LIVERMORE CALIFORNIA

9

Next Steps early 2024

1. Planning Commission – Development Code Amendment for the sunset of the Historical Preservation Commission
2. City Council – Introduction of an ordinance amending the Livermore Municipal Code with the recommended changes and adoption of a resolution amending the Rules of Procedure for remaining bodies
3. City Council – Adoption of an ordinance amending the Livermore Municipal Code with the recommended changes

CITY OF LIVERMORE CALIFORNIA

10

Recommendation

Staff and the City Council Subcommittee for Advisory Body Review recommend the City Council review the Subcommittee's recommendations regarding changes to City advisory bodies, and direct staff to bring back ordinances amending the Livermore Municipal Code and the Development Code at a future City Council meeting.

CITY OF LIVERMORE CALIFORNIA

11

From:	Darin Bishop
To:	Marie Weber
Cc:	Benedict (Benny) Stuth; Angela Hescher
Subject:	Re: City Council Advisory Body Review
Date:	Thursday, December 7, 2023 8:04:30 PM
Attachments:	image.png

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

TO: Livermore City Council
FR: Darin Bishop, Airport Advisory Commission
RE: Proposed changes to airport commission rules of procedure.

1. Duties and Responsibilities:

8. "The Commission will create an annual workplan at the first meeting in January."

Since the Airport commission is not project oriented, this requirement appears to serve no purpose other than to waste volunteer commissioner and paid staff time.

I believe item 8 should be totally discarded for the following reasons:

- REDUNDANCY- There is no need to re-invent the wheel every year when we already have a 25 page document titled "AIRPORT COMMISSION RULES OF PROCEDURE." This document specifically and clearly delineates what we are expected to do on a continual basis. We already meet each December and approve the following year's meeting calendar which specifies when we will be meeting.

- SPECIOUSNESS- The word "Workplan" is not defined in the 189 page City Council Staff Report of December 11, 2023 regarding "*Discussion and direction regarding the City Council Subcommittee for Advisory Body Review's recommendation regarding changes to City advisory bodies.*" The word "Workplan" only appears with the requirement that commissions are required to create their Workplan each

  It is specious because there is no definition of what commission Workplans should consist of, no requirements or standards regarding adherence to or even retention of Workplans, and no procedures for revisions to Workplans due to changing circumstances throughout the year.

- MISLEADS THE PUBLIC- The term "Workplan" gives the wrong impression that volunteer commissioners are compensated city officials with authority. The airport commission in particular already has a public image problem in that the public thinks we run the airport. Currently we are being implored to stop harm to children and approve the transition to unleaded aviation fuel, and in the past the Independent newspaper has published stories implying that the commission has awarded hangars to individuals of favor, and approved the creation of a 737 jet port. None of which we have done or even have the authority to do! The city should be doing more to emphasize the

advisory nature of its volunteer commissions to the public not creating more mischaracterization.

- INCORRECT PROCEDURE- I would have to confirm with city attorneys, but I'm pretty sure it is not legal for any commission to create and approve plans or take action all in just one January meeting without allowing for a public comment period.

Regarding the term "Open Forum" replacing the term "Citizens Forum" I wonder if the City Council is aware of the significance and is purposely inviting meeting participants from non-residents? If this change is enacted, I request the council anticipate problems and provide proactive guidance to advisory commissions with procedures to handle the eventuality of commission meetings being overrun with activists from outside our city. At a minimum there should be guidance on how non-resident participation is considered or handled compared to Livermore residents. Maybe commission chairs should have ability to request police presence at meetings they anticipate to be possibly contentious.

Thank you for considering my input on the subject,

Darin Bishop
Airport Advisory Commission

Debbie Elam

From: Mark Goralka [redacted]
Sent: Friday, December 8, 2023 4:23 PM
To: Debbie Elam
Cc: Karen Jefferson; Marie Weber; Judy Erlandson; Joe Prime; Laurie Tobias; Tania Panarello [redacted]); Saundra Lormand
Subject: Re: Input regarding proposed sunsetting of the Beatification Committee for the City Council supplemental agenda packet
Attachments: Sunset Comments.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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Debbie -
As discussed at our meeting on Wednesday, attached is a pdf of my comments.

Let me know if you have any questions.

Thanks -

City Council Members and Mayor Marchand—

Rather than letting the Beautification Committee sunset, the CC should consider the possibility of modifying its duties and responsibilities to those which would be most beneficial to the City's current conditions and needs of the City Council. Modifying and preserving the Committee would allow Council to take full advantage of its history and established methods of gaining community input and involvement.

The current stated advisory body functions for this committee are outdated and not reflective of its current duties. City Staff and Committee members could work together on creating a more relevant and useful "Duties and Responsibilities" description and annual workplan. The Committee can also provide valuable input to the proposed appeal process by third party agencies. Unlike code or zoning appeals where there may often be a correct or definitive answer, tree appeals are more nuanced with the need to take in context its relation to specific neighborhood and site conditions. Such appeals would benefit from the insight of local citizens who comprise the Committee.

Such a modification would also be an opportunity to consider ways to provide more agency to the Committee to affect change; such as with additional City Staff involvement or designating some City resources to address issues brought before the Committee. The committee has been frustrated in the past by the lack of resources or funding available to respond to issues or ideas that they have expressed.

The Beautification Committee members stand ready to assist the City Council and City Staff as needed.

Sincerely,

Mark Goralka
Beautification Committee Vice Chair

Corina Mendoza

From: Saundra Lormand [redacted] >
Sent: Thursday, December 7, 2023 4:44 PM
To: Marie Weber; Debbie Elam; Judy Erlandson
Cc: Joe Prime; Laurie Tobias; Karen Jefferson; Mark Goralka; Tania Panarello
[redacted]
Subject: Input regarding proposed sunsetting of the Beautification Committee to be made available to City Council members

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Public Comment

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City Council Members and Mayor Marchand—

As a member of the Beautification Committee, I was very surprised at the City's and Council Subcommittee's recommendation that the Beautification Committee be sunseted. I was particularly surprised and annoyed because we had no input into the evaluation process that began in March of this year. Members of the Beautification Committee would have provided creative ideas regarding what this committee could offer the City. Concurrent with this secret evaluation process, the membership on our Committee dropped from seven members to four. At each of our MONTHLY meetings we asked about recruiting efforts and even identified potential Committee candidates with horticultural and botanical expertise that we were willing to recruit. We were never given any explanation as to why solicitations for volunteers for other Advisory Committees were appearing on the City website and in the local newspaper but nothing for the Beautifications Committee. As the months passed, we were told nothing about this evaluation process and were not asked for any input until Wednesday night, December 6th. Our input was to be delivered to City staff by Friday, December 8th. You will make your decisions on December 11th.. Why were we not included in the evaluation process or told it was taking place and given more time for input?

I believe that the City Advisory Committees provide an important mechanism for the City to obtain citizen input regarding the broad range of City programs. Livermore has many intelligent and creative citizens who care deeply about the future of the City. They deserve to be heard. Advisory Committees are a excellent way to obtain this input. This is a democracy. Democracies can be messy, but citizens need to be heard. And it is the citizens who pay the taxes that fund City activities and pay its employees.

These are the reasons I think the Beautification Committee should **not** be sunseted:

1. There will be no other mechanism for citizen input concerning horticultural development the City. In this era of climate change, trees are important. Committee members have creative ideas regarding funding,tree types, priorities.

2. There will be no other mechanism for citizen input concerning the horticultural beautification of the City. During my tenure on this Committee we assessed the medians in the City for planting repair and improvement. We evaluated welcoming signage placed at the City entrance points. I'm sure there were other projects like these that were completed before my arrival on the Beautification Committee.

3. Arbor Day will no longer take place unless the City can recruit volunteers for the effort. The Beautification Committee has developed an extensive and detailed program that reaches 1000 second graders in14 Livermore schools annually.

4.The Citizen and Commercial Beautification Awards Program will cease unless the City can recruit volunteers to continue it. The institutional knowledge regarding the operation of Arbor Day and the Beautification Awards with be lost. Both of these programs involve significant effort on the Committee's part and provide much positive publicity and goodwill for the City.

5. It is being recommended that citizen tree appeals no longer be handled by the Beautification Committee and instead be outsourced to "an independent third source". Given that this "independent third source" is to be hired by the City, is this not a conflict of interest in that the City will pay fees to this source? The Beautification Committee has handled two appeals during my tenure. We dealt with the appealing citizen thoughtfully and respectfully, visited the tree sites in question and researched information about these trees before rendering a decision. Our efforts did not incur any costs to the City.

Please consider these points in your deliberations.

Saundra Lormand
Beautifications Committee member

Debbie Elam

From: Karen Jefferson [redacted] >
Sent: Thursday, December 7, 2023 8:58 PM
To: Marie Weber; Debbie Elam; Judy Erlandson; Joe Prime
Cc: Laurie Tobias; Mark Goralka; Tania Panarello [redacted]); Saundra Lormand
Subject: Input regarding proposed sunsetting of the Beatification Committee for the City Council supplemental agenda packet
Attachments: 2023 Input to City Council on Sunsetting BC.docx; 2023 Input to City Council on Sunsetting BC.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

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To All:

I've attached my input in two file formats (.docx and pdf) to be included in the City Council's supplemental agenda packet regarding the sunsetting of the Beautification Committee.

Please let me know if you have any questions.

Best regards,

Karen Jefferson

Input to City Council Regarding the Recommendation to Sunset the Beautification from Karen Jefferson, Beautification Member

I do not agree with the Staff and City Council Subcommittee recommendation to sunset the Beatification Committee. Furthermore, I feel the process to arrive at this conclusion lacked transparency to the Committee's members and did not seek input for potential future activities from Committee members in a reasonable timeframe.

In March of this year, the Beautification Committee was informed by the Committee's City staff liaison that the City was reviewing the Roles and Responsibilities of all of the City's Advisory Bodies. After reviewing the existing Roles and Responsibilities in the Beautification Committee's April Agenda packet, I could certainly understand the need for that review as many of the roles and responsibilities appeared to be out-of-date and no longer pertinent. At that April meeting we also asked our Committee's City staff liaison how we could have input into the review process, as we had suggestions for future Committee activities. We continued to ask the Committee's City staff liaison at our May, June, August, and September meetings for an update of the review and how we could have input into the process. We were given no information about the process and no opportunity for input until December 6 with 2 days to submit any input. Why is this opportunity for input so late in the process and with so little time to respond?

The Beautification Committee is the only City Advisory Body providing the City with input from citizens on horticultural development and improvements within the City. As climate change is upon us, the need for plants, and in particular climate friendly plant choices, are that much more vital. I believe the Beatification Committee can play a significant role in helping the City to adapt to the new normal. Here are a few suggestions of possible Committee activities.

Trees are a major asset to our community and a major tool to mitigate climate change. Many other cities in the county, such as San Leandro and Pleasanton, have efforts to increase and plan for their Urban forests. In fact San Leandro has community engagement to mulch, plant, and care for trees. This effort was funded through a Cal Fire grant. The City of Pleasanton has an Urban Forest Master Plan. I was surprised to see in the Staff Summary Report that there were no funds/program for the replacement of failing street trees and limited funds in the landscape maintenance districts. Given that many of our City's trees are not in stellar health, this is not the time to stop funding efforts to replace and extend our urban forest. Is there an effort to replace unhealthful trees in our urban forest?

Does the City have an Urban Forest Plan for the future? The Beautification Committee, if not sunsetted, could assist with developing such a plan.

The City does not have a recommended tree planting list published on their website. I've recently joined a native plant group and one of the activities is to document Bay Area cities' use of native plants, specifically trees. Livermore is one of the few cities in the Bay Area without a recommended plant list. Why is that? Wouldn't such a list be helpful? What about guidance for planting, watering, and maintaining trees? I realize that the City has 6 arborists but couldn't citizen input provide guidance on what information might be valuable to the community?

Who is going to analyze and what questions will be asked of the data collected by the third-party vendor who inventoried the city's trees? Could this data be used to identify tree deserts and perhaps organize

a community outreach effort to add trees – either through donations, grants, or City funds. I believe the Beautification Committee could be valuable in helping to do this.

The city has been in the process of updating the street tree ordinance for many years. How will you be incorporating community input into the process of updating the ordinance? When it is "complete", what is your plan for public review and comment?

Native plants, especially trees such as oaks, are crucial to our environment. Oaks are keystone species as they support more life forms including fungi, insects, birds, and mammals, than any other North American tree genus. While the responsibilities for the design for the establishment of small parks or rest areas have fallen to staff, what input do the citizens have in the choice of plant palette for these projects? How can we help and encourage the City to use more native plants in projects?

Finally what about Arbor Day? For 2024 the Committee was investigating how we could incorporate native plants into the Arbor Day activities. Certainly sunsetting the Beautification Committee will sunset the current Arbor Day outreach to the schools. Committee members spent weeks of time organizing, packaging, and distributing materials to the schools. I doubt that you will get citizen volunteers to do this activity if you were to abolish the committee.

These items are only a subset of the activities where the Beautification Committee can provide valuable citizen horticultural input to the City. Given the importance of plants to mitigate climate change and sustain our environment, now is the time to think creatively on how to use this important source of citizen input to benefit our City. Do not sunset the Beautification Committee.

Debbie Elam

From: Tania Panarello [redacted] >
Sent: Friday, December 8, 2023 5:01 PM
To: Joe Prime; Judy Erlandson
Cc: Marie Weber; Debbie Elam; Laurie Tobias; Karen Jefferson; Saundra Lormand; Mark Goralka; Tania Panarello; Brittni Kiick; Evan Branning; John Marchand
Subject: From Committee Member Tania Panarello: Please DO NOT Sunset Beautification Committee!

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from [redacted]. Learn why this is important

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RE: Recommendation to Sunset Beautification Committee

Though I have served on the Beautification Committee for just over a year, I appreciate all the passion and effort my fellow committee members have put into the beautification of our hometown of Livermore. I firmly believe that there is great value in the City of Livermore having a Beautification Committee, giving community members an opportunity to serve their hometown in a way that strives to improve and maintain the aesthetic appeal of Livermore with regard to environmental responsibility for present and future generations.

I will try to keep this short, as our committee was given very little time to respond to the recommendation that the Beautification Committee be sunsetted. On that note, I am insulted that you would devalue our committee and hold it in such disregard as to treat us as mushrooms -- fed a lot of BS and kept in the dark. Every month, our committee questioned efforts to recruit new committee members, as we had lost three people within six months or less. Your city subcommittee had a substantial amount of time to review our committee, whereas we were given a few days to respond to the city's recommendation for the sunset of the Beautification Committee. Therefore, our committee felt we did not have nearly the support we thought we had from Mayor Marchand, the City Council and city staff.

Here are some topics we discussed at our meetings, as well as potential projects for our committee:

- review, revision and restructure of our subcommittees and the Beautification Committee as a whole
- potential candidates for replacing the committee members who left
- Arbor Day 2024
- revision of the Beautification Awards brochures/submission forms

Suggestions for moving forward with the Beautification Committee:

- DO NOT sunset the Beautification Committee, as it serves a valuable means of input from community members, as well as educational outreach to Livermore residents -- students in particular.
- There is great potential to spread educational outreach to students beyond elementary school, especially at a crucial point in time, what with climate change.
- Beautification Awards celebrate community efforts to aesthetically and environmentally improve their neighborhoods, and ultimately the City of Livermore.
- It is ideal to have committee members representative of all neighborhoods/districts in Livermore.
- Perhaps cut number of committee members to four or five, with a quorum of three members for meetings -- possibly even absorb the Beautification Committee as a subcommittee to the Planning Committee.

There is so much potential in what we can do, if you give us a chance.

Thank you,

Tania Panarello,
Committee Member
Beautification Committee

From:	Brandon Cardwell
To:	Debbie Elam
Subject:	Fwd: Feedback - City Council Subcommittee for Advisory Body Review"s recommendation
Date:	Friday, December 8, 2023 4:51:09 PM
Attachments:	Commission for the Arts - Review Committee Input.docx

Hi Debbie. Please see the attached feedback from Commission for the Arts Chair Sabrina Ohnemus.

Brandon Cardwell
(925) 784-5731

From: Sabrina Ohnemus [redacted]
Sent: Friday, December 8, 2023 4:06:20 PM
To: Brandon Cardwell <bwcardwell@livermoreca.gov>
Subject: Feedback - City Council Subcommittee for Advisory Body Review's recommendation

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Brandon-

Attached please find my feedback regarding the recommendation to move the Commission for the Arts under the Library.

Please let me know if you have any questions.

Have a wonderful weekend!

Regards,
Sabrina

Date: December 8, 2023

To: Brandon Cardwell

From: Sabrina Ohnemus

Chair, Commission for the Arts

Re: City Council Advisory Body Review Staff Report Feedback

In June of this year the City Council directed staff to move forward with the project and appointed a 2-member subcommittee to review the details of each advisory body as well as the internal review done by staff. The subcommittee has completed their work and will be returning to the City Council with final recommendations on December 11, 2023.

Thank you for the opportunity to serve as a volunteer on the Livermore Commission for the Arts, it has been a rewarding experience. I have personally put a lot of effort and time into the work I have done for the Commission and I appreciate the opportunity to provide feedback to the city's review process. I feel we should have been given more time to review the almost 200 pages of information that was sent to us asking for a 3 day turn around. Given the review subcommittee was in place since June to work on this, it seems like a minimum of a week would have been respectful of volunteers' time and would have reflected that our input was valued and would potentially have some impact on the ultimate decisions made.

Commission for the Arts Recommendation Feedback

Recommendation: Move Management of this Advisory Body to the Library

In November 2022, the city adopted the Livermore Cultural Arts Vision entitled: Creative Livermore A Plan for the Future of the Arts and Culture. Given that this strategic plan is more focused on programs instead of physical pieces of art the library would be the ideal department to manage the Advisory Body moving forward. The Library specializes in a variety of cultural arts and youth and family programing and has large outreach in the community. Library staff are also very familiar with grant funding which is a key function of the Commission.

Misinterpretation of the Cultural Arts plan

The intent of the Creative Livermore plan seems to have been minimized in this review process. As an integral member of the team that worked on the plan, I can confidently say that the focus of the plan was not on programs vs physical art pieces, but rather on strategy. The plan's focus is "to provide a roadmap to city leadership on how to enable Livermore to sustain and grow its creative community and thrive as an arts destination; one that actively produces and consumes art and provides a pipeline for future creators". In alignment with this focus, the Commission for the Arts priorities and work are more accurately aligned with its current connection to the Department of Innovation and Economic Development and the specialization of that department.

Defining the plan, and by extension the Commission for the Arts itself, as merely a focus on programs instead of physical pieces of art does a gross disservice to the Creative Livermore plan. As mentioned in the staff recommendation, the Library is experienced with youth and family programming and would make a good ***partner*** for the Commission for the Arts in helping the city reach its goals in this area.

Arts & Economic Development

The arts are a significant economic driver, both in terms of actual economic impact (which is more than $600 billion per year in the United States) and business competitiveness, growth, and sustainability. The intersection of arts and economic development deals with ways to improve the financial well-being of both artists (individual and as a sector of the economy) and the communities in which they live and work. This strategic concept connects specifically to the five goals outlined in the Creative Livermore plan and again, aligns with the focus of the Department of Innovation and Economic Development.

Research into the role of the arts in economic development highlights five ways the arts work: they creative a fast-growth, dynamic business sector, they help mature industries become more competitive, they provide critical ingredients for innovative places, they catalyze community revitalization, and the deliver a better prepared workforce. (Source: AFTA: Arts + Economic Development Fact Sheet).

Strategic Thought Leadership

Livermore has an opportunity to be a thought leader in how municipalities approach the idea of art in the long term. It's not just about the programs we make available to residents, it's how we use art to shape the future of our city and our region. The Creative Livermore plan actually spells this out in detail, how the city has the opportunity to grow to the next level of art advocacy for our region. The Department of Innovation and Economic Development is the logical choice for this type of effort. If the challenge is around funding appropriate resources why not consider moving library resources to the Department of Innovation and Economic Development. Funding may be challenging but I would argue that not funding is a short-sighted, strategic mistake that underestimates the contribution of art to the city's prosperity.

Financial Conflict of Interest

Recently Library staff presented to the Commission for the Arts and shared information on the art related programs they sponsor, it was very informative and reinforced the idea that the library would make a good partner in terms of youth and family programming. In terms of Commission for the Arts recommending funding for any Library programs it seems that it would be a financial conflict of interest to have the Commission recommend funding any Library efforts if the Commission reports to the library.

Public Perception

The library is by nature associated with Literary Arts. While they might dabble in other programs associated with different art forms they are predominately associated with literature. The

Commission for the Arts is held to a high standard of reviewing and recommending all types of art as defined by our policies. Having the Commission for the Arts fall under the Library creates a potential perceived bias towards Literary Arts.

Rules of Procedure Feedback

Volunteer attendance/participation requirements:

While participants of Commissions are volunteers, I think there needs to be a more clearly defined attendance/participation requirement. Defining what is an "excused" absence, setting expectations around attendance/participation and providing feedback as needed to volunteers would be helpful.

Interview Process:

In addition to the information interviews conducted by City Council I think it would be useful for candidates to be interviewed by the City Staff members that are assigned to the Commission. This would allow staff to help educate the candidates on the details of the Commission's current projects, the workload expectations of new members joining the Commission and allow the staff members to provide input to City Council on the candidates and how they align with the needs of the Commission (for example: more culturally diverse candidates are needed, more artists are needed, more age diversity is needed, etc.)

Virtual Meetings

During the pandemic virtual meetings were a necessity and they worked very well for the Commission. To attract a more diverse population of volunteers requires a more adaptive approach to meetings. Virtual meetings are a given in today's society, anything less puts a burden on those with multiple commitments to work, family, philanthropic work, etc. Zoom may not be the optimal choice for managing virtual meetings on a municipal basis but there are other technology companies that provide this type of service with other security measures that may work for the city. Livermore has the opportunity to become a thought leader in how they recruit, retain and develop volunteer talent and this would be a great way to "level up" the experience/process.

Unexpired Term Limits

Under the current procedures Commissioners are able to serve 2 four-year terms, or 8 years. If they are replacing a Commissioner that has vacated their position, they are able to serve the remaining years of the vacated positions term, up to 4 years, plus 8 more years for a total of 12 years. I suggest eliminating the additional years of vacated roles for new Commissioners, once a Commissioner leaves their term should be ended, a vacant slot on the Commission should open up and be filled for a normal term length, 8 years. This would help rotate the body of Commissioners, potentially increase diversity and invite new ideas to the Commission.

Volunteer Code of Conduct

Section 10 of the Commission for the Arts Rules of Procedure document speaks to Conduct at Meetings. Item E specifically states, “Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal, verbal attacks on Commission Members, staff, and/or citizens…”. I think there needs to be additional verbiage in the Code of Conduct that specifically requires Commissioners to act with decorum, respect their fellow Commissioners and their opinions, refrain from side bar conversations and refrain from disrespectful gestures.

In closing, there were two social media communications last year that were put out by the city that recognized the Library for work that had been done by the Commission for the Arts and city staff on behalf of City Council. I can’t help but wonder if those communications were a foreshadowing of things to come or even a partial impetus for this recommendation. I think that moving the Commission for the Arts under the Library would reflect a shallow analysis of the Creative Livermore plan and represent a strategic mistake in providing a roadmap to city leadership on how to enable Livermore to sustain and grow its creative community and thrive as an arts destination; one that actively produces and consumes art and provides a pipeline for future creators as defined by the plan.

Thank you for your time and consideration.

From: City of Livermore govAccess CMS Site
To: City Clerk
Subject: Historic Preservation Commission
Date: Friday, December 8, 2023 4:37:14 PM

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Message submitted from the <Livermore, CA> website.

Site Visitor Name: Will Bolton
Site Visitor Email: [redacted]

I understand that there is consideration by the City of Livermore of eliminating some of the current advisory committees. Of particular concern to me is eliminating the Historic Preservation Commission. Eliminating the HPC could be interpreted as a lack of interest in preserving historic structures, sites, and the history of Livermore itself. These volunteer advisory groups, like HPC, should be real assets for the City by making available the work, experience, and knowledge of citizens - who don't happen to be employed by the City - to City Staff. There might be consideration of placing the functions of the HPC, and other groups being eliminated, on the already overloaded City Staff. I would hope that rather than eliminating HPC, the City would seek to enhance and strengthen the support that the HPC can provide to continue efforts to preserve the historic heritage of Livermore, which is a vital part of what makes Livermore such a special place.

Thank you for considering my comments.

Will Bolton
President, Livermore Heritage Guild
[redacted]

Corina Mendoza

From: Jeff Kaskey
Sent: Thursday, December 7, 2023 8:53 PM
To: Marie Weber; Turhan Sonmez; John Marchand
Subject: Input to item 7.2 on City Council December 11 agenda
Attachments: 2023-12-7_HPC_CommentToCouncil.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Public Comment

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

I may not be able to attend this meeting, please accept these comments regarding item 7.2

-Jeff Kaskey

To City Council:
Please reject the proposal to kill off Livermore's Historic Preservation Commission.

This is a conversation I thought was unthinkable in Livermore. I have watched some of you working to honor Livermore's heritage, signing or celebrating the culmination of work that has been shepherded, improved, reviewed and supported by our Historic Preservation Commission.

HPC has had a significant and unique role in preserving and sharing Livermore's history. Without the HPC, our historic Train Depot would be on a random lot as a commercial rental. That was the City proposal, until HPC directed staff to consider using the Depot once again as our train and transit station. When LAVTA later decided that the depot could be shunted aside as an outbuilding, HPC insisted that LAVTA be engaged to re-consider once again using the Depot as Livermore's actual train station. It took 10 years of HPC perseverance along with significant staff work to achieve. Some of you on today's Council celebrated that achievement.

HPC successfully directed staff to have unauthorized modifications to historic downtown buildings reverted to their historic appearance.

HPC has achieved modifications to improve projects involving historic structures including the renovation of the downtown fire station into a restaurant, and the rehabilitation of structures such as our historic jail and significant winery buildings. It also has reviewed and improved modern structures in historic viewscapes such as wineries and our historic downtown. HPC design review has worked to preserve historic character in many projects in this city.

Not every old building is historic or gets saved. HPC provides a place for educated and thoughtful debate and discussion on the meaning of preserving our heritage while allowing our town to flourish. As Livermore grows and builds, these conversations will be ever more important for preserving the character of this community.

The staff report arguing for killing HPC notes that the number of properties considered historic has been reduced from thousands down to a few hundred. The purpose of that change, which was requested and assisted by HPC, was to codify what was already happening, which is that 50 year old tract home changes were being given administrative review so that HPC could focus on the truly historic properties. The change was useful, and the result was that HPC's property reviews would focus on truly relevant historic properties.

The resulting approved inventory of historic properties was one that had been initiated back in 1987, and HPC had been pushing to have it improved and codified ever since. HPC also contributed to and pushed to create and adopt the City's Historic Context Statement, which helps HPC to make consistent and informed decisions on historic issues.

The staff report notes as part of its supporting argument that HPC has not met at all this year. This is not the choice of the members, and unfortunately, the result is that projects that should have come to HPC, did not. The removal of significant character defining features on a historic

home on Trevarno road was recently approved through administrative review. It is impossible that such an approval would have happened if HPC had reviewed the project. The lack of a meeting also means HPC has been unable to discuss remedies when such errors occur, or act preemptively to prevent such errors in the future.

The downtown development work is proceeding without HPC's voice to advocate for historic interpretive signage and context.

There was no HPC input into areas considered by GPAC, including proposed development of land that was Robert Livermore's homestead. This heritage is not even acknowledged in the GPAC publicity material. This is not a good thing. HPC should be meeting and bringing these issues to the attention of the public and City Council.

But HPC, and each of your advisory commissions, is more than just additional expertise. They give an opportunity for interested residents to be engaged and dig in where staff does not have the bandwidth or the expertise to do so. We hear that staff time is already overbooked, so rather than take on these additional tasks in Preservation and Beautification and the Arts, they will instead slide off the list of priorities. The advisory committees provide an opportunity for knowledgeable and concerned residents to thoughtfully and productively engage with their city.

The City website says boards and commissions assist council by:

- Advising on matters within their area of responsibility and interest, as prescribed by the City Council and its ordinances.
- Helping focus attention on specific issues and problems and recommending actions and alternatives for Council consideration.
- Acting as channels of communication and information among City government, the general public, and special interest groups.
- Providing direction toward achievement of City-wide goals and objectives.
- Encouraging broad citizen participation in the definition and formulation of City goals.
- Balancing community needs and desires with municipal responsibility and resources.

It would be shocking to hear that this Council no longer values these commissions for the purposes they serve.

-Jeff Kaskey

From:	Allen McFarland
To:	Marie Weber; Debbie Elam
Cc:	Anwan Baker
Subject:	Library Board of Trustees Feedback on Advisory Body Changes Memo
Date:	Friday, December 8, 2023 1:12:08 PM
Attachments:	Library Board of Trustees - Advisory Body Changes Feedback.docx image001.png
Importance:	High

Good afternoon,

Attached is the memo that captures the feedback from the Library Board of Trustees members at last night's special meeting. Please let me know if you have any questions or need any further information.

In partnership,

Allen McFarland
Management Analyst II | Library
(925) 373-5527
City of Livermore | www.LivermoreCA.gov / Library.LivermoreCA.gov

LIVERMORE
CALIFORNIA

INTEROFFICE MEMORANDUM

Date: December 8, 2023

To: Marie Weber
City Clerk/Deputy City Manager, City Manager's Office

From: Allen McFarland
Management Analyst II, Library

Via: Anwan Baker, Library Services Director

Subject: Library Board of Trustees Feedback Regarding Advisory Body Changes

During the December 7, 2023, Library Board of Trustees Special meeting, the Board heard a matter for consideration (Item 4.1) that asked them to provide feedback on the proposed changes to City of Livermore advisory bodies and their Rules of Procedure (Item 7.2 on the December 11, 2023, City Council Agenda). Individual Board members shared their personal feedback, and then the Board came to a consensus in their desire to share the following feedback from the collective Board:

- The Library Board of Trustees is concerned about the Commission for the Arts (CFA) being assigned to the Library and the Livermore Area Youth Advisory Committee (LAYAC) becoming a Library activity. Specifically, the Board is concerned about the impact the additional workload and grants process could have on the Library if it is not tied to expanded funding.
- The Library Board of Trustees also worries about the lack of acknowledgement of youth voices if LAYAC is not a formal commission. The Board believes it is important to include youth in the civic process formally and do not want to see the experience diluted. The Board sees LAYAC as a developmental opportunity that is incredibly purposeful for our youth.
- The Library Board of Trustees would like more detail on what the annual workplan that has been added to the Library Board of Trustees Rules of Procedure. The Board feels that requiring it in January might affect its success as the Library works on a fiscal year. Ultimately, without further information, the Board does not feel that it is necessary or relevant for an annual workplan to be completed as an advisory group.

If you should have any questions or need further information, please let me know.

From:	Stephen Riley
To:	Debbie Elam
Cc:	Steve Stewart; Marie Weber
Subject:	Fw: suggested edits for planning commission rules of procedure
Date:	Friday, December 8, 2023 4:10:38 PM
Attachments:	DL - Annotated suggested edits to. Redlined Planning Commission Rules of Procedure.pdf

Hi Debbie,

See comments from Planning Commission Chair Leary on the Planning Commission Rules of Procedure for the meeting on Monday. Thanks

Steve

Stephen Riley
Principal Planner
Community Development
City of Livermore
(925) 960-4461
spriley@cityoflivermore.net
www.cityoflivermore.net

From: Daniel Leary [redacted]
Sent: Friday, December 8, 2023 12:12 PM
To: Stephen Riley <spriley@livermoreca.gov>; Steve Stewart <scstewart@livermoreca.gov>
Cc: Michele Donley <madonley@livermoreca.gov>
Subject: suggested edits for planning commission rules of procedure

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Steve,
Please see attached suggested edits for planning commission rules of procedure, for your review and consideration. Please feel free to call me if you have any questions.
Sincerely,
Daniel Leary
Livermore Planning Commission

CITY OF LIVERMORE
PLANNING COMMISSION
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT

CITY OF LIVERMORE
PLANNING COMMISSION
RULES OF PROCEDURE

1. Duties and Responsibilities – The Planning Commission shall have the following duties and responsibilities:

   The Planning Commission shall have the powers imposed upon city planning commissions by Government Code section 65000 et. seq., incorporated by reference. In addition, the Planning Commission shall have the following duties and responsibilities:

   A. Advise the City Council in the adoption and maintenance of a comprehensive General Plan for the physical growth and development of the city. Such plan shall reflect the future goals of the City and, after its adoption by the City Council, shall represent the City's policy on matters of physical growth. It shall also serve to guide the general location of future public facilities and improvements and to aid in the encouragement and regulation of private development;

   B. Serve as an advisory body to the City Council on matters related to City growth and development and on such matters as may be requested by the Council;

   C. Promote public interest in planning and encourage citizen participation in the formulation of land use policies;

   D. Engage in a program of acquainting the public with the problems and alternate solutions relating to the local physical environment;

   semicolon

   E. Make recommendations to the City Council on final legislative decisions such as amendments to the General Plan, Development Code or Zoning Map;

   F. Make recommendations and take final actions on development projects regarding conformance with codes, land use compatibility and design review;

   G. Interpret and implement the City's Development Code;

H. Interpret and implement the City's Design Standards and Guidelines;

I. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

2. Members – The Planning Commission shall consist of five members, all of whom shall be residents of the City of Livermore.

3. Term limits – Planning Commission members shall serve no more than two consecutive four-year terms or a total of eight years unless the member was selected to complete an unexpired term or unless otherwise noted.

   Time served in an unexpired term shall not count against the eight-year maximum limit. Commission members who have already completed eight years of service or other specified maximum terms are not eligible for appointment to an unexpired term. However, members may be appointed back to an advisory body after a break in service from that body of two years.

4. Attendance Policy – Planning Commission members may miss ~~six~~ three meetings per calendar year. A member who misses more than ~~six~~ three meetings per year may be subject to removal from the Commission. The staff liaison will document all absences and report to the City Clerk when a member of the Commission has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Commission is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Commission rests solely with the City Council.

5. Elections and Officers – The Planning Commission shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Commission. The role of the officers shall be as follows:

   a. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Planning Commission shall meet on the first and third Tuesday of each month at 7:00 p.m. at the Civic Center Meeting Hall at 1016 S. Livermore Avenue, Livermore, California and occasional special meetings as required to fulfill the Commission's duties and responsibilities. The body shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. Meetings shall begin promptly as noticed pursuant to this provision. All meetings shall be open to the public. The Commission may not meet in closed session. The Commission members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Planning Commission meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City's website.

   a. Regular Meetings

   Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

   b. Special Meetings and Workshops

   Notice of the call for a special meeting must be delivered and received by each Commission Member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all final actions or recommendations of the Planning Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as summary minutes.

9. Quorum – Three members constitute a quorum of the Planning Commission. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of

the Commission or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Planning Commission.

b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act Rosenberg's Rules of Order, Revised 2011, Planning Commission Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Planning Commission shall not take a sealed ballot vote in open session.

d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to order and the Commission Members present shall then select a presiding officer for that meeting.

consultants who are in attendance,

e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal,verbal attacks on Commission Members, staff, and/or citizens, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Planning Commission or members of the City staff. The Chairperson shallconfine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

, upon approval of the majority of the commissioners,

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Planning Commission later in the meeting. The Chairperson shall

announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Planning Commission and announce the result of the vote and identify the no votes and any Commission Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Planning Commission on subjects which are not listed on the agenda and are within ~~the~~ subject matter jurisdiction of the Commission. The Chairperson may establish time limits per individual speaker. The Commission shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but ~~the Chairperson~~, with the concurrence of a majority of the Commission, may ~~direct~~ staff to ~~place~~ subjects raised under ~~Citizens'~~ Open Forum/Public Comments on a future Commission agenda.

during the Agenda Item "Matters Initiated..." a Commissioner

recommend to

consider

12. Subcommittees

The Planning Commission may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support

The head of the department that is responsible for supporting the Planning Commission shall designate one or more employees to serve as staff liaison to the Commission. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with City Council Goals and Priorities or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Commission in performing its duties. The Staff Liaison shall have no voting authority.

Commissioners must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Commission may pursue self-initiated projects that can be accomplished utilizing the City resources currently allocated to the particular advisory body andthat do not take resources away from that advisory body's

anticipated work to fulfill its duties and responsibilities to the City Council.

14. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

15. Types of Meetings

15.1 Regular Meetings

The Planning Commission shall meet in the Civic Center Meeting Hall for all regular Commission meetings. The regular meetings shall begin on the first and third Tuesdays of each month at 7:00 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Planning Commission shall meet at a date and time designated by the Commission.

15.2 Special Meetings

Special meetings may be called by the Commission Chair, the Commission liaison or by a majority of Commissioners. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Planning Commission may take final action at a special meeting that is not a workshop.

15.3 Special Meeting Workshops

The Planning Commission may meet informally in special meetings designated as workshops that are called by the Chairperson, the Commission liaison, or by a majority of Commission Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Planning Commission may provide direction, but unlike other special meetings the Planning Commission may not take a final action at a workshop. [54956].

15.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Planning Commission may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Commission liaison, or majority of Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Planning Commission's annual calendar. [54955]

16. Actions Limited to Posted Agendas

The Planning Commission shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Commission Members and staff may briefly respond to statements made or questions posed by the Planning Commission or by members of the public addressing the Planning Commission. Commission Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

17. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

17.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chair shall identify the item and announce that is has been continued.

17.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Commission Member, or a participating party as defined in Section 21.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Commission Members present.

17.3 Public Comment for a Continued Item

If the opportunity for the public to address the Planning Commission has concluded and the item was returned to the Planning Commission for

deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Planning Commission. [54955].

18. Consideration of items after 11:00 p.m.

18.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Commissioners present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Commission Member.

18.2. No New Items Considered after 11:00 p.m.

Generally, the Planning Commission will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

18.3 Exceptions

The Planning Commission may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Planning Commission votes to allow consideration of the item after 11:00 p.m.

19. Points of Order, Privilege, and Personal Privilege

A Commission Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Commission Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Commission Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Commission Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Planning Commission's meeting, such as the inability to hear testimony because of disruption.

A Commission Member may ask for a point of personal privilege when the integrity, character, or motives of the Commission Member are called into question by a speaker; or where the welfare of the Planning Commission is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

20. Minutes - An account of all final actions or recommendations of the Planning Commission shall be prepared by the staff liaison and approved by the Commission. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Commission consideration and approval as summary minutes

20.1 Approval

The minutes for a Planning Commission meeting shall be reviewed and approved as set forth in this section.

a. The Planning Commission shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Planning Commissioner may not approve the minutes for any meeting that the Commissioner did not attend.

Also, a Planning Commissioner may not approve the minutes for a meeting that they were not eligible to attend as a commissioner.

c. If no Commissioners are eligible to approve the minutes for a Planning Commission meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

20.2 Preferred Method of Recordation and Minutes

Planning Commission liaisons shall take an audio recording of each meeting and keep them in accordance with the City's Records Retention Schedule. Minutes of Planning Commission meetings shall be summary minutes that capture the action taken by the Planning Commission and the outcome of each agenda item.

20.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body.

21. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

21.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

21.2. ~~Citizens'~~ Open Forum

This portion of the agenda is for any member of the public to address the Planning Commission on any item of interest to the public that is within the Planning Commission's subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Planning Commission when that item is called for consideration.

~~Citizens'~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chair shall reconvene the ~~citizens~~ open forum at the conclusion of the matters for consideration portion of the agenda unless the Chair announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 23 Citizens' Rights.

21.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Planning Commission discussion. Examples of items for the consent calendar include the approval of minutes. Any Planning Commissioner may pull an item for separate discussion. Members of the public may address the Planning Commission on consent calendar items by following the procedures set forth in Section 23 Citizens' Rights.

The items on the consent calendar are generally approved by the Planning Commission by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Commission Member interests.

21.4. Matters for Consideration

This portion of the agenda is for items of business that require Planning Commission action, direction, or receipt of reports that do not also require a

public hearing. The procedures for this portion of the agenda follow the following procedure:

21.4.1 Introduction

The Chairperson shall call each item for hearing and consideration. If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.

21.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Planning Commission's consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Planning Commission for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Planning Commission questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Planning Commission.

e. Make an oral report, unless waived by the Planning Commission.

21.4.3 Planning Commission Questions or Comments

Following the staff presentation, the Commission Members may ask questions of City staff and consultants or make comments on the item.

21.4.4 Participating Parties

Following Commission Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Commission. After the Chair determines that no other participating parties wish to address the Planning Commission on the hearing item, the Chairperson will then invite Commission Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the

Planning Commission following the procedures set forth in Section 23 Citizens' Rights.

21.4.5 Opportunity for Public Comment

The purpose of the public hearing is to provide members of the public with an opportunity to address the Planning Commission concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Planning Commission on the item. Public speakers shall address the Planning Commission following the procedures set forth in Section 23 Citizens' Rights.

After the Chairperson determines that no other member of the public wishes to address the Planning Commission on the hearing item, the Chairperson will formally close the public comment period and return the item to the Planning Commission for deliberation.

21.4.6 Deliberation

Once an item of business returns to the Planning Commission for deliberation, the Chairperson will invite the Commission Members to discuss the item to develop concurrence for a motion. Commission Members may ask questions of staff and the participating parties as part of their deliberations.

21.4.7. Planning Commission Action

After Planning Commission deliberation, the Chairperson shall call for a motion and a second as set forth in Section 25 Motions, and the Planning Commission may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Planning Commission has discretion to decide not to hear further comment if they choose. Public speakers shall address the Planning Commission following the procedures set forth in Section 23 Citizens' Rights.

Prior to deliberating on matters for consideration, the Planning Commission shall receive public comment as provided for in Section 23 Citizens' Rights. After receiving public comment, the Planning Commission shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 25 Motions.

Debbie Elam

From: Jean King [redacted]
Sent: Monday, December 11, 2023 11:56 AM
To: City Clerk
Subject: Council Meeting Dec 11, 2023 Item 7.2

Categories:

You don't often get email from [redacted]. Learn why this is important

Exercise Caution: This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Livermore City Council December 11, 2023
Item 7.2

I thank the Council for evaluating the Citizen Advisor Committees. Unfortunately, the recommendations are in the wrong direction. We should have more public input and not less. The Committees provide direct communication and discussion of issues by citizens on many community issues. We need more public involvement and not less.

It is not the committee's fault that they have not been as productive as the city would like. It is a lack of support from the City including failing to appoint full memberships and not calling meetings.

Sunsetting the Beautification and Historic Preservation Committees is especially disappointing. These are two committees that help the City keep that Community character that is so important. Making the suggestion that interested persons can apply for the City Historian position is not adequate. And transferring the Youth and Commission for the Arts to the Library in dismissive also.

Jean King
Livermore

Appointment of Vice Mayor for the period of 2023-2024

December 11, 2023

Presented by Marie Weber, Deputy City Manager

CITY OF LIVERMORE CALIFORNIA

1

Appointment of Vice Mayor for the period of 2023-2024

- In accordance with the Rules of Procedure, the City Council must deliberate and vote on the selection of a Vice Mayor.
- In the absence of the Mayor, the Vice Mayor assumes the Mayor's duties and responsibilities for conducting City Council meetings.

Listed below are the Vice Mayor appointments for the last four years:

2022-2023 Brittni Kiick

2021-2022 Regina Bonanno

2020-2021 Trish Munro

2019-2020 Bob Woerner

Staff recommends the City Council appoint a Vice Mayor for the period of 2023-2024.

CITY OF LIVERMORE CALIFORNIA

2

Council Members Appointments to Intergovernmental Agencies

December 11, 2023

Presented by Marie Weber, Deputy City Manager

CITY OF LIVERMORE CALIFORNIA

1

Council Members Appointments to Intergovernmental Agencies

- Each year the Mayor appoints Council Members to serve on the various regional boards, commissions, and committees that require City Council representatives.
- The City Council's 2022 amendments to its Meeting Rules of Procedure incorporate the statutory requirement that the City Council approve the Mayor's appointments.

Staff recommends the Mayor appoint Council Members to Intergovernmental Agencies, with the City Council's approval.

CITY OF LIVERMORE CALIFORNIA

2

Appointment of Council Members to the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024

December 11, 2023

Presented by Marie Weber, Deputy City Manager

CITY OF LIVERMORE CALIFORNIA

1

Appointment of Council Members to the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024

- Applicants for vacancies on Livermore's advisory bodies are interviewed by a two-member subcommittee of the City Council before being recommended for appointment by the full City Council.
- Two Council Members are needed to serve on the interview subcommittee for the period of January 1 - June 30, 2024.

Staff recommends the Mayor appoint two Council Members to serve on the City Council Subcommittee on Advisory Bodies for the period of January 1 - June 30, 2024, with the City Council's approval.

CITY OF LIVERMORE CALIFORNIA

2

Previous Appointments

Year	January 1 - June 30	July 1 - December 31
2023	CM Carling	CM Barrientos
	CM Branning	CM Carling
2022	CM Kiick	Mayor Woerner
	VM Bonanno	VM Bonanno
2021	CM Carling	VM Munro
	VM Munro	CM Kiick
2020	CM Munro	Mayor Marchand
	CM Coomber	CM Carling

CITY OF LIVERMORE CALIFORNIA

3

Council Member	Date of Meeting or Event	Committee or Organization	Meeting or Event Type (ex. board meeting or ribbon cutting)	Summary of Meeting or Event
Mayor Marchand	11/28/2023	3 Valleys Foundation	Community recognition and grant awards	The Giving Gathering of the 3 Valleys Foundation
Mayor Marchand	11/29/2023	Chamber of Commerce	Strategic planning session	Worked on the development of the strategic plan and capital program.
Mayor Marchand	11/29/2023	Lawrence Livermore National Lab	Program	Attended the talk at the Bankhead by Lab Director Dr. Kim Budil
Mayor Marchand	11/30/2023	Sandia National Laboratory	Ribbon cutting	Attended and spoke at the Ribbon cutting for the Limited Area Multi-Program (LAMP) office and High Bay Facility at Sandia.
Mayor Marchand	12/1/2023	Lawrence Livermore National Labor	Business spotlight	Filmed a business spotlight with Lab Directo Dr. Kim Budil.
Mayor Marchand	12/1/2023	Livermore Downtown Inc.	Holiday Village	Attended the Holiday Village at Carnegie Park
Mayor Marchand	12/1/2023	City of Livermore	Grand Opening and recognition awards	Spoke at the opening and presented certificates recognizing the 40th Deacon Dave's House of the Dove Christmas Display and the 100th birthday of his mother.
Mayor Marchand	12/2/2023	Livermore Downtown, Inc.	Parade	Participated in the Holiday Sight and Sounds parade and Christmas Tree lighting in the downtown which was attended by an estimated 25,000 people.
Mayor Marchand	12/4/2023	City of Livermore	Mayors/Managers meeting	Development of the Legislative Agenda and schedule for the upcoming trip to Washington D.C. for the U.S. Conference of Mayors.
Mayor Marchand	12/4/2023	Goodness Village	Presentation	Attended a presentation on homelessness by Kim Curtis and author Kevin Adler.
Mayor Marchand	12/5/2023	Livermore Valley Wine Growers Association	Holiday Dinner	Networked with the Valley winemakers
Mayor Marchand	12/6/2023	Chamber of Commerce	Business Alliance meeting	Provided an update of City activities and heard a presentation on Valley Link.

Council Member	Date of Meeting or Event	Committee or Organization	Meeting or Event Type (ex. board meeting or ribbon cutting)	Summary of Meeting or Event
Mayor Marchand	12/6/2023	Tri-Valley Non-profit Alliance	Lunch	Recognized the recipients of the awards from the earlier TVNPA program.
Mayor Marchand	12/6/2023	Livermore Police Department	Graduation	Attended and spoke at the 40th graduation of the Livermore Citizens Police Academy.
Mayor Marchand	12/6/2023	Livermore Cultural Arts Council	Meeting	Holiday meeting of the Livermore Cultural Arts Council (LCAC)
Mayor Marchand	12/7/2023	Alameda County Transportation Commission	Commission meeting	Committee reports and considered new rules of procedure.
Mayor Marchand	12/8/2023	City of Livermore Economic Development.	Business spotlight	Filmed a business spotlight for SkyCam Aviation
Mayor Marchand	12/8/2023	City of Livermore	Recognition certificate	Presented a certificate of appreciation to Dan Good's cookies as he retires from his business after 7 years.
Mayor Marchand	12/9/2023	Chabad of the Tri-Valley	Community celebration	Members of the community came together in the downtown for the annual lighting of the Menorah to celebrate Hanukkah.

Council Member	Date of Meeting or Event	Committee or Organization	Meeting or Event Type (ex. board meeting or ribbon cutting)
Vice Mayor Kiick	12/4/2023	Livermore Amador Valley Transit Authority (LAVTA)	Board

Council Member	Date of Meeting or Event	Committee or Organization	Meeting or Event Type (ex. board meeting or ribbon cutting)	Summary of Meeting or Event
Council Member Barrientos	12/5/2023	City Council	Wine Country Growers	Attended the Wine Country Growers holiday appreciation dinner
Council Member Barrientos	12/9/2023	Lions Club	Sunset Elementary Breakfast	The Livermore Lions cooked pancakes & sausages for the Sunset Elementary students and staff

Council Member	Date of Meeting or Event	Committee or Organization	Meeting or Event Type (ex. board meeting or ribbon cutting)
Council Member Branning	12/4/2023	Livermore Amador Valley Transit Authority (LAVTA)	Board meeting

Council Member	Date of Meeting or Event	Committee or Organization	Meeting or Event Type (ex. board meeting or ribbon cutting)
Council Member Carling	12/2/2023	Livermore Downtown Inc.	Holiday parade

LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 10.2**

DATE: December 11, 2023

TO: Honorable Mayor and City Council

FROM: Marianna Marysheva, City Manager

SUBJECT: Supplemental materials received at the meeting.

RECOMMENDED ACTION

SUMMARY

DISCUSSION

ATTACHMENTS

1. Items Received at the Meeting

Prepared by: Helena Graves
Deputy City Clerk

Approved by:

Marianna Marysheva
City Manager

Fiscal Review by:

Tina Olson
Administrative Services Director

Item	Name	Comment
7.1) Resolution amending the Livermore Airport Minimum Standards for Commercial Aeronautical Activities to require the provision of Unleaded Aviation Fuel by the Fixed Base Operator (FBO).	Ronald Baskett	I strongly recommend that the City of Livermore pursue installation of an Unleaded Avgas station at LVK. Offering unleaded fuel provides the option for exposing the public to less harmful lead air particles from combustion of leaded fuel. I understand an old tank is available that could be certified and installed in the very near future. I recommend proceeding without haste. Ron Baskett, Chair, Tri-Valley Air Quality Climate Alliance
7.2) Discussion and direction regarding the City Council Subcommittee for Advisory Body Review's recommendation regarding changes to City advisory bodies.Â Â	Jean King	I thank the Council for evaluating the Citizen Advisor Committees. Unfortunately, the recommendations are in the wrong direction. We should have more public input and not less. The Committees provide direct communication and discussion of issues by citizens on many community issues. We need more public involvement and not less. It is not the committee's fault that they have not been as productive as the city would like. It is a lack of support from the City including failing to appoint full memberships and not calling meetings. Sunsetting the Beautification and Historic Preservation Committees is especially disappointing. These are two committees that help the City keep that Community character that is so important. Making the suggestion that interested persons can apply for the City Historian position is not adequate. And transferring the Youth and Commission for the Arts to the Library in dismissive also. Jean King Livermore

Item 3.1
Public Comment Received
Received at the Livermore City Council meeting of:
December 11, 2023

LIVERMORE VALLEY
arts

Item 3.1

Annual City Council Report

Introduction

The 2022-23 fiscal year for Livermore Valley Arts was a year of continued growth that included a wide variety of programming for the entire community. I am pleased to report that many of our numbers returned to pre-Covid levels, and have shown a resiliency that has been a challenge for other Arts organizations during this period.

The mission of LVA is to offer a broad range of arts opportunities and experiences to engage our diverse community. I have outlined the highlights of the most recent season below.

Livermore Valley Arts By the Numbers

- 1,053 Member households (donors giving $125 or more), our highest number ever
- 68 Bankhead Presents Performances
- 12 Sold-out shows
- 38 Resident company performances and events.
- 8 Community celebrations made free to the public including:
    - Native American Day
    - Taste of Africa
    - Filipino Barrio Fiesta
    - ArtWalk!
    - Lunar New Year
    - AAPI Heritage Month
    - Hispanic Heritage Celebration
    - Juneteenth
- 3,309 Visitors to the UNCLE Credit Union Art Gallery
- 4,242 students served through performances, classes and camps

Investing in the Future

A signature event in the 22-23 fiscal year was the development of an investment policy leading to the establishment of an operating reserve that has been set aside as part of a managed fund. We secured the services of Altamont Wealth Management, a Livermore based financial services firm, and in November of 2022, set aside $1 million for the reserve fund. That amount is the equivalent of 3 months in expenses, which is the recommended standard for operating reserves. Altamont Wealth also manages funds for Tri-Valley Conservancy.

This fund will help to secure the long-term sustainability of Livermore Valley Arts through difficult market swings and environments. We plan to add to this fund as we are able over time.

Uncle Credit Union Art Gallery

We started the year with the ribbon cutting for the newly named UNCLE Credit Union Art Gallery. Thanks to UNCLE's support, we have been able to bring high quality and diverse exhibits to the Gallery including:

- Ferment – Wine themed art focused primarily on the Livermore Valley Wine Region
- Shape, Form and Color: Modern Expressionism – Abstract expressionist art with 3 pieces from a private collection by Joan Miro and Alexander Calder
- Beauty and Terror – String paintings featuring the Holocaust by Robin Bernstein
- Violins of Hope Special Exhibit – VOH presented by East Bay Holocaust Education Center
- It's Only Rock N' Roll – Featuring vintage guitars, album artwork and classic rock memorabilia

Bankhead Presents Programming

The last season was our featured several new high-profile artists and returning favorites including:

- Ben Folds for the season opening Gala
- Jefferson Starship
- Marc Maron
- Syncopated Ladies
- Mickey Dolenz
- Jose Feliciano
- Gaby Moreno
- The Doo Wop Project
- All is Calm: The Christmas Truce of 1914
- Songs We Love from Jazz at the Lincoln Center
- Cleo Parker Robinson Dance
- Step Afrika!
- Somos Amigos
- Faith Alpher
- Billy Bob Thornton and the Boxmasters

New Leadership

Two new directors were added the board leadership.

- **Norman Burkhard:** Mr. Burkhard, a resident of Livermore since 1977, has a BS in physics from Pennsylvania State University and an MS and PhD in physics from UCLA. He retired from Lawrence Livermore National Laboratory in 2008. During his 31-year career at LLNL, he held various positions including Nuclear Test Containment Program Leader, Geophysics and Global Security Division Leader, and Acting Associate Director for the Energy and Environment Directorate. For the US Department of Energy, he served on the DOE/NV Containment Evaluation Panel, chaired the DOE/NV Subcritical Containment Review Panel, and was DOE/NV Scientific Advisor for Nuclear and Subcritical Testing. He has volunteered extensively for environmental conservation work with the Nature Conservancy, the Audubon Society, the Sierra Club, and the Grand Canyon National Park. In the Livermore Granada Little League, he was a

manager/coach for 12 years and an umpire for 23 years. He appreciates the role the arts can play in a community as the arts (in all forms) enrich the lives of all community members. The arts help any community be more vital and healthy.

- **Mark Triska:** Mark Triska has excelled in representing commercial real estate clients since 1989. During his career, Mr. Triska has specialized in the sale and leasing of industrial, R&D, office, retail, land, and investments in the San Francisco East Bay Area. Since 1989, his lease transactions totalled over 4.0 million square feet of space and the value of land and commercial property sales reached over $1 billion. Mr. Triska believes in building relationships with clients and will take the time to fully understand their needs and desires. His experience in the market and the relationships he has developed gives Mr. Triska first-hand knowledge of political climates, assessment and water districts, traffic mitigation plans and other seemingly small things that can influence a deal. Mr. Triska also owns Crane Ridge Vineyards and host Caddis Winery there on his vineyard, as well as growing 10 acres of wine grapes exclusively for Darcie Kent Vineyards, and farms a 4.5-acre truffle orchard. He also sits on the board of directors for the TriValley Conservancy.

Arts Education, Community Support and Access to the Arts

LVA continues to make efforts to celebrate and give access to the arts for all members of the community and support arts education. The following programs from last year, all of which were underwritten by LVA are a demonstration of that commitment:

- Free Cultural Celebrations on the Bankhead Plaza
- ArtWalk!
- Art Camps at the Bothwell (held during the summer, Thanksgiving break, winter break and spring break)
- $25 Student tickets for all performances
- $8 tickets to performances for students and families participating the Music Pathways program
- Free family concert with Livermore-Amador Symphony
- Scholarships for art camps and classes
- A 50% discount on rental rates for all resident company performances
- Sponsor for the Quest Innovation Fair
- 21 Affordable studio spaces for visual artists at the Bothwell Arts Center

Additional Special Events

The Bankhead Theater was the space used for several important community events presented by other organizations including:

- Tri-Valley Nonprofit Alliance Power of Giving Event
- Harmony and Healing Gala
- Violins of Hope
- George Bowen Guitar Summit in support of ALS Cure Project
- Film site for Futures Explored

Strategic Plan

In the summer of 2023, we wrote up a new 5-year strategic plan and submitted it to the city. You can also find that plan in its entirety on our website, livermorearts.org. Several of the initiatives in the plan are already complete or underway. The plan focuses on five core items.

- Financial Stability and Growth
- Artistic Vitality
- Organizational Stability
- Community Outreach, Diversity and Inclusion
- Educational Vision

Financials

The 22-23 fiscal year was the second full year coming out of Covid, and the first Bankhead Presents season in three years that went according to schedule. We presented fewer performances than the prior year which was a combination of the rescheduled Covid season on top of a regular season. Ticket sales were uneven in the first half of the season as we continued to deal with Covid surges, and then improved with the holiday season offerings.

Overall, contributions and earned revenue were slightly down from previous years, however, we ended the year with more than 1,053 member households, our highest number to date. In spite of the many challenges with the ticket sales, we tended to fare better than several of our other colleagues in the Arts sector which saw much deeper drops in attendance. As shown below, LVA showed a net loss of $26,337 before depreciation and amortization.

(unaudited)
Revenue:
$1,848,845 - Contributions
$185,361 – In-kind
$1,725,287 - Earned Revenue

$3,759,493 - Total

Expenses:
$2,944,346 - Programming
$603,194 - Admin
$238,290 - Fundraising

$3,785,830 - Total

Conclusion

As stated earlier, we were able to establish a new operating reserve of $1,000,000 to help us weather difficult times. The current fiscal year has started much better and we operating well ahead of budget. We have been able to weather a very challenging set of circumstances over the last few years and in spite of that, we have expanded our offerings to the public and invested more in the community than

any other point in our history. Since the Covid closure in the 19-20 fiscal year, we have shown an overall operating profit before depreciation and amortization of $1,250,837 over the last 4 fiscal years combined, and we have a five-year plan for continued growth and service to the community.

Chris Carter
Executive Director
Livermore Valley Arts

Public Comment Received
Received at the Livermore City Council meeting of:
December 11, 2023

City Council meeting speech 12-11-2023 Agenda item 7.1 Resolution re: Livermore Airport
Felicia Ziomek
Livermore

Good evening city council members. Thank you for initiating the city resolution amendment to mandate that the FBO start selling unleaded aviation fuel.

The family whose 4-year-old child tested positive for blood lead had all their pipes replaced in 2019, their house (built in 1968) was repainted several times (inside and out after lead was banned from paint in 1978) and drank only filtered water. Due to the presence of lead in their child's blood, they moved out of the area in October. Using Google maps, the distance (as the crow flies) between the east end of the runway and their house is 0.81 miles. And the distance is 1.16 miles from the midpoint of the runway. Studies at Reid-Hillview airport showed that children living ½ to 1 ½ miles away experienced a modest increase in blood lead levels. CDC states, "No safe blood lead level in children has been identified. Even low levels of lead in blood have been shown to affect IQ, ability to pay attention, and academic achievement." It also causes stunting of skeletal growth in children and delay fracture healing.
The number of take-offs/landings at Livermore Airport is roughly equivalent to Reid-Hillview Airport. And just under 292,000 gallons of 100LL fuel were sold at Livermore Airport in the 12 months ending October 2023.

A study done at Santa Monica airport showed that the 1–2-minute exhaust during run-up while the airplane was stationary contributed the most lead emissions. And the wind is primarily from west to east, so the wind helps move the lead toward the east.
In October, the EPA released their final finding that lead emissions from aircraft engines operating on leaded fuel cause or contribute to air pollution that endangers public health and welfare.

The half-life of lead (which refers to the time it takes for the concentration to decrease by half, after the exposure has stopped) varies from about a month in blood, 1-1.5 months in soft tissue, and about 25-30 years in bone.

A timeline needs to be established to stop selling leaded fuel. That deadline sensitizes pilots if their aircraft isn't certified for unleaded fuel, they need to find funding sources for certification, and pursue it.
In anticipation of Livermore airport stopping the sale of leaded fuel, the airport and city staff should:
Network with other California airports to share information on: (a) funding sources such as FAA grants for additional fuel tanks, (b) funding available for pilots to get their planes certified to use unleaded fuel, and (c) learn 'best practices' for the steps involved in this evolution to using unleaded fuel. There are at least 7 airports in California that sell unleaded fuel with which to network.
According to agenda item 5.4, the ground lease between the city and Livermore Petroleum will benefit the Airport Enterprise Fund by additional revenue in excess of $36,000." Those funds can be used to finance the various steps in starting to sell unleaded fuel and phasing out leaded fuel.

How many more children who live near the airport need to have lead in their blood before the city will accelerate stopping the sale of lead fuel? The timeline needs to be accelerated for the sake of the children who live near the airport.

Item 7.1
Public Comment Received
Received at the Livermore City Council meeting of:
December 11, 2023

December 11,2023
Livermore City Council
1016 South Livermore Ave.
Livermore, CA 94550

Dear City Council Members:

The Airport Commission recommended the Fixed Base Operator (FBO) start selling unleaded aviation fuel at Livermore Airport (LVK). The Livermore City staff has taken some preliminary steps to implement this minimal airport standard. However, the staff is recommending the FBO be given a two year time line---with possible extensions--- to start selling unleaded aviation fuel. This is too long. Surely, we can reduce the time line.

At least seven California airports now sell unleaded aviation fuel safely including Hayward, Oxnard, Reid-Hillview (San Jose),San Carlos, San Martin, Santa Monica, and Watsonville. How did these airports achieve this transition more rapidly? It's time for Livermore to follow their lead. 35 airports nationwide currently offer unleaded aviation fuel.

A second fuel tank for unleaded aviation fuel exists at LVK but only holds 1,000 gallons. The city should consider purchasing an additional 8,500 gallon fuel tank using Airport Enterprise Funds. FAA grants are also available for additional fuel tanks.

The price difference between leaded and unleaded aviation fuel would be about one dollar more per gallon. Some pilots may choose to go to other airports to avoid that **minimal** difference in price. However, I believe most pilots owning small piston aircraft at LVF will choose to protect the health of the community **IF** an alternative is available. A dollar a gallon difference is not much to ask to support the health of Tri-Valley children and residents.

We removed the lead from car fuel, now we need to do the same with aviation fuel for small piston-engine aircraft. The City Council needs to shorten the two year timeline. The City Council could offer incentives to the FBO to sell unleaded fuel sooner and reduce lead air exposure from small piston aircraft at LVK. For the health of all Tri-Valley residents, the Livermore City Council needs to modify the proposed minimal airport standards to require the sale of unleaded aviation fuel in less than two years.

Sincerely,
Donna Cabanne
Donna Cabanne
member of the Center for Biological Diversity, Sierra Club, Tri-Valley Air Quality Climate Alliance, Lead Free Livermore