

LAKE COUNTY/CITY AREA PLANNING COUNCIL OVERVIEW

Regional Transportation Planning Agencies (RTPAs)

There are 43 regional transportation planning agencies in California. Many are single county entities, as is the APC, and some cover multi-county areas (as does the Metropolitan Transportation Commission in the Bay Area).

Many of the smaller RTPAs are formed as Local Transportation Commissions (LTCs). These agencies by law are limited to dealing with only transportation planning issues. In most of the LTCs, either the Public Works Director or County Planning Director serves as the executive director and staff work is completed by county staff. However, a few of the LTCs contract for administrative and planning staff.

Most of the medium-sized and the larger RTPAs are formed as Councils of Governments (COGs), as is the APC. COGs have the ability to expand their realm beyond transportation planning to other regional issues. They are formed through a Memorandum of Understanding among political entities within the county. COGs do not deal directly with the federal government, Caltrans is the intermediary.

Where there is an urbanized area of over 50,000 within the COG, the Council of Governments becomes an MPO – Metropolitan Planning Organization. MPOs have expanded duties and responsibilities. They deal directly with the federal government and receive an allotment of federal planning funds.

Principal Duties of RTPAs

Regional transportation planning agencies were established around the state after the Transportation Development Act was passed in 1972. Initially the duties were to administer TDA law on a local basis. That is essentially to ensure appropriate local transportation choices are being made with the ¼ cent of the State sales tax that is returned to the RTPA for that purpose.

Over the years the RTPA duties have gradually expanded. In 1997 Senate Bill 45 became law and further increased the duties and responsibilities of RTPAs relative to the State Transportation Improvement Program (STIP).

The basic duties of the RTPA can be summarized as:

- Allocate Transportation Development Act (TDA) and other funds (STA, RSTP, etc.)
- Meet annual Fiscal Audit and Performance Audit requirements
- Prepare and adopt the Regional Transportation Plan
- Prepare, adopt, & monitor the Regional Transportation Improvement Program (RTIP)

- Prepare and monitor the Regional Transportation Planning Work Program
- Participate in the Statewide transportation planning process
- Locally coordinate various State & federal funding programs
- Consult with Tribal governments on transportation planning issues

Brief History of the Lake County/City Area Planning Council (APC)

1972-1980

- Administrative duties of the APC performed by the County Administrative Officer
- Transportation planning duties performed by Caltrans

1980-1985

- Administrative duties of the APC performed under contract with the existing Executive Director
- Transportation planning duties performed by Caltrans

1985-1986

- Administrative duties of the APC performed under contract with the existing Executive Director
- Transportation planning duties shared by County, Clearlake & Lakeport

1986-Present

- Administrative duties of the APC performed under contract with the existing Executive Director
- Transportation planning duties performed under contract with the existing Staff Consultant

Other Transportation Related Functions

Service Authority for Freeway Emergencies (SAFE)

In 1994 the Lake County Service Authority for Freeway Emergencies was established. Lake SAFE utilizes the existing composition of the APC Board for its Board of Directors. Although a completely separate organization, meeting dates and agendas are coordinated with the APC. Lake SAFE has separate contracts for administrative and planning needs.

Lake Transit Authority (LTA)

In 1996, the Lake Transit Authority was created. LTA also utilizes the existing composition of the APC Board for its Board of Directors. LTA contracts independently for the Transit Manager position. Meeting dates and agendas are coordinated with the APC. The Transit Manager is responsible for managing the transit services contracts to provide a county-wide transit system.

APC Accomplishments

Countywide Projects

- Funded Traffic Mitigation Fee Study to identify future transportation infrastructure needs resulting from new development in Lake County
- Funded Pavement Management Program Update to provide a systematic method for determining roadway pavement maintenance, rehabilitation, and reconstruction needs
- Participated in four-county (Lake, Mendocino, Napa and Sonoma) Wine Contry Interregional Partnership project on Jobs-Housing Imbalance (2004) and Origin and Destination Study (2006)

State Highways

- Facilitated prohibition of large trucks on State Route 175 (Hopland grade)
- Programmed recently completed truck passing lanes on State Route 20
- Programmed over \$11 million toward capacity improvements on State Route 29
- Completed Route 20 Corridor Study, identifying capacity, safety, environmental, and community issues fore development of Principal Arterial through Lake County
- Programmed local participation in environmental study for Route 20/53 interchange improvement
- Funded preparation of Highway 20 Traffic Calming & Beautification Plan

Local Streets & Roads

- Programmed STIP funding for millions in rehabilitation projects on county roads and city streets
- Funded GIS products for County & cities
- Funded roads needs studies
- Completed speed zone studies for County roads and city streets
- Completed background for and final Countywide Transportation Expenditure Plan for transportation sales tax measure

Transit

- Coordinated Proposition 116 funding for purchase of vehicles for transit services
- For 5 years, coordinated and operated (with NCO and UC San Francisco) the Geriatric Outreach Program to provide transportation to dental care for Medi-Cal clients
- Obtained grant funding and coordinated year-long effort to shape future transit system through the Transit Improvement Committee (TIC)
- Established the Lake Transit Authority and recruited Transit Manager
- Funded the transit fleet & facility study
- Worked with LTA toward completion of successful Rural Transit System Grant program application
- Supported LTA's successful FTA Section 5311(f) application to initiate transit service between Lake and Mendocino counties

Bicycle & Pedestrian Projects

- Wrote Proposition 116 Guidelines changes resulting in eligibility for certain bicycle and pedestrian projects in rural counties

- Programmed and facilitated Proposition 116 school-area pedestrian improvements in Upper Lake, Lucerne, Clearlake Oaks, Middletown, Kelseyville, & Lakeport
- Programmed and facilitated Proposition 116 bikeway projects on Lake Street, Konocti Road, and Lakeshore Boulevard
- Prepared successful Bicycle Transportation Account (BTA) applications
- Prepared and maintained Countywide Bikeway Plan to qualify County and cities for future BTA eligibility
- Prepared successful Transportation Enhancement Activities (TEA) grants for Clearlake & Lakeport

Statewide Representation

- Rural Counties Task Force
- California Association of Councils of Governments (CalCOG)
- Caltrans Regional Coordination Committee
- Regional Transportation Planning Agencies (RTPA) Group
- CalACT
- California Transportation Commission (various sub-committees)
- Transportation Enhancement Activities (TEA) Advisory Committee
- Interregional Partnership Program

LDB
Updated 4/18/08

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TRANSPORTATION PLANNING WORK PROGRAM

OVERVIEW

Background

In January of each year the RTPA begins sifting through funding requests from member agencies to develop the draft Regional Transportation Planning Work Program. The draft is typically due in early March. Caltrans reviews and comments on the draft and returns comments for RTPA consideration in early spring, usually sometime in April.

Prior to June 30 each year, RTPAs are required to submit to Caltrans a Final Transportation Planning Work Program for the following fiscal year. The Work Program documents efforts that the agency intends to undertake to study or resolve transportation issues identified in the Regional Transportation Plan. These planning activities may be undertaken by RTPA staff, member agencies or consultants.

Typical work elements in the Work Program might include Regional Transportation Plan updates, bikeway plans, highway planning, and transit planning. The APC Work Program for many years has consisted of three standard elements (WE 600, WE 601 & WE 603) where the bulk of staff's routine tasks are identified. Several other elements (WE 605, WE 607, WE 608, WE 612, and WE 613) have also become standard as the roles and responsibilities of the APC have increased. Other elements are programmed periodically as needed (for example, the Regional Transportation Plan is usually programmed every five years to comply with State law). Some Work Program elements are discretionary and appear only once in the Work Program.

Since 1986, the APC has contracted for all transportation planning services. All of the work to be performed by the consultant, Dow & Associates, is outlined in the Work program and identified as "Staff Consultant". Those transit-related planning duties that are performed by Lake Transit Authority are programmed and attributed to the "Transit Manager". The County of Lake and cities of Clearlake and Lakeport are reimbursed for time involved in transportation planning activities under WE 600. The entities also typically are funded to perform other discretionary transportation planning activities through the Work Program. Usually there are also outside consultants funded through the Work Program as well. Sometimes there are transportation related grants that are programmed and carried through the Work program.

Funding Sources

There are three primary funding sources for activities identified in the Transportation Planning Work Program:

- Rural Planning Assistance (RPA)
These are State funds that are provided each year in the budget to those transportation planning agencies that do not receive federal planning funds. They are reimbursable and paid quarterly upon submittal of valid claims to Caltrans. In recent years there has been \$4 million provided annually to the 26 rural transportation planning agencies. For Fiscal Year 2003/04, the APC share has been established at \$185,000. In developing the yearly work

program, staff targets RPA funds toward routine staff activities. RPA funds cannot be used for any other purpose than transportation planning (APC functions).

- **Planning, Programming, & Monitoring (PPM)**
Planning, Programming & Monitoring funds first became available with the 1998 State Transportation Improvement Program (STIP) in response to SB 45. Each rural RTPA is able to identify up to 5% of its regional share of STIP funding for PPM type activities. Through the 2002 STIP period, the APC has only utilized 2% of the STIP funding for this purpose. The amount available yearly is dependent upon the amount programmed in the STIP and requested in the yearly Work Program. These funds are allocated by the California Transportation Commission and are typically available up-front once a Work Program has been approved (as opposed to the RPA funds which are reimbursable). PPM funds cannot be used for any other purpose than planning, programming, & monitoring (APC functions).
- **Transportation Development Act (TDA) funds in the Local Transportation Fund (LTF)**
Transportation Development Act funds are derived from $\frac{1}{4}$ of one cent of sales taxes collected by the State and returned to the county of origin for transportation development. In recent years, the total amount returned by the Board of Equalization has ranged between \$900,000 and approximately \$1 million. According to TDA law, APC administration is paid first from TDA revenues. Then two percent of remaining revenues are set aside for bicycle and pedestrian projects. An appropriate and reasonable amount of TDA funds are also made available to supplement transportation planning activities that cannot be fully funded (or are inappropriate to fund) with RPA or PPM. Remaining TDA funds are made available to Lake Transit Authority to fund the region's transit system. TDA funds available in Lake County can only be used for APC administration, bike & pedestrian projects, transportation planning, and transit (administration, operations, and capital).

Organization

The Work Program is organized into several sections:

- Table of Contents
- Lake County Profile – for those who may be unfamiliar with this rural area.
- Introduction – explaining the relationship of planning needs to the various work elements proposed.
- Funding Needs – outlining the total funds needed to complete the Work program and identifying sources of funding.
- Organization and Management – providing an overview of the APC and its committees
- Work Program Summary – spreadsheets that summarize funding sources, matching requirements (if needed), and expenditures by work element and by claimant.
- Funding Source and Expenditure Summary – a spreadsheet that identifies the allocation of funding sources by work element.
- Work Element Details – identification of purpose, previous work, tasks, products, regional priorities, funding sources, responsibilities and eligible claimants for each work element.
- Planning Emphasis Area Chart – depicts the elements that address State planning emphasis areas.

- Work Program Schedule – identifies the proposed time period in which the transportation planning work is to take place.
- Information Element – identifies other transportation planning activities to be conducted by other agencies.
- Appendix – Identifying federal planning emphasis areas (PEAs) and including a copy of the MOU between Caltrans and the APC for comprehensive transportation planning activities.