## LAKE COUNTY/CITY AREA PLANNING COUNCIL



### Lisa Davey-Bates, Executive Director www.lakeapc.org

525 South Main Street, Ukiah, CA 95482 <u>Administration:</u> Suite G ~ 707-234-3314 <u>Planning:</u> Suite B ~ 707-263-7799

## TECHNICAL ADVISORY COMMITTEE (TAC) MEETING AGENDA

DATE: Thursday, May 20, 2021

TIME: 9 a.m.

PLACE: Audioconference

In accordance with the modified Brown Act Requirements established by Governor Newsom's Executive Order N-29-20, and to facilitate Social Distancing due to COVID-19, Lake Area Planning Council's Technical Advisory Committee meeting will be by audioconference only. Public comments will be available during Thursday's meeting on any agenda item. Please send comments to our administrative assistant, Monica Galliani, at <a href="mailto:gallianim@dow-associates.com">gallianim@dow-associates.com</a> and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited.

## Dial-in number: 1 (669) 900-6833 / Meeting ID: 843 1316 0056# \*Zoom link provided to members in distribution email and to public by request

- 1. Call to order
- 2. Approval of April 15, 2021 Minutes
- 3. Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Casey)
- 4. Discussion of Potential RAISE Program Funding for SR 29 (*Davey-Bates*)
- 5. Review and Recommendation on Final Draft FY 2021/22 Overall Work Program (OWP) (Pedrotti)
- 6. Announcements and Reports
  - a. Lake APC
    - i. Update on Planning Grants (Speka)
    - ii. Update on Strategic Partnerships Grant (Casey)
    - iii. Local Road Safety Plan Update (Casey)
    - iv. Climate Action Plan for Transportation Infrastructure (CAPTI)
    - v. Miscellaneous
  - b. Lake Transit Authority
    - i. Current Transit Projects
    - ii. Miscellaneous
  - c. Caltrans
    - i. Caltrans Project Development Update and Asset Management Presentation
    - ii. Lake County Projects Update
    - iii. Miscellaneous
  - d. Local Agency Updates

- 7. Information Packet
  - i. None.
- 8. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
- 9. Next Proposed Meeting June 17, 2021
- 10. Adjourn meeting

<u>Public Expression</u> - The TAC welcomes participation in TAC meetings. Comments will be limited for items not on the agenda to three minutes per person, and not more than 10 minutes per subject, so that everyone may be heard. This time is limited to matters under TAC jurisdiction which have not already been considered by the TAC.

Americans with Disabilities Act (ADA) Requests - To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake APC office at 707-263-7799 at least 72 hours prior to the meeting.

Posted: May 14, 2021

#### List of Attachments:

Agenda Item #2 – 04/15/21 Draft Lake TAC Minutes

Agenda Item #3 – CRRSAA Staff Report

Agenda Item #3a – CRRSAA Scenarios Spreadsheet

Agenda Item #4 – RAISE Staff Report

Agenda Item #5 – OWP Staff Report

Agenda Item #5a – Final OWP



Lisa Davey-Bates, Executive Director www.lakeapc.org

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### TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, April 15, 2021 9 a.m.

Meeting held via Zoom

#### Present

Saskia Rymer-Burnett, Caltrans District 1
James Sookne, Lake Transit Authority
Doug Grider, City of Lakeport
Jenni Byers, City of Lakeport
Dave Swartz, City of Clearlake (Engineering Consultant)
Dale Goodman, City of Clearlake

#### Absent

Joel Skeen, California Highway Patrol
Paul Curren, City of Lakeport (Engineering Consultant)
Alan Flora, City of Clearlake
Scott DeLeon, County of Lake
Tocarra Nicole Thomas, County of Lake

#### Also Present

Alexis Pedrotti, Lake Area Planning Council
Lisa Davey-Bates, Lake Area Planning Council
Danielle Casey, Lake Area Planning Council
Monica Galliani, Lake Area Planning Council
John Speka, Lake Area Planning Council
Kevin Ingram, City of Lakeport
Olivia Grupp, City of Lakeport
Kyle Finger, Caltrans District 1
Clarissa Kincy, Mobility Manager – LTA
Mark Roberts, City of Clearlake
John Everett, County of Lake

#### 1. Call to order

The meeting was called to order at 9:05 a.m.

#### 2. Approval of February 18, 2021 Minutes

Motion by Doug, seconded by James, and carried unanimously to approve the February 18, 2021, minutes as written.

3. Coronavirus Response and Relief Supplemental Appropriations Act of 2021

Danielle reported that the approved distribution of the Coronavirus Response and Relief

Supplemental Appropriations Act of 2021 (CRRSAA, HR 133) funds uses a formula-based split of 50% on STIP and 50% on RSTP/STBG, which amounts to \$863,816 for Lake County. Of that amount \$27,589 is required for Planning, Programming and Monitoring (PPM) leaving \$836,227 for projects. Nephele added that the formula is split between two programs, one administered by Caltrans and the other administered by the CTC.

In response to a question from Jenni, Nephele reported that the funds can be used on any project that can be used with the STBG programs, such as overlay projects. Doug asked if the money was federal, to which she responded that staff will be able to exchange it with state funds. Discussion regarding funding ensued, resulting in Danielle agreeing to come back with various funding scenarios.

#### 4. Local Road Safety Plan Update

Danielle reported that APC Staff met with Headway Transportation's Project Manager, Lauren Picou on March 12, 2021. Staff conducted a thorough tour of Clearlake and Lakeport, showing current project areas and also viewing sites that have an extensive crash history. She also reported that the Stakeholder Working Group met for the first time on April 6, 2021, and will be meeting again in June and August. Local Road Safety Plans are expected to be complete by April 2022, in time for HSIP applications. Danielle and Saskia discussed differences in pedestrian/motorist activity between the City of Clearlake and the City of Lakeport.

#### 5. Review and Discussion of FY 2021/22 Overall Work Program (OWP)

Alexis gave a short overview of the contents of the adjustments to the updated OWP, including funding sources and possible grant funds. Saskia added points of focus that came from Caltrans in their initial feedback and additions to the OWP.

### 6. Discussion of Reserve Local Transportation Funds (LTF) for Use on Web Hosting of Vehicle Miles Traveled (VMT) Screening Tool

John gave an update on the progress of the transportation screening tool staff has been working on with Caltrans. Due to a number of technical considerations, neither Lake APC nor Caltrans are currently able to host the screening tool developed for the project. Fehr & Peers has the appropriate platform to accommodate the tool, and is willing to provide that service for an annual flat rate fee of \$5,000. Saskia added that Lisa Hockaday can come give a talk to the TAC at a later date.

#### 7. Announcements and Reports

#### a. Lake APC

#### i. Update on Planning Grants

John gave a brief update of the City of Clearlake's Active Transportation Program (ATP) grant, stating that the \$997,000 Dam Road Extension project was recently approved by the CTC and that funding had "officially" been awarded to the City of Clearlake. An allocation request must be approved before billable work can begin. Discussion regarding grant funds ensued.

John also gave an overview of the Regional Transportation Plan (RTP) and Active Transportation Plan (ATP), and let the TAC know that APC staff is working to update both. This year, due to the ongoing pandemic, community engagement will be conducted virtually through a social engagement platform called Social Pinpoint. Staff has spent the last few months gathering information and data for the individual

elements and will be incorporating comments from local and state agencies along with those received from the public into a draft document.

Lastly, he mentioned that the City of Lakeport has expressed interest in applying for Federal Lands Access Program (FLAP) funds to make improvements to Martin Street west of the City, which provides access to Cow Mountain. APC staff will assist Lakeport Public Works in preparing an application. The due date is May 27, 2021.

#### ii. Update on Strategic Partnerships Grant

Danielle reported that the only Strategic Partnership Grant currently in progress is the SR53 Corridor Local Circulation Study Project. The project is now proceeding with a new schedule in place, which she overviewed. Biweekly meetings with TJKM (the assigned consultant) and the Technical Advisory Group (TAG) have resumed. She also listed intersections being studied.

#### iii. Miscellaneous

Nephele mentioned that the RAISE program issued a notice of funding that staff will be sending out. John added that in the future, TAC meetings will have a standing housing item for the Regional Early Action Program (REAP).

#### b. Lake Transit Authority

- i. Current Transit Projects. James gave the following reports:
  - **COVID-19 Update:** the system has seen a slight increase in ridership, averaging approximately 53.1% fewer passengers than pre-COVID times. However, ridership is still down significantly from pre-pandemic levels but has seen a weekly increase of approximately 37% (2,580 riders) compared to the previous year (1,876).
  - Free Fares Update: On February 17<sup>th</sup>, Lake Transit Authority implemented a system-wide free fare program, which led to a 36% increase in ridership.
  - **5311/CRRSAA Applications:** The FFY2021 5311 and CRRSAA apportionments for Lake County are \$406,458 and \$1,074,575, respectively. There is a total of \$4.7 million of 5311(f) funds available to the state, of which LTA will apply for approximately \$530,000.
  - Route Revisions and Service Changes: LTA has made changes to routes that will help riders recover from the pandemic by providing easier access to vaccination clinics, doctor appointments, and other essential trips. These changes are also consistent with recommendations found in the 2015 Lake Transit Authority Transit Development Plan.

Lisa announced that Wanda Gray has retired and has been replaced by Gary McFarland.

#### c. Federal & State Grant Status Reports.

i. Other Grant Updates. None.

#### d. Caltrans

Saskia reported that Caltrans has 2-3 month updates that are available upon request. She added that construction on Highway 29 will be speeding up soon.

- i. Lake County Projects Update None.
- ii. Other Updates None.

#### e. Local Agency Updates

John Everett reported that Lake County was successful in obtaining funds for the Middletown Multi-use Pathway from the CTC. The County has been partnering with the US Forest Service for the upcoming FLAP grant application for work along Elk Mountain Road. He added that the STIP update has been completed.

#### 7. Information Packet

- i. RTP Flyer
- 8. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda None
- 9. Next Proposed Meeting May 20, 2021
- **10. Adjourn Meeting** Meeting adjourned at 10:57 a.m.

Respectfully Submitted,

Monica Galliani Lake APC Planning



## LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Coronavirus Response and Relief Supplemental
Appropriations Act (HR 133) Funding Discussion

DATE PREPARED: 5/13/2020
MEETING DATE: 5/20/2020

SUBMITTED BY: Danielle Casey, Project Coordinator

#### **BACKGROUND:**

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA, HR 133) was enacted into law on December 27, 2020, and included transportation infrastructure funding to the States for suballocation. California's apportionment of that funding is \$911.8 million. California Transportation Commission staff and Caltrans have been working to develop a distribution method for those funds. It has been generally agreed upon that 60% of funds will be used by the State and 40% will go to regions. Several funding scenarios have been developed to distribute the \$365 million that would go to the regions. Various scenarios regarding how to distribute the funds were discussed at workshops hosted by the CTC and attended by the regions in California. The final decision regarding how to distribute the funding was approved by the CTC at the March 24-25, 2021 meeting. The approved distribution uses a formula based 50% on STIP and 50% on RSTP/STBG which amounts to \$863,816 for Lake County. Of that amount \$27,589 is required for Planning, Programming and Monitoring (PPM) leaving \$836,227 for projects. That division is further broken down to show that a total of \$524,187.00 in STIP funding and \$312,040.00 in STBG funding.

The attached scenarios show a breakdown of funding based on a 50/50 formula split between population and center lane miles per agency, with various base amounts. Staff has included a fourth scenario labeled Scenario 2A that demonstrates a division of funds based on funding type. Because allocation will require the same processes as usual, we believe that it would be easiest for agencies to complete as few steps as possible to require funding. Scenario 2A shows all agencies receiving the same amount as Scenario 2, but with Clearlake and Lakeport receiving only STIP funding. This leaves the remainder as a combination of STBG and STIP for the County. Unfortunately, that will require the County to complete both allocation processes.

The CTC has indicated that they will be conducting a mid-cycle STIP to approve projects as early as the June meeting. For regions that aren't ready to move forward with programming at that time, there is an option to program at a later time as well, for instance with the RTIP which we will be developing this fall. It should be noted that because of the pandemic and decline in fuel tax revenues, it's likely that our next STIP Fund Estimate will be low, so advancing STIP projects with the HR 133 funding may be worth considering. Eligible uses for the funding will be similar to uses allowed for RSTP/STBG funding.

ACTION REQUIRED: Discuss options for utilizing funds and make a recommendation to the board.

**ALTERNATIVES:** None

**RECOMMENDATION**: Utilize Scenario 2A to divide funding between agencies.

	STIP/STBG	STIP	STBG
Total:	\$ 863,816.00	\$551,776.00	\$312,040.00
PPM:	\$ 27,589.00	\$27,589.00	\$0.00
	\$ 836,227.00	\$524,187.00	\$312,040.00

STIP/STBG Amt based on 50/50 Split of Pop. & Miles				
	Population	%	Mileage	%
County	45,216	70.64%	510	84.72%
Clearlake	14,008	21.89%	63	10.47%
Lakeport	4,781	7.47%	29	4.82%
Total	64,005		602	
STIP/STBG Division				
County	45,216	70.64%	510	84.72%
Clearlake	14,008	21.89%	63	10.47%
Lakeport	4,781	7.47%	29	4.82%
Total	64,005		602	

S	cenario #1	Scenario #2	Scenario #3							
\$!	50,000 Base	\$100,000 Base	\$150,000 Base							
\$	583,068.30	\$ 516,546.73	\$	450,025.17						
\$	161,000.33	\$ 186,737.15	\$	212,473.97						
\$	92,158.37	\$ 132,943.12	\$	173,727.86						
\$	836,227.00	\$ 836,227.00	\$	836,227.00						

Scenario 2A												
	\$100,000 Base											
	\$204,506.73	\$312,040.00										
\$	186,737.15											
\$	132,943.12											
	\$524,187.00	\$312,040.00										

\$516,546.73
\$ 186,737.15
\$ 132,943.12
\$836,227.00



## LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

**TITLE:** Discussion of Potential RAISE Program Funding for SR 29 **DATE PREPARED:** 5/13/21 **MEETING DATE:** 5/20/21

SUBMITTED BY: John Speka, Senior Transportation Planner

**BACKGROUND**: The U.S. Department of Transportation (DOT) has released a Notice of Funding Opportunity (NOFO) for a Fiscal Year (FY) 2021 discretionary grant program, known as Rebuilding American Infrastructure with Sustainability and Equity (RAISE). The RAISE program, formerly known as BUILD and TIGER, will award up to \$25 million for individual projects, with no more than \$100 million awarded to any one state. Of the \$1 billion available nationwide, 50% is to be awarded to rural projects. Matching shares will be 20% for urban projects, but may be less for projects located in rural areas or areas of "persistent poverty." Both capital and planning projects are eligible.

Staff from Lake APC and Caltrans District 1 are currently in discussions to consider applying for funds to complete phases "2A" and "2B" of the SR 29 Project. Staff is asking for the TAC to comment on this use of regional time and resources in pursuing the opportunity.

**ACTION REQUIRED**: None, informational only

**ALTERNATIVES**: N/A

**RECOMMENDATION**: N/A



## LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: 2021/22 Final Overall Work Program

DATE PREPARED: 5/14/21

MEETING DATE: 5/20/21

SUBMITTED BY: Alexis Pedrotti, Project Manager

#### BACKGROUND:

Attached for your review and recommendation is the proposed Final FY 2021/22 Overall Work Program (OWP). This proposed Final Work Program includes the projects recommended by the TAC in the Draft, as well as a few carryover projects. Carryover amounts are estimates, and adjustments will be made in an amendment after the fiscal year end closes.

We have received Caltrans' comments on the Draft, which have been incorporated into the Final, as necessary. At the April 15, 2021 TAC Meeting APC Staff distributed APC's Response to the Caltrans Comment Letter and Final Overall Work Program. Due to a lack of sufficient time for review, the TAC requested the Final be brought back in May for final review and recommendation. Since the April TAC Meeting, one additional change has been made to the Final OWP.

• Work Element 617 (State Route 53 Corridor Local Circulation Study) - This project was originally included in the Draft Overall Work Program, with anticipation of being carried over into the FY 2021/22 OWP. After discussions with the consultant in March, they felt comfortable this project would be closed out by June 30, 2021, no longer needing to be carried over. However more recently, some concerns and delays have been encountered and have furthermore required the SR 53 Project be added back into the Final Overall Work Program. An estimated amount of \$77,500 (\$62,000 FHWA Grant Funding + \$15,500 LTF Funding) has been included in the Final. Actual carryover amounts for this project will be reflected in the first amendment to the OWP.

As proposed, the Final FY 2021/22 Overall Work Program totals \$701,000.

Print copies of the final document will be provided after adoption by Lake APC Board at their June 2, 2021 meeting (upon request).

**ACTION REQUIRED**: TAC review and make recommendation to APC Board on proposed Final FY 2021/22 OWP, for APC's consideration at their June 2, 2021 meeting.

**ALTERNATIVES:** The TAC may recommend revisions to the proposed Final OWP.

**RECOMMENDATION**: Recommend that APC Board approve the Final 2021/22 Overall Work Program.

/aip

Attachments: (Proposed) FY 2021/22 Final Overall Work Program

### - FINAL -

### LAKE COUNTY/CITY AREA PLANNING COUNCIL

## REGIONAL TRANSPORTATION PLANNING WORK PROGRAM









### FISCAL YEAR 2021/22

(Proposed) Adoption by Area Planning Council: June 2, 2021

#### Prepared by:



Alexis Pedrotti, Project Manager 525 South Main Street, Suite G Ukiah, CA 95482 707.234.3314

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#### LAKE COUNTY AREA PROFILE

Lake County lies within the coastal range of mountains approximately 100 miles north of San Francisco and 35 miles east of the Pacific Ocean. It is surrounded by Mendocino County on the west, Sonoma and Napa Counties to the south, and Yolo, Colusa and Glenn Counties on the east. State Highway 20 connects the area with both U.S. 101 and Interstate 5. The northern third of the county is largely unoccupied, much of it lying within the Mendocino National Forest.

According to the estimates from the California Department of Finance, the total population in Lake County was 65,071 in 2019. This included the unincorporated population of 45,437 and the incorporated population of 19,634. Clearlake is the larger of the two incorporated cities, with a population of 14,828. Lakeport has a population of 4,806. The majority of the population of the county resides along the shores of Clear Lake, the most prominent geographical feature of Lake County.

Lake County, although rural in nature, has a number of transportation problems. The ground transportation network is impacted by topography, an aging population, declining financial resources and high nonresident recreational traffic use. Many of these and other important issues are identified in the 2017 Regional Transportation Plan, adopted February 14, 2018.

The largest income producing industries are agriculture, located in the lowlands to the west and southwest of Clear Lake, tourism, and geothermal development, located in the mountainous terrain in the southwestern portion of the County. In recent years, employment associated with tribal economic development has also become a significant factor.

Finally, another important factor facing the region is the steady increase of commuting traffic. To look at this issue more closely, a four-county Inter-Regional Partnership (IRP) Report was completed in June 2004 concerning jobs-housing imbalances in Mendocino, Lake, Napa, and Sonoma Counties. The report presented the case that, even though a jobs-housing imbalance crisis may not be apparent yet, indications are that if nothing is done this will be a serious issue in the near future.

A County-Wide Micro Simulation Model was completed in FY 2012/13 to analyze projected traffic growth and prioritize transportation projects on the State Highways in Lake County. The Middletown Community Action Plan and Engineered Feasibility Study were also completed in FY 2013/14 to enhance interregional and regional travel while balancing the community of Middletown's needs.

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#### LAKE APC OVERVIEW

The Lake County/City Area Planning Council (APC) was established in June 1972 by a Joint Powers Agreement. Subsequently, it was designated by the Secretary of Transportation as the Regional Transportation Planning Agency for Lake County. The cooperative relationship between Caltrans and Area Planning Council was formalized by a Memorandum of Understanding.

A 1986 amendment to the Joint Powers Agreement revised the membership of the Area Planning Council to its current composition of eight (8) members. This includes two (2) members of the Lake County Board of Supervisors, two (2) city council members from the City of Lakeport, two (2) city council members from the City of Clearlake, and two (2) citizen members selected at large by the Board of Supervisors.

Three standing committees aid the Area Planning Council in performing its transportation planning functions.

Executive Committee: The Council may appoint an Executive Committee consisting of the Chair, the Vice Chair and a third council member from a city, the County, or Member-at-Large. The Executive Committee may carry on the administrative and executive functions of the Council between regular meetings of the Council. The Executive Committee may also be used to oversee the personnel budget and policy issues and make recommendations to the full Council. The Council shall attempt to appoint members to the Executive Committee that reflect a balance between city and County representation.

The Executive Committee reserves the right to hold executive sessions at any time to consider the employment of, or dismissal of, any public officer, independent contractor, or employee of the Council. Such executive sessions, if held, shall comply with all provisions of the Brown Act as set forth in the Government Code of the State of California.

<u>Policy Advisory Committee (PAC)</u>: The PAC shall consist of the eight (8) Council members and one representative of the California Department of Transportation (Caltrans). The Council's agendas shall be structured such that the Caltrans representative, as a member of the PAC, shall have a vote on all matters dealing with transportation.

<u>Technical Advisory Committee (TAC)</u>: The TAC shall consist of the Director of Public Works of Lake County, the Community Development Directors of Lake County and the cities of Clearlake and Lakeport, the City Engineers or Public Works Directors of Clearlake and Lakeport, the Commander of the Lake County Office of the California Highway Patrol, a representative from the Lake Transit Authority, and a transportation planner from the Caltrans District 1 Office, or authorized technical representatives from any of these noted agencies, for a total of nine (9) voting members. If a vote is required, and a quorum is not present, a motion must pass with a two-thirds majority of those members present voting in the affirmative.

The Lake APC seeks the TAC's professional expertise as an independent technical committee. Lake APC recognizes that the TAC is to review material presented before it and make recommendations to the Council. Lake APC also recognizes that, although the impact of the TAC's recommendations on an individual constituent agency may be a factor, the decision-making process must remain a combination of technical information and individual TAC members' education, experience, and professional judgement. Recommendations to the Council shall remain focused on improvement of

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the transportation system based on technical considerations.

The Lake APC Executive Director or his/her authorized representative shall have the responsibility of chairing the TAC and ensuring that the TAC's recommendations are reported to the Council.

Social Services Transportation Advisory Council (SSTAC): The purpose of the SSTAC is to advise the Lake APC on matters involving the needs of the transit dependent and transit disadvantaged, including the elderly, disabled and persons of limited means. The SSTAC shall consist of a representative of potential transit users 60 years of age or older, a potential transit user who is disabled, two representatives of local service providers for seniors, two representatives of local service providers for the disabled, a representative from a local social service provider for persons of limited means and two representatives from the local Consolidated Transportation Services Agency (CTSA), for a total of nine (9) voting members.

Additional committees are formed on an as needed basis, typically to advise on a particular project or serve a specific function, such as a study advisory group.

The Lake APC relies on and values the many avenues of government-to-government coordination and consultation with local, state, and federal agencies representing transportation planning in Lake County. The Lake APC works cooperatively with the seven (7) Native American Tribal Governments represented in Lake County; including Elem Indian Colony, Habematolel Pomo of Upper Lake, Big Valley Band of Pomo Indians, Scotts Valley Band of Pomo Indians, Robinson Rancheria Pomo Indians of California, Koi Nation, and Middletown Rancheria of Pomo Indians. The Native American Tribes are invited to participate in APC monthly meetings, informed of available grant funding available to them, and invited to participate in public outreach on current and upcoming projects. The Lake APC also participates in the quarterly Caltrans Native American Planning/Status Meetings.

The Federal Land Management Agencies for the Lake County Region include Bureau Of Land Management (BLM), U.S. Forest Service, U.S. Fish and Wildlife and National Park Service.

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#### REGIONAL PLANNING EFFORTS

The Lake County/City Area Planning Council is committed to incorporating planning items identified in the Federal transportation bill, Fixing America's Surface Transportation (FAST) Act, while preparing and implementing planning projects throughout the region. A significant boost in this direction arrived in April 2017, with the passage of Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017. SB1 is a long-term, dedicated transportation funding bill which raises approximately \$5.4 billion annually throughout the State. It allows for a variety of transportation projects including rehabilitation and maintenance for local streets, roads and highways, safety improvements, repair and replacement of bridges and culverts, and congestion reduction. It also provides for an increase in mobility options with funds available for bicycle and pedestrian facilities, as well as transit improvements. As funding flows into the region, Lake APC will continue to pursue opportunities as they become available.

A number of regional planning projects have been initiated over the past decade resulting in notable improvements in the following areas:

In 2011, the Lake APC, in coordination with the Lake Transit Authority (LTA), developed a Non-Emergency Medical Transportation (NEMT) Plan to get a better assessment of the needs in Lake County, consider program alternatives, and research potential funding options. The NEMT Plan provided direction to begin addressing NEMT needs in Lake County, including an implementing budget with a start-up package of projects, a mobility manager/brokerage function and Lake Transit service enhancements. Based on the outcome of the NEMT Plan, a determination was made that there was a serious need for Non-Emergency Transportation Services in Lake County. In FY 2015/16 the Lake APC began allocating 5% of LTF estimated revenues to the Consolidated Transportation Services Agency to initiate a Mobility Manager position focusing on NEMT Services throughout Lake County. This position has been maintained with the assistance of grant funding since that time.

The Middletown Community Action Plan (CAP) was completed in 2014 in conjunction with the SR 29 South Corridor Engineered Feasibility Study. These documents are used to identify safety and operational improvements along the southern portion of the SR 29 corridor including potential non-motorized improvements through the Middletown community. The CAP focuses on multimodal improvements including pedestrian, bicycle, equestrian and transit that are intended to enhance economic development and promote growth, while also continuing to accommodate regional travel over State Routes 29 and 175, which intersect in the heart of the town.

The Transit Development and Marketing Plan (TDP) was adopted in 2015 to guide the current and future development of LTA services in order to improve mobility for County residents and visitors. The TDP builds on the previously adopted 2008 version, identifying key challenges over the next five-year period, evaluating current transit services and detailing goals and policies which can lead to overall improvements to the transit system. Included with the TDP is a marketing plan which establishes specific strategies to improve the visibility and image of LTA and its services within the community. In addition, the Coordinated Public Transit- Human Services Transportation Plan was updated in 2014-2015, identifying mobility "needs and gaps" for transportation disadvantaged groups including stakeholder requests for improved NEMT services, increased hours and expanded bus service, fare

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affordability and easier to access transit information. Strategies were provided to address the gaps listed and to improve the overall system for elderly, disabled and disadvantaged populations.

In 2016, the Lake APC adopted the Lake County Active Transportation Program (ATP) Plan. The Plan has been used to increase the region's chances in securing future grant funds for Active Transportation projects. It will also help to identify and prioritize non-motorized and transit improvement projects in the region.

A Transit Hub Location Plan was adopted in 2017, which was used to identify a preferred location for a new transit hub in the City of Clearlake at the intersection of Dam Road Extension and South Center Drive. This project was instrumental in securing subsequent funding through the Transit and Intercity Rail Capital Program (TIRCP) in 2020 for the design and construction of the hub, deemed a critical need for the transit dependent region.

Other recent approvals of regionwide planning efforts include the adoption of the Bus Passenger Facilities Plan and the Pedestrian Facilities Needs Inventory (2019). Both were completed at the end of 2019 and will be useful in determining priorities for funding needed improvements throughout the County with respect to bus stops facilities (e.g. signs, benches, shelters, pull-outs) and pedestrian safety projects (e.g. sidewalk projects, gap closures, crossings, etc.). Additional approvals by the APC Board in 2020 were the Eleventh Street Corridor Multi-modal Engineered Feasibility Study and the Highway 20 Northshore Communities Traffic Calming Study. These studies provide lists of priority projects intended to improve safety and multi-modal use of a key Lakeport access corridor (Eleventh Street) as well as several small communities relying on Highway 20 as their Main Street (Nice, Lucerne, Glenhaven and Clearlake Oaks).

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#### INTRODUCTION

The Area Planning Council's Transportation Planning Work Program is prepared annually to identify and focus the next year's transportation planning tasks. These tasks are envisioned and are to be fulfilled in accordance with the goals and policies of the Lake County Regional Transportation Plan (RTP) and other planning documents prepared by the Lake APC. The primary goal is to develop a safe, balanced, practical and efficient regional transportation system. This entails timely maintenance as well as capital improvements to the transportation network, which includes the streets and highways.

Since the Fiscal Year 1986/87, the Lake County/City Area Planning Council (APC) has contracted with a consultant to do most of the technical planning efforts in the Work Programs. Dow & Associates entered into a contract with the Lake APC (effective October 1, 2006) to continue to perform planning duties. In December 2008 and again in April 2012, the APC Board acted to renew its contract with Dow & Associates for an additional three years.

In June 2014, the Lake APC advertised for an Administration/Fiscal Contractor, as well as the Planning duties to be conducted under the Overall Work Program. Dow and Associates was awarded the Planning contract for a five-year period (effective October 1, 2014), with one-year optional contract extensions for an additional five-year period. Grant funded work elements will likely be completed by consultants hired under this contract and administered through Dow & Associates.

#### **PUBLIC PARTICIPATION**

The Lake Area Planning Council (APC) encourages public participation in the planning and decision-making process and holds public hearings whenever an important decision concerning transportation is imminent. In addition to these public hearings which are announced in local newspapers, parties known to be interested in specific issues are invited to both the Technical Advisory Committee and the APC meetings, when appropriate.

As required by SAFETEA-LU, the APC developed a Public Participation Plan in Fiscal Year 2008/09 to enhance its public outreach efforts. The development of this Plan included strategies to engage and notify the public when conducting planning activities. The plan provides a clear directive for public participation activities of the APC, particularly when they pertain to the development and implementation of the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Overall Work Program (OWP), administration of the Transit Development Act (TDA), Federal and state grant programs, Coordinated Human Transportation Plan, transit studies, area transportation plans, blueprint planning, and other special projects. The Public Participation Plan was updated and approved at a public hearing in February 2021 and can be found on the Lake APC Website at <a href="www.lakeapc.org/library/plans">www.lakeapc.org/library/plans</a>.

In Mach 2020, the COVID-19 Pandemic launched new opportunities and visions of alternative ways to reaching and connecting with the public. The Lake APC will utilize online technology platforms to host Public Outreach Workshops, surveys, and offer commentary outlets, as needed. Some examples of these platforms include Social Pinpoint, Zoom, and ArcGIS Interactive Mapping. The online public outreach platforms offer the public an opportunity to participate that otherwise may not have been previously available due to travel restrictions and/or time constraints.

Included in this FY 2021/22 Overall Work Program are some examples of projects that will require public outreach to be successful documents. The APC last completed the update of the Lake County Regional Transportation Plan in Fiscal Year 2017/18. The latest update to the RTP began in FY 2020/21 and will conclude December 2021. The RTP Update includes extensive public outreach efforts which are scheduled to occur in the Spring and Summer of 2021.

The Local Road Safety Plans for the City of Lakeport and Clearlake are another example of plans that will include a variety of public outreach measures. The consultant has designed an online platform to allow for public comment through an interactive map, as well as access to the convenient online survey.

#### COMPLETED PRODUCTS IN PRIOR WORK PROGRAM

Appendix A includes a brief synopsis of products that were completed in the 2020/21 Work Program.

#### 2021/22 WORK ELEMENTS

The Lake County/City Area Planning Council is dedicated to working cooperatively with all agencies to provide comprehensive planning in the region. There is only *one* new work element included in the 2021/22 work program. The remainder of the elements are either ongoing work elements that appear repetitively in Work Programs or carryover projects that will be completed in this Overall Work Program. Several projects below support planning efforts on a regional level.

The following work elements are included in the 2021/22 Work Program, and are briefly described below:

- ✓ <u>Work Element 600</u> This work element includes funding for general planning activities to be completed by the regional transportation planning agency (Lake APC), the transit agency (Lake Transit Authority), County and two cities.
- ✓ Work Element 601 This element was added to the 2017/18 OWP in order to conduct Transportation Development Act activities that are not eligible for Rural Planning Assistance funding. This element was found very valuable and remains crucial to include in this upcoming fiscal year.
- ✓ <u>Work Element 602</u> This work element will help determine the need for public transportation in Lake County and strive to provide a reliable source of mobility for all citizens. Also providing transit service performance monitoring on an ongoing basis for the Lake Transit Agency.
- ✓ Work Element 603 Intentionally Left Blank
- ✓ Work Element 604 This element has been designated as a *reserve account for* planning projects to be completed by. Lake County, City of Lakeport and City of Clearlake that are often not funded due to a lack of funding from year-to-year in the Overall Work Program.
- ✓ <u>Work Element 605</u> –This work element continues to provide funding to assist agencies in the preparation of applications and monitoring of Federal and State grants to improve the transportation system in Lake County.
- ✓ Work Element 606 This work element was established as an ongoing to gather and interpret roadway, traffic, and accident data for Lake County in order to establish and enforce appropriate traffic speed limits in the community.

- ✓ Work Element 607 Special Studies has been included in the past several work programs and will be used to perform studies, collect data, update the transportation data base, respond to local issues, and aid in implementation of the Regional Transportation Plan, and other projects as needed.
- ✓ Work Element 608 Planning, Programming & Monitoring is an ongoing work element to provide assistance associated with project development for Regional Improvement Program projects and other planning activities
- ✓ Work Element 609 This is a newly added work element to support the goals of SB 375 and AB 32 to reduce greenhouse gas emission and respond and conduct sustainable transportation planning.
- ✓ Work Element 610 To encourage growth to bicycle and pedestrian travel to the region by integrating and promoting bicycle and pedestrian facilities and services with roadway and transit planning operations.
- ✓ Work Element 611 —Pavement Management Program Update, an ongoing project to provide a systematic method for determining roadway pavement maintenance, rehabilitation, and reconstruction needs. Triennial updates are conducted to provide an updated streets/roads inventory.
- ✓ Work Element 612 Technology Support Services has been an ongoing project to provide GIS support services to agencies within Lake County involved with the roadway transportation system, aviation, bike/pedestrian, and transit planning. The name has been changed to incorporate additional technology needs in the county.
- ✓ Work Element 613 Transportation Information Outreach is a work element that informs and educates residents of Lake County on transportation related activities. This work element also maintains the agency's website.
- ✓ Work Element 614 The Regional Transportation Plan is a long-range planning document that provides a clear vision of the regional transportation goals, policies, objectives and strategies for an effective transportation system for Lake County. The plan guides decisions about all types of transportation and the related facilities needed for an effective transportation system.
- ✓ Work Element 615 Intentionally Left Blank
- ✓ Work Element 616 This work element will provide training to staff of upcoming requirements for grant programs, changes in technologies relating to transportation planning, and other useful educational opportunities as needed.
- ✓ Work Element 617 This carryover project study will analyze current and expected traffic patterns within key portions of the corridor and their immediate surrounding areas. By examining existing conditions and near-term development proposals, it will further interregional and local circulation goals of the State, the regional planning agency and the City.
- ✓ Work Element 618 To develop individual Local Road Safety Plans (LRSP) for the Cities of Clearlake and Lakeport. An LRSP creates a framework to systematically identify, analyze, prioritize, and recommend roadway safety improvements on local roads. Beginning with Cycle 11 of the Highway Safety Improvement Program (HSIP), an LSRP will be required for an agency to apply for HSIP grant funds.

#### **FUNDING NEEDS**

The Final 2021/22 Transportation Planning Work Program requires total funding of **\$701,000** and will be funded from a combination of Rural Planning Assistance (RPA) funds, Local Transportation Funds (LTF), Planning, Programming & Monitoring (PPM) funds.

#### **FEDERAL**

Lake APC was successful in receiving a grant award for Federal Highway Administration State Planning and Research Part I – Strategic Partnership funding to complete the State Route 53 Corridor Local Circulation Study totaling \$139,000. This project was initiated in FY 2019/20 OWP and is expected to be carried for completion in the FY 2021/22 OWP. The total amount of estimated carryover is \$62,000.

#### **STATE**

Rural Planning Assistance (RPA) funds in the amount of \$294,000 are expected for FY 2021/22. These funds are only available after the passage of the State Budget and on a reimbursement basis. It is permissible to carry over up to 25% of RPA funding from the prior year's Work Program. Actual carryover RPA Funds from the 2020/21 Work Program total \$12,500. Work Program products funded by RPA funds must be received by Caltrans District 1 staff prior to requesting full reimbursement of funds. Totals RPA Funds committed to the 2021/22 Work Program total \$306,500.

<u>Planning, Programming & Monitoring Funds</u> in the amount of <u>\$56,000</u> were allocated for FY 2021/22. PPM Funds carried over from the 2020/21 Work Program in the amount of <u>\$43,440</u> are being carried over in the 2021/22 Work Program. Total PPM Funds committed to the 2021/22 Work Program total <u>\$99,440</u>.

#### LOCAL

The total new <u>Local Transportation Funds</u> (LTF) commitment will be <u>\$142,096</u> in the 2021/22 Work Program. LTF Funds carried over from the 2020/21 Work Program in the amount of <u>\$15,964</u> are being carried over to be used under several work elements in the 2021/21 Work Program. Total LTF Funds committed to the 2021/22 Work Program total <u>\$158,060</u>.

Additionally, Lake APC in coordination with the local agencies (Cities of Clearlake and Lakeport) collaborated to include a new Work Element 618 into the FY 2020/21 OWP. This element is expected to be carried over and completed in the FY 2021/22. The Local Roads Safety Plans (LRSP) will continue to be a reimbursable element through funding the local agencies receive from the state. Lake APC will coordinate and manage the project and request reimbursement from the individual agency. The local agency carryover funding is estimated to total \$75,000.

The total commitment from **local funding** sources totals <u>\$158,060 (23%)</u> to be included in the Final 2021/22 OWP.

## LAKE COUNTY WORK PROGRAM SUMMARY OF FUNDING SOURCES

Fiscal Year 2021/22

AMOUNT	FUNDING %
\$62,000	
\$62,000	9%
\$294,000	42%
\$12,500	0%
\$56,000	8%
\$43,440	6%
\$405,940	42%
\$467,940	67%
\$142,096	20%
\$15,964	2%
\$158,060	23%
\$75,000	11%
¢701.000	100%
	\$62,000 \$62,000 \$294,000 \$12,500 \$56,000 \$43,440 \$405,940 \$142,096 \$15,964 \$158,060

#### SUMMARY OF 2020/21 CARRYOVER BY FUNDING SOURCE

Funding		Work	Carryover	Fiscal	Use of Carryover
Source		Element	Amount	Year	Ose of Carryover
LOCAL FUNDING					
LTF		604	\$161	20/21	Actual Carryover from Reserve Work Element from FY 2020/21.
LIF		004	\$404	20/21	2020/ 21.
		617	<b>\$15,5</b> 00	19/20	Estimated LTF Carryover for this project from FY 20/21.
TOTAL LOCAL CARRYOVER:		\$15,964			
STATE FUNDING					
PPM		604	\$34,000	20/21	Actual Carryover from Reserve Work Element from FY 2020/21
19/20=\$9,440 20/21 =\$34,000		604	\$9,440	19/20	Actual Carryover from Reserve Work Element from FY 2020/21
Total PPM =\$43,440					
PP	M Sub-Total:		\$43,440		
1					
RURAL PLANNING ASSISTAN	NCE (RPA)	606	\$12,500.00	20/21	Estimated RPA Carryover for this project from FY 20/21.
RP	A Sub-Total:		\$12,500.00		
TOTAL STATE CARRYOVER:			\$55,940.00		
FEDERAL FUNDING					
TOTAL FEDERAL CARRYOVI	ER:	617	\$62,000.00	19/20	Estimated FHWA Carryover for this project from FY 20/21.
OTHER EUNIONIC					
OTHER FUNDING					
LOCAL ROAD SAFETY PLAN	(LRSP)	618	\$75,000	20/21	Estimated Carryover from Work Element from FY 2020/21.
TOTAL OTHER CARRYOVER	:		\$75,000		
TOTAL CARRYOVER:			\$208,904		

# LAKE COUNTY WORK PROGRAM SUMMARY OF FUNDING SOURCES BY WORK ELEMENT

WE	Title	RPA	]	PPM	LTF	(	Other	То	tal Costs
600	Regional Planning & Intergovernmental Coordination	\$ 139,500	\$	-	\$ -	\$	-	\$	139,500
601	TDA Activities & Coordination	\$ -	\$	-	\$ 45,500	\$	-	\$	45,500
602	Transit Planning & Performance Monitoring	\$ 15,000	\$	-	\$ -	\$	-	\$	15,000
604	Lake County Project Reserve Funds	\$ -	\$	-	\$ 25,000	\$	-	\$	25,000
605	Federal & State Grant Prep., Monitoring & Assistance	\$ -	\$	25,000	\$ 19,000	\$	-	\$	44,000
606	Speed Zone Studies	\$ 12,500	\$	-	\$ -	\$	-	\$	12,500
607	Special Studies	\$ -	\$	21,000	\$ 16,500	\$	-	\$	37,500
608	Planning, Programming, & Monitoring	\$ -	\$	25,000	\$ 15,000	\$	-	\$	40,000
609	Sustainable Transportation Planning	\$ 7,500	\$	-	\$ -	\$	-	\$	7,500
610	Active Transportation	\$ 10,000	\$	-	\$ -	\$	-	\$	10,000
611	Pavement Management Program Update (New)	\$ 71,000	\$	28,440	\$ 2,060	\$	-	\$	101,500
612	Technology Support Services	\$ -	\$	-	\$ 15,000	\$	-	\$	15,000
613	Transportation Information Outreach	\$ -	\$	-	\$ 2,000	\$	-	\$	2,000
614	Regional and Active Transportation Plans Update (Carryover)	\$ 41,000	\$	-	\$ -	\$	-	\$	41,000
616	Training	\$ -	\$	-	\$ 2,500	\$	-	\$	2,500
617	State Route 53 Corridor Local Circulation Study (Carryover)	\$ -	\$	-	\$ 15,500	\$	62,000	\$	77,500
618	Local Road Safety Plans (Carryover)	\$ 10,000	\$	-	\$ -	\$	75,000	\$	85,000
Tota	ls	\$ 306,500	\$	99,440	\$ 158,060	\$	137,000	\$	701,000

## LAKE COUNTY WORK PROGRAM SUMMARY OF FUNDING SOURCES BY CLAIMANT

	Local Transportation Fund (LTF)												
WE	WE Project Description		Lake DPW	L	akeport	C	Clearlake I		APC Staff Consultant		Other		Total
601	TDA Activities & Coordination	\$	1,500	\$	2,500	\$	2,000	\$	37,500	\$	2,000	\$	45,500
604	Lake County Project Reserve	\$	-	\$	-	\$	-	\$	-	\$	25,000	\$	25,000
605	Federal & State Grant Prep, Monitoring & Assistance	\$	8,500	\$	7,500	\$	3,000	\$	-	\$	1	\$	19,000
606	Speed Zone Studies	\$	-	\$	-	\$	-	\$	-	\$	1	\$	-
607	Special Studies	\$	14,500	\$	-	\$	2,000	\$	-	\$	1	\$	16,500
608	Planning, Programming & Monitoring	\$	10,000	\$	-	\$	5,000	\$	-	\$	1	\$	15,000
611	Pavement Management Program Update (NEW)	\$	-	\$	-	\$	-	\$	-	\$	2,060	\$	2,060
612	Technology Support Services	\$	3,500	\$	1,500	\$	-	\$	-	\$	10,000	\$	15,000
613	Transportation Information Outreach	\$	-	\$	1	\$	-	\$	2,000	\$	1	\$	2,000
616	Training	\$	-	\$	-	\$	-	\$	2,500	\$	-	\$	2,500
617	State Route 53 Corridor Local Circulation Study (Carryover)	\$	_	\$	-	\$	-	\$	500	\$	15,000	\$	15,500
	Total LTF Funding by Claimant	\$	38,000	\$	11,500	\$	12,000	\$	42,500	\$	54,060	\$	158,060

	Planning, Programming & Monitoring (PPM)											
WE	WE Project Description		Lake		Lakeport		ماماده	APC Staff		Other	,	Total
WE	WE Hoject Description	D	PW	Lakeport		Cicaliake		Consultant		Other	Total	
605	Federal & State Grant Prep, Monitoring & Assistance	\$	1	\$	-	\$	-	\$	25,000	\$ -	\$	25,000
607	Special Studies	\$	500	\$	-	\$	-	\$	20,500	\$ -	\$	21,000
608	Planning, Programming & Monitoring	\$	1	\$	-	\$	-	\$	25,000	\$ -	\$	25,000
611	Pavement Management Program Update (NEW)	\$	-	\$	-	\$	-	\$	1	\$ 28,440	\$	28,440
	Total PPM Funds by Claimant	\$	-	\$	-	\$	1	\$	1	\$28,440	\$	99,440

Rural Planning Assistance (RPA)												
WE	WE Project Description	Lake DPW	La	keport	Cı	earlake		PC Staff onsultant	1 Other			Total
600	Regional Plng & Intergovernmental Coordination	\$ 10,000	\$	2,500	\$	5,000	\$	120,000	\$	2,000	\$	139,500
602	Transit Planning & Performance Monitoring	\$ -	\$	1	\$	1	\$	15,000	\$	-	\$	15,000
606	Speed Zone Studies (Carryover)	\$ -	\$	1	\$	1	\$	12,500	\$	-	\$	12,500
609	Sustainable Transportation Planning	\$ -	\$	1	\$	1	\$	7,500	\$		\$	7,500
610	Active Transportation	\$ -	\$	1	\$	-	\$	10,000	\$	-	\$	10,000
611	Pavement Management Program Update	\$ -	\$	-	\$	-	\$	-	\$	71,000	\$	71,000
614	Regional and Active Transportation Plans Update (Carryover)	\$ -	\$	-	\$	-	\$	41,000	\$	-	\$	41,000
618	Local Road Safety Plans (Carryover)	\$ 5,000	\$	-	\$	5,000	\$	-	\$	-	\$	10,000
	Total RPA Funding by Claimant	\$ 15,000	\$	2,500	\$	10,000	\$	206,000	\$	73,000	\$	306,500

	Other Funding: (Awarded Grants)												
WE	WE Project Description		,	Lakenort	Clearlake		APC Staff	Other	Total				
W.E			7	Бакероге	Cicarian		Consultant	Other	10141				
617	State Route 53 Corridor Local Circulation Study (Carryover)	\$	-	\$ -	\$	-	\$ 2,000	\$ 60,000	\$62,000				
618	Local Road Safety Plans (Carryover)		-	\$ -	\$	-	\$ -	\$ 75,000	\$75,000				
	Total Funds by Claimant		<b>\$0</b>	\$0	\$	0	\$2,000	\$135,000	\$137,000				

Total Funds Available: \$701,000

## LAKE COUNTY WORK PROGRAM SUMMARY OF EXPENDITURES BY WORK ELEMENT

WE	Title	Lal	Lake DPW		Lakeport		Clearlake		APC Staff Consultant		Other		Total Costs	
600	Regional Planning & Intergovernmental Coordination	\$	10,000	\$	2,500	\$	5,000	\$	120,000	\$	2,000	\$	139,500	
601	TDA Activities & Coordination	\$	1,500	\$	2,500	\$	2,000	\$	37,500	\$	2,000	\$	45,500	
602	Transit Planning & Performance Monitoring	\$	-	\$	-	\$	-	\$	15,000	\$	-	\$	15,000	
604	Lake County Project Reserve Funds	\$	-	\$	-	\$	-	\$	-	\$	25,000	\$	25,000	
605	Federal & State Grant Prep., Monitoring & Assistance	\$	8,500	\$	7,500	\$	3,000	\$	25,000	\$	-	\$	44,000	
606	Speed Zone Studies	\$	-	\$	-	\$	-	\$	12,500	\$	-	\$	12,500	
607	Special Studies	\$	15,000	\$	-	\$	2,000	\$	20,500	\$	-	\$	37,500	
608	Planning, Programming, & Monitoring	\$	10,000	\$	-	\$	5,000	\$	25,000	\$	-	\$	40,000	
609	Sustainable Transportation Planning	\$	-	\$	-	\$	-	\$	7,500	\$	=	\$	7,500	
610	Active Transportation	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	10,000	
611	Pavement Management Program Update (New)	\$	-	\$	-	\$	-	\$	-	\$	101,500	\$	101,500	
612	Technology Support Services	\$	3,500	\$	1,500	\$	-	\$	-	\$	10,000	\$	15,000	
613	Transportation Information Outreach	\$	-	\$	-	\$	-	\$	2,000	\$	-	\$	2,000	
614	Regional and Active Transportation Plans Update (Carryover)	\$	-	\$	-	\$	-	\$	41,000	\$	-	\$	41,000	
616	Training	\$	-	\$	-	\$	-	\$	2,500	\$	-	\$	2,500	
617	State Route 53 Corridor Local Circulation Study (Carryover)	\$	-	\$		\$		\$	2,500	\$	75,000	\$	77,500	
618	Local Road Safety Plans (Carryover)	\$	5,000	\$	_	\$	5,000	\$	-	\$	75,000	\$	85,000	
Tota	ls	\$	53,500	\$	14,000	\$	22,000	\$	321,000	\$	290,500	\$	701,000	

## WORK ELEMENT 600 – REGIONAL PLANNING & INTERGOVERNMENTAL COORDINATION

<u>Purpose</u>: Provide ongoing coordination with local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, and programs and make policy and technical recommendations to the Area Planning Council. This comprehensive work element covers RPA-eligible regional transportation planning duties and ongoing coordination with state, regional and local agencies; as well as long range transportation planning duties including streets/roads/highways, air quality, aviation, and transit planning.

This work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds. A separate work element (W.E. 2) funds similar tasks that may not be RPA-eligible with local transportation funds.

PREVIOUS WORK: This work element provides ongoing transportation planning duties; including participation in APC/TAC Meetings throughout the year, and participation in CTC and other state meetings. Work completed varies each year according to planning needs, yet consistently includes involvement in and completion/updates of planning projects and documents; such as the Regional Transportation Plan, Regional Bikeway Plan, Human Services Coordinated Plan, Transit Plans and other special studies, participation in local, regional, statewide and committee meetings, and responding to legislative requirements and changes.

#### TASKS:

- 1. Preparation of the RPA-eligible portions of draft and final work program; work program amendments, and agreements. (Lake APC Administration Staff)
  - <u>Products may include:</u> Staff reports/recommendations; draft and final work programs; amendments; agreements; required forms and certifications
- 2. Management of the RPA-eligible portions of the annual work program, including processing of amendments and agreements, coordination with Caltrans and local agency staff; monitoring budgets, reviewing and processing claims; and preparation of quarterly status reports. (MCOG)
  - <u>Products may include:</u> Staff reports/recommendations; written and verbal communications; claims; quarterly reports (Lake APC Administration Staff)
- 3. Prepare, attend and follow-up to Lake County/City Area Planning Council (APC), Technical Advisory Committee (TAC) meetings, and conduct public hearings as necessary. (APC Planning Staff/Local Agencies) <a href="Products: Meeting agendas">Products: Meeting agendas</a>, minutes, resolutions, technical reports, staff reports, public outreach materials, etc.
- 4. Provide ongoing planning duties which include participation in California Transportation Commission (CTC), and other meetings as necessary; travel and work assignments; and evaluation of regional planning issues as directed by APC and TAC. (APC Planning Staff /Local Agencies)
  - <u>Products:</u> Meeting materials, staff reports, CTC meeting materials such as allocation requests, etc.
- 5. Review/comment on transportation planning documents provided by Caltrans and local agencies. (APC Planning Staff /Local Agencies)
  - <u>Products:</u> Staff working notes and comments, email correspondence and technical memos.
- 6. Prepare and update regional planning documents and coordinated plans as needed. (APC Planning Staff /Local Agencies)
  - <u>Products:</u> Staff working notes and comments, email correspondence, technical memos, meeting agendas and/or minutes, draft and/or final planning document.
- 7. Cooperate and assist with Caltrans in development, planning and updating of system transportation planning products. (APC Planning Staff /Local Agencies)
  - <u>Products:</u> Examples may include Regional Transportation Planning Agency Outreach, District 1 Non-Motorized Census Plan, Mendocino-Lake County Travel Demand Model Update, District Active Transportation Plans, Corridor Plan Updates 20/29/53, etc.)
- 8. Respond, as necessary, to legislative requirements and changes in transportation planning process. (APC Planning Staff /Local Agencies)

- <u>Products:</u> Letters, resolutions, email correspondence, meeting agendas and/or minutes.
- 9. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations, to include quarterly Native American Planning/Status Meetings held in coordination by Caltrans District 1 Native American Coordinator. (APC Planning Staff /Local Agencies)
  - Products: Correspondence, public outreach materials, meeting agenda and/or minutes materials
- 10. Conduct and document outreach efforts to all segments of the community, including tribal governments and Native American Communities in accordance with the Public Participation Plan. (APC Planning Staff / Local Agencies)
  - Products: Correspondence, public outreach materials, meeting agenda and/or minutes materials
- 11. Coordinate with partners to implement the MAP-21/FAST Act Performance-based approach in the scope of the transportation planning process. (APC Planning Staff / Local Agencies)
  - Products: Correspondence, reports, resolutions, etc.
- 12. Review and comment on environmental documents that are regional and/or interregional in nature to ensure consistency and compliance with the Regional Transportation Plan. (APC Planning Staff /Local Agencies)
  - <u>Products:</u> Staff documented comments, correspondence, revised and/or amended Neg Decs or Environmental Impact Reports, etc.)
- 13. Provide \$2,000 local funding contribution to Rural Counties Task Force for the purpose of assisting in costs related to meetings. (RCTF)
  - <u>Product:</u> Meeting materials, workshop and forum materials, other materials relating to transportation issues of regional/state significance.

#### PRODUCTS:

Detailed with each task.

#### **FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	7	\$5,000	21/22	RPA
City of Lakeport	4	\$2,500	,	RPA
County of Lake	15	\$10,000	21/22	RPA
APC Staff Consultant	155	\$120,000	21/22	RPA
RCTF Dues	N/A	\$2,000.00	21/22	RPA
TOTAL:	181	\$139,500	\$139,500 - 21/22	RPA

<sup>\*</sup> Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact Lake APC staff with questions.

#### **ESTIMATED TASK SCHEDULE:**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-4	X	X	X	X	X	X	X	X	X	X	X	X
5		As Needed										
6	X	X	X	X	X	X	X	X	X	X	X	X
7			X			X			X			X
8	X	X	X	X	X	X	X	X	X	X	X	X
9-10	As Needed											
11		X										

#### WORK ELEMENT 601 – TDA ACTIVITIES & COORDINATION

**PURPOSE:** This is an annual comprehensive work element that includes transportation planning tasks that may not be eligible for Rural Planning Assistance (RPA) funds, including routine day –to-day planning duties, general coordination activities with the state, regional, local and community agencies. It covers current as well as long range duties for all transportation planning modes, including streets/roads/highways, non-motorized transportation, air quality, aviation and transit planning.

<u>Previous Work:</u> Many of these duties were previously performed under Work Element 600 (Regional Planning & Intergovernmental Coordination). In addition to ongoing transportation planning and coordination and quarterly Caltrans status reporting; some additional examples of staff involvement include SSTAC Meetings, 5310 and 5311 grant applications, RHNA participation and review of PID's and or PSR's.

#### TASKS:

- Coordinate with APC Administration Staff, local agencies (including tribal governments) and Caltrans to assist in preparing the draft and final work programs and amendments. (APC Staff / Local Agencies)
  - **Products:** Draft & Final Work Programs
- 2. Manage work program throughout the year, which includes coordinating with local agency staff, preparing quarterly reports to Caltrans on status of work program and developing an annual report defining work program expenses by element.
  - (APC Staff / Local Agencies)
  - **Products:** Quarterly Status Reports
- Prepare, attend and follow-up to Social Services Transportation Advisory Council (SSTAC), meetings, and conduct public hearings, as necessary. (APC Staff)
  - <u>Products:</u> Meeting agendas, minutes, resolutions, technical reports, staff reports, public outreach materials, etc.
- 4. Evaluate social services coordination as required and meet with Social Services Transportation Advisory Council and other community-based groups to obtain input on coordination issues, review and comment on SSTAC recommendations. (APC Staff)
  - Products: Correspondence, meeting agendas and/or minutes, public outreach materials
- Meeting attendance, as necessary, at local agency meetings (e.g. City Council/Board of Supervisors) on transportation related matters; and coordination with local agencies on transportation-related matters, on non RPA-eligible issues. (APC Staff) <u>Products:</u> Staff reports/recommendations; meeting notes
- 6. Participate in Section 5310 and 5311 grant funding and other transit grant funding opportunities, as appropriate. (APC Staff)
  - <u>Products:</u> Training/workshop materials, grant applications, quarterly reports
- 7. Current and long-range planning, meeting attendance, and work assignments that **may not be RPA eligible**. Involvement in these tasks is of a planning nature, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence; etc. (APC Staff / Local Agencies)
  - Products: Staff reports/recommendations, correspondence, meeting notes
- 8. Monitor and respond to transportation-related legislation, including applicability to local agencies and regional transportation planning agencies. (APC Staff / Local Agencies)

  Products: Staff reports/recommendations, correspondence, meeting notes
- 9. Monitor progress of Federal Transportation Bill activities and candidate projects; provide assistance and coordination with local agencies regarding projects. (APC Staff / Local Agencies) Products: Staff reports/recommendations, correspondence, meeting notes

- 10. Develop and Prepare RFP's and coordinate studies consistent with regional transportation planning related tasks, plans and studies to reduce duplication of work and analysis. (APC Staff / Local Agencies)
  - <u>Products:</u> correspondence, meeting notes, comments on documents reviewed, Request for Proposals (RFP)
- 11. Various direct expenses relating to work element projects in the Overall Work Program.

#### **PRODUCTS:**

Detailed with each task.

#### FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	3	\$2,000	21/22	LTF
City of Lakeport	4	\$2,500	21/22	LTF
County of Lake	2	\$1,500	21/22	LTF
APC Staff Consultant	48	\$37,500	21/22	LTF
Direct Costs	n/a	\$2,000	21/22	LTF
TOTAL:	57	\$45,500	\$45,500 - 21/22	LTF
				LTF

#### **ESTIMATED TASK SCHEDULE:**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	X	X	X	X	X	X	X	X	X	X	X	X
2			X			X			X			X
3	X	X	X	X	X	X	X	X	X	X	X	X
4-10		As Needed										
11	X	X	X	X	X	X	X	X	X	X	X	X

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#### WORK ELEMENT 602 - TRANSIT PLANNING & PERFORMANCE MONITORING

<u>Purpose</u>: Responds to transit planning recommendations to improve monitoring and quarterly and annual assessments of schedule reliability, passenger loads, and other operating characteristics through on-board sampling. Facilitates more efficient transit routes, more accurate schedules, and greater security through tools to provide more effective operations monitoring.

<u>Previous Work:</u> Participation in LTA Board Meetings; participated and reported on transit related planning activities to the APC and TAC; Review of social service agency coordination; Section 5311(f), CARES and other federal funding review, ranking, project support, management and workshops; preparation of monthly transit summary and evaluation reports; consultation and coordination with tribal governments on transit-related planning and project activities; Sustainable Planning Grant Application for the Transit Development Plan Update.

#### TASKS:

- 1. Prepare, attend and follow-up to Lake Transit Authority Board meetings. (APC Staff)
- 2. Review Federal legislation and FTA guidance to determine how to utilize programs and consider necessary involvement, including completion and updates of the coordinated human service transportation plan. (APC Staff)
- 3. Review and comment on technical correspondence, report on other transit issues as assigned by the APC or TAC. (APC Staff)
- 4. Prepare grants/request for proposals as needed to support transit planning efforts (APC staff / Consultant)
- 5. Maintain ongoing consultation process with tribal governments regarding tribal transit needs to enable their participation in transportation planning and programming activities. (APC Staff)
- 6. Coordinate the Unmet Transit Needs Process, and ensure coordination with the Regional Transportation Plan. (APC Staff /Local Agencies)
- 7. Prepare, attend and follow-up to Lake Transit Authority (LTA) meetings, and conduct public hearings as necessary. (APC Staff)
- 8. Participation in Non-Emergency Medical Transportation (NEMT) activities and meetings. (APC Staff)
- 9. Participate as needed in Consolidated Transportation Services Agency activities. (APC Staff)
- 10. Prepare updates to Transit Development Plans and other transit planning documents as required and/or needed. (APC Staff / Consultant: As required and/or needed.)
- 11. Provide software maintenance to the transit authority for planning purposes through Route Match Software. (Consultant)

#### PRODUCTS:

LTA meeting agendas and minutes, resolutions, monthly transit summary and evaluation reports, staff reports, reporting pertaining to Federal Transportation Bills, written reports on issues of concern to APC and TAC and other status reports as necessary. The APC and LTA will have a sampling format and methodology based on partial automation of the performance measure data collection requirements, a working paper; compiled data, three quarterly reports, an annual report, specifications, and budget to fully automate (Phase II) data collection.

#### **FUNDING AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	22	\$15,000	21/22	RPA
TOTAL:		\$15,000		

<sup>\*</sup> Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact Lake APC staff with questions.

#### **ESTIMATED TASK SCHEDULE:**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
1	X	X	X	X	X	X	X	X	X	X	X	X		
2		As Needed												
3	X	X	X	X	X	X	X	X	X	X	X	X		
4	As Needed or Required													
5			X			X			X			X		
6				X	X	X	X	X	X	X				
7-9	X	X	X	X	X	X	X	X	X	X	X	X		
10	As Needed													
11	X	X	X	X	X	X	X	X	X	X	X	X		

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#### WORK ELEMENT 603 – INTENTIONALLY LEFT BLANK

Final 24 June 2, 2021

#### WORK ELEMENT 604 – LAKE COUNTY PROJECT RESERVE FUNDS

**Purpose:** To reserve funding to perform projects that are not typically funded in Lake County because of the lack of funding available in any "one" given fiscal year. The reserve account will allow the opportunity to accumulate funding to complete projects that have been needed for many years.

#### **PREVIOUS WORK:**

None to date.

#### TASKS:

No tasks will be initiated in FY 2021/22. Funding is **reserved** for a future project or local match requirement, which is anticipated to be programmed in FY 2021/22.

#### **PRODUCTS:**

No products will be produced in FY 2021/22.

#### **FUNDING AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Reserve	N/A	\$25,000	21/22	LTF
		\$0		
TOTAL:		\$25,000		

### WORK ELEMENT 605 – FEDERAL & STATE GRANT PREPARATION, MONITORING & ASSISTANCE

<u>PURPOSE</u>: To provide technical assistance, research and support to local agencies, Lake Transit Authority, tribal governments and others, on federal, state and local grant opportunities to maximize federal and State sources that may be available to improve all modes of transportation in Lake County.

<u>Previous Work:</u> Various grant applications submitted by local agencies, LTA, and Lake APC Staff. Some previous grant applications submitted include: Sustainable Transportation Equity Project Application for Low Income EV Car Sharing Program Feasibility Study; ATP Grant Application for Dam Rd Extension Project; HSIP Grant Application for Lakeport Sign Replacement Program; Sustainable Planning Grant for both a Wildfire Evacuation Plan and Transit Development Plan Update.

#### TASKS:

- 1. Review and establish regionally significant priorities projects for the current fiscal year. (Local Agencies)
- 2. Research and distribute information pertaining to available and upcoming Federal and State transportation planning grants that may be available to meet the regions priorities. Caltrans planning grant opportunities can be accessed at <a href="www.dot.ca.gov/hq/tpp/grants.htm">www.dot.ca.gov/hq/tpp/grants.htm</a> (APC Staff/Local Agencies)
- 3. Prioritize grants by purpose, funding source, matching requirements, granting authority, and availability related to the transportation planning process, excluding capital projects. (APC Staff/Local Agencies)
- 4. Coordinate with potential grant applicants to seek Lake APC sponsorship of transportation related grants. (APC Staff/Local Agencies)
- 5. Utilize entity staff or consultants to gather required transportation related information and prepare grant documents. (APC Staff/Local Agencies)
- 6. Provide technical assistance (including hosting workshops) to local agencies, tribal governments, LTA and others in preparation of various federal and state grant applications. (APC Staff/Local Agencies)
- 7. Review and rank transportation grant applications as requested by Caltrans; including possible participation on evaluation committees. (APC Staff/Local Agencies)
- 8. Submit grant applications to appropriate agencies including but not limited to the Active Transportation Program (ATP), grant applications pertaining to the new Federal Transportation Bill FAST Act, Road Repair and Accountability Act of 2017, California Air Resources Board (CARB) and other programs. (APC Staff/Local Agencies)
- 9. As necessary, coordinate and consult with all tribal governments on grant process and development of grants. (Local Agencies / APC Staff)
- 10. As necessary, participation, monitoring and assisting with grant funded work elements and projects to ensure scope, schedule and deliverables have been met as required by Caltrans. (APC Staff: Ongoing)

#### **PRODUCTS:**

Copies of transportation planning grant applications prepared on behalf of APC, cities of Lakeport, and Clearlake, and Lake County. Staff reports, technical memos, meeting agendas and/or minutes, correspondence, communication with Tribal Governments.

	Approx.			Funding
Responsible Agency	Person Days	Budget	Fiscal Year	Source
City of Clearlake	4	\$3,000	21/22	LTF
County of Lake	13	\$8,500	21/22	LTF
City of Lakeport	11	\$7,500	21/22	LTF
APC Staff Consultant	32	\$25,000	21/22	PPM
TOTAL:	60	\$44,000	\$19,000 - 21/22	LTF
			\$25,000 - 21/22	PPM

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-10	X	X	X	X	X	X	X	X	X	X	X	X

## WORK ELEMENT 606 – SPEED ZONE – COUNTY OF LAKE (CARRYOVER)

<u>Purpose</u>: To gather and interpret roadway, traffic, and accident data in order to establish and enforce appropriate traffic speed limits in the community, to improve safety for automobiles, bicycles and pedestrian use. The countywide Speed Zone Studies are completed over several years, in segmented portions that were determined through an evaluation study. The countywide Speed Zone Studies contribute to the planning of the Regional Transportation Plan and used regularly for reference in other significant planning documents and applications.

**PREVIOUS WORK:** Speed Zone Studies for County were previously completed as part of the 2016/17 Overall Work Program. They were scheduled to be updated in the FY 2020/21 OWP, however the COVID Pandemic stalled this update and has pushed it out a year.

#### TASKS:

- 1. Meet with Local Agency staff to determine scope of study effort according to speed analysis schedule. (APC Staff)
- 2. Develop a data collection plan to ensure appropriate speed sampling and maximum utilization of existing facilities will be collected from the region. (APC Staff)
- 3. Collect spot speed data at selected locations around the county. (APC Staff)
- 4. Research accident history of roads selected for speed sampling. (APC Staff)
- 5. Coordinate study with data from WE 607 Special Studies; and WE 608 Planning, Programming and Monitoring, to reduce duplication of work and analysis, as appropriate. (APC Staff)
- 6. Collect field data regarding traffic and roadway characteristics. (APC Staff)
- 7. Analyze data to ensure and prepare report of findings, including recommendations for implementation. (APC Staff)
- 8. Present document to Local Agencies for consideration. (APC Staff)

#### PRODUCT:

Spot speed data collection, accident history data, traffic and roadway characteristic data, draft and final Speed Zone Study Report.

#### **FUNDING AND AGENCY PARTICIPATION:**

	Approx.			Funding
Responsible Agency	Person Days	Budget	Fiscal Year	Source
APC Staff Consultant		\$12,500	20/21	RPA
	0	\$0		
TOTAL:	0	\$12,500		

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	X	X	X	X	X	X						
2						X						
3-4	X	X	X	X	X	X						
5	X	X	X	X	X	X	X	X	X	X	X	X
6									X	X	X	X
7-8										·	X	X

#### WORK ELEMENT 607 – SPECIAL STUDIES

**PURPOSE:** Collect data and perform studies for the County and two cities which will be useful to update the transportation data base, respond to local issues, aid in implementation of the Regional Transportation Plan, Active Transportation Program and other projects as needed.

PREVIOUS WORK: Research and monitoring of various planning documents including the Regional Transportation Plan (RTP), the Active Transportation Plan (ATP), Local Circulation Elements, and regional transit plans that involve or relate to current projects and potential future projects. Reviewed the Coordinated Plan and corresponded with the selected State Agency assisting the rural agencies for "group plan" update. Staff also reviewed several documents for a variety of current planning projects and application information.

## TASKS:

- 1. Perform studies, volume monitoring, inventories, analyses, and evaluations to ensure adequate data is available for County roads and City streets in Clearlake and Lakeport. (APC Staff / Local Agencies / Consultant)
- 2. Provide timely transportation related data and technical support to aid in the evaluation of local issues, including the development of and updates to transportation planning documents. (APC Staff / Local Agencies / Consultant)
- 3. Prepare grants/RFPs and coordinate studies consistent with data from Speed Zone Studies, Federal & State Grant Preparation and Monitoring, and Planning, Programming & Monitoring to reduce duplication of work and analysis. (APC Staff)
- 4. Coordination and consultation with Native American Tribal Governments as appropriate, and document Tribal government-to-government relations. (APC Staff/ Local Agencies)
- 5. Perform county-wide speed/volume surveys and traffic counts to support a variety of planning documents/studies that may not be completed through WE 606. (APC Staff / Local Agencies / Consultant: Annually)
- 6. Evaluate high accident roadway segments; the options for repair, and preparation of cost estimates for desired alternatives. (APC Staff / Local Agencies / Consultant)
- 7. Perform updates to sign inventory programs, and pavement marking & sign inventories, and conduct traffic safety inspections. (APC Staff / Local Agencies / Consultant)

#### **PRODUCTS:**

- Special Studies Summary which outlines scope, recipient agency, cost, and completion date of projects. (APC Staff, Consultants, Lake County DPW & Cities)
- Report of final results of speed and volume studies on County Maintained Roads and City Streets. (APC Staff)
- 3. Report that identifies the top ten accident producing roadway segments. (Lake County DPW, cities)
- 4. Proposed corrective measures and cost estimates. (Consultants, Lake County DPW and Cities)
- 5. Updates to transportation planning projects such as sign inventory programs, traffic counting programs, bikeway and pedestrian projects, and other data bases. (Consultants, Lake County DPW and Cities)

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	3	\$2,000	21/22	LTF
County of Lake	21	\$14,500	21/22	LTF
	1	\$500	21/22	PPM
APC Staff Consultant	26	\$20,500	21/22	PPM
TOTAL:	51	\$37,500	\$16,500 - 21/22	LTF
			\$21,000 - 21/22	PPM

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-7	X	X	X	X	X	X	X	X	X	X	X	X

## WORK ELEMENT 608 - PLANNING, PROGRAMMING & MONITORING

<u>Purpose:</u> This element will provide planning, programming, and monitoring activities associated with project development for RTIP (Regional Transportation Improvement Program) projects; coordination of ITIP (Interregional Transportation Improvement Projects) and the STIP (State Transportation Improvement Program); maintain Countywide Traffic Monitoring Program and respond to, major changes in transportation planning process.

**PREVIOUS WORK:** Implementation of SB 45 legislative requirements; development of SB 45 funding distribution formula; and participation in SB 45 Guidelines development; development of RTIPs and Amendments; coordination with Caltrans and local agencies on various Planning, Programming & Monitoring (PPM) activities.

#### TASKS:

- 1. Attendance at STIP related meetings at the statewide, regional and local level; coordination with local Cities and County. (APC Staff & Local Agencies)
- 2. Ongoing coordination of STIP Guidelines. (APC Staff & Local Agencies)
- 3. Ongoing review/response to STIP related correspondence as needed. (APC Staff & Local Agencies)
- 4. Development of policy issues for the APC's consideration. (APC Staff)
- 5. Development of state and local project funding priorities for the APC's consideration. (APC Staff)
- 6. Review new and existing funding plans, program sources and develop/update a priority list for each improvement type and funding source. (APC Staff & Local Agencies)
- 7. Prepare and update a five-year improvement plan. (Lake County DPW)
- 8. Maintain/develop cost estimates for existing and proposed improvement projects (Consultant, County and Cities)
- 9. Planning, programming, and monitoring activities associated with RTIPs, ITIPs, STIPs and Amendments; coordination with Caltrans and CTC, and provide assistance to local agencies. (APC Staff, Lake County DPW and Cities)
- 10. Conduct and update bicycle, pedestrian and vehicular counts and maintain traffic monitoring program (APC Staff Consultant, Consultant, County and Cities)
- 11. Coordinate and consult with Tribal governments on planning, programming and monitoring activities, and document Tribal government-to-government relations. (APC Staff & Local Agencies)
- 12. Prepare preliminary engineering reports to include projects' scope of work, costs and timelines. (Lake County DPW, Cities & Consultant)
- 13. Purchase and maintain equipment and software necessary to collect data and provide funding to process acquired data.

**PRODUCTS:** Products may include staff comments, reports, and recommendations on STIP correspondence and guidelines; possible RTIP Amendments, extension requests, or other STIP documents. Equipment and/or software to collect data.

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	7	\$5,000	21/22	LTF
County of Lake	15	\$10,000	,	LTF
			,	
APC Staff Consultant	32	\$25,000	21/22	PPM
TOTAL:	107	\$40,000	\$25,000 - 21/22	PPM
			\$15,000 - 21/22	LTF

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-13	X	X	X	X	X	X	X	X	X	X	X	X

#### Work Element 609 – Sustainable Transportation Planning

<u>PURPOSE</u>: To support the goals of SB 375 and AB 32 to reduce greenhouse gas emissions and respond to goals of the Air Resources Board and Strategic Growth Council and conduct sustainable transportation planning activities.

<u>Previous Work:</u> Some of these tasks were previously performed under Work Element 600 (Regional Government & Intergovernmental Coordination). Ongoing research focused on clean energy and electric cars, followed-up with investigation into Greenhouse Gas (GHG) Reduction Programs.

#### TASKS:

- 1. Current and long-range transportation planning duties to implement the goals of the Regional Transportation Plan; and support SB 375 and AB 32 concepts to reduce greenhouse gas emissions. (APC Staff: Ongoing)
- 2. Participate in Federal and State Clean Air Act transportation related air quality planning activities that may arise. (APC Staff: As Needed)
- 3. Review/respond, as needed, to issues identified by the Strategic Growth Council, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (APC Staff: As Needed)
- 4. Review/respond, as needed, to issues identified by the Air Resources Board, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (APC Staff: As Needed)
- 5. Review/respond, as needed, to emerging cap and trade issues, including reviewing/commenting on various programs and guidelines that may be developed. (APC Staff: As Needed)
- 6. Review/respond, as needed, to climate change related issues and programs related to transportation. (APC Staff: As Needed)
- 7. Review/respond as needed, to issues related to the reduction of greenhouse gas emissions pertaining to motorized and non-motorized transportation, including regional planning and preparedness for alternative fuels, zero emission vehicles, and infrastructure for zero emission vehicles. (APC Staff: As Needed)
- 8. Coordination with state and local agencies on sustainable transportation related matters, including meeting attendance, as necessary, at agency meetings (e.g. California Transportation Commission/City Councils/Board of Supervisors); and reviewing/responding to related issues. (APC Staff: As Needed)
- Coordinate with local agencies to encourage consistency with Lake APC's adopted Regional Blueprint, as applicable, on local transportation planning and land use documents. (APC Staff: As Needed)
- 10. Meeting preparation and attendance for APC or TAC on items relating to sustainable transportation planning, as needed. (APC Staff: As Needed)
- 11. Air quality planning duties including receiving agendas/monitoring activities of Air Quality Management District; coordination with Air Quality Management District regarding transportation planning activities which may impact regional air quality; reviewing correspondence from State/Federal and local agencies which pertain to air quality issues. APC staff's involvement in these tasks is of a planning nature, and may include meeting attendance, communication; review of documents, plans, or studies; preparation of correspondence, etc. APC staff's involvement in these tasks is not engineering or political. (APC Staff: As Needed)
- 12. Coordination and consultation with all tribal governments. (APC Staff: As Needed)
- 13. Identify and coordinate documents relating to regional transportation and community goals while coordinating and considering land use, housing, economic development, social welfare and environmental preservation. (APC Staff: As Needed)

14. Develop partnerships with local agencies and tribal governments responsible for land use decisions to facilitate coordination of regional transportation planning with land use, open space, job-housing balance, environmental constraints and growth management. (APC Staff: As Needed)

## **PRODUCTS**:

Agendas, minutes, staff reports/recommendations; correspondence, review/comment on local documents, meeting attendance, written and oral communications, and documentation of tribal consultation.

## **FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	11	\$7,500	21/22	RPA
TOTAL:		\$7,500		

<sup>\*</sup> Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact Lake APC staff with questions.

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-14	X	X	X	X	X	X	X	X	X	X	X	X

#### WORK ELEMENT 610 – ACTIVE TRANSPORTATION

**PURPOSE:** To encourage growth to bicycle and pedestrian travel in the region by integrating and promoting bicycle and pedestrian facilities and services with roadway and transit planning operations.

**PREVIOUS WORK:** Active Transportation Program (ATP) Grant Application development and assistance, update of the Active Transportation Plan for Lake County, assistance to City of Lakeport with 2% Bike & Pedestrian funding application, trainings and webinars.

#### TASKS:

- 1. Coordinate bicycle and pedestrian transportation planning, including coordination with local, regional and state agencies (including tribal governments) regarding various funding sources. (APC Staff)
- 2. Provide input and assistance to local, regional and state agencies on how to integrate bicycle and pedestrian features into roadway and land use development. (APC Staff)
- 3. Assist local jurisdictions in the development of regional plans and blueprint program. (APC Staff)
- 4. Investigate methods to reduce vehicle travel by expanding and enhancing bicycle and pedestrian travel by incorporating features of the California Complete Streets Act into project planning. (APC Staff)
- 5. Encourage and assist in the submittal of grant applications to support the development of bike and pedestrian planning projects through Work Element 605 of this Work Program. (APC Staff)
- 6. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations. (APC Staff)
- 7. As necessary, conduct and document outreach efforts to all segments of the community, including tribal governments and Native American Communities in accordance with the Introduction Public Participation section of this OWP. (APC Staff)
- 8. Coordination with Caltrans District 1 on the development of the District Active Transportation Plan. (APC Staff: As needed)
- 9. Development and coordination of the Active Transportation Plan/ Element of the Regional and Active Transportation Plans Update, as needed. (APC Staff: As needed)

**PRODUCTS:** Updated bicycle and pedestrian elements of the Regional Transportation Plan, Regional Bikeway Plans, and grant applications and projects.

#### FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	20	\$10,000	21/22	RPA
TOTAL:	20	\$10,000		RPA

<sup>\*</sup> Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact Lake APC staff with questions.

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-9	X	X	X	X	X	X	X	X	X	X	X	X

## WORK ELEMENT 611 – PAVEMENT MANAGEMENT PROGRAM (NEW)

**Purpose:** To update the County of Lake's, City of Clearlake's and the City of Lakeport's Pavement Management Program (PMP) to provide a systematic method to determining roadway pavement maintenance, rehabilitation, reconstruction needs to lead to improving safety for automobiles, bikes and pedestrian use in agreement with the Lake County RTP goals and objectives. The PMP is an interregional project assessing the local roadway system, with immediate ties to the State Highway System. This useful interregional tool categorizes and prioritizes the local streets and roads for all three jurisdictions in Lake County. This project will also include a component to link the PMP database to the County and the Cities' Geographic Information System (GIS) street centerlines.

**PREVIOUS WORK:** Development of the Pavement Management System was completed in 1997 and funded through the Lake County/City Area Planning Council Planning Work Program. Updates to the PMP are on a three-year cycle on a countywide basis. The first update was completed in FY 2004/05, and has continued on in three-year cycles, with the last cycle ending in FY 2018/19.

#### TASKS:

- 1. Develop Request for Proposals (RFP) and distribute to qualified firms. (APC Staff)
- 2. Coordinate consultant selection process, review proposals, select consultant, negotiate, and prepare contract and administer contract. (APC Staff)
- 3. Project kick-off meeting to refine scope of work and schedule. (APC Staff)

## **PMP** Update

- 4. Collect maintenance and rehabilitation information since the time of the last update as well as information on any new streets added to the system to be incorporated into the database. (Consultant)
- 5. Review and update "decision trees" with local agency staff. (Consultant)
- 6. Perform a visual pavement condition inspection of paved roads in Lake County and the cities that had a PCI above 25 at the time of the last update. (Consultant)
- 7. Input the inspection data into the MTC program and calculate the Pavement Condition Index (PCI) for each road. (Consultant)
- 8. Calculate budget scenarios for multiple budget scenarios for each agency. (Consultant)
- 9. Summarize all work done in engineering reports to include a pavement condition report for the maintained mileage, budget scenarios, and system information. (Consultant)

#### **PMP/GIS Conversion**

- 10. Determine relationship between PMP segments & street centerline segments. (Consultant)
- 11. Make any needed changes to the GIS data to be consistent with the updated MTC PMP database. (Consultant)
- 12. Utilize Quality Assurance/Quality Control procedures to verify that GIS street centerline segments have been linked to the appropriate PMP segments. (Consultant)
- 13. Purchase Streetsaver Annual user license to allow local agencies the ability to review and monitor regionally significant priorities in Lake County and prioritize candidate projects based on the Regional Transportation Plan (RTP), Pavement Management Program Update and other planning documents. (October 2021)

<u>PRODUCTS:</u> Request for Proposal, PMP Software upgrades; Updated Pavement Management databases and Condition Reports for the County of Lake, City of Clearlake and the City of Lakeport Maintained Road Systems and County Service Areas (CSAs); Linkage of the PMP segments to the street centerline map topology for the County of Lake, City of Clearlake and the City of Lakeport; Final Project Reports, Delivery and installation of the products.

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Consultant	24	\$24,000	21/22	PPM
	71	\$71,000	21/22	RPA
Streetsaver Software	n/a	\$4,440	21/22	PPM
	n/a	\$2,060	21/22	LTF
TOTAL:		\$101,500	\$28,440 - 21/22	PPM
			\$71,000 - 21/22	RPA
			\$2,060 - 21/22	LTF

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	X	X										
2				X	X							
4						X	X					
5								X	X	X		
6									X	X	X	
7-9											X	X
10-12			·	·				·			X	
13				X								

#### WORK ELEMENT 612 – COUNTYWIDE TECHNOLOGY SUPPORT SERVICES

<u>Purpose</u>: To provide support services to agencies within Lake County involved with the roadway transportation system, aviation, bike/pedestrian, and transit planning in agreement with the Lake County RTP goals and objectives. Supported agencies may include: Area Planning Council (APC); Lake Transit Authority (LTA); cities of Lakeport and Clearlake, County of Lake, Caltrans (including Division of Aeronautics).

**PREVIOUS WORK:** Update of countywide roads database, accident database, culvert, sign and bridge inventories, speed zone/accident databases, bus stop & shelters database.

**TASKS:** Technology support services may include the following:

- 1. GIS Collection, input and manipulation of geographic information. (Local Agency Staff/Consultant)
- 2. GIS Facilitation and coordination of interagency and interdepartmental sharing of data. (Local Agency Staff)
- 3. Assist in the development of GIS applications. (Local Agency Staff/Consultant)
- 4. Provide multimedia support for public presentations. (Local Agency Staff/Consultant)
- 5. Conduct spatial analyses. (Local Agency Staff/Consultant)
- 6. Provide training and attend GIS related meetings. (Local Agency Staff/Consultant)
- 7. Purchase software upgrades, hardware and annual maintenance licenses to ensure compatibility of products with other agencies and consultants. (Local Agency Staff/Consultant)
- 8. Utilization and maintenance of a transportation planning web-based system to be used for tracking, managing and reporting the annual Overall Work Program, as well as managing other state and federal programs, such as the State Transportation Improvement Program, Regional Improvement Transportation Program, Road Repair and Accountability Act and various grant programs. The goal is to create a system that will coordinate with reporting requirements and reduce duplicity in reporting and documentation. (Local Agency Staff/Consultant/Direct Cost)
- 9. Vehicle Miles Traveled (VMT) Tool Website Hosting Fee (Direct Cost)

<u>PRODUCTS:</u> Regional Transportation Plan/GIS Integration; Wine-Country Inter-Regional Partnership; Speed Zone Studies/Accident Analysis; Call Box Locations Database; Regional Bikeway Plan/GIS Integration, roadways database; Pathway/Multi-Use trails database; sign inventory databases; Pavement Management Program/GIS Integration, VMT Tool Hosting, etc.

#### FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Lakeport	2	\$1,500	21/22	LTF
County of Lake	4	\$3,500	21/22	LTF
Direct Costs/Other Consultant	N/A	\$10,000	21/22	LTF
TOTAL:		\$15,000		

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-9	X	X	X	X	X	X	X	X	X	X	X	X

# WORK ELEMENT 613 – TRANSPORTATION INFORMATION OUTREACH AND PUBLIC PARTICIPATION

<u>PURPOSE</u>: To inform and educate Lake County residents and visitors on transportation issues, and provide opportunities for public input consistent with the 2008 Lake APC Public Participation Plan. Provide access to plans, reports and other information by facilitating public participation opportunities.

**PREVIOUS WORK:** The Lake APC website was developed in 2005 and is a useful tool that provides access to various reports, plans, on-line surveys, public notices, and upcoming meetings/workshops.

#### TASKS:

- 1. Coordinate with the County, Cities of Lakeport and Clearlake, Lake Transit Authority, Caltrans and other agencies/businesses when possible to include public involvement pertaining to the Regional Transportation Planning Process. (APC Staff)
- 2. Coordinate and consult, as possible, with all potentially impacted Tribal Governments, and document Tribal government-to-government relations pertaining to the Regional Transportation Planning Process. (APC Staff)
- 3. As possible, conduct outreach to low income, disabled and elderly as it pertains to the Regional Transportation Planning Process. (APC Staff)
- 4. Conduct and perform updates to the Public Participation Plan, as needed. (APC Staff)
- 5. As necessary, conduct and document outreach efforts to all segments of the community in accordance with the 2008 Public Participation Plan. (APC Staff)

#### **PRODUCTS:**

Website (LakeAPC.org) with current transportation outreach materials, plans and reports, outreach materials for specific projects, Public Participation Plan updates and correspondence.

#### **FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	6	\$2,000	21/22	LTF
TOTAL:	6	\$2,000		

	Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ĺ	1-5	X	X	X	X	X	X	X	X	X	X	X	X

# WORK ELEMENT 614 – REGIONAL AND ACTIVE TRANSPORTATION PLANS UPDATE (CARRYOVER)

<u>Purpose:</u> The Regional Transportation Plan provides a clear vision of the regional transportation goals, policies, objectives and strategies for an effective transportation system for Lake County. The plan guides decisions about all types of transportation and the related facilities needed for an effective transportation system. The Lake APC adopted a revised Regional Transportation Plan (RTP) update schedule (as allowed under SB 375) to shift from a five-year update cycle, to a four-year cycle. This project will update the 2018 RTP to comply with updated RTP Guidelines and will include an update of Lake APC's Active Transportation Plan, as a component of the RTP.

**PREVIOUS WORK:** The last RTP was adopted by the Lake APC in February 2018. Lake APC is currently working to finalize the 2021 RTP Update and has completed the following tasks in 20/21.

- 1. Review and revise existing Regional Transportation Plan (RTP) (2018) Goals, Policies and Objectives.
- 2. Research and review local, state and federal plans, reports and guidelines developed since the prior RTP and ATP'S were completed.
- 3. Ensure Lake County's Regional Transportation Plan goals are consistent with the goals of the 2040 California Transportation Plan.

#### TASKS:

- 4. Establish an RTP / ATP Community Advisory Committee (CAC) and convene meetings of the CAC to discuss and identify challenges, priorities and strategies, and obtain input over the course of developing the RTP/ATP. (APC Staff)
- 5. Research and analyze information relevant to the elements of the RTP/ATP, including policies, existing conditions, funding resources, transportation modeling, demographics, performance measures, and potential improvement projects. Develop relevant maps, cost estimates, charts and graphics. Develop a project list for each element of the RTP. (APC Staff)
- 6. Provide regular updates to the APC Directors, Lake APC TAC and SSTAC, including background information, draft documents for review, and opportunities to discuss and provide input of the development of the RTP/ATP. (APC Staff)
- 7. Coordinate with appropriate federal, state and local agencies to solicit their input and obtain relevant information. (APC Staff)
- 8. Conduct consultation with Tribal Communities. (APC Staff)
- 9. Conduct Public Participation and Outreach efforts consistent with the 2020 Public Participation Plan. Outreach efforts may include communication with key stakeholder groups, distribution of information to the public through local media, community events and the Lake APC website, and presentations to community organizations. Conduct Public Review of the RTP. (APC Staff)
- 10. Attend meetings, workshops and training sessions relevant to the development of the RTP/ATP. (APC Staff)
- 11. Complete analysis and documents as required under the California Environmental Quality Act (CEQA). (APC Staff)
- 12. Prepare an Administrative Draft and Draft RTP/ATP. (APC Staff)
- 13. Review Draft RTP. (APC Staff).
- 14. Prepare Final RTP (APC Staff)
- 15. Present final RTP for approval and adoption by APC. (APC Staff)

**PRODUCTS:** Presentations to and notes from discussions with the APC, Lake TAC, RTP CAC, SSTAC and other entities; public participation and outreach materials, Administrative Draft, Draft and Final RTP; CEQA documents.

# FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	29	\$41,000	21/22	RPA
TOTAL:	29	\$41,000		

## **ESTIMATED TASK SCHEDULE:**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-3						Comp	olete	d				
4	X	X	X	X	X	X						
5	X	X										
6-8	X	X	X	X	X	X						
9	X	X										
10-11	X	X	X	X	X	X						
12	X	X	X									
13			X									
14	·		·	X	X							
15						X			·			

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# WORK ELEMENT 615 – INTENTIONALLY LEFT BLANK

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## **WORK ELEMENT 616 – TRAINING**

**PURPOSE:** To provide funding for technical training in the transportation planning field to the Lake County/City Area Planning Council (APC) planning staff, to keep informed of changes in the field.

<u>PREVIOUS WORK:</u> CalCOG Leadership Forum, ITS Managing Transportation & Land Use Interactions, Fundamentals of Traffic Engineering, Regional Blueprint Planning Workshops & Trainings, California's Brownfield's Training, Focus on the Future Conference, CTA/CalACT Conferences

### TASKS:

1. Attendance at transportation planning academies, conferences, seminars or workshops. (APC Staff: As needed)

**PRODUCTS:** Educational materials & resources, Trained staff

#### **FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	n/a	\$2,500	21/22	LTF
Direct Costs (includes direct costs-registration, travel, hotel, meals, etc.)		TBD		
TOTAL:		\$2,500		

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	X	X	X	X	X	X	X	X	X	X	X	X

# WORK ELEMENT 617 – STATE ROUTE 53 CORRIDOR LOCAL CIRCULATION STUDY (CARRYOVER)

<u>Purpose</u>: This project study will analyze current and expected traffic patterns within key portions of the corridor and their immediate surrounding areas. By examining existing conditions and near-term development proposals, it will further interregional and local circulation goals of the State, the regional planning agency and the City.

#### PREVIOUS WORK: 2011 State Route 53 Corridor Study

Current project tasks that have been completed on the 2021 SR 53 Corridor Study are detailed below:

- 1. Project Initiation (APC Staff)
  - 1.1 Conduct Kick-off Meeting
  - 1.2 RFP Development for Consultant Services
  - 1.3 Form Committee & Select Consultant
  - 1.4 Prepare & Execute Contract
- 2. Coordination with Project Partners & Consultant (APC Staff & Consultant)
  - 2.1 Form Technical Advisory Group (TAG)
  - 2.2 Consultant/ TAG Project Kick-Off Meeting
  - 2.3 Periodic TAG / Consultant Meetings (Ongoing)
- 3. Data Collection / Determination Existing and Future Year Traffic Conditions (Consultant)
  - 3.1 Collect, Review and Incorporate Relevant Data
  - 3.2 Review Existing Travel Demand

#### TASKS:

- 3. Data Collection / Determination Existing and Future Year Traffic Conditions (Consultant)
  - 3.3 Develop Travel Demand Forecast (May July 2021)
- 4. Analysis of Existing and Future Traffic Impacts (Consultant)
  - 4.1 Analyze Existing and Future Traffic Impacts (July August 2021)
  - 4.2 Analysis of Focused Growth Areas (July August 2021)
  - 4.3 Prepare Draft Travel Demand Impact Report (September October 2021)
  - 4.4 Prepare Final Travel Demand Impact Report (October 2021)
- 5. Identify Needed Improvements on Corridor and Local Street System & Prepare Draft Corridor CIP (Consultant)
  - 5.1 Prepare Preliminary Draft Capital Improvement Program (October November 2021)
  - 5.2 Prepare Draft CIP (November 2021)
- 6. Prepare Policy Recommendations (Consultant)
  - 6.1 Prepare Draft Policy Recommendations (November 2021)
  - 6.2 Prepare Policy Recommendations for Final Document (December 2021)
- 7. Prepare SR 53 Corridor Local Circulation Study (Consultant)
  - 7.1 Prepare Draft SR 53 Corridor Local Circulation Study (December January 2021)
  - 7.2 Prepare and Present Final SR 53 Corridor Local Circulation Study (February 2021)
- 8. Project Management/Administration (APC Staff)
  - 8.1 Prepare Invoices (Ongoing)
  - 8.2 Prepare Quarterly Reports (Ongoing)

<u>PRODUCTS</u>: Request for Proposal, Evaluations, Meeting Agenda, Notes, and documentation, Executed Contract, Technical Memorandum, TAG List, TAG Agenda Meeting Agendas and Minutes, List of Resources Documents, TDM Review, Initial Findings Memo, Draft and Final SR 53 Travel Demand Impact Report, Preliminary and Draft SR 53 CIP, Draft and Final Policy Recommendations, Draft and Final Report

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Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff		\$500.00	19/20	LTF
		\$2,000.00	19/20	FHWA - Strategic
				Partnership
Consultant		\$15,000.00	19/20	LTF
		\$60,000.00	19/20	FHWA - Strategic
				Partnership
TOTAL:	0	\$77,500.00		

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-2		Complete										
3	X											
4	X	X	X	X								
5				X	X							
6					X	X						
7						X	X	X				
8	X	X	X	X	X	X	X	X	X			

## WORK ELEMENT 618 – LOCAL ROAD SAFETY PLANS (CARRYOVER)

**PURPOSE:** To develop individual Local Road Safety Plans (LRSP) for the Cities of Clearlake and Lakeport. An LRSP creates a framework to systematically identify, analyze, prioritize, and recommend roadway safety improvements on local roads. Beginning with Cycle 11 of the Highway Safety Improvement Program (HSIP), an LSRP will be required for an agency to apply for HSIP grant funds.

#### **PREVIOUS WORK:**

## 1. Project Initiation/Coordination with Project Partners

(Products include: Coordination, teleconference allocation forms, correspondence, and MOU's)

#### 2. Procurement Process/ Consultant Selection

(RFP, newspaper advertisement, procurement documentation, Consultation Selection Committee agenda and meeting notes, evaluation forms and consultant contract)

## 3. Project Kick-off Meeting & Establishment of Stakeholder Group (Partial Complete)

- a. Held project kick-off meeting with APC Staff, consultant, and local agency staff.
- b. Per Caltrans' guidance, establish a working group of interested stakeholders/ safety partners to provide input into the development of local plans. Composition of stakeholder group may include local agency staff as well as other interested stakeholders from the "4E's" of highway safety (engineering, law enforcement, education, and emergency response communities).

## 4. Develop Local Road Safety Plans (Partial Complete)

- a. Reviewed LRSP Requirements
- b. Collected & Reviewed Data

#### TASKS:

## 3. Project Kick-off Meeting & Establishment of Stakeholder Group

Meet with consultant, local agency staff and stakeholder group as needed throughout the project. (APC Staff, Consultant, Local Agencies, Stakeholder Group: Ongoing through project).
 Products may include: Kick-off agenda and meeting notes; Stakeholder roster; stakeholder meetings, agenda and meeting notes.

## 4. Develop Local Road Safety Plans

- c. Analyze Data & Make Recommendations Consultant will analyze last five (5) years of accident and safety data; identify emphasis areas; identify, recommend and prioritize safety countermeasures (including a summary of costs, potential funding sources, timelines and goals). Consultant shall ensure that all recommended safety projects are consistent with Federal and State project funding requirements if those funds will be used for project implementation. (Consultant: July 2021)
- d. Draft Local Road Safety Plans Consultant shall incorporate all data collected and analyzed into separate draft plans for review by each local agency. (Consultant: August to October 2021)
- e. Final Local Road Safety Plans Consultant shall incorporate input from local agencies as appropriate, and prepare final plans for each agency. (Consultant: October to December 2021.)
- f. Presentation of Final Local Road Safety Plans Consultant shall make separate presentations of final plans to City Councils, if requested by local agencies. (Consultant: December 2021).
  Products include: Draft and Final Local Road Safety Plans for the Cities of Clearlake and Lakeport.
  Separate plans shall be provided for each local agency. Separate presentations to City Councils shall be provided upon request of local agencies.

## 5. Invoice Processing/Required Reporting

- a. Invoice Processing APC Staff will review and process consultant invoices or payment, ongoing project management and project tracking (APC Staff: Ongoing)
- b. Required Reporting APC Staff will provide required reports associated with allocation and reporting on LRSP funds to Caltrans. (APC Staff: Ongoing)

<u>Products may include:</u> Approved/processed consultant invoices; invoice reimbursement submittal packages; grant reporting and/or project close out forms, as required.

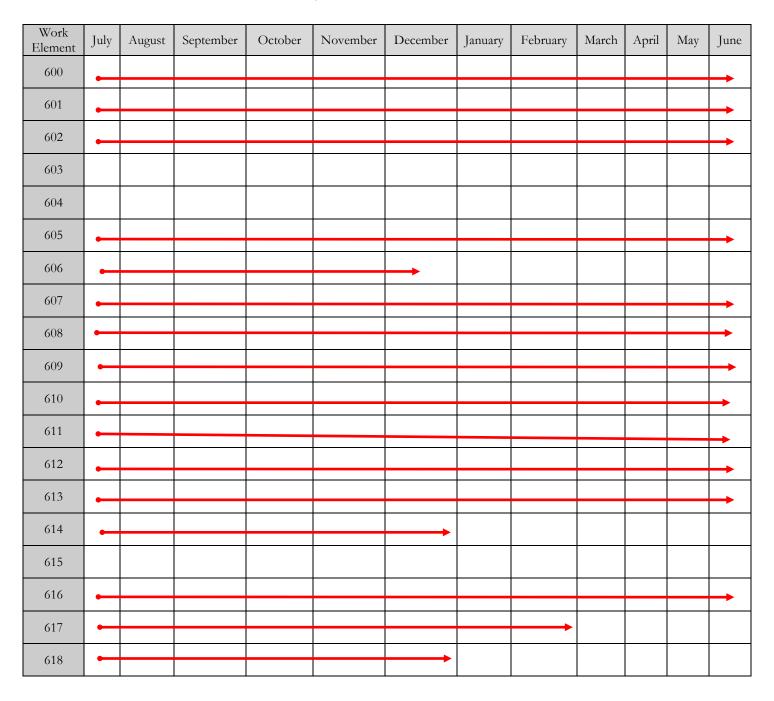
**PRODUCTS:** Identified under each individual task.

# FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake		\$5,000	21/22	RPA
County of Lake		\$5,000	21/22	RPA
Consultant		\$75,000	20/21	Local Agency
				Reimbursement
TOTAL:	0	\$85,000		

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Complete											
2	Complete											
3	X	X	X	X	X	X						
4	X	X	X	X	X	X						
5	X	X	X	X	X	X						

# 2021/22 WORK PROGRAM SCHEDULE LAKE COUNTY/CITY AREA PLANNING COUNCIL



## INFORMATION ELEMENT

This Final Work Program includes an Information Element to meet Overall Work Program Guidelines. The Information Element provides a list of transportation planning activities being undertaken by other agencies in the region.

Title/Product(s)	Project Description	Funding	<u>Due</u>	
		Source	<u>Date</u>	
Non-Motorized Traffic	Regular count schedule in District 1 to collect non-motorized	Caltrans	Annually	
Census	data on a rotating, 3-year basis.			
Regional Transportation	Proposal for establishing meaningful and consistent project-	Caltrans	Annually	
Planning Agency	related communication with RTPA's and local agency			
Outreach	stakeholders.			
District 1 Non-Motorized	A plan establishing planning guidelines, policies and	Caltrans	2021	
Census Plan	procedures to implement short duration counts and			
	permanent count stations for Caltrans District 1. Plan delays			
	are due to contracting issues.			
Mendocino-Lake County	An update of the Wine-Country Travel Demand Model for	Caltrans	2023	
Travel Demand Model	Mendocino and Lake Counties. Work has begun with a TAC			
Update	and Consultants.			
District Active	Active Transportation Plan is for Caltrans District 1. The	Caltrans	2021	
Transportation Plans	Plan will inventory existing assets, facilities and analyze gaps in			
	the existing active transportation network.			
State Highway System	Performance-driven and integrated management plan for the	Caltrans	2021	
Management Plan	State Highway System in California.			
District System	The DSMP is a strategic policy and planning document	Caltrans	2021	
Management Plan	focused on system preservation, operating, managing, and			
	developing the transportation system.			
Corridor Plan Updates	Corridor Planning will replace Transportation Concept	Caltrans	2021-	
(SR 20, 29 and 53)	Reports (TCRs) and use a multimodal transportation planning		2022	
	approach that is unique to each route. Plans will be web-map			
	based.			

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**APPENDICES:** (To be included in the Final document).

- ✓ <u>Appendix A</u> Project Status of 2020/21 Work Program
- ✓ <u>Appendix B</u> Overall Work Program Budget Revenue Summary FY 2021/22
- ✓ <u>Appendix C</u> Memorandum of Understanding
- ✓ <u>Appendix D</u> FY 2021/22 Federal Planning Factors