



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

367 North State Street, Ukiah, CA 95482  
Administration: Suite 204 ~ 707-234-3314  
Planning: Suite 206 ~ 707-263-7799

## TECHNICAL ADVISORY COMMITTEE (TAC) MEETING AGENDA

DATE: Thursday, July 20, 2017  
TIME: 9 a.m.  
PLACE: City of Lakeport  
Large Conference Room  
225 Park Street  
Lakeport, California

Caltrans-District 1  
Teleconference  
1656 Union Street  
Eureka, California

**Teleconference Dial-In #: 866-576-7975 Passcode: 961240**

1. Call to order
2. Approval of May 25, 2017 Minutes
3. Discussion on adopted 2017/18 Overall Work Program (*Davey-Bates, Pedrotti*)
4. 2018 State Transportation Improvement Program (STIP) Draft Fund Estimate (*Barrett*)
5. Announcements and Reports
  - a. Lake APC
    - i. SB 1 Update (*Speka*)
    - ii. Regional Transportation Plan Update (*Speka*)
    - iii. Miscellaneous
  - b. Lake Transit Authority
    - i. FTA 5310 Grants (*Wall, Davey-Bates*)
    - iii. Miscellaneous
  - c. Federal & State Grant Status Reports
    - i. Sustainable Transportation Planning Grant (*Speka*)
    - ii. Other Grant Updates (*All*)
  - d. Caltrans
    - i. Lake County Projects Update
    - ii. Other Updates
6. Information Packet
  - a. 5/9/17 SSTAC Minutes (Draft)
  - b. 5/10/17 Lake APC Minutes (Draft)
7. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
8. Next Proposed Meeting – **August 24, 2017**
9. Adjourn meeting

Public Expression - 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: July 13, 2017

List of Attachments:

- Agenda Item #2 – 5/25/17 Lake TAC Minutes (Draft)*
- Agenda Item #3 – 2017/18 Adopted Overall Work Program (OWP)*
- Agenda Item #4 – 2018 STIP Fund Estimate Staff Report*
- Agenda Item #5ai – SB 1 Update Staff Report and Attachments*
- Agenda Item #5ci – Sustainable Transportation Planning Grant Staff Report*
- Agenda Item #5d1 – Lake Projects Status*
- Agenda Item #6 – Information Packet*
  - a. 5/09/17 SSTAC Minutes (Draft)*
  - b. 5/10/17 Lake APC Minutes (Draft)*



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## TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday May 25, 2017  
9 a.m.

City of Lakeport  
Large Conference Room  
225 Park Street  
Lakeport, California

### Present

Todd Mansell, Department of Public Works, County of Lake  
Scott Harder, Special District Engineer, County of Lake  
Doug Grider, Public Works Superintendent, City of Lakeport  
Kevin Ingram, Community Development Department, City of Lakeport  
Dave Carstensen, Caltrans District 1 (by telephone)

### Absent

Doug Herren, Public Works Director, City of Clearlake  
Greg Folsom, City Manager, City of Clearlake  
Mireya Turner, Assistant Planner, County of Lake  
Hector Paredes, California Highway Patrol

### Also Present

Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council  
Phil Dow, Transportation Planning, Lake County/City Area Planning Council  
John Speka, Transportation Planning, Lake County/City Area Planning Council  
Alexis Pedrotti, Administrative Assistant, Lake County/City Area Planning Council  
Alexis Kelso, Caltrans District 1 Local Assistance (by telephone)

- 1. Call to order**  
The meeting was called to order at 9:05 a.m.
- 2. Approval of February 16, 2017 Lake APC TAC Minutes**  
Todd made a motion to approve the minutes as submitted, seconded by Dave. Motion carried unanimously.
- 3. Discussion and Recommended Approval of the Draft 2017/18 Overall Work Program**  
Lisa explained the process, noting that little extra money was available beyond the standard APC contracts and other tasks of the typical elements. Two sustainable planning grants were awarded that will be added to this year's draft OWP. Other items added were a Transit Asset Management Plan, a Pavement Management Program (PMP) update (which used up much of the remaining money) and the initial stages of an Americans with Disability Act (ADA) Plan. A separate element was added for TDA activities so that funding doesn't get

mixed with RPA funded tasks (mainly for procedural purposes). Speed zone studies for Clearlake are also in the OWP this year. Phil added that the studies are done in different parts of the County/cities on an annual basis, but he was reorganizing when studies were updated so that they were based on geography, which would be more efficient in the future. Some discussion on adding approximately 19 miles of road from the Spring Valley area (which is currently maintained by a special district) into the County's PMP update, with the additional costs to be paid for by the district.

Lexi noted that minor language changes to the draft OWP would need to be made to work elements 611 and 612 based on comments received from Caltrans.

A motion was made by Todd to recommend approval of the draft OWP to the APC and to approve the changes as submitted (seconded by Dave). Motion approved unanimously.

**4. Update by Local Agencies on Existing Local Transportation Fund 2% Bike and Ped Allocations and Call for Projects for Fiscal Years 2015/16 and 2016/17**

Lisa discussed that there were two projects with allocations that have not moved forward. The first is for the Hartley Street project in Lakeport that is still in its early stages. The second is the Konocti Road Safe Routes to School project that is still in the works according to Todd and will still need the funds.

Upcoming call for projects for \$42,000 in LTF bike and ped funds. Lisa noted that applications for requests were made available. With no suggestions, it was agreed upon to let the money remain in the account for the time being. No action required.

**5. Discussion of Unclaimed Regional Surface Transportation Program Funds by Local Agencies and Projected Availability of Revenues for Fiscal Year 2017/18**

Lexi explained that each jurisdiction receives a letter letting them know that money has been deposited into accounts. Lakeport currently had two years sitting in the account. FY 16/17 funds are slightly lower than last year. Reporting is required in an annual progress report for funds. Lexi discussed other details about annual funding and other procedures. No action required.

**6. Announcements and Reports**

**a. Lake APC**

**i. SB 1 Update**

Lisa went over the status of SB 1. Some discussion about a potential petition to require voter approval of the increase in taxes that will provide the funding. Phil noted that the CTC is pushing to have the money put towards projects as soon as possible so that people can begin seeing results before they consider signing on to the petition. Phil prepared a staff report looking at the projected funds for the region over the next 10 years. At this point, the estimates were more than what Doug was expecting. The money would come through the traditional gas tax (Highway User's Tax Account) allocations with some also through STIP and grant programs. An upcoming (June 8 and 9) series of workshops with the CTC will provide additional details which are still being worked out. New reporting requirements will be part of receiving the new money as well in order to show accountability for the new taxes/fees. The CTC was put in charge of the implementing the programs. Additional funds will be awarded to "self-help" jurisdictions, although the CTC is proposing that 75% of the available self-help should be competitive. This will be an extra burden on the smaller,

rural jurisdictions (e.g. Clearlake) that already put considerable energy into having the local taxes passed and have far less staff than larger populated areas to put further effort into competitive processes.

#### **ii. Regional Transportation Plan Update**

John presented status of the RTP update process. A draft was still in the works with a few of the elements still needed to be written before a draft can be circulated for review. The transit, tribal transportation and aviation element were still needed. Some discussion on Lampson Field south of Lakeport, what types of projects have been completed since the 2010 RTP. As for transit, Mark, Lisa and Wanda would be best resources for update information. Aiming to have the final document adopted by October.

#### **iii. Miscellaneous**

With respect to the STIP, it is uncertain how it will be impacted by SB 1 because any federal component is still unknown at this point. At the end of June, the CTC will release the fund estimate for the STIP, which will be adopted in August.

Lisa added that the Lake 29 project may end up with a \$20 million price increase for a few items (e.g. a retaining wall) that SHOPP program officials question the necessity of with respect to safety and SHOPP money. There has been discussion of asking the APC to contribute more STIP money, despite safety improvements (normally SHOPP funded) comprising a large share of the project.

Phil also added that among the North State Super Region projects (anything north of the SACOG region), Lake 29 would be the most significant by far. It could be good news in the sense that any extra money available through SB 1 could be focused on Lake 29 as a good candidate for completion since environmental is complete and part of it is already funded.

### **b. Lake Transit Authority**

#### **i. Transit Hub Location Plan Update**

Lisa discussed a presentation before the APC regarding the Transit Hub Location Plan which was adopted at that meeting. The preferred location was at the Dam Road Extension site.

#### **ii. NEMT/CTSA Update**

Lisa discussed how Lake Links has been incorporated as a non-profit and the bylaws are going through final review. Karl Parker is expected to eventually be working under the non-profit as the mobility manager.

#### **iii. FTA 5310 Grants**

John went over how Lake Transit Authority was successful on three grant applications. The first was to fund a mobility management position (Karl Parker) for a three-year period. Two other related grants were awarded to fund a volunteer driver program (including Pay-Your-Pal) and also to fund out-of-County NEMT service to Ukiah and Santa Rosa a few days a week.

**iv. Miscellaneous** None

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

**i. Sustainable Transportation Planning Grants**

John discussed two sustainable transportation planning grants were awarded, one to LTA for a Bus Passenger Facility Plan (\$130,000) to improve facilities and information services for the LTA system. The second grant was for a Pedestrian Facility Needs Inventory and Engineered Feasibility Study. The plan would look at existing gaps and deficiencies in the pedestrian network to identify and prioritize where future funding could best be spent for Active Transportation type projects. Initial stages of each study are expected to begin in the next few months.

**ii. Other Grant Updates** None

**d. Caltrans**

**i. Lake County Project Updates**

Dave reviewed portions of a project list. Crookshank Road will begin construction in August and ramps at Lakeport Boulevard should be able to start in early October, although rainy season may push things to following construction season.

**ii. Other Updates** None

**e. Miscellaneous**

**i. North State Super Regional Needs Report Update**

Discussed above under 6a(ii) Miscellaneous

**7. Information Packet**

**a. 3/8/17 Lake APC Minutes**

**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 – June 15, 2017, if not needed then will be moved to July.**

**10. Adjourn Meeting**

Meeting adjourned at 10:35 a.m.

Respectfully Submitted,

(Draft)

John Speka  
Lake APC Transportation Planning



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

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**TITLE:** 2018 STIP – Draft Fund Estimate

**DATE PREPARED:** 07/12/17

**MEETING DATE:** 07/20/17

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**SUBMITTED BY:** Nephele Barrett, Program Manager

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**BACKGROUND:** The California Transportation Commission is scheduled to adopt the Fund Estimate (FE) for the 2018 State Transportation Improvement Program (STIP) at their August 17 meeting. The recent passage of SB 1 by the State legislature is expected to stabilize the STIP, which has been so volatile in recent years due to the price based excise tax. The estimate identified available STIP programming through FY 2022/23 of \$3,663,000 for the Lake County region. That total includes all of the previously identified reserves, which include \$140,000 for the City of Clearlake and \$700,000 for Lakeport. Also included in the programming target for the region are Planning, Programming & Monitoring funds in the amount of \$139,000.

After deducting the PPM funds and all of the reserves, a total of **\$2,684,000** remains for programming on new or existing projects, including replacement of funds that were de-programmed during the funding shortage of the 2016 STIP. Of course, this is just a draft estimate at this time and could potentially change prior to approval by the CTC. New funds will primarily be available for programming in the final two years of the STIP cycle, FY 21/22 and 22/23. Consistent with APC policies, APC staff anticipates conducting a competitive application cycle this fall to select projects for programming. Staff will work with TAC members over the next couple of months in preparation for this application cycle.

Also in preparation for the 2018 STIP, the CTC has released draft STIP guidelines. One significant item in the guidelines is the requirement that Project Study Reports (PSR) be submitted with the RTIP. This requirement was part of the 2016 guidelines, but no projects were programmed at that time so it was not an issue. PSRs have always been a requirement, but weren't required to be submitted to Caltrans. This allowed local agencies to complete their PSR after they knew they would receive STIP funding, since the RTIP is adopted in December, but the STIP isn't adopted until April. Now, however, local agencies will have to submit a PSR with their initial application.

If any additional information becomes available prior the meeting, staff will provide an updated verbal report.

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**ACTION REQUIRED:** No action required – information and discussion only.

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**ALTERNATIVES:** None identified

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**RECOMMENDATION:** Discuss the draft STIP Fund Estimate and Guidelines.

**- FINAL -**

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## REGIONAL TRANSPORTATION PLANNING WORK PROGRAM



**FISCAL YEAR 2017/18**

Adoption by Area Planning Council: June 14, 2017

**Prepared by:**



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Ukiah, CA 95482  
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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 2010 Census Data, the total population in Lake County was 64,665. This included the unincorporated population of 44,662 and the incorporated population of 20,003. Clearlake is the larger of the two incorporated cities, with a population of 15,250. Lakeport has a population of 4,753. 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, a growing resident population, declining financial resources and high nonresident recreational traffic use. The more important issues are identified in the 2010 Regional Transportation Plan, adopted October 11, 2010.

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.

## **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.

The member entities amended the Joint Powers Agreement in 1986 to change the membership of the Area Planning Council. It is now composed of eight (8) members, including 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. Two committees serve to advise the Area Planning Council.

The Policy Advisory Committee (PAC) is composed of the members of the Area Planning Council itself, together with the District One Director of Transportation, or his representative, from the Caltrans Office in Eureka. The Technical Advisory Committee (TAC) is composed 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 of Clearlake and Lakeport, the Commander of the Lake County Office of the California Highway Patrol, and a transportation planner from the Caltrans District One Office.

The Lake County/City Area Planning Council has an active Social Services Transportation Advisory Council (SSTAC). The SSTAC was established to meet the intent of Senate Bill 498 (1987). The SSTAC assists the Area Planning Council in the identification of transit needs that may be reasonable to meet by establishing or contracting for new public transportation services, or specialized transportation services, or by expanding existing services. Recently the SSTAC has been meeting more frequently and in conjunction with the Lake County Transportation Coalition to facilitate coordination of public transit and other transportation needs.

## **REGIONAL PLANNING EFFORTS**

In October, 1995, the Area Planning Council adopted the Transit Improvement Plan. This Plan was the culmination of a comprehensive transit study performed by a consultant with extensive input from County and City representatives, local elected officials, transit providers, and a wide range of interests in Lake County. One of the major recommendations of the Plan was to form a Transit Authority to provide transit service in Lake County through a Joint Powers Agreement. Establishment of a Transit Authority was approved by the County and the two incorporated cities in December, 1995. In addition, a part-time Transit Manager was hired on a contract basis to oversee transit development and implementation of the Transit Plan.

In Fiscal Year 2007/08, Lake County 2030, a comprehensive planning tool, was initiated under Work Element 618 of the Work Program. This project was partially funded with State Planning and Research and Rural Blueprint grant funds that were provided through Caltrans. The project was completed in five phases, and consisted of an extensive outreach process to gain knowledge and input by citizens, local elected officials, local agencies and other stakeholders of their “vision” for Lake County. From that information, the vision and principles, and draft alternative scenarios were developed. A Blueprint Advisory Committee (BPAC) developed four alternative growth scenarios that were considered through another series of community workshops, for the eventual consensus on a Preferred Growth Scenario. The goal of the planning tool and resources is to help local agency staff and project designers, property owners and developers to incorporate Blueprint Principles into planning documents and development project plans. The project began in Fiscal Year 2007/08, and the final Blueprint Plan was adopted in October 2010.

In 2011, the Lake APC, in coordination with 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 July 2011, the Lake APC received notification from Caltrans that we had been awarded Partnership Planning funds to complete a Community Action Plan (CAP) in Middletown. The purpose of the CAP is to conduct a comprehensive community outreach effort in Middletown to assist with the development of transportation alternatives along the corridor. Caltrans District 1 also received State Planning & Research funding in 2011 to complete an Engineered Feasibility Study (EFS) within the south portion of the SR 29 corridor to analyze potential transportation improvement alternatives to enhance interregional and regional travel while balancing community needs. The project was completed in FY 2013/14.

Lake Area Planning Council was awarded 5304 Rural Transit Planning funds in August 2012 to conduct a Transit Development Plan Update and Marketing Plan. The consultant and Lake APC worked in partnership with Lake Transit Authority to complete the Plan June 2015. Several of the project’s tasks include public outreach, including completion of surveys and interviews of existing and potential riders of the transit system. The Plan will develop a five-year operating and capital plan including cost projections. The Marketing Plan will provide marketing strategies and tools to promote the transit system.

In 2015, the Lake APC completed the Lake County Coordinated Public Transit–Human Services Transportation Plan. The goal of the Plan was to identify community mobility needs, identify a variety of

strategies, and develop an implementation plan in relation to organizational roles and responsibilities for improving mobility of low-income, older adults and Lake County residents with disabilities. The top three priority goals and strategies identified in the Coordinated Plan to resolve NEMT services included: 1) Support, maintain and Enhance Lake County Public Transportation Services, 2) Build capacity for specialized transportation alternatives, including formalizing a sustainable CTSA; and 3) Develop sustainable NEMT solutions.

The Lake County/City Area Planning Council in partnership with Lake Transit Authority recently received Sustainable Communities Transportation Planning Grant funds to complete a Transit Hub Location Plan under this current Overall Work Program. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake.

In 2015/16, the Lake APC initiated the development of the Lake County Active Transportation Program (ATP) Plan to strengthen the opportunity for future grant funds for Active Transportation projects throughout the region. The Plan will identify and prioritize non-motorized and transit improvements projects in Lake County. The Lake APC received Rural Planning Assistance (RPA) grant funding in the amount of \$40,000 to enhance the level of public participation and provide assistance to the local agencies.

The Lake County/City Area Planning Council will incorporate the planning factors identified in the recently passed Federal transportation bill, Fixing America's Surface Transportation (FAST) Act, while preparing and implementing planning projects throughout the region.

## 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). Grant funded work elements will likely be completed by consultants hired under this contract and administered through Dow & Associates.

### **PUBLIC PARTICIPATION**

The Area Planning Council 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 Area Planning Council meetings, when appropriate.

As required by SAFETEA-LU, the Lake APC developed a Public Participation Plan in Fiscal Year 2008/09 to enhance its public outreach efforts. The development of this Plan includes 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 Lake APC began the update of the Lake County Regional Transportation Plan in Fiscal Year 2008/09, which was adopted in October 2010. An extensive public outreach effort occurred during the development of this long-range transportation planning document. An update to the current document is underway, with an expected plan adoption of October 2017.

As discussed in the previous section, the Lake APC conducted an extensive public outreach for multiple years as part of the development of the regional Blueprint plan, Lake County 2030.

The Lake APC also received two grants in July 2011, one of which included Community-Based Transportation Planning grant funding to complete a Downtown Corridor Plan in the City of Clearlake. The other included Partnership Planning grant funds to complete a Middletown Community Action Plan, which was conducted simultaneously with the SR 29 Engineered Feasibility Study. These planning projects included tasks to conduct extensive public outreach activities through a charrette process.

A Title VI Program was also conducted in 2013/14 which is required by Federal regulation to those who receive FTA funding. The Plan is required to be updated every three years and submitted to Caltrans. The Program requires a complaint procedure process, minority representation on advisory bodies (at times), interpretation opportunities and outreach to the limited English proficient (LEP) populations. Transit providers, such as Lake Transit Authority, who provide fixed-route service, must provide additional information.

### **COMPLETED PRODUCTS IN PRIOR WORK PROGRAM**

Appendix A includes a brief synopsis of products that were completed in the 2016/17 Work Program.

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## **2017/18 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 are six *new* work elements included in the 2017/18 work program. The remaining 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 are also discussed below that are support planning efforts on a regional level.

The following work elements are included in the 2017/18 Work Program, and are briefly described below:

- ✓ Work Element 600 – 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 has been added to the 2017/18 OWP in order to conduct Transportation Development Act activities that are not eligible for Rural Planning Assistance funding.
- ✓ Work Element 602 – 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 – This work element will develop a Transit Asset Management Plan that includes capital asset inventories and condition assessments for the Transit Authority. It will also include support tools and investment prioritization.
- ✓ 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.
- ✓ Work Element 605 – 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

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- ✓ Work Element 609 – This carryover project will be to finalize the development the Transit Hub Location Plan for the Lake Transit Authority. It will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake.
  - ✓ 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 Countywide Sign Inventory Project is a carryover work element to provide the County of Lake and cities of Lakeport and Clearlake with a current inventory of all traffic signs on the maintained street/road systems.
  - ✓ Work Element 615 – 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. Statute requires RTP updates every five years.
  - ✓ 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 - The purpose of updating Lake Transit Authority’s ADA Plan is to identify barriers in programs & activities that prevent persons with disabilities from access and to provide equivalent transit access to the maximum extent feasible.
  - ✓ Work Element 618 – The project will explore opportunities for both improving the existing infrastructure and expanding the information services and infrastructure to better serve the needs of new users and members of the public with greater need for transit accessibility.
  - ✓ Work Element 619 - The project will explore the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the region’s cities and unincorporated communities.

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## FUNDING NEEDS

The amended 2017/18 Transportation Planning Work Program requires total funding of **\$765,494** and will be funded from a combination of Rural Planning Assistance (RPA) funds, and Local Transportation Funds (LTF), and Planning, Programming & Monitoring (PPM) funds.

### FEDERAL

Lake APC was successful in receiving two Federal Transit Administration (FTA) Section 5304 – Sustainable Communities Grant for the Fiscal year 2016/17 cycle. This work program includes funding in the amount of **\$115,089** to complete the Bus Passenger Facilities Plan for Lake Transit Authority, as well we **\$163,335** to complete the Lake County Pedestrian Facility Needs Inventory & Engineered Feasibility Study. A total of **\$278,424** of FTA Section 5304 – Sustainable Communities Grant Funding will be available in FY 2017/18.

### STATE

Estimated Rural Planning Assistance (RPA) funds in the amount of **\$294,000** are expected for FY 2017/18. 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. Carryover RPA Funds from the 2016/17 Work Program total **\$TBD**. Total RPA Funds programmed in the 2017/18 Work Program are **\$294,000**. Work Program products funded by RPA funds must be received by Caltrans District 1 staff prior to requesting full reimbursement of funds.

Also included in this Overall Work Program is carryover State Highway Account Sustainable Communities (SHA-SC) grant funds in the amount of **\$TBD**. These funds were awarded to the Lake APC in FY 2015/16, will be used to complete the Lake Transit Hub Location Plan.

### LOCAL

The total new Local Transportation Funds (LTF) commitment will be **\$72,862** in the 2017/18 Work Program. LTF Funds carried over from the 2016/17 Work Program in the amount of **\$TBD** are being carried over to be used under several work elements in the 2017/18 Work Program. In addition, prior LTF funding in the amount of **\$8,134** was set aside in Work Element 604 in order to complete a larger regionally significant project. This year Lake APC was awarded two grants requiring local matching funds above and beyond the annual LTF commitment of funding. LTF Reserves totaling **\$36,074**, will also be added to the FY 2017/18 OWP to provide the local match requirement. Total LTF Funds committed to the 2017/18 Work Program total **\$117,070**.

Planning, Programming & Monitoring Funds in the amount of **\$76,000** were allocated for FY 2017/18. PPM Funds carried over from the 2016/17 Work Program in the amount of **\$TBD** are being carried over to be used under several work elements in the 2017/18 Work Program. Total PPM Funds committed to the 2017/18 Work Program total **\$76,000**.

The total commitment from **local funding** sources totals **\$193,070 (25%)** plus carryover funding which will be included in the Final 2017/18 OWP.

**LAKE COUNTY WORK PROGRAM**  
**SUMMARY OF FUNDING SOURCES**  
 Fiscal Year 2017/18

<b>FUNDING SOURCE</b>	<b>AMOUNT</b>	<b>FUNDING %</b>
<b>Federal Funding Sources</b>		
FTA Section 5304 - Sustainable Communities - Bus Passenger Facilities Plan - 2017/18	\$ 115,089	
FTA Section 5304 - Sustainable Communities - Pedestrian Facility Inventory/EFS- 2017/18	\$ 163,335	
<b>Total Federal Funds:</b>	<b>\$278,424</b>	<b>36%</b>
<b>State Funding Sources</b>		
Rural Planning Assistance - 2017/18	\$294,000	38%
Rural Planning Assistance - (2016/17 Carryover)	TBD	0%
State Transit Account - Sustainable Communities (SHA-SC) (15/16)	TBD	0%
<b>Total State Funds:</b>	<b>\$294,000</b>	<b>38%</b>
<b>Federal and State Funding:</b>	<b>\$572,424</b>	<b>75%</b>
<b>Local Funding Sources</b>		
Local Transportation Funds - 2017/18	\$72,862	10%
Local Transportation Funds - (Carryover-See Page 14 for Breakdown by Fiscal Year)	\$8,134	0%
Local Transportation Funds - OWP Reserve Funding 2017/18	\$36,074	0%
<b>Total Local Transportation Funds:</b>	<b>\$117,070</b>	<b>15%</b>
Planning, Programming & Monitoring (PPM) - 2017/18	\$76,000	10%
Planning, Programming & Monitoring - (Carryover-See Page 14 for Breakdown by Fiscal Year)	TBD	0%
<b>Total Planning, Programming &amp; Monitoring Funds:</b>	<b>\$76,000</b>	<b>10%</b>
<b>Local Funding:</b>	<b>\$193,070</b>	<b>25%</b>
<b>TOTAL PROGRAM FUNDING REVENUES</b>	<b>\$765,494</b>	<b>100%</b>

**SUMMARY OF 2016/17 CARRYOVER  
BY FUNDING SOURCE**

Funding Source	Work Element	Carryover Amount	Fiscal Year	Use of Carryover
<b>LOCAL</b>				
<b>LTF</b>	604	\$580	12/13	Actual Carryover amount for WE 604 Reserve Account.
		\$4,918	14/15	Actual Carryover amount for WE 604 Reserve Account.
		\$2,636	15/16	Actual Carryover amount for WE 604 Reserve Account.
<b>TOTAL LTF CARRYOVER:</b>		<b>\$8,134</b>		
<b>PPM</b>				
<b>TOTAL PPM CARRYOVER:</b>		<b>\$0</b>		
<b>STATE</b>				
<b>Rural Planning Assistance (RPA)</b>				
State Hwy Act Sustainable Comm.(SHA-SC)	609	TBD	15/16	These funds have been carried over to complete this Project.
<b>TOTAL STATE CARRYOVER:</b>		<b>\$0</b>		
<b>FEDERAL</b>				
<b>TOTAL FEDERAL CARRYOVER:</b>		<b>\$0</b>		
<b>TOTAL CARRYOVER:</b>		<b>\$8,134</b>		

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

<b>WE</b>	<b>Work Element Project Description</b>	<b>RPA</b>	<b>LTF</b>	<b>PPM</b>	<b>Other</b>	<b>Total</b>
600	Regional Planning & Intergovernmental Coordination	\$ 104,000	\$ -	\$ -	\$ -	\$ 104,000
601	<b>TDA Activities &amp; Coordination (NEW)</b>	\$ -	\$ 34,000	\$ -	\$ -	\$ 34,000
602	Transit Planning & Performance Monitoring	\$ 22,500	\$ -	\$ -	\$ -	\$ 22,500
603	<b>Transit Asset Management Plan (NEW)</b>	\$ -	\$ 34,000	\$ -	\$ -	\$ 34,000
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ -	\$ 2,996	\$ 38,500	\$ -	\$ 41,496
606	<b>Speed Zone Studies - Clearlake</b>	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500
607	Special Studies	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
608	Planning, Programming, & Monitoring	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
609	Lake Transit Hub Location Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
610	Non-Motorized Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
611	<b>Pavement Management Program Inventory Update (NEW)</b>	\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000
612	Technology Support Services	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
613	Transportation Information Outreach	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
614	Countywide Sign Inventory Project <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
615	Regional Transportation Plan <i>(Carryover)</i>	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
616	Training	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
617	<b>Lake Transit ADA Plan (NEW)</b>	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
618	<b>LTA Bus Passenger Facilities Plan (NEW)</b>	\$ -	\$ 14,911	\$ -	\$ 115,089	\$ 130,000
619	<b>L.C. Pedestrian Facility Needs Inventory &amp; EFS (NEW)</b>	\$ -	\$ 21,163	\$ -	\$ 163,335	\$ 184,498
<b>Total Funding Sources</b>		\$ 294,000	\$ 117,070	\$ 76,000	\$ 278,424	\$ 765,494

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

<b>Local Transportation Fund (LTF)</b>								
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total
601	<b>TDA Activities &amp; Coordination (NEW)</b>	\$ 2,500	\$ -	\$ 1,500	\$ 25,000	\$ 3,000	\$ 2,000	\$ 34,000
603	<b>Transit Asset Management Plan (NEW)</b>	\$ -	\$ -	\$ -	\$ 24,000	\$ 10,000	\$ -	\$ 34,000
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ -	\$ -	\$ -	\$ 2,996	\$ -	\$ -	\$ 2,996
609	Lake Transit Hub Location Plan (Carryover -TBD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 500	\$ 2,500
616	Training	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
617	<b>Lake Transit ADA Plan (NEW)</b>	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
618	<b>LTA Bus Passenger Facilities Plan (NEW)</b>	\$ -	\$ -	\$ -	\$ 746	\$ 1,089	\$ 13,076	\$ 14,911
619	<b>L.C. Pedestrian Facility Needs Inventory &amp; EFS (NEW)</b>	\$ -	\$ -	\$ -	\$ 1,663	\$ -	\$ 19,500	\$ 21,163
<b>Total LTF Funding by Claimant</b>		<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 63,905</b>	<b>\$ 14,089</b>	<b>\$ 35,076</b>	<b>\$ 117,070</b>

<b>Planning, Programming &amp; Monitoring (PPM)</b>								
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ 15,000	\$ -	\$ 2,000	\$ 21,500	\$ -	\$ -	\$ 38,500
606	<b>Speed Zone Studies - Clearlake</b>	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 12,500	\$ -	\$ 5,000	\$ 7,500	\$ -	\$ -	\$ 25,000
<b>Total PPM Funds by Claimant</b>		<b>\$ 27,500</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 41,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,000</b>

<b>Rural Planning Assistance (RPA)</b>								
<b>WE</b>	<b>WE Project Description</b>	<b>Lake DPW</b>	<b>Lakeport</b>	<b>Clearlake</b>	<b>APC Staff Consultant</b>	<b>Transit Manager</b>	<b>Other</b>	<b>Total</b>
600	Regional Plng & Intergovernmental Coordination	\$ 2,500	\$ -	\$ 1,500	\$ 100,000	\$ -	\$ -	\$ 104,000
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 12,500	\$ 22,500
608	Planning, Programming & Monitoring	\$ 12,500	\$ -	\$ 2,500	\$ 20,000	\$ -	\$ -	\$ 35,000
610	Non-Motorized Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
611	<b>Pavement Management Program Update (NEW)</b>	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 100,000	\$ 105,000
612	Technology Support Services	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
615	Regional Transportation Plan Update <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
<b>Total RPA Funding by Claimant</b>		<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ 155,000</b>	<b>\$ 5,000</b>	<b>\$ 112,500</b>	<b>\$ 294,000</b>

<b>Other Funding:</b>								
<b>WE</b>	<b>WE Project Description</b>	<b>Lake DPW</b>	<b>Lakeport</b>	<b>Clearlake</b>	<b>APC Staff Consultant</b>	<b>Transit Manager</b>	<b>Other</b>	<b>Total</b>
	<b>Federal:</b>							
609	Lake Transit Hub Location Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
618	<b>LTA Bus Passenger Facilities Plan (NEW)</b>	\$ -	\$ -	\$ -	\$ 5,754	\$ 8,411	\$ 100,924	\$115,089
619	<b>L.C. Pedestrian Facility Needs Inventory &amp; EFS (NEW)</b>	\$ -	\$ -	\$ -	\$ 12,837	\$ -	\$ 150,498	\$163,335
<b>Total Funds by Claimant</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,837</b>	<b>\$0</b>	<b>\$150,498</b>	<b>\$278,424</b>

**Total Funds Available: \$765,494**

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

WE	Title	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total Costs
600	Regional Planning & Intergovernmental Coordination	\$ 2,500	\$ -	\$ 1,500	\$ 100,000	\$ -	\$ -	\$ 104,000
601	TDA Activities & Coordination	\$ 2,500	\$ -	\$ 1,500	\$ 25,000	\$ 3,000	\$ 2,000	\$ 34,000
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 12,500	\$ 22,500
603	<b>Transit Asset Management Plan (NEW)</b>	\$ -	\$ -	\$ -	\$ 24,000	\$ 10,000	\$ -	\$ 34,000
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ 15,000	\$ -	\$ 2,000	\$ 24,496	\$ -	\$ -	\$ 41,496
606	<b>Speed Zone Studies - Clearlake</b>	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 12,500	\$ -	\$ 5,000	\$ 7,500	\$ -	\$ -	\$ 25,000
608	Planning, Programming, & Monitoring	\$ 12,500	\$ -	\$ 2,500	\$ 20,000	\$ -	\$ -	\$ 35,000
609	Lake Transit Hub Location Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610	Non-Motorized Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
611	<b>Pavement Management Program Inventory Update (NEW)</b>	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 100,000	\$ 105,000
612	Technology Support Services	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 500	\$ 2,500
614	Countywide Sign Inventory Project <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
615	Regional Transportation Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
616	Training	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
617	<b>Lake Transit ADA Plan (NEW)</b>	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
618	<b>LTA Bus Passenger Facilities Plan (NEW)</b>	\$ -	\$ -	\$ -	\$ 6,500	\$ 9,500	\$ 114,000	\$ 130,000
619	<b>L.C. Pedestrian Facility Needs Inventory &amp; EFS (NEW)</b>	\$ -	\$ -	\$ -	\$ 14,500	\$ -	\$ 169,998	\$ 184,498
<b>Totals</b>		\$ 45,000	\$ -	\$ 15,000	\$ 273,996	\$ 32,500	\$ 398,998	\$ 765,494

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**WORK ELEMENT 600 – REGIONAL PLANNING & INTERGOVERNMENTAL COORDINATION**

**PURPOSE:** 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.

**PREVIOUS WORK:** This work element provides ongoing planning duties. Work completed varies each year according to planning needs, yet consistently includes coordination of work programs, amendments, and quarterly reports, involvement in and completion/updates of planning projects such as the Regional Transportation Plan, Regional Bikeway Plan, Blueprint 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. 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 Staff/Local Agencies: Ongoing/Products: Meeting agendas, minutes, resolutions, technical reports, staff reports, public outreach materials, etc.)
2. 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 Staff/Local Agencies: As needed/Products: Meeting materials, staff reports, CTC meeting materials such as allocation requests, etc.)
3. Review/comment on transportation planning documents provided by Caltrans and local agencies. (APC Staff/Local Agencies: Ongoing/Products: Examples of work products are included under previous work above.)
4. Prepare and update regional planning documents and coordinated plans as needed (APC Staff/Local Agencies: Ongoing/Products: Examples of work products are included under previous work above.)
5. Cooperate with Caltrans in development of system planning products. (APC Staff/Local Agencies: As needed/Products: Examples may include Transportation Concept Reports, Interregional Transportation Strategic Plan, California State Freight Mobility Plan, etc.)
6. Respond, as necessary, to legislative requirements and changes in transportation planning process. (APC Staff/Local Agencies: Ongoing/Products: Letters, resolutions, etc.)
7. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations. (APC Staff/Local Agencies: Ongoing/Products: Correspondence, public outreach materials, meeting materials)
8. Implementation of the Federal transportation bill and respond to associated planning-related duties such as project status reports and other required reporting and monitoring and communication with local agencies of projects, and Federal planning factors. (APC Staff/ Local Agencies: As needed/Products: Correspondence, reports, resolutions, etc.)
9. 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 Staff/ Local Agencies: Ongoing/Products: Public outreach materials, meeting materials)
10. 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 Staff/Local Agencies: As needed/Products: Neg Decs, Environmental Impact Reports, etc.)

**PRODUCTS:**

Meeting agendas and minutes, resolutions, staff reports to the Area Planning Council and Technical Advisory Committee, quarterly work program status reports, draft and final work programs, and amendments as necessary, final report defining work program expenses, updates to APC on statewide and other meetings attended as necessary, written reports on issues of concern to APC and TAC and other status reports as necessary.

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	2	\$1,500	17/18	RPA
County of Lake-DPW	4	\$2,500	17/18	RPA
APC Staff Consultant	129	\$100,000	17/18	RPA
<b>TOTAL:</b>	<b>133</b>	<b>\$104,000</b>	17/18	RPA

\* 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.

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## WORK ELEMENT 601 – TDA ACTIVITIES & COORDINATION (NEW)

**PURPOSE:** This is a new 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.

**PREVIOUS WORK:** Many of these duties were previously performed under Work Element 600 (Regional Planning & Intergovernmental Coordination).

### **TASKS:**

1. 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, Transit Manager: Ongoing/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, Transit Manager: Ongoing/Products: Quarterly Status Reports)
3. Prepare, attend and follow-up to Social Services Transportation Advisory Council (SSTAC), meetings, and conduct public hearings as necessary. (APC Staff, Transit Manager: Ongoing/Products: 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. (Transit Manager: As needed)
5. Participate in Section 5310 and 5311 grant funding and other transit grant funding opportunities, as appropriate. (APC Staff, Transit Manager: As needed)
6. Provide \$2,000 local funding contribution to Rural Counties Task Force for the purpose of assisting in costs related to meetings. (RCTF: Annually/Product: Meeting materials, workshop and forum materials, other materials relating to transportation issues of regional/state significance.)
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, Transit Manager: As needed)
8. Monitor and respond to transportation-related legislation, including applicability to local agencies and regional transportation planning agencies. (APC Staff, Local Agencies, Transit Manager: As needed)

### **PRODUCTS:**

Draft and Final Work Programs, quarterly work program status reports, and amendments as necessary, and final report defining work program expenses.

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	2	\$1,500	17/18	LTF
County of Lake - DPW	4	\$2,500	17/18	LTF
APC Staff Consultant	25	\$19,502	17/18	LTF
	6	\$4,918	14/15	LTF
	1	\$580	12/13	LTF
Transit Manager	3	\$2,364	17/18	LTF
	1	\$636	15/16	LTF
RCTF Dues	n/a	\$2,000	15/16	LTF
<b>TOTAL:</b>	<b>39</b>	<b>\$34,000</b>	\$25,866 - 17/18 \$2,636 - 15/16 \$4,918 - 14/15 \$580 - 12/13	

## **WORK ELEMENT 602 – TRANSIT PLANNING & PERFORMANCE MONITORING**

**PURPOSE:** 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.

**PREVIOUS WORK:** Review of social service agency coordination; Section 5311 (f), 5316, 5317 and other federal funding review, ranking and project support, workshops; preparation of monthly transit summary and evaluation reports; consultation and coordination with tribal governments on transit-related planning and project programming activities. Sustainable Communities Planning Grants, 2015 Transit Development Plan, 2006 Passenger Facilities Development Plan

### **TASKS:**

1. 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, Transit Manager: As needed)
2. Review and comment on technical correspondence, report on other transit issues as assigned by the APC or TAC. (APC Staff, Transit Manager: Ongoing)
3. Prepare grants/request for proposals as needed to support transit planning efforts (Transit Manager, APC staff, Consultant: As required and/or as needed.)
4. Maintain ongoing consultation process with tribal governments regarding tribal transit needs to enable their participation in transportation planning and programming activities. (Transit Manager: Ongoing)
5. Coordinate the Unmet Transit Needs Process, and ensure coordination with the Regional Transportation Plan. (APC Staff / LTA/Local Agencies: As needed)
6. Prepare, attend and follow-up to Lake Transit Authority (LTA) meetings, and conduct public hearings as necessary. (APC Staff, Transit Manager : Ongoing)
7. Participation in Non-Emergency Medical Transportation (NEMT) activities and meetings. (APC Staff, Transit Manager : Ongoing)
8. Participate as needed in Consolidated Transportation Services Agency activities. (APC Staff, Transit Manager: Ongoing)
9. Compile and analyze sample data, prepare quarterly reports based on performance measures, prepare annual report based on performance measures (Transit Manager: Ongoing).
10. Prepare updates to Transit Development Plans and other transit planning documents as required and/or needed. (Transit Manager/Consultant: As required and/or needed.)
11. Provide software maintenance to the transit authority for planning purposes through Route Match Software. (Consultant: Ongoing)

### **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	7	\$5,000	17/18	RPA
Transit Manager	7	\$5,000	17/18	RPA
Consultant <i>(RouteMatch Software)</i>	n/a	\$12,500	17/18	RPA
<b>TOTAL:</b>		<b>\$22,500</b>	17/18	RPA

\* 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.

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**WORK ELEMENT 603 – TRANSIT ASSET MANAGEMENT PLAN (NEW)**

**PURPOSE:** This project will develop a plan that includes capital asset inventories and condition assessments for the Transit Authority, as well as support tools and investment prioritization.

**PREVIOUS WORK:** Transit Development Plans, Bus Stop Facilities Plan

**TASKS:****1. Planning & Coordination**

1.1 On-going Coordination (APC Staff & Transit Manager: August 2017 - May 2018)

**2. Develop inventory of transit capital assets and collect data**

2.1 Establish the capital asset inventory and define the “State of Good Repair” (APC Staff & Transit Manager: December 2017 – February 2018)

2.2 Establish available data resources and select performance measures and targets for asset management (APC Staff & Transit Manager: December 2017 – February 2018)

2.3 Define data collection protocols and reporting schedule (APC Staff & Transit Manager: December 2017 – February 2018)

**3. Analyze Assets Conditions and Performance**

3.1 Calculate current asset conditions and performance (APC Staff & Transit Manager: December 2017 – February 2018)

3.2 Develop asset deterioration models (APC Staff & Transit Manager: December 2017 – February 2018)

3.3 Define project replacement impacts and develop an asset lifecycle policy (APC Staff & Transit Manager: December 2017 – February 2018)

**4. Define Asset Investment Scenarios**

4.1 Define and specify prioritization approach (APC Staff & Transit Manager: February 2018)

4.2 Develop funding assumptions for asset investments and develop asset investment scenarios (APC Staff & Transit Manager: February 2018)

4.3 Describe future decisions, conditions and performance for each investment scenario (APC Staff & Transit Manager: March – April 2018)

**5. Finalize Asset Investment Scenarios**

5.1 Revisit and revise asset lifecycle policy, funding, and prioritization assumptions (APC Staff & Transit Manager: March- April 2018)

5.2 Finalize and select the preferred scenario (APC Staff & Transit Manager: March- April 2018)

**6. Develop the Asset Management Plan**

6.1 Finalize funding levels and constraints, and select specific projects (APC Staff & Transit Manager: April 2018)

6.2 Prepare the draft and final plan (APC Staff & Transit Manager: April - May 2018)

**7. Presentation of Final Asset Management Plan to Board of Directors (APC Staff: June 2018)****PRODUCTS:**

RFP and procurement documentation, including executed contract, technical memos, data sampling, reporting schedule, asset lifecycle policy, draft and final Transit Asset Management Plan.

**FUNDING AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff	31	\$24,000	17/18	LTF
Transit Manager	13	\$10,000	17/18	LTF
<b>TOTAL:</b>		<b>\$34,000</b>		LTF

**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 2017/18. Funding is **reserved** for a future project, which is anticipated to be programmed in FY 2017/18.

**PRODUCTS:**

No products will be produced in FY 2017/18.

**FUNDING AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Reserve	N/A	\$0		LTF
	N/A	\$0		LTF
	N/A	\$0		LTF
<b>TOTAL:</b>	<b>N/A</b>	<b>\$0</b>		

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

**PURPOSE:** Maximize federal and State sources that may be available to improve all modes of transportation in Lake County.

**PREVIOUS WORK:** DPW gathered and analyzed accident data, then prepared applications for HES funding. Bicycle Transportation Account (BTA) application and Safe Routes to School applications have also been submitted.

### **TASKS:**

1. Establish entity priorities for the current fiscal year. (County & cities: Ongoing)
2. Review available federal and State transportation grants that may be available to meet local priorities. Caltrans planning grant opportunities can be accessed at [www.dot.ca.gov/hq/tpp/grants.htm](http://www.dot.ca.gov/hq/tpp/grants.htm) (County, Cities, APC Staff: Ongoing)
3. Prioritize grants by purpose, funding source, matching requirements, granting authority, and availability. (County, Cities, APC Staff: Ongoing)
4. Utilize entity staff or consultants to gather required information and prepare grant documents. (County & cities, APC Staff: Ongoing)
5. Submit grant applications to appropriate agencies including but not limited to the Active Transportation Program (ATP), grant applications pertaining to the Federal Transportation Bill and other programs. (County, Cities, APC Staff: Ongoing) *–only Local Funding will be used to complete this task.*
6. As necessary, coordinate and consult with all tribal governments on grant process and development of grants. (Local Agencies, APC Staff: Ongoing)
7. Monitor progress of Federal Transportation Bill activities and candidate projects; provide assistance and coordination with local agencies regarding projects. (APC Staff: Ongoing - PPM Funds Only)

### **PRODUCTS:**

Copies of grant applications will be prepared on behalf of APC, cities of Lakeport, and Clearlake, and Lake County.

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

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW	22	\$15,000	17/18	PPM
City of Clearlake	3	\$2,000	17/18	PPM
APC Staff Consultant	28	\$21,500	17/18	PPM
	4	\$2,996	17/18	LTF
<b>TOTAL:</b>	<b>57</b>	<b>\$41,496</b>	\$38,500 - 17/18	PPM
			\$2,996 - 17/18	LTF

**WORK ELEMENT 606 – SPEED ZONE STUDIES – CLEARLAKE (NEW)**

**PURPOSE:** 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.

**PREVIOUS WORK:** Speed Zone Studies for Clearlake were previously completed as part of the 2007/08 Overall Work Program.

**TASKS:**

1. Meet with Local Agency staff to determine scope of study effort. (Local Agency Staff, APC Staff: July-December)
2. Develop a data collection plan to ensure appropriate speed sampling. (Staff Consultant)
3. Collect spot speed data at selected locations. (APC Staff: July-December)
4. Research accident history of streets selected for speed sampling. (APC Staff: July-December)
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: Ongoing)
6. Collect field data regarding traffic and roadway characteristics. (APC Staff: March-June)
7. Analyze data and prepare report of findings, including recommendations for implementation. (APC Staff: May-June)
8. Present document to Local Agencies for consideration. (APC Staff: May-June)

**PRODUCT:**

Final Speed Zone Study Report

**FUNDING AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	16	\$12,500	17/18	PPM
<b>TOTAL:</b>	<b>16</b>	<b>\$12,500</b>		

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**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:** Previous work performed under this element has included: traffic studies in the County of Lake and City of Clearlake; roundabout review in City of Lakeport; crosswalk reviews in the City of Clearlake and Middletown; purchased traffic counters and performed traffic counts countywide to prepare Traffic Monitoring Program, purchased equipment for City of Lakeport, GIS equipment and technical support for Cities of Lakeport & Clearlake, and Roadway Safety Analysis. This is an ongoing project which was initiated several years ago and will continue in this fiscal year.

**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, Lake County DPW, cities & Consultant: Ongoing)
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, Lake County DPW, cities & Consultant: Ongoing)
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: Ongoing)
4. Preparation and monitoring of the Regional Transportation Plan and other regional planning documents. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
5. Coordination and consultation with Native American Tribal Governments as appropriate, and document Tribal government-to-government relations. (APC Staff, County DPW and Cities: Ongoing)
6. Perform county-wide speed/volume surveys and traffic counts to support a variety of planning documents/studies that may not be completed through WE 603. (Lake County DPW & cities, APC Staff, Consultant: Annually)
7. Evaluate high accident roadway segments; the options for repair, and preparation of cost estimates for desired alternatives. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
8. Perform updates to sign inventory programs, and pavement marking & sign inventories, and conduct traffic safety inspections. (Consultant, APC Staff, Lake County DPW and Cities: Ongoing)
9. Prepare preliminary engineering reports to include projects' scope of work, costs and timelines. (Lake County DPW, Cities & Consultant: As needed)

**PRODUCTS:**

1. Special Studies Summary which outlines scope, recipient agency, cost, and completion date of projects. (APC Staff, Consultants, Lake County DPW & Cities)
2. 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)

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW	18	\$12,500	17/18	PPM
City of Clearlake	8	\$5,000	17/18	PPM
APC Staff Consultant	10	\$7,500	17/18	PPM
<b>TOTAL:</b>	<b>36</b>	<b>\$25,000</b>	17/18	PPM

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## WORK ELEMENT 608 - PLANNING, PROGRAMMING & MONITORING

**PURPOSE:** 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: Ongoing)
2. Ongoing coordination of STIP Guidelines. (APC Staff & Local Agencies: Ongoing)
3. Ongoing review/response to STIP related correspondence as needed. (APC Staff & Local Agencies: Ongoing)
4. Development of policy issues for the APC's consideration. (APC Staff: Ongoing)
5. Development of state and local project funding priorities for the APC's consideration. (APC Staff: Ongoing)
6. Review new and existing funding plans, program sources and develop/update a priority list for each improvement type and funding source. (Lake County DPW and Cities: Ongoing)
7. Prepare and update a five-year improvement plan. (Lake County DPW: Ongoing)
8. Maintain/develop cost estimates for existing and proposed improvement projects (Consultant, County and Cities: As needed)
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: Ongoing)
10. Conduct and update bicycle, pedestrian and vehicular counts and maintain traffic monitoring program (APC Staff Consultant, Consultant, County and Cities: As needed/Ongoing)
11. Coordinate and consult with Tribal governments on planning, programming and monitoring activities, and document Tribal government-to-government relations. (Lake Staff, Lake County DPW and Cities: Ongoing)
12. Purchase software/annual license for Streetsaver for County & both cities. The Streetsaver program is utilized as a planning tool that helps prioritize future Regional Transportation Plan projects. (*Software*)
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.

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW	18	\$12,500	17/18	RPA
City of Clearlake	4	\$2,500	17/18	RPA
APC Staff Consultant	26	\$20,000	17/18	RPA
<b>TOTAL:</b>	<b>107</b>	<b>\$35,000</b>	17/18	RPA

\* 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.

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**WORK ELEMENT 609 - LAKE TRANSIT HUB LOCATION PLAN (CARRYOVER)**

**PURPOSE:** To develop the Transit Hub Location Plan for the Lake Transit Authority. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake. A consultant team will translate community input into design concepts, assess their feasibility, and prepare a final prioritized plan and cost estimates.

**PREVIOUS WORK:** 2008 and 2015 Transit Development Plan,

**TASKS:** *(Tasks 8 & 9 completed in FY 2016/17)*

**8. Project Planning & Coordination**

1.2 Conduct Kickoff Meeting (APC Staff & Transit Manager: July 2015)

1.3 Procure Consultant Team (APC Staff & Transit Manager: August - September 2015)

1.4 On-going Coordination (APC Staff, Transit Manager & Consultant: August 2015 - May 2016)

1.5 Document Conditions and Prepare Base Maps (Consultant: October – December 2015)

**9. Community Outreach & Engagement**

9.1 Develop and Disseminate Media and Publicity Materials (APC Staff, Transit Manager & Consultant: January – February 2016)

9.2 Agenda Development and Logistics (APC Staff, Transit Manager & Consultant: January – February 2016)

9.3 One-day Charrette (APC Staff, Transit Manager & Consultant: March 2016)

**10. Draft & Final Plan**

10.1 Prepare Administrative Draft Plan (APC Staff, Transit Manager & Consultant: March - July 2017)

10.2 Public Review of Draft Plan (APC Staff, Transit Manager & Consultant: July 2017)

10.3 Final Draft (Consultant: July 2017)

10.4 Board Adoption (Consultant: August 2017)

**11. Grant Management**

11.1 Quarterly Reporting (APC Staff & Transit Manager: Ongoing)

11.2 Invoicing (APC Staff & Transit Manager: Ongoing)

**PRODUCTS:**

Consultant RFP, Distribution List, Executed Contract, list of Advisory Group Members, Meeting Agendas and Minutes, Existing Conditions Report, Base Maps, Outreach materials, Presentations, review of Public Input, Administrative Draft Plan, Public Review Document, Final Draft Report, Final Plan and Presentation, Quarterly Reports, and Invoicing Packages.

**FUNDING AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant		TBD	15/16	LTF
		TBD	15/16	Sustainable Grant
Transit Manager		TBD	15/16	LTF
		TBD	15/16	Sustainable Grant
Consultant		TBD	15/16	LTF
		TBD	15/16	Sustainable Grant
Direct Expenses	n/a	TBD	14/15	LTF
<b>TOTAL:</b>	<b>0</b>	<b>\$0.00</b>		LTF
				Sustainable Grant

## WORK ELEMENT 610 – NON-MOTORIZED 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:** Regional Bikeway Plan, Non-Motorized Element of Regional Bikeway Plan, successful Safe Routes to School, Bicycle Transportation Account (BTA) and Active Transportation Program (ATP) Grants, Safe Routes to School Plan, Lake County 2030 Blueprint Plan.

### **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: Ongoing)
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: Ongoing)
3. Assist local jurisdictions in the development of regional plans and blueprint program. (APC Staff: Ongoing)
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: Ongoing)
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: Ongoing)
6. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations. (APC Staff: Ongoing)
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: Ongoing)

**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	17/18	RPA
<b>TOTAL:</b>	<b>20</b>	<b>\$10,000</b>		RPA

\* 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.

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## 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 for 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. This project includes 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, again in FY 2007/08, FY 2010/11 and FY 2014/15.

### **TASKS:**

1. Develop Request for Proposals (RFP) and distribute to qualified firms. (APC Staff: July 2017)
  2. Coordinate consultant selection process, review proposals, select consultant, negotiate and prepare contract and administer contract. (APC Staff: July 2017)
  3. Project kick-off meeting to refine scope of work and schedule. (APC Staff: August 2017)
- PMP Update*
4. Purchase software/annual license for Streetsaver Version 9 from MTC for County & both cities. (APC Staff: annually)
  5. 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.
  6. Review and update “decision trees” with local agency staff. (Consultant: September 2017)
  7. 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: September – November 2017)
  8. Input the inspection data into the MTC program and calculate the Pavement Condition Index (PCI) for each road. (Consultant: December 2017)
  9. Calculate budget scenarios for multiple budget scenarios for each agency. (Consultant: January 2018)
  10. Summarize all work done in engineering reports to include a pavement condition report for the maintained mileage, budget scenarios, and system information. (Consultant: January 2018)
- PMP/GIS Conversion*
11. Determine relationship between PMP segments & street centerline segments. (Consultant: December – February 2018)
  12. Make any needed changes to the GIS data to be consistent with the updated MTC PMP database. (Consultant: February 2018)
  13. Utilize Quality Assurance/Quality Control procedures to verify that GIS street centerline segments have been linked to the appropriate PMP segments. (Consultant: February 2018)

**PRODUCTS:** 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.

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	10	\$5,000	17/18	RPA
Consultant	94	\$93,500	17/18	RPA
Streetsaver Software	n/a	\$6,500	17/18	RPA
<b>TOTAL:</b>		<b>\$105,000</b>		

\* 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.

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

**PURPOSE:** 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:** Development 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. (City of Clearlake, City of Lakeport, and Consultant: Ongoing)
2. GIS Facilitation and coordination of interagency and interdepartmental sharing of data. (APC Staff: Ongoing)
3. Assist in the development of GIS applications. (APC Staff, City of Clearlake, and City of Lakeport: Ongoing)
4. Provide multimedia support for public presentations. (APC Staff: Ongoing)
5. Conduct spatial analyses. (APC Staff: As needed)
6. Provide training and attend GIS related meetings. (APC Staff, Local Agencies, Consultant/Others: As needed)
7. Purchase software upgrades, hardware and annual maintenance licenses to ensure compatibility of products with other agencies and consultants. (City of Clearlake, City of Lakeport, APC Staff)

**PRODUCTS:** 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, etc.

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	8	\$2,500	17/18	RPA
<b>TOTAL:</b>		<b>\$2,500</b>		

\* 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.

## **WORK ELEMENT 613 – TRANSPORTATION INFORMATION OUTREACH AND PUBLIC PARTICIPATION**

**PURPOSE:** 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 develop informational materials. (APC Staff: Ongoing)
2. Coordinate and consult, as possible, with all potentially impacted Tribal Governments, and document Tribal government-to-government relations. (APC Staff: Ongoing)
3. As possible, conduct outreach to low income, disabled and elderly. (APC Staff: Ongoing)
4. Update Lake APC website as necessary to ensure transportation related materials are posted on a timely basis and available to the public. (APC Staff: As needed)
5. As necessary, conduct and document outreach efforts to all segments of the community in accordance with the Introduction – Public Participation section of this document and the 2008 Lake APC Public Participation Plan. (APC Staff: Ongoing)

### **PRODUCTS:**

1. Website (LakeAPC.org) with current transportation outreach materials, plans and reports.
2. Outreach materials for specific projects

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

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	6	\$2,000	17/18	LTF
Direct Costs	n/a	\$500	17/18	LTF
<b>TOTAL:</b>	<b>6</b>	<b>\$2,500</b>		

**WORK ELEMENT 614 – COUNTYWIDE SIGN INVENTORY PLAN (CARRYOVER)**

**PURPOSE:** To provide the Lake County, City of Lakeport and City of Clearlake Public Works Departments with a current inventory of all Traffic Signs within the County and Cities’ Maintained Road/Street Systems.

**PREVIOUS WORK:**

Traffic Sign Inventory conducted in 2003.

**TASKS:** *(Tasks 1 & 2 completed in FY 2016/17)*

1. Prepare RFP and solicit proposals to conduct traffic sign inventory project. (Lake County DPW and Lake APC Admin.)
2. Award contract to conduct sign inventory project. (Lake County DPW and Lake APC Admin.)
3. Conduct traffic sign inventory for all signs within the County and Cities Maintained Road/Street system including GPS coordinates, photos, sign retro-reflectivity, size, type, condition and other attributes as needed. (Consultant, Lake County DPW)
4. Enter data collected for each sign into County and Cities’ existing sign database or other database as recommended by consultant. (Consultant, Lake County DPW)
5. Provide training on sign inventory program. (Consultant, Lake County DPW, City of Lakeport, City of Clearlake)

**PRODUCTS:**

Current Traffic Sign Inventory for Lake County and cities of Lakeport and Clearlake.

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW		TBD	15/16	PPM
City of Lakeport		TBD	15/16	PPM
City of Clearlake		TBD	15/16	PPM
Consultant		TBD	16/17	PPM
		TBD	16/17	PPM
		TBD	16/17	LTF
<b>TOTAL:</b>		<b>\$0</b>		PPM

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**WORK ELEMENT 615 – REGIONAL TRANSPORTATION PLAN UPDATE  
(CARRYOVER)**

**PURPOSE:** 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.

**PREVIOUS WORK:** The last RTP was adopted by the Lake APC in October 2010. Staff reviewed Caltrans RTP Guidelines, and relevant plans, reports and legislation developed since the last RTP was adopted. Staff reviewed and updated existing goals policies and objectives, initiated public involvement and outreach efforts, established and convened an RTP Community Advisory Committee, requested consultation with each Tribal Chairperson for the seven tribes in Lake County, provided information to the APC, TAC and SSTAC.

**TASKS:** *(Tasks 1 & 10 completed in FY 2016/17)*

1. Review and revise existing RTP (2010) Goals, Policies and Objectives. (APC Staff: Ongoing)
2. Research and review local, state and federal plans, reports and guidelines developed since the 2010 RTP was completed. (APC Staff: Ongoing)
3. Ensure Lake County's Regional Transportation Plan goals are consistent with the goals of the 2040 California Transportation Plan.
4. Establish an RTP 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. (APC Staff: Ongoing)
5. Research and analyze information relevant to the elements of the RTP, 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: Ongoing)
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. (APC Staff: Ongoing)
7. Coordinate with appropriate federal, state and local agencies to solicit their input and obtain relevant information. (APC Staff: Ongoing)
8. Conduct consultation with Tribal Communities. (APC Staff: Ongoing)
9. Conduct Public Participation and Outreach efforts consistent with the 2008 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: Ongoing)
10. Attend meetings, workshops and training sessions relevant to the development of the RTP.
11. Complete analysis and documents as required under the California Environmental Quality Act (CEQA) (APC Staff: July – August 2017)
12. Prepare an Administrative Draft and Draft RTP. (APC Staff: July 2017)
13. Review Draft RTP. (CAC, TAC, SSTAC, APC, Caltrans: August – September 2017).
14. Prepare Final RTP (APC Staff: September – October 2017)
15. Present final RTP for approval and adoption by APC. (Staff Consultant: October – November 2017)

**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	11	\$15,000	17/18	RPA
<b>TOTAL:</b>	<b>11</b>	<b>\$15,000</b>		

\* 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.

**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.

**PREVIOUS WORK:** 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/ APC Members <i>(includes direct costs- registration, travel, hotel, meals, etc.)</i>	n/a	\$2,500	17/18	LTF
<b>TOTAL:</b>		<b>\$2,500</b>		

**WORK ELEMENT 617 – LAKE TRANSIT AMERICANS WITH DISABILITIES ACT (ADA) PLAN (NEW)**

**PURPOSE:** The purpose of updating Lake Transit Authority’s ADA Plan is to identify compliance issues that may have developed as the ADA regulations have changed over the past two decades, and to set out strategies and plans to remove barriers in service design, programs, activities, and facilities that may prevent persons with disabilities from access (includes evaluation of policies/practices) or equivalent access. The completed plan update also acts as a guidebook to ensure continuing compliance with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

**PREVIOUS WORK:** 1997 ADA Plan

**TASKS:**

1. Prepare Request for Proposal (RFP) and conduct procurement process to retain consultant to prepare the Lake Transit ADA Plan Consultant Contract (Transit Manager: March 2018)

***(To be completed in Fiscal Year 2018/19 with additional funds)***

2. Review previous ADA Plan and Federal/State regulations
3. Review and Update Policies and Best Practices as necessary
4. Analyze existing conditions and collect necessary data to develop updated ADA Plan
5. Prepare draft ADA Plan
  - 5.1 Identify physical obstacles utilizing existing inventories where practical
  - 5.2 Describe methods to make existing facilities accessible
  - 5.3 Set out jurisdictional responsibilities in planning and development to facilitate accessible bus stop development.
  - 5.4 Develop estimate for cost of modifications and new capital projects
  - 5.5 Prioritize modifications and improvements
  - 5.6 Provide Short and Long Range schedule for achieving completion of achievable improvements
6. Review draft ADA Plan with Lake Transit Authority, Lake APC and local agencies responsible for implementation of the ADA Plan
7. Prepare Final ADA Plan
8. Present findings of ADA Plan for approval and adoption by Lake Transit Authority

**PRODUCTS:** Updated ADA Plan

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Transit Manager	6	\$5,000	17/18	LTF
<b>TOTAL:</b>		<b>\$5,000</b>		

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**WORK ELEMENT 618 – LAKE TRANSIT AUTHORITY BUS PASSENGER FACILITIES PLAN (NEW)**

**PURPOSE:** Lake Transit Authority (LTA) strives to provide mobility for all residents of Lake County. For residents with impaired mobility or unfamiliar with the existing transit routes and bus stops, the existing transit system presents barriers to ridership. The project will explore opportunities for both improving the existing infrastructure and expanding the information services and infrastructure to better serve the needs of new users and members of the public with greater need for transit accessibility. A multi-jurisdictional strategy will be developed coordinating State, regional, county and city government resources to more seamlessly implement and maintain bus passenger facilities in the region.

**PREVIOUS WORK:** 2007 Passenger Facilities Development Plan

**TASKS:**

- 1. Project Initiation & Administration (Transit Manager / APC Staff)**
  - 1.1 Conduct Kick-off Meeting (July 2017)
  - 1.2 Conduct Selection Committee Meeting (July – September 2017)
  - 1.3 Contract Execution (September – October 2017)
  - 1.4 Quarterly Reporting (Ongoing)
  - 1.5 Invoicing (Ongoing)
- 2. Data Collection, Design Standards and CIP (Consultant)**
  - 2.1 Literature Review (October – November 2017)
  - 2.2 Bus Passenger Facilities Inventory (October 2017 – February 2018)
  - 2.3 Boarding and Alighting Data Collection (October – November 2017)
  - 2.4 Bus Passenger Facility Features and Aesthetics (October – December 2017)
  - 2.5 Design Guidelines, ADA and Permitting Requirements (October 2017 – January 2018)
  - 2.6 Transit Passenger Studies Capital Improvement Plan (January – April 2018)
  - 2.7 Capital Improvement Plan Financial Element (January – April 2018)
- 3. Coordination with Project Partners (Consultant)**
  - 3.1 Meeting Preparations (Ongoing)
  - 3.2 Monthly Team Meetings (Ongoing)
  - 3.3 Facilitation of Coordination Meetings (Ongoing)
  - 3.4 Management Objectives Workshop (July – September 2018)
- 4. Public Outreach (Consultant)**
  - 4.1 Outreach Planning & Noticing (March 2018 – June 2018)
  - 4.2 Public Outreach Events (June – August 2018)
  - 4.3 Candidate Projects Prioritization (August – September 2018)
- 5. Draft and Final Reports (Consultant)**
  - 5.1 Prepare Administrative Draft Report (October 2018 - January 2019)
  - 5.2 Prepare Draft Report (February – August 2019)
  - 5.3 Prepare Final Report (September – February 2010)
  - 5.4 Present Final Report (March –April 20110)
  - 5.5 Distribute Final Report (March – June 2010)
- 6. Implementation (Transit Manager / APC Staff)**
  - 6.1 Presentation to City Councils, BOS (February – May 2010)
  - 6.2 MOA Execution (February – May 2010)

**PRODUCTS:** Request for Proposal, Evaluations, Meeting Agenda, Notes, and documentation, Executed Contract, Technical Memorandum, Capital Improvement Plan, Capital Improvement Plan Financial Element, Prioritized Project Lists, Administrative Draft Report, Public Draft Report, Final Report and Presentation Materials

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Transit Manager	12	\$8,411	16/17	FTA Section 5304 - SC
	2	\$1,089	16/17	LTF Reserves
APC Staff	4	\$5,754	16/17	FTA Section 5304 - SC
	1	\$746	16/17	LTF Reserves
Consultant	101	\$100,924	16/17	FTA Section 5304 - SC
	13	\$13,076	16/17	LTF Reserves
<b>TOTAL:</b>		<b>\$130,000</b>		

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## **WORK ELEMENT 619 – LAKE COUNTY PEDESTRIAN NEEDS INVENTORY & ENGINEERED FEASIBILITY STUDY (NEW)**

**PURPOSE:** The project will explore the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the region's cities and unincorporated communities. Ultimately, the project will develop a plan providing options and recommendations leading to the eventual construction of new and infill pedestrian facilities and/or crossings within the region.

**PREVIOUS WORK:** None

### **TASKS:**

- 1. Project Initiation (APC Staff)**
  - 1.1 Prepare RFP & Scope (July 2017)
  - 1.2 Conduct Selection Committee (October 2017)
  - 1.3 Contract Preparation & Execution (November 2017)
- 2. Coordination (APC Staff / Consultant)**
  - 2.1 Form Technical Advisory Group TAG (November – December 2017)
  - 2.2 Kick-Off Meeting (January 2018)
  - 2.3 TAG Meeting (Ongoing)
- 3. Existing Conditions (Consultant)**
  - 3.1 Gather Existing Data (December – January 2018)
  - 3.2 Identify Gaps (February – March 2018)
  - 3.3 Prepare GIS Maps (March – May 2018)
  - 3.4 Develop Data Tables (April – May 2018)
  - 3.5 Prepare Draft Existing Conditions (May – June 2018)
  - 3.6 Prepare Final Existing Conditions (July 2018)
- 4. Public Participation (Consultant)**
  - 4.1 Identify Stakeholders (July – August 2018)
  - 4.2 Advertise Workshops (August – September 2018)
  - 4.3 Conduct Community Workshops (September – October 2018)
  - 4.4 Record Public Comments (October 2018)
- 5. Develop Draft Study (Consultant)**
  - 5.1 Evaluate Public Comments (October 2018)
  - 5.2 Develop Prioritization Methodology (October 2018)
  - 5.3 Draft Pedestrian Facility Needs Inventory (October – November 2018)
  - 5.4 TAG Review of draft Pedestrian Facility Needs Inventory (November 2018)
  - 5.5 Field Review Priority Project (November – January 2018)
  - 5.6 Preliminary Cost Estimate (January – February 2018)
  - 5.7 Prepare Draft Study (February – March 2018)
- 6. Final Study (Consultant)**
  - 6.1 Present Draft to APC Technical Advisory Committee (April 2018)
  - 6.2 Present Draft to APC Board (May 2018)
  - 6.3 Prepare Final Document (June 2018)
  - 6.4 Prepare & Distribute Copies (July 2018)
- 7. Administration (APC Staff)**
  - 7.1 Quarterly Reports & Invoices (Ongoing)

**PRODUCTS:** Request for Proposal, Evaluations, Meeting Agendas, Notes, and various documentation, Executed Contract, Prioritized Project Lists, GIS Base Maps, Data Tables, Draft Existing Conditions Report, List of Stakeholders, Advertising Materials, Prioritization Methodology, Draft & Final Reports

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff	9	\$12,837	16/17	FTA Section 5304 - SC
	1	\$1,663	16/17	LTF Reserves
Consultant	150	\$150,498	16/17	FTA Section 5304 - SC
	20	\$19,500	16/17	LTF Reserves
<b>TOTAL:</b>		<b>\$184,498</b>		

**LAKE COUNTY/CITY AREA PLANNING COUNCIL**  
**2017/18 Work Program Schedule**

Work Element	July	August	September	October	November	December	January	February	March	April	May	June	
600	→												
601	→												
602	→												
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618	→												
619	→												

## INFORMATION ELEMENT

Per the 2017/18 Overall Work Program Guidelines, the Lake County/City Area Planning Council was requested to include an Information Element to promote coordination in the region through awareness of Caltrans and RTPA planning activities and where they may compliment or intersect one another.

<u>Products(s)</u>	<u>Project Description</u>

**APPENDICES:**

- ✓ Appendix A – Project Status of 2016/17 Work Program
- ✓ Appendix B – Overall Work Program and Budget Revenue Summary FY 2017/18
- ✓ Appendix C – Memorandum of Understanding
- ✓ Appendix D – FY 2017/18 Federal Planning Factors

**APPENDIX A**  
**PROJECT STATUS OF**  
**2016/17 WORK PROGRAM**

**LAKE COUNTY/CITY AREA PLANNING COUNCIL  
TRANSPORTATION PLANNING WORK PROGRAM**

**2016/17 STATUS REPORT**

**1. WORK ELEMENT 600: REGIONAL PLANNING & INTERGOVERNMENTAL COORDINATION**

**PURPOSE:** Provide ongoing coordination with outside agencies and jurisdictions on current and long-range planning, programming and funding, and make policy and technical recommendations to the Area Planning Council.

**PRODUCT EXPECTED:** Meeting agendas and minutes, resolutions, technical reports to the Area Planning Council and Technical Advisory Committee, quarterly work program status reports, draft and final work programs, and amendments as necessary, final report defining work program expenses, updates to APC on statewide and other meetings attended as necessary, written reports on issues of concern to APC and TAC and other status reports as necessary.

**STATUS:** *This is an annual work element, is expected to be fully expended prior to 6/30/17.*

**2. WORK ELEMENT 601: TRANSIT PLANNING**

**PURPOSE:** To determine the need for public transportation in Lake County and strive to provide a reliable source of mobility for all citizens.

**PRODUCT EXPECTED:** LTA meeting agendas and minutes, resolutions, technical reports to the Area Planning Council and Technical Advisory Committee, quarterly work program status reports, draft and final work programs, and amendments as necessary, monthly transit summary and evaluation reports, staff reports, unmet needs process, grant applications and reports pertaining to MAP-21, written reports on issues of concern to APC, SSTAC and TAC and other status reports as necessary.

**STATUS:** *This is an annual work element, is expected to be fully expended prior to 6/30/17.*

**3. WORK ELEMENT 602: TRANSIT SERVICE RELIABILITY & PERFORMANCE MONITORING**

**PURPOSE:** Responds to performance audit 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.

**PRODUCT EXPECTED:** RouteMatch software annual maintenance and technical support, sampling format and methodology, compiled and analyzed data for fixed and paratransit services that will be incorporated into quarterly and annual reports, an implementation plan, specifications, and budget.

**STATUS:** *This is an annual work element, is expected to be fully expended prior to 6/30/17.*

**4. WORK ELEMENT 603: LAKE COUNTY ACTIVE TRANSPORTATION PROGRAM PLAN (CARRYOVER)**

**PURPOSE:** This project will create an Active Transportation Plan (ATP) for the Lake County region. The ATP will identify and prioritize non-motorized and transit station/stop improvement projects and conduct public outreach to strengthen future grant applications for Active Transportation projects within the region.

**PRODUCT EXPECTED:** Final L.C. Active Transportation Plan

**STATUS:** *The document was completed in the second quarter of FY 2016/17. Funds are 100% expended.*

5. **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. Initial projects being considered for completion may be a Countywide Traffic Sign Inventory, an update to the Pavement Management Program, or additional funding to complete the first Active Transportation Program (ATP) Plan

**PRODUCT EXPECTED:** No products were produced in FY 2016/17.

**STATUS:** *This work element is used as a placeholder for reserve funding. Staff expects all funds remaining will be allocated to various projects in FY 2017/18.*

6. **WORK ELEMENT 605: FEDERAL AND STATE GRANT PREPARATION & MONITORING**

**PURPOSE:** Maximize federal and state sources that may be available to improve the transportation systems in Lake County.

**PRODUCT EXPECTED:** Lake APC staff assisted the cities of Lakeport and Clearlake and County of Lake to prepare and distribute a variety of state and Federal grant applications.

**STATUS:** *This is an annual work element, and will be fully expended by 6/30/17.*

7. **WORK ELEMENT 606: SPEED ZONE STUDIES – COUNTY OF LAKE (NEW)**

**PURPOSE:** 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.

**PRODUCT EXPECTED:** Final Speed Zone Study Report

**STATUS:** *The heavy rains this winter has pushed this project slightly behind, but staff still expects to have all funds fully expended by June 30, 2017.*

8. **WORK ELEMENT 607: SPECIAL STUDIES**

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

**PRODUCT EXPECTED:** Special Studies Summary which outlines scope, recipient, agency, cost, and completion date of each project, final report of results of speed and volume studies on County maintained roads, Various Speed Zone Studies, Report that identifies the top ten accident producing roadway segments and proposed corrective measures and cost estimates, Updates to transportation planning projects such as sign inventory programs, traffic counting programs, bikeway and pedestrian projects, and other databases.

**STATUS:** *This is an annual work element, which is utilized heavily by local agency and Lake APC staff. It is anticipated that a small portion of funds will be carried over into the 2017/18 Fiscal Year.*

9. **WORK ELEMENT 608: PLANNING, PROGRAMMING & MONITORING**

**PURPOSE:** 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 provide implementation of, and response to, major changes in transportation planning process.

**PRODUCT EXPECTED:** Products may include staff comments, reports, and recommendations on STIP correspondence and guidelines; possible RTIP Amendments, extension requests, or other STIP documents, and Project Study Reports and maintenance of Traffic Monitoring Program.

**STATUS:** *This is an annual work element which is anticipated to be fully expended by the end of the 2016/17 Fiscal Year.*

10. **WORK ELEMENT 609: LAKE TRANSIT HUB LOCATION PLAN (CARRYOVER)**

**PURPOSE:** To develop the Transit Hub Location Plan for the Lake Transit Authority. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake. A consultant team will translate community input into design concepts, assess their feasibility, and prepare a final prioritized plan and cost estimates.

**PRODUCT EXPECTED:** Consultant RFP, Distribution List, Executed Contract, list of Advisory Group Members, Meeting Agendas and Minutes, Existing Conditions Report, Base Maps, Outreach materials, Presentations, review of Public Input, Administrative Draft Plan, Public Review Document, Final Draft Report, Final Plan and Presentation, Quarterly Reports, and Invoicing Packages.

**STATUS:** *The final project presentation was completed at the May 2017 APC Board meeting and the final document was approved, therefore retention will be released and all funding will be fully expended by June 30, 2017.*

11. **WORK ELEMENT 610: NON-MOTORIZED 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.

**PRODUCT EXPECTED:** Updated bicycle and pedestrian elements of the Regional Transportation Plan, Regional Bikeway Plan, and activities related to the Active Transportation Program and other grant applications and projects.

**STATUS:** *This is an annual work element, and all funds are expected to be expended by 6/30/17.*

**12. WORK ELEMENT 611: PAVEMENT MANAGEMENT PROGRAM INVENTORY UPDATE (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 for determining roadway pavement maintenance, rehabilitation, reconstruction needs to lead to improving safety for automobiles, bikes and pedestrians use. This project includes a component to link the PMP database to the County and the Cities' Geographic Information System (GIS) street centerlines.

**PRODUCT EXPECTED:** PMP Streetsaver Software upgrades/Annual Licenses, updated PMP databases and condition reports, installation of products and training.

**STATUS:** *All funds have been fully expended. Project is 100% complete.*

**13. WORK ELEMENT 612: COUNTYWIDE GIS SUPPORT SERVICES**

**PURPOSE:** To provide GIS support services to agencies within Lake County involved with the roadway transportation system, aviation, bike/pedestrian, and transit planning. 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).

**PRODUCT EXPECTED:** 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, etc.

**STATUS:** *This is an annual work element, and all funds are anticipated to be expended prior to 6/30/17.*

**14. WORK ELEMENT 613: TRANSPORTATION INFORMATION OUTREACH**

**PURPOSE:** 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.

**PRODUCT EXPECTED:** Development of the Lake APC Website to provide current transportation related information to residents via the internet, any Outreach Materials for specific projects.

**STATUS:** *This is an annual work element that allows staff to maintain the Lake APC website and develop and distribute outreach materials. It is expected that some funds may be carried over into the FY 2017/18 OWP.*

**15. WORK ELEMENT 614: COUNTYWIDE SIGN INVENTORY PLAN (NEW)**

**PURPOSE:** To provide the Lake County, City of Lakeport and City of Clearlake Public Works Departments with a current inventory of all Traffic Signs within the County and Cities' Maintained Road/Street Systems.

**PRODUCT EXPECTED:** Current Traffic Sign Inventory for Lake County and cities of Lakeport and Clearlake.

**STATUS:** *This project has experienced many delays that have inhibited County DPW Staff to get the project started on time. This project will need to be carried over to be completed in FY 2017/18.*

16. **WORK ELEMENT 615: REGIONAL TRANSPORTATION PLAN UPDATE (NEW)**

**PURPOSE:** 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.

**PRODUCT EXPECTED:** 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.

**STATUS:** *Staff has been diligently working on the document throughout the fiscal year. The document is scheduled to be completed and approved in the fall of 2017.*

17. **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.

**PRODUCT EXPECTED:** Educational materials and resources and trained staff.

**STATUS:** *This is an annual work element, and all funds are anticipated to be expended prior to 6/30/17. If any funds remain in this work element, they will be carried over into the 2017/18 OWP.*

**APPENDIX B**  
**OVERALL WORK PROGRAM**  
**AND**  
**BUDGET REVENUE**  
**SUMMARY FY 2017/18**

**LAKE COUNTY/CITY AREA PLANNING COUNCIL**  
**OVERALL WORK PROGRAM AND BUDGET REVENUE SUMMARY**  
**FY 2017/18**

Appendix B

Work Element #	WORK ELEMENT TITLE	STATE RPA	SHA Sustainable Communities Grant Funds	SHA Transit Planning	FHWA 5304 Grant	Local Match and/or In-kind Service		TOTAL
						Local PPM, TDA or STPd(1)		
600	Regional Planning & Intergovernmental Coordination	\$ 104,000				\$ -		\$ 104,000
601	<b>TDA Activities &amp; Coordination (NEW)</b>	\$ -				\$ 34,000		\$ 34,000
602	Transit Planning & Performance Monitoring	\$ 22,500				\$ -		\$ 22,500
603	<b>Transit Asset Management Plan (NEW)</b>	\$ -				\$ 34,000		\$ 34,000
604	Lake County Project Reserve Funds	\$ -				\$ -		\$ -
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ -				\$ 41,496		\$ 41,496
606	<b>Speed Zone Studies - Clearlake</b>	\$ -				\$ 12,500		\$ 12,500
607	Special Studies	\$ -				\$ 25,000		\$ 25,000
608	Planning, Programming, & Monitoring	\$ 35,000				\$ -		\$ 35,000
609	Lake Transit Hub Location Plan <i>(Carryover)</i>	\$ -	\$0			\$ -		\$ -
610	Non-Motorized Transportation	\$ 10,000				\$ -		\$ 10,000
611	<b>Pavement Management Program Inventory Update (NEW)</b>	\$ 105,000				\$ -		\$ 105,000
612	Technology Support Services	\$ 2,500				\$ -		\$ 2,500
613	Transportation Information Outreach	\$ -				\$ 2,500		\$ 2,500
614	Countywide Sign Inventory Project <i>(Carryover)</i>	\$ -				\$ -		\$ -
615	Regional Transportation Plan <i>(Carryover)</i>	\$ 15,000				\$ -		\$ 15,000
616	Training	\$ -				\$ 2,500		\$ 2,500
617	<b>Lake Transit ADA Plan (NEW)</b>	\$ -				\$ 5,000		\$ 5,000
618	<b>LTA Bus Passenger Facilities Plan (NEW)</b>	\$ -			\$115,089	\$ 14,911		\$ 130,000
619	<b>L.C. Pedestrian Facility Needs Inventory &amp; EFS (NEW)</b>	\$ -			\$163,335	\$ 21,163		\$ 184,498
<b>TOTALS</b>		<b>\$294,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$278,424</b>	<b>\$ 193,070.00</b>	<b>\$0</b>	<b>\$ 765,494</b>

**APPENDIX C**  
**MEMORANDUM OF UNDERSTANDING**

## **Memorandum of Understanding**

### **Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding**

This Memorandum of Understanding (MOU), effective May 30, 2012, is entered into by the State of California acting through its Department of Transportation, herein referred to as Caltrans, and **Lake County/ City Area Planning Council**, herein referred to as LC/CAPC, established as the Regional Transportation Planning Agency (RTPA) for Lake County, pursuant to Section 29532 of the California Government Code, and establishes a general transportation planning and programming process codifying the responsibilities of LC/CAPC and Caltrans.

#### **Chapter 1: Recitals**

##### **1.1 Basis for Organization**

LC/CAPC is a joint powers agency established pursuant to Title I, Division 7, Chapter 5 of the State of California Government Code, Section 6500 et. seq.

##### **1.2 Ability to Contract and Receive Grants**

LC/CAPC is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its statutory purposes and functions

##### **1.3 Planning Area Boundaries**

For purposes of meeting the requirements of Government Code 65080 et seq., the boundaries of the RTPA include the county of Lake.

#### **Chapter 2: Planning**

##### **2.1 Provision for the Planning and Programming Process**

LC/CAPC is recognized as the agency responsible for comprehensive regional transportation planning, pursuant to State law, for the county and incorporated cities included in the RTPA planning area. This responsibility includes, on a regional basis: providing a forum for regional transportation issues, developing and adopting goals and objectives, performing intermodal corridor and sub-area studies, providing policy guidance, allocating State and Federal transportation funds in accordance with applicable regulations and laws, assuring prioritization of proposed transportation improvements to be funded with State and Federal funds as required by applicable regulations, complying with the California Environmental Quality Act (CEQA), and coordinating the Regional Transportation Plan (RTP) with other plans and programs as appropriate. The parties above hereby express their joint intent to mutually carry out the above described transportation planning process for this RTPA planning area in a manner which will assure full compliance with the laws referenced in this MOU, the RTP Guidelines, the Caltrans Regional Planning Handbook, and the planning constraints of the United States Department of Transportation, where applicable.

## **2.2 State Requirement for a Transportation Plan**

In accordance with the schedule and rules specified in California Government Code Sections 65080 et seq. and the California Transportation Commission (CTC) Regional Transportation Plan (RTP) Guidelines, LC/CAPC shall prepare, adopt, and submit a RTP.

## **2.3 Overall Work Program**

LC/CAPC will prepare, adopt, and submit to Caltrans an annual Overall Work Program (OWP) in accordance with the Caltrans Regional Planning Handbook. The purpose of the OWP is to serve as a work plan to guide and manage the work of LC/CAPC, identify transportation planning activities and products occurring in the region and to act as the basis for the LC/CAPC budget for Rural Planning Assistance and, if applicable, other State and Federal planning funds. The Overall Work Program Agreement (OWPA) will serve as the general agreement by which State and Federal planning funds will be transferred to LC/CAPC. The draft OWP and any amendments thereto will be subject to review and approval by the funding agencies. The OWP will also include all regional transportation planning and research activities conducted in the region, regardless of funding source.

## **2.4 Statewide Transportation Planning**

In accordance with CA Government Code 65070 et al and 23 Code of Federal Regulations 450 Subpart B, Caltrans is responsible for the development of the multi-modal California Transportation Plan (CTP), which must explain how Caltrans plans to address statewide mobility needs over at least a twenty year period. Caltrans will provide for a coordinated process to prepare the CTP that includes the mutual sharing of plans, data, and data analysis tools and results. LC/CAPC will engage in CTP development to help guide the direction of the State's long-range transportation planning process and help identify the best use of funds intended for interregional travel needs.

# **Chapter 3: Programming**

## **3.1 Regional Transportation Improvement Plan (RTIP)**

LC/CAPC shall prepare, adopt and submit a five-year Regional Transportation Improvement Program to the CTC on or before December 15 of each odd-numbered year, updated every two years, pursuant to Sections 65080 and 65080.5 of the California Government Code and in accordance with the State Transportation Improvement Program (STIP) guidelines prepared by the CTC.

## **3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development**

Caltrans shall develop the FSTIP in accordance with the requirements of 23 CFR 450.200 et al for all areas of the State. The FSTIP shall cover a period of no less than four years and be updated at least every four years, or more frequently if Caltrans elects a more frequent update cycle.

### **3.3 Caltrans Role in Providing a Five-Year Funding Estimate**

In compliance with CA Government Code Section 14524, Caltrans will, by July 15 of odd-numbered years, submit an estimate of all federal and state funds reasonably expected to be available during the following five fiscal years. The estimate shall specify the amount that may be programmed in each county for regional improvement programs and shall identify any statutory restriction on the use of particular funds.

### **3.4 Review of State Highway Operations and Protection Program (SHOPP)**

Under California Government Code 14526.5, Caltrans is required to prepare a SHOPP, for the expenditure of transportation funds for major capitol improvements relative to maintenance, safety, and rehabilitation of state highways and bridges that do not add a new traffic lane to the system. The program covers a four-year horizon, starting with projects beginning July 1 of the year following the year in which the SHOPP is submitted. The SHOPP must be submitted to the CTC no later than January 31 of even numbered years, and is adopted separately from the State Transportation Improvement Program (STIP). Prior to submitting the program, Caltrans shall make a draft of its proposed SHOPP available to LC/CAPC for review and comment and shall include the comments in its submittal to the commission.

## **Chapter 4: Partnership/Coordination**

### **4.1 State Role and Responsibilities**

Caltrans has a continuing duty of planning transportation systems of statewide significance, identifying potential transportation issues and concerns of overriding State interest, and recognizing conflicts in regional transportation improvement programs. In carrying out its duties, Caltrans will work in partnership with LC/CAPC relative to activities within its transportation planning area and include LC/CAPC in its dealings with cities, counties, public transit operators, rail operators, and airports. LC/CAPC and Caltrans will mutually carry out the transportation planning process for this transportation planning area in a manner that will assure full compliance with the laws referenced herein and assure cooperation between all participants.

### **4.2 Public Participation**

The RTPA planning process will be conducted in an open manner so members of the public, civic groups, interest groups, non-federally recognized Native American tribes, businesses and industries, and other agencies can fully participate. Public participation procedures shall be documented, periodically revised, and their effectiveness regularly evaluated. LC/CAPC should take appropriate actions to ensure public participation through such formal means as:

(a) Posting of public hearing agendas, (b) appointment of eligible citizen members, where appropriate and allowed, to serve as committee members, (c) innovative outreach efforts targeting particularly the traditionally underserved public (i.e. minorities, senior citizens, and low income citizens), and (d) creation of standing advisory committees. Those committees not composed entirely of citizen members shall post public hearing agendas

in accordance with the Brown Act (California Government Code section 54950), when applicable, and all committees shall operate according to their adopted bylaws.

#### **4.3 Cooperation and Coordination**

As necessary, the planning process employed by LC/CAPC will provide for the cooperation of, and coordination with, public transit and paratransit operators, public airport operators, local public works and planning departments, air pollution control districts, passenger and freight rail operators, seaports, neighboring RTPAs, State and Federal agencies, as appropriate, and Caltrans. LC/CAPC will coordinate with Caltrans' District, LC/CAPC's Air Pollution Control District, and other affected agencies within the same air basin to develop consistency in travel demand modeling, transportation air emission modeling, and other interregional issues related to the development of plans.

#### **4.4 Consultation with Native American Tribal Governments**

In accordance with State and Federal policies, LC/CAPC will consult with all federally recognized Native American tribal governments within or contiguous to LC/CAPC boundaries in the development of State and Federal transportation plans, programs, and projects, and related studies and environmental assessments.

#### **4.5 Air Quality**

LC/CAPC will participate in interagency consultation under the Federal Clean Air Act (42 USC 7506(c)) and U.S. EPA's Transportation Conformity regulations (40 CFR 93) when required by the Caltrans' District for consideration of a regionally significant project in an isolated rural nonattainment or maintenance area (40 CFR 93.109(n)).

#### **4.6 Caltrans and RTPA roles in Coordination of System Planning**

Caltrans utilizes Transportation System and Freight Planning documents as a source for nominating capital and operational projects for inclusion and funding in the RTPA produced RTP and RTIP. In conducting its Transportation System and Freight Planning Program, Caltrans will coordinate its studies with those being conducted by LC/CAPC, and in the development and priority of System and Freight Planning products, LC/CAPC will provide substantive response and input, where appropriate.

#### **4.7 Public Transportation Provider's Role in OWP**

LC/CAPC will provide publicly owned transportation service providers with timely notice of plans, programs and studies and the full opportunity to participate in and comment on OWP development and implementation.

#### **4.8 Public Transportation Provider's Role in RTP and TIP**

LC/CAPC will give public transportation service providers the opportunity to propose priority order for projects to be listed in a fiscally constrained TIP and to actively participate in the development of the RTP.

## **Chapter 5: Environmental Protection and Streamlining Coordination**

### **5.1 Environmental Protection and Streamlining**

LC/CAPC will be an equal partner with the Caltrans to promote environmental stewardship in planning and programming projects for California's transportation systems. LC/CAPC and Caltrans will work to streamline the environmental review process to expedite the development of transportation projects. LC/CAPC and Caltrans agree to comply with all applicable environmental laws, regulations, and policies and cooperatively address any informational needs associated with such statutes. LC/CAPC will consult with Federal and State resource agencies to seek their input, coordinate environmental protection issues with its constituents and any other entities for which it has assumed planning and programming responsibilities, and resolve any disputes using the processes defined in the most current federal regulations. Caltrans will assist LC/CAPC in developing its plans and programs by making available existing resources to LC/CAPC, participating in appropriate planning activities and, wherever possible, improving the available environmental data.

## **Chapter 6: Certification Process**

### **6.1 Certification Process**

For purposes of certification, LC/CAPC will establish a process that includes the following:

- (a) Fully executed copies of the State Transportation Planning Process Certification and, if receiving federal planning funding, FHWA and FTA Certifications and Assurances and debarment and suspension as part of the final adopted and approved OWP.
- (b) LC/CAPC will provide Caltrans with documentation (e.g. quarterly reports, public notices, finished work element products, etc.) to support LC/CAPC's planning process.

## **Chapter 7: General Provisions**

### **7.1 Review**

This MOU has been reviewed and endorsed by both parties to assure its continued effectiveness. Any proposed amendments shall be submitted in writing for the consideration of both parties.

### **7.2 Amendment**

This MOU constitutes an expression of desire and means of accomplishing the general requirements for a comprehensive transportation planning process for LC/CAPC. It may be modified, altered, revised, or expanded as deemed appropriate to that end by written agreement of both parties.

**7.3 Rescission of Prior Agreements**

This MOU supersedes any existing MOU designed to serve as a statement of the transportation planning relationship between Caltrans and LC/CAPC.

**7.4 Monitoring**

LC/CAPC and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, LC/CAPC and Caltrans agree to notify the other of events that have a significant impact upon the MOU.

**7.5 Termination**

Either party may terminate this understanding upon written notice provided at least ninety days prior to the effective date of termination and specifying that effective date.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their respective officers duly authorized.

Ms. Dawey-Bates 5/20/12  
Executive Director, LC/CAPC      DATE

Greg C. Plummer 5/30/12  
Chief, Caltrans      DATE  
Division of Transportation Planning

**APPENDIX D**  
**FEDERAL PLANNING**  
**FACTORS 2017/18 WORK**  
**PROGRAM**





## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** SB 1 Funding Update

**DATE PREPARED:** July 12, 2017

**MEETING DATE:** July 20, 2017

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**SUBMITTED BY:** John Speka, Transportation Planning

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**BACKGROUND:** This report is intended to provide an update on the most relevant developments regarding the Road Repair and Accountability Act of 2017 (SB 1). The program (Road Maintenance and Rehabilitation Program) and funding account (Road Maintenance and Rehabilitation Account, or RMRA) created by the legislation are administered by the California Transportation Commission (CTC), which are broken out into several funding components. These include both existing programs as well as newly created programs, both of which will be under CTC oversight. The following will be of interest to local agencies.

### **Active Transportation Program Augmentation**

Funding for the Active Transportation Program (ATP) will be increased by \$100 million annually, beginning in 2017/18. ATP Augmentation Guidelines were adopted by the CTC on June 28, 2017, directing funding towards projects that were a) programmed in the adopted 2017 ATP that can be delivered earlier than currently programmed, and b) those that applied for funding in the 2017 ATP but were not selected for funding. A Call for Projects was released on June 30, 2017, with a submittal deadline set for August 1. (See attached ATP Augmentation Guidelines for full schedule and additional details). In applying for 2017 ATP Augmentation funds, there is also a requirement for "Supplemental Application Material," which consist of an updated schedule and funding plan, and an authorization letter signed by an officer of a jurisdiction's governing board. From what the Guidelines stipulate, it appears that the Hartley Street Project in Lakeport would meet the criteria, depending of course on whether the City has the resources to have the project moved forward to an earlier date.

### **Local Streets and Roads**

SB 1 provides \$1.5 billion annually for local streets and road funding beginning in November 2017. Prior to SB 1, the Commission played no role in this area and, as a result, will have new funding responsibilities placed upon it, including the development of guidelines, review of project lists submitted by cities and counties, and new reporting requirements. A draft set of guidelines was recently released (see attached copy dated June 30, 2017) with comments due by Friday, July 14 (emailed to [Laura.Pennebaker@dot.ca.gov](mailto:Laura.Pennebaker@dot.ca.gov)). Adoption of the guidelines is scheduled for August 16-17, 2017, with Call for Projects to be released immediately following on August 18 and due to the Commission by September 15. Subsequent project lists are to be submitted by the local agencies each fiscal year to the CTC. Eligible cities/counties will receive RMRA apportionments from the State Controller's Office (SCO) beginning in mid-to-late Jan 2018, according to implementation guidelines, which are separate from the regular Highway Users Tax Account (HUTA) monies. Attached are estimated revenues for Clearlake and Lakeport (from a presentation by the League of California Cities) for reference purposes. More information will be provided as it is received by APC staff.

### **Local Partnership Program**

A total of \$200 million per year is included in SB 1 for the Local Partnership Program. The gist of the program is to reward "self-help" jurisdictions in which voters have approved fees or taxes dedicated solely to transportation improvements. Funds are available for a wide variety of capital projects that provide

mobility, accessibility, system connectivity, safety or air quality benefits. One of the continuing concerns over the program is the split between formula and competitive funding. The issue has been raised by a number of RTPAs throughout the State, which at this point has resulted in the funding being divided into a 50% competitive/50% formula format (as opposed to the former 75% competitive/25% formula split), although further revisions could be made prior to final adoption.

A series of workshops were initiated on July 11 and will continue through September 25 to help develop guidelines for the program, with a draft scheduled for release on August 16-17, 2017, and adoption on October 18-19, 2017. The remaining schedule for the workshops is as follows:

- July 21- Los Angeles (Competitive Program Parameters)
- August 7- Oakland (Formula Program Parameters)
- September 8- Sacramento (Review Preliminary Guidelines)
- September 25- Sacramento (Review Draft Guidelines)

More information will be provided as it is received by APC staff.

**Trade Corridor Enhancement Account**

A new program has also been created under SB 1 known as the “Trade Corridor Enhancement Account,” which will provide \$300 million in funding per year from the RMRA. Guidelines are currently being prepared for the program with development workshops scheduled to occur between June and November (adoption is scheduled for January 2018). Lisa will be attending July 17 discussions on this topic and will provide a verbal report to address the TAC on how this will relate to local funding opportunities for TAC members.

**Transportation Planning Grant Program**

SB 1 funding will also be available through the State Highway Account (SHA) for the Caltrans Transportation Planning Grant Program. The Sustainable Communities component will provide \$12.5 million annually on a competitive basis to “[p]rovide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability.” A second \$20 million pot of funding will go towards Adaption Planning Grants over a three-year period (\$7 million for years 1 and 2, and \$6 million for the final year). This grant is intended for planning documents combating climate change. A “Discussion Draft” has been released for guidelines of both grants with comments due to Caltrans by July 25, 2017, on forms provided (see attached). Two additional workshops will be scheduled before the final draft of the guidelines are released, which is expected to occur at the beginning of August followed by an official 30-day comment period.

It is fairly clear that efforts are being made at the State level to expedite the implementation of each of these programs. Staff will continue to provide updated information as it is received.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** This is intended as an information item.

## Final 2017 Active Transportation Program Augmentation Guidelines

These guidelines are the policies and procedures specific to the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the Active Transportation Program (ATP) – hereby known as the 2017 ATP Augmentation. The California Transportation Commission (Commission) is statutorily required to adopt the guidelines and selection criteria for and define the types of projects eligible to be funded through the ATP.

### **I. Authority and Purpose**

Senate Bill (SB) 1, signed by the Governor on April 28, 2017, directs \$100 million annually from the Road Maintenance and Rehabilitation Account to the ATP beginning in the 2017-18 fiscal year. The following policies and procedures address the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the ATP. Unless otherwise expressly modified by statute or these guidelines, the Commission will follow the 2017 ATP Guidelines at [http://catc.ca.gov/programs/ATP/2017/Final Adopted 2017 ATP Guidelines.pdf](http://catc.ca.gov/programs/ATP/2017/Final_Adopted_2017_ATP_Guidelines.pdf).

### **II. Funding and Programming Years**

The 2017 ATP Augmentation is funded from the approximately \$200 million allocated from the Road Maintenance and Rehabilitation Account to the ATP in fiscal years 2017-18 and 2018-19. **The Road Maintenance and Rehabilitation Account funds are state funds. Therefore, projects funded in the 2017 ATP Augmentation do not need to be federal-aid eligible.** The initial programming capacity for the 2017 ATP Augmentation program is in fiscal years 2017-18 and 2018-19. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19.

### **III. Distribution**

The funding available for the 2017 ATP Augmentation will be distributed into the Statewide Component, the Small Urban & Rural Component, and the Metropolitan Planning Organization (MPO) Component, in the same manner as specified in Section II (5) of the 2017 ATP Guidelines. The 2017 ATP Augmentation Fund Estimate must indicate the funds available for each of the program components.

The Budget Act of 2017 appropriates no less than \$4 million a year to the Commission for allocation to the California Conservation Corps for active transportation projects to be developed and implemented by the California Conservation Corps and certified community conservation corps. Commission staff is consulting with the California Conservation Corps to develop specific provisions for the use of these funds. Once these provisions have been developed, they will be incorporated into these guidelines by addendum and adopted by the Commission.

### **IV. Schedule**

The following schedule lists the major milestones for the development and adoption of the 2017 ATP Augmentation:

Guidelines Development Workshop	June 9, 2017
2017 ATP Augmentation Guidelines presented to Commission	June 28, 2017
Commission hearing and adoption of 2017 ATP Augmentation Guidelines	June 28, 2017
Call for Projects	June 30, 2017
Project submittals to Commission (postmark date)	August 1, 2017
Staff recommendation for Statewide and Small Urban & Rural Components posted	August 31, 2017
MPO project programming recommendations to Commission	October 19, 2017

Commission adopts 2017 ATP Augmentation - Statewide and Small Urban & Rural Components	October 18-19, 2017
Commission adopts 2017 ATP Augmentation - MPO Component	December 6-7, 2017

## V. Project Eligibility

Funding for the 2017 ATP Augmentation will only be available to:

- Projects programmed in the adopted 2017 ATP that can be delivered earlier than currently programmed
- Projects that applied for funding in the 2017 ATP but were not selected for funding

**Projects that were awarded funds in 2017 ATP will remain in the component from which they were originally funded. In other words, a 2017 ATP project awarded funding from the Small Urban & Rural Component will remain in that component and a 2017 ATP project awarded funding from the MPO Component will remain in that component. The only exceptions to this policy will apply to projects that received funding for only one of the phases that were originally requested due to insufficient funds in the MPO Component of the program, an applicant may request funding for the other phases in the Statewide Component.**

**Applicants may not request more ATP funding than was requested in the original application, however, applicants may shift requested funding amounts between components as long as there is no net increase in requested funds. Applicants may request less than their original funding request if the full scope of the project will still be delivered. In other words, some project elements may have been funded from other sources. Applicants may add scope to their original project if no increase in ATP funds is requested for the scope increase. Projects must deliver the same or greater benefits than what was proposed in the original application.**

### A. Statewide and Small Urban & Rural Components

- 1) Projects that were awarded funds in the 2017 ATP Statewide and Small Urban & Rural Components may apply to advance one or more of their project components into the 2017-18 and/or 2018-19 programming years.
- 2) Projects that applied for funding in the 2017 ATP but were not selected for funding.

Scores can be found at the following link:

[http://www.catc.ca.gov/programs/ATP/2017/Final\\_Scores\\_2017/2017\\_ATP\\_All\\_Score\\_Score\\_Order\\_rev.pdf](http://www.catc.ca.gov/programs/ATP/2017/Final_Scores_2017/2017_ATP_All_Score_Score_Order_rev.pdf)

In the Statewide and Small Urban & Rural Components, the 2017 ATP Augmentation funds will not be used to supplant already committed project funding.

In the event Commission staff determines that there are not enough viable projects submitted in the 2017 ATP to fully utilize the funds available in the Statewide and/or Small Urban & Rural Components of the 2017 ATP Augmentation, the Commission may elect to hold a 2017 ATP Augmentation supplemental call for projects.

## MPO Component

- 1) Projects that were awarded funds in the 2017 ATP MPO Component may apply to advance one or more of their project components into the 2017-18 and/or 2018-19 programming years.
- 2) Projects on the MPO 2017 ATP contingency list.

The following policies will apply only for the MPO Component:

- For the 2017 ATP Augmentation MPO Component, the Commission will allow the supplanting of funds at the MPO's discretion. The supplanting of funds only applies to projects that received less ATP funding than requested in the 2017 ATP.
- Projects that applied for funding through construction in the Statewide Component but which received only preconstruction funding through the MPO Component may apply for funding through construction (the unfunded phases) in the Statewide Component.

The funds distributed to the Lake Tahoe MPO in the MPO Component can only be used to fund projects located entirely within California.

In the event an MPO determines that there are not enough viable projects from their 2017 ATP MPO contingency list to fully utilize the funds available in their 2017 ATP Augmentation component, the MPO may hold a 2017 ATP Augmentation supplemental call for projects. An MPO making such a determination must, by August 31, 2017 submit a letter signed by the Chief Executive Officer explaining the basis for the determination. A supplemental MPO call for projects must utilize the MPO's 2017 ATP guidelines. Recommendations for funding, along with copies of all applications received, must be submitted to the Commission by October 19, 2017.

## **VI. Project Selection Process**

All projects applying for funding in the 2017 ATP Augmentation, including projects with no change to the schedule or funding plan, must submit the following supplemental application material.

### **A. Supplemental Application Material**

#### **1) Updated Schedule and Funding Plan**

Each applicant must submit a Project Programming Request Form. A template of this form in Excel may be found at [www.dot.ca.gov/hq/transprog/ocip/2016stip.htm](http://www.dot.ca.gov/hq/transprog/ocip/2016stip.htm). The Project Programming Request Form must list Federal, State, and local funding categories by fiscal year, and must include an updated schedule (project milestones) and updated cost information if necessary. The applicant must also include documentation that the availability of all other funds committed to the project are consistent with the updated schedule, i.e. the project must still be fully funded.

#### **2) Authorization Letter**

Each applicant must submit a letter, signed by the Chief Executive Officer or other officer authorized by the applicant's governing board, confirming that the project can be delivered in the time frame proposed in the updated Project Programming Request and that the project is still fully funded.

In addition to the two required documents above, applicants may submit a one-page application update that explains any significant changes to the project since the original application submittal. This updated information will be used for project scope clarifications only and not

result in a revised score. Project must deliver the same or greater benefits than proposed in the original application.

**B. Criteria and Evaluation**

- 1) Projects will be selected for the 2017 ATP Augmentation based on the project's 2017 ATP score and project deliverability according to the following priority order.
  - a. Projects that can deliver all components in 2017-18 and 2018-19.
  - b. Projects that can deliver one or more but not all of their components in 2017-18 and 2018-19. The capacity to program all components of these projects will depend on fiscal year 2019-20 and 2020-21 programming capacity becoming available as previously programmed projects are advanced.
  - c. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19. Therefore, other projects that applied for funding in the 2017 ATP (those that cannot deliver one or more of their project components in the 2017-18 or 2018-19 programming years) may compete for funding in the 2017 Augmentation.
- 2) As potential applicants review their projects schedules when they consider applying for the 2017 ATP Augmentation they should keep in mind that most of the available funding will be in fiscal years 2017-18 and 2018-19. Therefore, projects that can be delivered using these earlier year funds are more likely to be successful in the 2017 ATP Augmentation.

**C. Submittal of Supplemental Application Material**

Supplemental application material must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Project applications should be addressed or delivered to:

Susan Bransen, Executive Director  
California Transportation Commission  
1120 N Street, Mail Station 52  
Sacramento, CA 95814

The Commission will consider only projects for which five hard copies and one electronic copy of the aforementioned supplemental material are submitted postmarked by the appropriate deadline. Applicants are encouraged to submit a hard copy of their original application. By the same date, an additional copy must also be sent to the Regional Transportation Planning Agency or County Transportation Commission within which the project is located and to the Metropolitan Planning Organization (a contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)).

**VII. SB 1 Accountability**

Implementing agencies receiving ATP funds through the RMRA must follow the project reporting requirements detailed in Section 24 of the 2017 ATP Guidelines. In addition, implementing agencies must include project information signage stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017.

# **THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 - LOCAL STREETS AND ROADS FUNDING DRAFT REPORTING GUIDELINES**

*June 30, 2017*

**California Transportation Commission**



NOTE: These Draft Local Streets and Roads Funding Reporting Guidelines are currently under development. This information is provided in draft form, and is subject to further modification and refinement. This draft information does not represent any final determination by the Commission on any of the issues addressed in these draft guidelines.

**CALIFORNIA TRANSPORTATION COMMISSION  
THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**REPORTING GUIDELINES FOR LOCAL STREETS AND ROADS FUNDING**

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## **I. Introduction**

### **1. Background and Purpose of Reporting Guidelines**

On April 28, 2017 the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation and critical safety needs on both the state highway and local streets and road system, SB 1: increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

Beginning November 1, 2017, the State Controller (Controller) will deposit various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. For a detailed breakdown of RMRA funding sources and the disbursement of funding please see Sections 5 and 6 of these guidelines.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties to provide basic RMRA project reporting to the California Transportation Commission (Commission).

These guidelines describe the general policies and procedures for carrying out the RMRA project reporting requirements for cities and counties and other statutory objectives as outlined in Section 2 below. The guidelines were developed in consultation with state, regional, and local government entities and other transportation stakeholders.

The Commission may amend these guidelines after first giving notice of the proposed amendments. In order to provide clear and timely guidance, it is the Commission's policy that a reasonable effort be made to amend the guidelines prior to a call for project lists or the Commission may extend the deadline for project list submission in order to facilitate compliance with the amended guidelines.

### **2. Program Objectives and Statutory Requirements**

Streets and Highways Code (SHC) Section 2032.5(a) articulates the general intent of the legislature that recipients of RMRA funding be held accountable for the efficient investment of public funds to maintain local streets and roads and are accountable to the people through performance goals that are tracked and reported.

Pursuant to SHC Section 2030(a), the objective of the Local Streets and Roads Program is to address deferred maintenance on the local streets and roads system through the prioritization and delivery of basic road maintenance and rehabilitation projects as well as critical safety projects.

Cities and counties receiving RMRA funds must comply with all relevant federal and state laws, regulations, policies, and procedures. The main requirements for the program are codified in SHC Sections 2034, 2036, 2037, and 2038 and include the following:

- Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting [SHC 2034(a)(1)].
- The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement [SHC 2034(a)(1)]. Further guidance regarding the scope, content, and submittal process for project lists prepared by cities and counties is provided in Sections 9-10.
- The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in SHC 2030(b) [SHC 2034(a)(1)].
- The Commission will report to the Controller the cities and counties that have submitted a list of projects as described in SHC 2034(a)(1) and that are therefore eligible to receive an apportionment of RMRA funds for the applicable fiscal year [SHC 2034(a)(2)].
- The Controller, upon receipt of the report from the Commission, shall apportion RMRA funds to eligible cities and counties pursuant to SHC 2032(h) [SHC 2034(a)(2)].
- For each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the Commission that includes a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement [SHC 2034(b)]. Further guidance regarding the scope, content, and submittal process for program expenditure reports is provided in Sections 12-13.
- A city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city's or county's general fund [SHC 2036]. Monitoring and enforcement of the maintenance of effort requirement for RMRA funds will be carried out by the Controller and is addressed in more detail in Section 15.
- A city or county may spend its apportionment of RMRA funds on transportation priorities other than priorities outlined in SHC 2030(b) if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80 [SHC 2037].
- By July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board (Board) that address participation and investment in, or partnership with, new or existing pre-apprenticeship training programs [SHC 2038]. Further information regarding the forthcoming Board Guidelines and future Board-sponsored grant opportunities is available in Section 14.

### 3. Program Roles and Responsibilities

Below is a general outline of the roles and responsibilities of recipient cities/counties, the Commission, and the Controller in carrying out the program's statutory requirements, as well as activities the Commission will undertake to meet the legislative intent of SB 1:

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Recipient Cities/Counties:

- Develop and submit a list of projects to the Commission each fiscal year.
- Develop and submit a project expenditure report to the Commission each fiscal year.
- Comply with all requirements including reporting requirements for RMRA funding.

Commission (with assistance from Caltrans as needed pursuant to Government Code Section 14512):

- Provide technical assistance to cities and counties in the preparation of project lists and reports.
- Receive project lists from cities and counties each fiscal year.
- Provide a comprehensive list to the Controller each fiscal year of cities and counties eligible to receive RMRA apportionments.
- Receive program expenditure reports from cities and counties each fiscal year and provide aggregated statewide information regarding use of RMRA funds to the Legislature and the public (e.g. the Commission’s Annual Report to the Legislature and a SB 1 Accountability Website).

Controller:

- Receive list of cities and counties eligible for RMRA apportionments each fiscal year from the Commission.
- Apportion RMRA funds to cities and counties.
- Oversee Maintenance of Effort and other requirements for RMRA funds including reporting required pursuant to SHC 2151.

**4. Program Schedule**

The following schedule lists the major milestones for the development of the 2017 Local Streets and Roads Funding Reporting Guidelines, initial submittal of project lists, and transmittal of eligibility list to the Controller. See Appendix C for a more detailed program schedule.

Draft Guidelines Circulated for Public Review	June 19 – July 10, 2017
Commission Adoption of Guidelines	August 16-17, 2017
Call for Project Lists	August 18, 2017
Project Lists due to Commission	September 15, 2017
Commission Adopts List of Eligible Cities and Counties	October 18-19, 2017
Commission Submits List to Controller	November 1, 2017

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## **II. Funding**

### **5. Source**

The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on diesel fuel, and registration taxes on motor vehicles and dedicates these revenues to transportation purposes. Portions of these revenues flow to cities and counties through the Highway Users Tax Account (HUTA) and the newly established RMRA created by SB 1.

The Local Streets and Roads Funding Program administered by the Commission in partnership with the Controller is supported by RMRA funding which includes portions of revenues pursuant to SHC 2031 from the following sources<sup>1</sup>:

- An additional 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017.
- An additional 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017.
- An additional vehicle registration tax called the “Transportation Improvement Fee” with rates based on the value of the motor vehicle effective January 1, 2018.
- An additional \$100 vehicle registration tax on zero emissions (ZEV) vehicles of model year 2020 or later effective July 1, 2020.
- Annual rate increases to these taxes beginning on July 1, 2020 (July 1, 2021 for the ZEV fee) and every July 1<sup>st</sup> thereafter equal to the change in the California Consumer Price Index (CPI).

SHC 2032(h)(2) specifies that 50 percent of the balance of revenues deposited into the RMRA, after certain funding is set aside for various programs, will be continuously appropriated for apportionment to cities and counties by the Controller pursuant to the formula in SHC Section 2103(a)(3)(C)(i) and (ii).

### **6. Disbursement of Funds**

Each fiscal year, upon receipt of a list of cities and counties that are eligible to receive an apportionment of RMRA funds pursuant to SHC 2032(h)(2) from the Commission, the Controller is required to apportion RMRA funds to eligible cities and counties consistent with the formula outlined in SHC Section 2103(a)(3)(C)(i) and (ii).

It is expected that the Controller will apportion RMRA funds on a monthly basis to eligible cities and counties using a process and system similar to that of HUTA apportionments.<sup>2</sup>

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<sup>1</sup> The California Local Government Finance Almanac. Updated May 11, 2017. Page 7. Accessed at: <http://www.californiacityfinance.com/LSR1704.pdf>

<sup>2</sup> Please note that the language in this section is still under development. Commission staff is currently working with staff from the Controller’s office to determine the exact process and timing for the disbursement of funds.

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### **III. Eligibility and Program Priorities**

#### **7. Eligible Recipients**

Eligible recipients of RMRA funding apportionments include cities and counties that have prepared and submitted a project list to the Commission pursuant to SHC Section 2034(a)(1) and that have been included in a list of eligible entities submitted by the Commission to the Controller pursuant to SHC Section 2034(a)(2).

Recipients of RMRA apportionments must comply with all relevant federal and state laws, regulations, policies, and procedures.

#### **8. Program Priorities and Example Projects**

Pursuant to SHC Section 2030(a), RMRA funds made available for the Local Streets and Roads Funding Program shall be prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects.

SHC Section 2030(b)(1) provides a number of example projects and uses for RMRA funding that include but are not limited to the following:

- Road Maintenance and Rehabilitation
- Safety Projects
- Railroad Grade Separations
- Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project)
- Traffic Control Devices

SHC Section 2030(b)(2) states that funds made available by the program may also be used to satisfy a match requirement in order to obtain state or federal funds for projects authorized by this subdivision.

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible (as deemed by cities and counties). These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation

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facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030 if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80.

## **IV. Project List Submittal**

### **9. Content and Format of Project List**

Pursuant to SHC Section 2034(a)(1), prior to receiving an apportionment of RMRA funds from the State Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds pursuant to an adopted city or county budget.

Listed below are the specific statutory criteria for the content of the project list along with additional guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.

#### **a.) Included in an Adopted Budget**

All proposed projects must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting.

To ensure transparency and to meet the intent of SHC Section 2034(a)(1) "included in a city or county budget" can mean either of the following:

- a.) A specific list of projects proposed for RMRA funding adopted as part of the city/county's regular operating or capital improvement budget, at a regular public meeting; or
- b.) A specific list of projects proposed for RMRA funding amended into the city/county's regular operating or capital improvement budget, at a regular public meeting.

#### **Documentation of Inclusion in an Adopted Budget**

A city or county must provide with a project list a public record that projects proposed for RMRA funding through the Local Streets and Roads Program have been included in an adopted city or county operating budget. Examples of an acceptable public record include:

- a.) An excerpt from the city/county's regular operating or capital improvement budget including the relevant list of projects and an adopting resolution;
- b.) An excerpt from the city/county's regular operating or capital improvement budget including the relevant list of projects and meeting minutes documenting approval at a regular public meeting.
- c.) An excerpt from the city/county's amended operating or capital improvement budget including the relevant list of projects, or the staff report specifying the projects to be included, as well as an adopting resolution or meeting minutes documenting approval at a regular public meeting.

Submittal of electronic copies of the relevant excerpts from an operating budget (or amendment) and support documentation (i.e. resolution or minutes) is encouraged. Support documentation requirements are further discussed in Appendix A.

## **b.) List of Projects – Content**

Pursuant to SHC 2034(a)(1), the project list must include a description and the location of each proposed project, a proposed schedule for each project's completion, and the estimated useful life of the improvement.

### Development and Content

The Commission recognizes the inherent diversity of road maintenance and rehabilitation needs among the approximately 540 jurisdictions across the state that may utilize Local Streets and Roads Program funding.

Given the emphasis SB 1 places on accountability and transparency in delivering California's transportation programs, cities and counties are encouraged to clearly articulate how these funds are being utilized through the development of a robust project list.

To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the project list. Please note that projects lists included in a city or county budget may only include the elements mandated by statute: description, location, schedule for completion and useful life elements. Cities and counties should include more detailed project information in the project list submitted to the Commission.

For further assistance, Appendix A has been developed to specify project list content and format.

### Project Description

The list must include a project description for each proposed project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences) written so that the main objectives of the project can be clearly and easily understood by the public.

The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand what is being done and why it is a critical or high-priority need.

### Project Location

The list must include a project location for each proposed project. The city/county is encouraged to provide project location information that, at a minimum, would allow the public to clearly understand where within the community the project is being undertaken. For example, providing specific street names where improvements are being undertaken and specifying project termini when possible are preferable to more general information such as "various" or "south-west side of city/county". If project-specific geolocation data is available, it is highly encouraged to be included in the project list submitted to the Commission.

### Proposed Schedule for Completion

The list must include a completion schedule for each proposed project. The city/county is encouraged to provide a high-level timeline that provides a clear picture to the public of when a project is reasonably expected to be completed.

### Estimated Useful Life

The list must include an estimated useful life for each proposed project. The city/county is encouraged to provide information regarding the estimated useful life of the project that is clear, understandable, and based on industry-standards for the project materials and design.

### Technology, Climate Change, and Complete Streets Considerations

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective, and feasible, in the design and development of projects for RMRA funding.

To meet the intent of SHC 2032.5(a) as outlined in Section 2 of these Guidelines, in addition to the statutory requirements outlined in Section 10, the standard forms developed by the Commission will allow cities and counties to report on the inclusion of these elements.

### Other Statutory Considerations for Project Lists

Pursuant to SHC Section 2034(a)(1), the project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b).

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC 2030(b) if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80.

### **c.) List of Projects – Standard Format**

Please note that projects lists included in a city or county budget may only include the elements mandated by statute: description, location, schedule for completion and useful life elements. Cities and counties should include more detailed project information in the project list submitted to the Commission.

To promote statewide consistency of project information submitted to the Commission, a standard project list format using Microsoft Excel has been developed and is further explained in Appendix A.

For the initial submittal of project lists in 2017, cities and counties are required to use the standard form available here [hyperlink to excel form].

In future fiscal years, the Commission intends to make available an online platform so that cities and counties can quickly and easily enter project list information and upload support documentation online.

## **10. Process and Schedule for Project List Submittal**

A city or county must submit a project list and support documentation by **September 15, 2017** to the Commission. All materials should be provided electronically. In the event a jurisdiction wishes to submit a hard copy please contact the program manager at the number below. Project lists, support documentation, and any questions can be remitted to:

Laura Pennebaker, Associate Deputy Director  
Program Manager  
California Transportation Commission  
[Laura.Pennebaker@dot.ca.gov](mailto:Laura.Pennebaker@dot.ca.gov)  
(916) 653-7121

## **11. Commission Submittal of Eligible Entities to the State Controller's Office**

Pursuant to SHC Section 2034(a), a city or county must submit a project list to the Commission to be eligible for the receipt of RMRA funds, and the Commission must report to the Controller the jurisdictions that are eligible to receive funding. Upon receipt of project lists and support documentation, Commission staff will review submittals to ensure they are complete. Once a project list submittal has been received and deemed complete by staff, the city or county will be added to a list of jurisdictions eligible to receive RMRA funding as required by SHC Section 2034(a)(2). All project lists and support documentation submitted by cities and counties will be posted to the Commission's website.

The list of eligible cities and counties will be brought forward for Commission consideration at a regularly scheduled meeting where staff will request Commission direction to transmit the list to the Controller. Upon direction of the Commission, staff will transmit the list to the Controller pursuant to SHC Section 2034(a)(2) and the cities and counties included on the list will be deemed eligible to receive RMRA apportionments pursuant to SHC Section 2034 (a)(1). Upon receipt of the list from the Commission, the Controller is expected to apportion funds to the cities and counties included on the list pursuant to SHC Sections 2034(a)(2) and 2032(h).

In the event a city or county does not provide a complete project list and support documentation for Commission consideration and eligibility designation pursuant to deadlines established by these guidelines, cities and counties are expected to work cooperatively with Commission staff to provide any missing information as soon as possible. Once completed information is provided, Commission action to establish eligibility will be taken at the next earliest opportunity.<sup>3</sup>

## **V. Project Expenditure Reporting and Auditing**

### **12. Scope of Completed Project Expenditure Report**

Pursuant to SHC Section 2034(b), for each fiscal year in which an apportionment of RMRA funds is received and upon expenditure of funds, cities and counties must submit documentation to the Commission pertaining to the expenditure of those funds that includes: a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement.

Listed below are the specific statutory criteria for the content of the completed project expenditure report along with additional guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.

#### **a.) Completed Project Expenditure Report – Content**

##### **Development and Content**

Given the emphasis SB 1 places on accountability and transparency in delivering California's transportation programs, it is vitally important that cities and counties clearly articulate the public benefit of these funds through the development of a robust Completed Project Report.

To promote statewide consistency in the content and format of completed project expenditure information submitted and to facilitate transparency and robust reporting within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the completed projects expenditure report. Additionally, Appendix B has been developed to provide an example of completed project expenditure report content and format.

The completed project expenditure report must cover the full fiscal year and should include projects that have completed construction and are fully operational.

##### **Completed Project Description**

The report must include a project description for each completed project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences) written so that the main objectives of the project can be clearly and easily understood by the public.

The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand exactly what work was completed.

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<sup>3</sup> Please note that the language in this section is still under development. Commission staff is currently working with staff from the Controller's office to determine the exact process and timing of how eligibility will be communicated to the Controller to allow for the apportionment of RMRA funds.

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### Completed Project Location

The report must include a project location for each completed project. The city/county is required to provide completed project location information that, at a minimum, would allow the public to clearly understand where within the community the project was constructed. For example, specific street names where improvements were undertaken and project termini should be specified. If project-specific geolocation data is available, it is highly encouraged to be included.

### The Amount of Funds Expended and the Project Completion Date

The report must include the amount of RMRA funds expended on the project and its date of completion.

### Estimated Useful Life

The report must include an estimated useful life for each completed project. The city/county is encouraged to provide information regarding the estimated useful life of the completed project that is clear, understandable, and based on industry-standards for the project materials and design.

### Technology, Climate Change, and Complete Streets Considerations

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding. In the event that completed projects contain technology, climate change, and complete streets considerations pursuant to SHC 2030(c)-(f). Standard reporting forms developed by the Commission will allow, cities and counties to report on the inclusion of these elements in RMRA-funded projects.

Standard reporting forms developed by the Commission will also provide space for supplementary information to be provided regarding the benefits of RMRA funded projects. Cities and counties should consider providing additional information in the

proposed project list as appropriate in order to clearly communicate how RMRA funding is being effectively put to use.

#### Other Statutory Considerations for Completed Project Reports

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030(b) if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80. This provision however, does not eliminate the requirement for cities and counties to prepare and submit a completed project expenditure report or the requirement to consider technology, climate change, and complete streets elements to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding.

#### **b.) Completed Project Expenditure Report – Standard Format**

To promote statewide consistency of project information submitted, a standard completed project expenditure report format using Microsoft Excel has been developed and is further explained in Appendix B.

For the initial submittal of project expenditure reports in 2017, cities and counties are required to use the standard form available here [hyperlink to excel form].

In the future, an online platform will be available so that cities and counties can quickly and easily enter completed project information online.

### **13. Process and Schedule for Project Report Submittal**

Completed Project Reports must be developed and submitted to the Commission according to the statutory requirements of SHC Section 2034(b) as outlined above in Section 12.

A city or county must submit a Completed Project Report by **October 1, 2018** to the Commission. All materials should be provided electronically. In the event a jurisdiction wishes to submit a hard copy please contact the program manager at the number below. Reports and any questions can be remitted to:

Laura Pennebaker, Associate Deputy Director  
Program Manager  
California Transportation Commission  
[Laura.Pennebaker@dot.ca.gov](mailto:Laura.Pennebaker@dot.ca.gov)  
(916) 653-7121

### **14. Commission Reporting of Project Information Received**

In order to meet the requirements of SB 1 which include accountability and transparency in the delivery of California's transportation programs, it is vitally important that the Commission clearly communicate the public benefits achieved by RMRA funds. The Commission intends to articulate these benefits through the development of an SB 1 accountability website and through other reporting mechanisms such as the Commission's Annual Report to the Legislature.

Upon receipt of completed project expenditure reports, Commission staff will review submittals to ensure they are complete. If any critical project information is missing (i.e. SHC 2034(b) requirements such as project description, location, date of completion, expenditures, and useful life of improvement) Commission staff will notify city/county staff to complete for resubmittal within 10 working days.

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All completed project expenditure reports submitted by cities and counties will be posted to the Commission's SB 1 Accountability website. The Commission will also analyze the completed project expenditure reports provided by cities and counties and aggregate the project information to provide both statewide and city/county level summary information such as the number, type, and location of RMRA funded projects. This information will also be provided on the Commission's SB 1 Accountability website by December 1<sup>st</sup> each year, and included in the Commission's Annual Report to the Legislature which is delivered to the Legislature by December 15<sup>th</sup> each year.

In the event a city or county does not provide a completed project expenditure report by the deadline requested (October 1<sup>st</sup> each year) to allow for Commission analysis and inclusion on the SB 1 accountability website and in the Annual Report to the Legislature, absence of the report will be noted on the website, in the Annual Report, and may be reported to the State Controller.

### **15. State Controller Expenditure Reporting and Maintenance of Effort Monitoring**

In addition to the RMRA completed project reporting requirements outlined in SHC Section 2034(b), SHC Section 2151 requires each city and county to file an annual report of expenditures for street or road purposes with the State Controller's Office. SHC Section 2153 imposes a mandatory duty on the State Controller's Office to ensure that the annual streets and roads expenditure reports are adequate and accurate. Additional information regarding the preparation of the annual streets and roads expenditure report is available online in the [Guidelines Relating to Gas Tax Expenditures for Cities and Counties](#) prepared and maintained by the State Controller's Office. These Guidelines were last updated in August 2015 and are anticipated to be updated again to address new accountability provisions of SB 1.

Expenditure authority for RMRA funding is governed by Article XIX of the California Constitution as well as Chapter 2 (commencing with Section 2030) of Division 3 of the California Streets and Highways Code (SHC).

RMRA funds received should be deposited as follows in order to avoid the commingling of those funds with other local funds:

- a.) In the case of a city, into the city account that is designated for the receipt of state funds allocated for local streets and roads.
- b.) In the case of a county, into the county road fund.
- c.) In the case of a city and county, into a local account that is designated for the receipt of state funds allocated for local streets and roads.

RMRA funds are subject to audit by the Controller pursuant to Government Code Section 12410 and SHC Section 2153. Pursuant to SHC 2036, a city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city's or county's general fund, Monitoring and enforcement of the MOE requirement for RMRA funds will be carried out by the Controller.

MOE requirements are fully articulated in statute as articulated below:

*Streets and Highways Code Section 2036*

(a) cities and counties shall maintain their existing commitment of local funds for street, road, and highway purposes in order to remain eligible for RMRA funding apportionment.

(b) In order to receive an allocation or apportionment pursuant to Section 2032, the city or county shall annually expend from its general fund for street, road, and highway purposes an amount not less than the annual average of its expenditures from its general fund during the 2009–10, 2010–11, and 2011–12 fiscal years, as reported to the Controller pursuant to Section 2151. For purposes of this subdivision, in calculating a city's or county's annual general fund expenditures and its average general fund expenditures for the 2009–10, 2010–11, and 2011–12 fiscal years, any unrestricted funds that the city or county may expend at its discretion, including vehicle in-lieu tax revenues and revenues from fines and forfeitures, expended for street, road, and highway purposes shall be considered expenditures from the general fund. One-time allocations that have been expended for street and highway purposes, but which may not be available on an ongoing basis, including revenue provided under the Teeter Plan Bond Law of 1994 (Chapter 6.6 (commencing with Section 54773) of Part 1 of Division 2 of Title 5 of the Government Code), may not be considered when calculating a city's or county's annual general fund expenditures.

(c) For any city incorporated after July 1, 2009, the Controller shall calculate an annual average expenditure for the period between July 1, 2009, and December 31, 2015, inclusive, that the city was incorporated.

(d) For purposes of subdivision (b), the Controller may request fiscal data from cities and counties in addition to data provided pursuant to Section 2151, for the 2009–10, 2010–11, and 2011–12 fiscal years. Each city and county shall furnish the data to the Controller not later than 120 days after receiving the request. The Controller may withhold payment to cities and counties that do not comply with the request for information or that provide incomplete data.

(e) The Controller may perform audits to ensure compliance with subdivision (b) when deemed necessary. Any city or county that has not complied with subdivision (b) shall reimburse the state for the funds it received during that fiscal year. Any funds withheld or returned as a result of a failure to comply with subdivision (b) shall be reapportioned to the other counties and cities whose expenditures are in compliance.

(f) If a city or county fails to comply with the requirements of subdivision (b) in a particular fiscal year, the city or county may expend during that fiscal year and the following fiscal year a total amount that is not less than the total amount required to be expended for those fiscal years for purposes of complying with subdivision (b).

## **16. Workforce Development Requirements and Project Signage**

Pursuant to SHC Section 2038, by July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board that address participation & investment in, or partnership with, new or existing pre-apprenticeship training programs. Upon California Workforce Development Board adoption of guidelines and grant funding opportunities in this area, the Commission will update the Local Streets and Roads Program Guidelines to incorporate this information by reference.

To demonstrate to the public that RMRA funds are being put to work, cities and counties should consider including project funding information signage, where feasible and cost-effective, stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017.

## **Appendix A – Local Streets and Roads Project List Form**

To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, Appendix A provides a standard form for cities and counties to use in submitting the proposed list of projects to the Commission. Please note that project lists included in a city or county budget may only include the elements mandated by statute: description, location, schedule for completion and useful life elements, while the form below includes more detailed project information. This will be an electronic form with drop down menus for certain fields to ensure accuracy of information provided. Eventually we hope to have an online platform and underlying data base through which cities and counties can enter project information online. For discussion purposes, examples of the nature/type of information that would be asked for is compiled below:

### General Info:

- City/County Name
- Point of Contact
- Legislative District(s)
- Jurisdiction's Average Network PCI and date/year of measurement
- Fiscal Year
- Supplementary Information<sup>4</sup> (a place for the city/county to report how RMRA projects were identified as a priority, how they demonstrate an efficient investment of public funds, and any additional benefits of the projects).

### **Proposed Project A**

#### Description:

- Brief description (up to 5 sentences) written in a non-technical way that is understandable to the public and which includes some quantifiable measurement about the project (e.g. replace 5 culverts, repave/resurface 2 miles of road, restripe 1 mile of bike lanes, etc.)
- Have city/county check boxes specifying the type of project it is based on RMRA priorities or "other" and the inclusion of additional Technology, Climate Change and Complete Streets elements (SHC 2034)

#### Location:

- Should be as specific as possible (i.e. street names and project termini) and geolocation information should be provided if available<sup>5</sup>

#### Proposed Schedule for Completion:

- Anticipated construction year

#### Estimated Useful Life:

- Should be clear, understandable, and based on industry-standards

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<sup>2,3</sup> Supplementary and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.

### **Support Documentation**

- Electronic Copy of excerpt from City/County's Adopted Budget or Budget Amendment including proposed list of projects, or the staff report specifying the projects to be included in a budget amendment
- Adopting resolution or meeting minutes to document budget/amendment approval
- Additional information regarding support documentation is available in Section 10 of the guidelines

### **Project Flexibility**

Pursuant to SHC Section 2034(a)(1), this project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b).

DRAFT

## **Appendix B - Local Streets and Roads Completed Project Expenditure Report Form**

This will be an electronic form with drop down menus for certain fields to ensure accuracy of information provided. Eventually we hope to have an online platform and underlying data base through which cities and counties can enter project information online. For discussion purposes, examples of the nature/type of information that would be asked for is compiled below:

### General Info:

- City/County Name
- Point of Contact
- Legislative District(s)
- Jurisdiction's Average Network PCI and year/date of measurement.
- Supplementary Information<sup>6</sup> (a spot for the city/county to report how RMRA projects were identified as a priority, how they demonstrate an efficient investment of public funds, and any additional benefits of the projects).

### **Completed Project A**

#### Description:

- Brief description (up to 5 sentences) written in a non-technical manner that is understandable to the public and which includes some quantifiable measurement about the project (e.g. replace 5 culverts, repave/resurface 2 miles of road, restripe 1 mile of bike lanes, etc.)
- Have city/county check boxes specifying the type of project it is based on RMRA priorities or "other" and the inclusion of additional Technology, Climate Change and Complete Streets elements (SHC 2034)

#### Location:

- Must be as specific as possible (i.e. street names and project termini) and geolocation information should be provided if available<sup>7</sup>

#### Amount of Funds Expended:

- Enter the amount of RMRA funds expended on the project and the total project cost
- Enter the amount and type of other funds expended on the project

#### Completion Date:

- Drop down menu to select the month and year that the project is complete/operational etc.
- Place to enter status update on multi-year projects and expected completion date

#### Estimated Useful Life:

- Should be clear, understandable, and based on industry-standards

Signage: provide a place to report on the inclusion of project funding information signage

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<sup>4,5</sup> Supplementary and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.

## **Appendix C – Local Streets and Roads Program Schedule**

FY 17-18	
Adoption of Final Guidelines Call for Project Lists	August 16-17, 2017
Technical Assistance and Outreach to Cities/Counties	August 18 – September 15, 2017
Project Lists due to Commission	September 15, 2017
Commission Adopts List of Eligible Cities and Counties	October 18-19, 2017
Commission Submits List to Controller	November 1, 2017
Controller FY 17-18 Apportionments Begin	TBD
Completed Project Report Submitted to Commission for 2017 - 2018 Fiscal Year	October 1, 2018
Commission Posts Statewide LSR Program Accountability Information Online	December 1, 2018
FY 18-19	
Guidelines Update as Needed	TBD
Call for Project Lists	March - May 2018
Commission Review, Approval & Adoption of List of Eligible Cities and Counties	March - May 2018
Commission Submits Final List to Controller	July 1, 2018
Controller FY 18-19 Apportionments Begin	Mid-August 2018
Completed Project Report Submitted to Commission for 2018 - 2019 Fiscal Year	October 1, 2019
Commission Posts Statewide LSR Program Accountability Information Online	December 1, 2019

NOTE: These Draft Local Streets and Roads Funding Reporting Guidelines are currently under development. This information is provided in draft form, and is subject to further modification and refinement. This draft information does not represent any final determination by the Commission on any of the issues addressed in these draft guidelines.

# Local Streets and Roads - Projected FY2017-18 Revenues

Based on State Dept of Finance statewide revenue projections as of May 2017

Estimated 11 May 2017

new

new

	Highway Users Tax Acct (HUTA) <sup>(1)</sup> Streets & Highways Code				Loan Repayment <sup>(6)</sup>	TOTAL HUTA	Road Maintnc Rehab Acct <sup>(7)</sup>	TOTAL
	Sec2103 <sup>(5)</sup>	Sec2105 <sup>(3)</sup>	Sec2106 <sup>(3)</sup>	Sec2107.5 <sup>(4)</sup>				
<b>HUMBOLDT COUNTY</b>								
ARCATA	80,247	108,070	70,100	139,713	4,000	20,789	102,657	525,575
BLUE LAKE	5,684	7,655	9,426	9,897	1,000	1,473	7,272	42,406
EUREKA	120,095	161,733	102,526	209,088	6,000	31,112	153,632	784,185
FERNDALE	6,334	8,529	9,954	11,027	1,000	1,641	8,102	46,587
FORTUNA	52,674	70,936	47,663	91,706	3,000	13,646	67,383	347,007
RIO DELL	15,087	20,318	17,077	26,268	1,000	3,909	19,301	102,960
TRINIDAD	1,621	2,183	6,119	2,822	1,000	420	2,074	16,238
<b>IMPERIAL COUNTY</b>								
BRAWLEY	117,334	158,015	100,280	204,282	6,000	30,397	150,100	766,408
CALEXICO	177,600	239,176	149,321	309,207	6,000	46,009	227,196	1,154,509
CALIPATRIA	34,031	45,830	32,492	59,248	2,000	8,816	43,534	225,951
EL CENTRO	199,502	268,672	167,144	347,340	6,000	51,683	255,215	1,295,556
HOLTVILLE	26,911	36,241	26,699	46,853	2,000	6,972	34,426	180,101
IMPERIAL	80,229	108,046	70,086	139,682	4,000	20,784	102,634	525,461
WESTMORLAND	9,964	13,419	12,908	17,348	1,000	2,581	12,747	69,967
<b>INYO COUNTY</b>								
BISHOP	17,539	23,620	19,072	30,535	1,000	4,544	22,437	118,746
<b>KERN COUNTY</b>								
ARVIN	92,654	124,778	80,196	161,313	5,000	24,003	118,528	606,471
BAKERSFIELD	1,674,416	2,254,956	1,367,343	2,915,208	10,000	433,774	2,142,007	10,797,704
CALIFORNIA CITY	62,364	83,986	55,548	108,577	4,000	16,156	79,779	410,411
DELANO	234,266	315,489	195,432	407,865	7,500	60,689	299,687	1,520,928
MARICOPA	5,097	6,864	8,948	8,874	1,000	1,320	6,520	38,623
MCFARLAND	64,740	87,186	57,482	112,714	3,000	16,772	82,819	424,713
RIDGECREST	123,950	166,925	105,664	215,801	6,000	32,111	158,564	809,015
SHAFTER	79,713	107,350	69,666	138,782	4,000	20,650	101,973	522,133
TAFT	41,539	55,941	38,602	72,321	2,000	10,761	53,139	274,303
TEHACHAPI	63,662	85,735	56,605	110,838	3,000	16,492	81,440	417,773
WASCO	116,914	157,450	99,938	203,552	6,000	30,288	149,564	763,706
<b>KINGS COUNTY</b>								
AVENAL	68,481	92,224	60,526	119,227	4,000	17,741	87,605	449,804
CORCORAN	109,592	147,588	93,979	190,802	6,000	28,391	140,196	716,548
HANFORD	246,629	332,138	205,492	429,388	3,000	63,892	315,501	1,596,039
LEMOORE	115,713	155,832	98,961	201,460	6,000	29,977	148,027	755,970
<b>LAKE COUNTY</b>								
CLEARLAKE	68,318	92,004	60,393	118,943	4,000	17,698	87,396	448,751
LAKEPORT	21,046	28,342	21,926	36,641	2,000	5,452	26,923	142,329
<b>LASSEN COUNTY</b>								
SUSANVILLE	79,267	106,749	69,303	220,592	4,000	20,535	101,402	601,848

# Local Streets and Roads - Projected FY2017-18 Revenues

Based on State Dept of Finance statewide revenue projections as of May 2017

Estimated 11 May 2017

	Highway Users Tax Acct (HUTA) <sup>(1)</sup> Streets & Highways Code					Loan Repayment <sup>(6)</sup>	TOTAL HUTA	Road Maintnc Rehab Acct <sup>(7)</sup>	TOTAL
	Sec2103 <sup>(5)</sup>	Sec2105 <sup>(3)</sup>	Sec2106 <sup>(3)</sup>	Sec2107 <sup>(3)</sup>	Sec2107.5 <sup>(4)</sup>				
<b>VENTURA COUNTY</b>									
CAMARILLO	308,833	415,910	256,111	537,688	7,500	80,006	1,606,049	395,077	2,001,126
FILLMORE	68,587	92,367	60,612	119,412	4,000	17,768	362,746	87,740	450,486
MOORPARK	162,159	218,382	136,756	282,324	6,000	42,009	847,630	207,443	1,055,073
OJAI	33,024	44,473	31,673	57,495	2,000	8,555	177,220	42,246	219,466
OXNARD	914,244	1,231,223	748,759	1,591,726	10,000	236,844	4,732,797	1,169,552	5,902,349
PORT HUENEME	100,268	135,032	86,392	174,570	5,000	25,975	527,237	128,268	655,506
SAN BUENAVENTURA	479,464	645,700	394,960	834,761	10,000	124,210	2,489,095	613,357	3,102,452
SANTA PAULA	135,822	182,914	115,324	236,471	6,000	35,186	711,718	173,752	885,469
STIMI VALLEY	561,659	756,393	461,846	977,865	10,000	145,503	2,913,265	718,505	3,631,770
THOUSAND OAKS	584,617	787,310	480,528	1,017,835	10,000	151,451	3,031,741	747,875	3,779,615
<b>YOLO COUNTY</b>									
DAVIS	301,723	406,333	250,324	525,308	7,500	78,164	1,569,353	385,980	1,955,333
WEST SACRAMENTO	234,447	315,733	195,580	408,180	7,500	60,736	1,222,176	299,918	1,522,094
WINTERS	31,862	42,909	30,728	55,473	2,000	8,254	171,226	40,760	211,985
WOODLAND	254,075	342,166	211,552	442,353	7,500	65,821	1,323,466	325,027	1,648,494
<b>YUBA COUNTY</b>									
MARYSVILLE	53,318	71,805	48,187	92,829	3,000	13,813	282,952	68,208	351,160
WHEATLAND	15,542	20,931	17,447	27,060	1,000	4,026	86,007	19,883	105,890
<b>Statewide Total</b>									
	\$ 144,754,000	\$ 194,942,000	\$ 120,101,312	\$ 257,245,000	\$ 2,693,000	\$ 37,500,000	\$ 757,235,312	\$ 185,177,500	\$ 942,412,812

**Notes:**

1. The Highway Users Tax is also known as the "Motor Vehicle Fuel Tax", the "Gasoline Excise Tax" and "Article XIX Revenues."
2. Rolling Hills has no public streets and is therefore not eligible for Highway Users Tax allocations.
3. Str&HwysCode §§ 2103, 2105, 2106, 2107 and RMRA amounts are paid monthly. Includes special payments for snow removal.
4. Str&HwysCode § 2107.5 amounts are typically paid by the State Controller once per year in July.
5. Str&HwysCode § 2103 allocations replace the former Prop42 revenues. This is the price-based fuel tax rate, adjusted annually by the BOE until 2019.
6. Pursuant to the Road Repair and Accountability Act of 2017, the state general fund will repay loans from transportation funds totalling \$706 million over three years and in monthly installments beginning FY2017-18. Local streets and roads will be paid \$225 million in each year, half to cities, half to counties. See Gov Code Sec 16321.
7. Road Maintenance and Rehabilitation Account (RMRA - Streets and Highways Code Sec 2030 et sec.) includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments. FY2017-18 is a partial year of funding from these new sources. The first full year of funding will be FY2018-19.

# Local Streets and Roads - Projected FY2018-19 Revenues

Based on State Dept of Finance statewide revenue projections as of May 2017

Estimated 11 May 2017

	Highway Users Tax Acct (HUTA) <sup>(1)</sup> Streets & Highways Code				Loan Repayment <sup>(6)</sup>	TOTAL HUTA	Road Mntnc Rehab Acct <sup>(7)</sup>	TOTAL	
	Sec2103 <sup>(5)</sup>	Sec2105 <sup>(3)</sup>	Sec2106 <sup>(3)</sup>	Sec2107 <sup>(3)</sup>					
<b>HUMBOLDT COUNTY</b>									
ARCATA	88,272	108,070	70,100	139,713	4,000	20,789	430,943	307,952	738,895
BLUE LAKE	6,253	7,655	9,426	9,897	1,000	1,473	35,702	21,814	57,516
EUREKA	132,104	161,733	102,526	209,088	6,000	31,112	642,563	460,868	1,103,431
FERNDALE	6,967	8,529	9,954	11,027	1,000	1,641	39,118	24,305	63,423
FORTUNA	57,941	70,936	47,663	91,706	3,000	13,646	284,892	202,137	487,029
RIO DELL	16,596	20,318	17,077	26,268	1,000	3,909	85,168	57,899	143,067
TRINIDAD	1,783	2,183	6,119	2,822	1,000	420	14,327	6,220	20,547
<b>IMPERIAL COUNTY</b>									
BRAWLEY	129,067	158,015	100,280	204,282	6,000	30,397	628,041	450,275	1,078,316
CALEXICO	195,360	239,176	149,321	309,207	6,000	46,009	945,073	681,548	1,626,621
CALIPATRIA	37,434	45,830	32,492	59,248	2,000	8,816	185,820	130,594	316,414
EL CENTRO	219,453	288,672	167,144	347,340	6,000	51,663	1,060,291	765,599	1,825,891
HOLTVILLE	29,602	36,241	26,699	46,853	2,000	6,972	148,366	103,272	251,638
IMPERIAL	88,252	108,046	70,086	139,682	4,000	20,784	430,850	307,884	738,734
WESTMORLAND	10,960	13,419	12,908	17,348	1,000	2,581	58,216	38,238	96,454
<b>INYO COUNTY</b>									
BISHOP	19,293	23,620	19,072	30,535	1,000	4,544	98,063	67,306	165,369
<b>KERN COUNTY</b>									
ARVIN	101,919	124,778	80,196	161,313	5,000	24,003	497,208	355,562	852,770
BAKERSFIELD	1,841,857	2,254,956	1,367,343	2,915,208	10,000	433,774	8,823,139	6,425,645	15,248,784
CALIFORNIA CITY	68,600	83,986	55,548	108,577	4,000	16,156	336,868	239,324	576,192
DELANO	257,693	315,489	195,432	407,865	7,500	60,689	1,244,668	899,007	2,143,675
MARICOPA	5,607	6,864	8,948	8,874	1,000	1,320	32,612	19,559	52,172
MCFARLAND	71,214	87,186	57,482	112,714	3,000	16,772	348,368	248,443	596,810
RIDGECREST	136,345	166,925	105,664	215,801	6,000	32,111	662,846	475,665	1,138,511
SHAFTER	87,684	107,350	69,666	138,782	4,000	20,650	428,132	305,901	734,033
TAFT	45,693	55,941	38,602	72,321	2,000	10,761	225,318	159,408	384,726
TEHACHAPI	70,029	85,735	56,605	110,838	3,000	16,492	342,699	244,307	587,006
WASCO	128,606	157,450	99,938	203,552	6,000	30,288	625,834	448,665	1,074,499
<b>KINGS COUNTY</b>									
AVENAL	75,329	92,224	60,526	119,227	4,000	17,741	369,047	262,799	631,846
CORCORAN	120,551	147,588	93,979	190,802	6,000	28,391	587,312	420,563	1,007,874
HANFORD	271,291	332,138	205,492	429,388	3,000	63,892	1,305,201	946,448	2,251,649
LEMOORE	127,284	155,832	98,961	201,460	6,000	29,977	619,514	444,054	1,063,569
<b>LAKE COUNTY</b>									
CLEARLAKE	75,149	92,004	60,393	118,943	4,000	17,698	368,187	262,172	630,359
LAKEPORT	23,150	28,342	21,926	36,641	2,000	5,452	117,511	80,763	198,275
<b>LASSEN COUNTY</b>									
SUSANVILLE	87,193	106,749	69,303	220,592	4,000	20,535	508,372	304,189	812,561

# Local Streets and Roads - Projected FY2018-19 Revenues

Based on State Dept of Finance statewide revenue projections as of May 2017

Estimated 11 May 2017

	Highway Users Tax Acct (HUTA) <sup>(1)</sup> Streets & Highways Code			Loan Repayment <sup>(6)</sup>	TOTAL HUTA	Road Mntnc Rehab Acct <sup>(7)</sup>	TOTAL
	Sec2103 <sup>(5)</sup>	Sec2105 <sup>(3)</sup>	Sec2106 <sup>(3)</sup>				
<b>VENTURA COUNTY</b>							
CAMARILLO	339,717	415,910	256,111	537,688	7,500	80,006	1,636,932
FILLMORE	75,446	92,367	60,612	119,412	4,000	17,768	369,605
MOORPARK	178,375	218,382	136,756	282,324	6,000	42,009	863,846
OJAI	36,326	44,473	31,673	57,495	2,000	8,555	180,523
OXNARD	1,005,668	1,231,223	748,759	1,591,726	10,000	236,844	4,824,221
PORT HUENEME	110,295	135,032	86,392	174,570	5,000	25,975	537,284
SAN BUENAVENTURA	527,410	645,700	394,960	834,761	10,000	124,210	2,537,041
SANTA PAULA	149,405	182,914	115,324	236,471	6,000	35,186	725,300
STMI VALLEY	617,824	756,393	461,846	977,865	10,000	145,503	2,969,431
THOUSAND OAKS	643,078	787,310	480,528	1,017,835	10,000	151,451	3,090,202
<b>YOLO COUNTY</b>							
DAVIS	331,895	406,333	250,324	525,308	7,500	78,164	1,599,525
WEST SACRAMENTO	257,892	315,733	195,580	408,180	7,500	60,736	1,245,621
WINTERS	35,048	42,909	30,728	55,473	2,000	8,254	122,272
WOODLAND	279,483	342,166	211,552	442,353	7,500	65,821	1,348,874
<b>YUBA COUNTY</b>							
MARYSVILLE	58,650	71,805	48,187	92,829	3,000	13,813	288,284
WHEATLAND	17,097	20,931	17,447	27,060	1,000	4,026	87,561
<b>Statewide Total</b>	\$159,229,400	\$194,942,000	\$120,101,312	\$257,245,000	\$2,693,000	\$37,500,000	\$771,710,712
							\$555,500,000
							\$1,327,210,712

**Notes:**

1. The Highway Users Tax is also known as the "Motor Vehicle Fuel Tax", the "Gasoline Excise Tax" and "Article XIX Revenues."
2. Rolling Hills has no public streets and is therefore not eligible for Highway Users Tax allocations.
3. Str&HwysCode §§ 2103, 2105, 2106, 2107 and RMRA amounts are paid monthly. Includes special payments for snow removal.
4. Str&HwysCode § 2107.5 amounts are typically paid by the State Controller once per year in July.
5. Str&HwysCode § 2103 allocations replace the former Prop42 revenues. This is the price-based fuel tax rate, adjusted annually by the BOE until 2019.
6. Pursuant to the Road Repair and Accountability Act of 2017, the state general fund will repay loans from transportation funds totalling \$706 million over three years and in monthly installments beginning FY2017-18. Local streets and roads will be paid \$225 million; \$75 million in each year, half to cities, half to counties. See Gov Code Sec 16321.
7. Road Maintenance and Rehabilitation Account (RMRA - Streets and Highways Code Sec 2030 et sec.) includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments. FY2017-18 is a partial year of funding from these new sources. The first full year of funding will be FY2018-19.

**FY 2017-2018 Discussion Draft Grant Application Guide**  
**Additional Sustainable Communities Grants from Senate Bill 1**  
**Comment Form**

Thank you for reviewing the FY 2017-2018 Discussion Draft Grant Application Guide document. Listed below are directions for submitting your input, ideas and comments specific to the Discussion Draft Grant Application Guide document. The public comment period for this document begins Wednesday, July 12, 2017 and ends Tuesday, July 25, 2017, 5:00 PM PST.

Directions for submitting comments:

1. Fill out your contact information (type preferred)
2. Fill out your comments individually, providing as much detail as possible (type preferred). Please reference chapter and page numbers.
3. Submit your comments via:
  - a. E-mail: [Regional.Planning.Grants@dot.ca.gov](mailto:Regional.Planning.Grants@dot.ca.gov)
  - b. U.S. Mail:  
Priscilla Martinez-Velez  
Division of Transportation Planning, MS-32  
California Department of Transportation  
P.O. Box 942874  
Sacramento, CA 94274-0001
  - c. Fax: (916) 653-0001  
Attn: Priscilla Martinez-Velez
  - d. In person: 1120 N Street, Sacramento, CA  
Attn: Priscilla Martinez-Velez - Division of Transportation Planning MS-32

**Contact Information**

We ask for your information so that we can contact you for clarification, if needed.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

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**FY 2017-2018 Discussion Draft Grant Application Guide**  
**Additional Sustainable Communities Grants from Senate Bill 1**  
**Comment Form**

**Comment**

Please provide as much detail to your comment as possible (attach multiple pages if necessary).

Page: \_\_\_\_\_

Begin here:

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Adaptation Planning Grant from Senate Bill 1  
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2. Fill out your comments individually, providing as much detail as possible (type preferred). Please reference chapter and page numbers.
3. Submit your comments via:
  - a. E-mail: [Regional.Planning.Grants@dot.ca.gov](mailto:Regional.Planning.Grants@dot.ca.gov)
  - b. U.S. Mail:  
Julia Biggar  
Division of Transportation Planning, MS-32  
California Department of Transportation  
P.O. Box 942874  
Sacramento, CA 94274-0001
  - c. Fax: (916) 653-0001  
Attn: Julia Biggar
  - d. In person: 1120 N Street, Sacramento, CA  
Attn: Julia Biggar - Division of Transportation Planning MS-32

**Contact Information**

We ask for your information so that we can contact you for clarification, if needed.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

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**FY 2017-2018 Discussion Draft Grant Application Guide**  
**Adaptation Planning Grant from Senate Bill 1**  
**Comment Form**

**Comment**

Please provide as much detail to your comment as possible (attach multiple pages if necessary).

Page: \_\_\_\_\_

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

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**TITLE:** Sustainable Transportation Planning Grant Program

**DATE PREPARED:** 5/8/17

**MEETING DATE:** 5/25/17

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**SUBMITTED BY:** John Speka, Senior Transportation Planner

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**BACKGROUND: BACKGROUND:** On April 21, notice was received from Caltrans that two transportation planning grants had been awarded to the Lake APC for Fiscal Year (FY) 2017/18.

The first is in the amount of \$130,000 (including a match of \$14,911 from Local Transportation Funds [LTF]) for a “Bus Passenger Facilities Plan” intended to explore opportunities for both improving the existing infrastructure and expanding the information services. The plan is to include a multijurisdictional strategy to coordinate State, regional, county and city government resources to more seamlessly implement and maintain bus passenger facilities in the region.

The second grant is for a “Pedestrian Facility Needs Inventory and Engineered Feasibility Study” involving the identification of needs, priorities and feasibility of improving deficiencies within the pedestrian networks of the region’s cities and unincorporated communities. The award is for \$184,500 (a match of \$21,163 from LTF). Ultimately, the project will develop a plan providing options and recommendations leading to the eventual construction of new and infill pedestrian facilities and/or crossings within the region. This will help all entities be more prepared and competitive in future Active Transportation Program funding cycles.

Projects are to start by July 2017 and end by the close of the 2020 fiscal year. Each will be incorporated into the FY 2017/18 Overall Work Program (OWP) including separate stand-alone Work Elements for upcoming and subsequent OWPs until the projects are completed.

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**ACTION REQUIRED:** None, informational only.

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**ALTERNATIVES:** None.

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**RECOMMENDATION:** None.

Status of Lake County Projects: As of June 28, 2017

PSR (Project Study Report) Projects										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	PSR Target Date

PSR Complete & Not Yet Programmed (for Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	PSR Target Date
1	LAKE	20	5.84	5.84	110 Bridge Rehab	on Route 20 three miles west of Upper Lake @ Bachelor Creek	Bridge replacement	\$2.00	PSR signed 6-20-16; to be amended into 2018 SHOPP	RTL: 2021

Projects Programmed (in Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion Date Start of Work Date
2	LAKE	20	1.0	46.3	2014 SHOPP 151 Roadway	various locations Rte 20, 29 & 53	culvert rehabilitation	\$4.211	on schedule	Nov 2019 Start Work: Aug 2018 RTL: Feb 2018
3	LAKE	20	5.20	5.55	2016 SHOPP 010 Safety	east of Upper Lake, 0.3 mi west of Witter Springs Rd to 0.02 mi east of Witter Sp Rd	Widen shoulders on both sides of SR 20	\$7.400	amended into 2016 SHOPP 6-6-17	RTL: 2020
4	LAKE	20	31	32	2014 SHOPP 010 Safety	intersection of SR 20/53	roundabout	\$6.156	on schedule	2020 Start Work: Aug 2018 RTL: March (prev Feb) 2018
5	LAKE	var	var	var	2016 SHOPP 015 Safety	various on Rte 20, 29, 175	MBGR, widening & rumblestrips	\$3.812	on schedule	RTL: 2019
6	LAKE	29	9.0	20.7	2016 SHOPP 010 Safety	three locations on Route 29 between Middletown and Lower Lake	MBGR, widening and truck climbing lane	\$5.30	on schedule	RTL: 2019
7	LAKE	29	9.6	10.3	2014 SHOPP 010 Safety	Hartmann Rd/Rte 29	roundabout	\$6.017	on schedule	2020 Start Work: Aug 2018 RTL: Nov 2017
8	LAKE	29	12.78	14.35	2016 SHOPP 010 Safety	near Lower Lake, .85 mi N of Spruce Grove Rd-S to .52 mi S of Hofacker Ln	shoulder widening	\$8.10	on schedule	RTL: 2019
9	LAKE	29	28.5	31.6	STIP & RIP & SHOPP	Near Lower Lake - Lake 29 Expressway	upgrade to 4-lane expressway	\$76.600	on schedule	RTL: 2019
10	LAKE	29	34.17	34.5	2014 SHOPP 010 Safety	Cruikshank Rd/Rte 29	NB left-turn pocket	\$1.300	estimate contract award Sept 2017	Fall 2018 Start Work: Spring 2018 RTL was May 2017
11	LAKE	29	41.42	41.42	2014 SHOPP 378 Mandates	ramps at Lakeport Blvd overcrossing	upgrade ped facilities to ADA compliance	\$0.763	estimate contract award Sept 2017	March 2018 Start: Fall (prev summer) 2017 RTL was 3-27-17
12	LAKE	var	var	var	2016 SHOPP 112 Bridge Rail replacement	bridges on 20, 29 & 175	Bridge rail replacement & upgrade - 5 bridges	\$5.884	on schedule	RTL: 2019
13	LAKE	175	25	27.5	2012 SHOPP 010 Safety	near Middletown, from east of Putah Cr Bridge to Dry Cr Bridge	Shoulder Widening	\$12.700	on schedule	2020 Start: Fall 2018 RTL: June 2018

Under Construction										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion
14	LAKE	20	13.5	30.5	2012 SHOPP 361 Mandates	from Lucerne area east to Route 20/53	upgrade 55 curb ramps & sidewalks	\$2.500	80% complete	Fall 2017 (prev 2018)
15	LAKE	20	13.5	31.4	2012 SHOPP 121 Roadway	from Lucerne area east to Route 20/53	Capital Preventative Maint.	\$25.215	COMPLETE	Complete Oct 2016
16	LAKE	29	0.2	0.2	119 Bridge Prevent Mt	St Helena Cr Bridge	Bridge scour-repair	\$3.300	COMPLETE	Complete Oct 2016

State Route 20 Projects
State Route 29 Projects
State Route 53 Projects
State Route 175 Projects

project cost = construction & RW  
start work 0500  
est comp date 0600

Revised since last report.

y: Reg Plng/Status/Lake/Lake Status June 28, 2017.xls





### Legend

#### Project Status

- Planned
- Programmed
- In Construction
- Completed
- State Highways

#### Cities

- Clearlake
- Lakeport



Department of Transportation  
Planning and Local Assistance

## Lake County Project Status



Prepared by: J. Castro



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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Planning: Suite 206 ~ 707-263-7799

## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Draft Meeting Minutes

Tuesday, May 9, 2017  
1:40 p.m.

Lake Transit Authority  
9240 Highway 53  
Lower Lake, California

Caltrans – District 1  
Teleconference  
1656 Union Street  
Eureka, California

**Present:** Ilene Dumont (Chair), Michelle Dibble, Karl Parker, Rebecca Southwick, Garin Fuhriman, Mark Wall, Wanda Gray and Paul Branson (Vice-Chair)

**Absent:** Kaye Bohren, Dave Carstensen, Tavi Granger

**Also Present:** Lisa Davey-Bates, John Speka, Phil Dow and teleconference: Nephele Barrett

### Call to order

Ilene Dumont called the meeting to order at 1:40 PM.

### 1. Public Input

None

### 2. Approval of SSTAC Meeting Minutes

A motion to adopt the Draft February 7, 2017 Minutes was made by Paul Branson, seconded by Karl Parker, and approved unanimously.

### 3. SSTAC Membership Recommendations

John presented a staff report which discussed necessary changes to the SSTAC Roster. Two new members were discussed at the previous meeting in February, although a formal recommendation by the SSTAC to the APC Board couldn't be made at that time due to the item never being officially placed on that agenda. As a result, the item on the current agenda was included to discuss extending the terms of three expired seats (with new members replacing two of them) and also addressing the filling of two current vacancies. In all, five seats were under consideration for either extension or replacement. A recommendation was made to extend the "Social Services Provider- Seniors" position to October 2019, bringing forward the new nomination of Tavi Granger (Interim Manager, Lake County Adult Services); replace the still active (until October 2018) "Transportation Provider" seat with the newly nominated Rebecca Southwick (Development Officer, St. Helena Hospital Clearlake); extend the term of the "Transportation Provider- Handicapped" seat to October 2019, with Ilene Dumont (Executive Director, People Services) to continue serving as SSTAC Chair; and renew the "Consolidated Service Transportation Agent" seat to October 2019, nominating Karl Parker (Mobility Programs Coordinator, Paratransit Services) as a new representative.

The still active fifth seat, “Social Services Provider- Handicapped,” was to remain vacant until a qualified volunteer could be identified. John noted that attempts to fill that role with a representative from the Veteran’s community had come up short after several attempts were made to find a replacement for Frank Parker, the previous SSTAC member in that role. Wanda Gray, another former member of the SSTAC, was in attendance asking to fill the position. However, it was felt that, if a veteran rep was unavailable, the vacant seat would best be filled by a representative from a local Fire District as their services are often utilized in both emergency and/or non-emergency medical transportation situations. John was to contact Willy Cepeda as a possible replacement, or else to get a potential reference from Mr. Cepeda if he was unable to serve.

Rebecca mentioned that she had asked her co-worker, Garin Fuhriman, to attend the meeting as he currently oversees the patient transportation program for St. Helena Hospital Clearlake. She inquired as to whether he could be an alternate based on his position, or whether he may be a more appropriate permanent member than herself. It was felt that he could attend the meetings, but Rebecca should retain the official seat (assuming APC Board approval). A motion to recommend the above changes was made by Mark (and seconded by Paul). The motion passed unanimously.

#### **4. Unmet Transit Needs Analysis Findings and Recommendations**

Nephele Barrett presented her staff report discussing the annual unmet needs process. Definitions had been adopted of what constitutes an “unmet need” and a list of potential unmet needs was put together with input from both the SSTAC and TAC and presented to the APC Board at their March hearing. At that meeting, the Board found that the list contained needs meeting the definition, referring the matter to APC and LTA staff for further analysis. In all, **seven potential unmet needs** were analyzed by Mark with a written response prepared for each.

The **first** involved a potential need for **medical trips to Saint Helena Clearlake and Sutter Lakeside Hospital**. Mark discussed the current fixed and flex route bus services available, as well as dial-a-ride services. Upon analysis, Mark determined that the need was not “unmet” based on the amount of transit services already available to the facilities. The need was considered to be “limited,” but not involving a significant number of people to be considered “unmet.”

The **second** potential need involved **eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area**. LTA had pursued grant funding under the FTA 5311(f) program to help address the issue. Funding was not available in FY 2017/18 and would remain uncertain for future projects. Cuts were already proposed for existing 5311 programs, along with “toll credits” no longer being available. As a result, the “unmet need” was not considered feasible to meet at this time. Phil mentioned the possibility of a grant funded program for the entire North State Super Region to help provide services to the Sacramento area, although it would not be available for at least a couple of years. According to that plan, LTA would be feeding into a larger I-5 service corridor.

**Item #3** on the list involved **Non-Emergency Medical Transportation in outlying areas**. It was considered to be an unmet need, although one that is not reasonable to meet at this time. Currently, a limited demand exists for such services. LTA administers a volunteer driver program, which is helpful, but relies on vehicles that don’t include wheelchair lifts. Otherwise, a funding source has yet to be identified for this unmet need and LTA will continue to explore

possibilities in the future.

The **fourth** item is a potential need for **Non-Emergency Medical Transportation to out-of-county locations**. This was a need that can be met. A recent FTA 5310 grant request was expected to be awarded soon (receiving a score that should qualify the request, pending final approval from the California Transportation Commission) that would cover three weekly out-of-county trips to Santa Rosa and two to Ukiah. Assuming the funding will be provided, this item would no longer be considered a significant unmet need.

**Item #5** involves **expanded transit service and Mobility Training to accommodate job placement for developmentally disabled**. The analysis noted that it was uncertain at this point if this was an unmet need. Ilene noted that People Services just received a two-year grant that will start in July helping to address the potential need. It was felt by the SSTAC that it will continue to be “uncertain” as to whether it was an unmet need, but it will be monitored as the grant funded program gets underway.

The **sixth** item is for **fixed route service on Sundays for the north shore communities**. This did not meet the definition of an unmet need according to Mark’s analysis. The first reason is that there is not adequate documentation that it constitutes an unmet need. Other data suggest that there is only an insignificant need at best, based on low demand for Saturday service and even lower for Sunday. Finally, given current funding levels, Sunday service would require cuts elsewhere.

The **seventh** and final unmet need involves **deviation from the fixed route in Lucerne to accommodate a senior center lunch program**. This a need that can be met. The service would have been available anyway upon request based on the proximity to the current fixed route service and will be accommodated moving forward.

The SSTAC discussed the recommendations based on the analyses. A motion was made to accept Mark’s analysis with Paul providing a second. The motion passed unanimously to move the recommendations to the APC Board for approval at the following day’s APC hearing.

Rebecca Southwick commented that the third item (see above) stated the unmet need was not reasonable to meet based partially on a “limited demand” for NEMT service in outlying areas. She mentioned that she sees an overwhelming demand in her position from St. Helena Hospital Clearlake patients. Garin Fuhrman (from St. Helena Hospital Clearlake) stated that their daily shuttle carries 12 to 15 patients a day from outlying areas. As a result of the high volume, some aren’t able to get transportation in outlying areas. Wanda noted that Dial-a-ride service was not being used as much currently (about 15 people per day, formerly about 45 per day), which may be a result of the service being provided by the St. Helena Hospital shuttles. Mark suggested that coordination between LTA and St. Helena is needed so they could accommodate Clearlake and surrounding areas more effectively. The original recommended finding for the unmet need item was that it was not reasonable to meet based on a need for wheel chair lift equipped vehicles that aren’t available from the volunteer driver program. Through coordination with the hospital and new funding through the expected 5310 grant, the needs can be partially met. The finding was revised to read that **“it is an unmet need and it is reasonable to meet some of the need at this time. The Consolidated Transportation Services Agency (CTSA) is developing additional programs to address the remaining need.”** The earlier motion was modified by Mark to include the changes discussed (seconded again by Paul) and passed again unanimously.

## **5. Non-Emergency Medical Transportation (NEMT)**

### **a) Pay Your Pal Update**

Karl reported on the status of the Pay-Your-Pal program noting that it now has 35 people enrolled, 29 had submitted reports for April (not everyone enrolled uses the program every month). This is an increase of 17 new riders since February. Ten applications are currently pending. In March, 23 riders submitted reports for a total of 210 trips, covering 4,527 miles and were paid about \$1,500 in reimbursements. The cost of enrolling each new driver is about \$15 (one time cost) and about \$10 a month per rider (mostly for administrative duties).

Since the February SSTAC meeting, there was some discussion regarding an eligibility determination process where criteria can be developed on how to screen applicants using the Pay-Your-Pal service. Input from providers or others in the field was to be sought in formulating some of the criteria. Karl is in the process of finding those with time to commit a couple of hours a month to help in developing the criteria and also to look over applications received for enrollment. Tavi Granger with Adult Services was not able to commit such resources at this time. Other options include Senior Center directors. Also, looking to other programs (such as a current one in Riverside) for guidance on what criteria is most effective. The program is not meant for those able to use regular fixed route transit. Also, the trips are intended for medical purposes only. Paul suggested that Karl email a list of criteria he already had in mind which can be used as a starting point and added to as needed from that point.

### **b) MOU Between St Helena Hospital Clearlake and LTA**

Karl reported that the MOU was approved by Caltrans in recent days and was ready to sign once the APC Board had a chance to take action at the next day's Board meeting.

## **6. Consolidated Transportation Services Agency (CTSA) Update**

### **a) Lake Links Non-Profit Formation Update**

Lisa reported that the process was moving forward. Articles of incorporation had been filed and by-laws were still being worked on.

## **7. Update on Lake Transit Projects and Grants**

### **a) FTA 5311(f) Program**

Mark discussed that 5311 funding would be cut by 26% (over \$100,000). He was currently working on a budget for the June LTA meeting. A public hearing would be held to discuss what programs could be cut. While funding was to be cut for existing services, there were still requirements that many of those services be provided in order to receive the rest of the funding. LTA was seeking ways to reduce inefficiencies as a way to cut costs. Other services that do not rely on 5311(f) funding were also to be reduced. For instance, reducing hours on some of the routes.

### **b) FTA 5310 Mobility Management Grant**

Mark discussed the grant and what it would cover (mobility management position, mobility training, out-of-county NEMT, Pay-Your-Pal program, etc.). Karl noted that the amount received would total \$335,515 for the mobility management portion, while the other two smaller grant requests would be used to cover Pay-Your-Pal reimbursements (approximately \$65,000) and out-of-county NEMT services (approximately \$225,000).

### **c) FTA 5304 Sustainable Communities Grant- Bus Passenger Facility Plan**

John discussed that APC was awarded \$130,000 for a bus passenger facility plan intended to look into the existing transit infrastructure to find what could be improved upon (signage, bus stops, information services, etc.). Mark mentioned that other funding was obtained to replace

bus stop signs, with the facility plan (unsuccessfully applied for last year) to be used for guidance on what needed to be replaced. Another component of the plan is intended to work out an agreement between the regional jurisdictions and their public works departments to ensure the work is completed. Finally, the plan would help to inventory facilities with respect to ADA compliance or other needed improvements.

John added that a second grant inventorying pedestrian facilities in the region was also awarded to APC that would tie in with these efforts in determining where the improvements could best be made. Phil added further that the second grant would help to determine where gaps in the current facilities are located (near bus passenger facilities for instance) and which areas should be priorities when future funding becomes available.

#### **d) Lake Transit Hub Location Plan Update**

Mark discussed that the plan was to be presented before the APC/LTA Board during the following day's meeting. The preferred site was located on County owned property on Dam Road Extension. A security analysis was prepared to alleviate concerns of the school officials located across the street from the site. The next step would be to secure the property and the funding.

### **8. Update on Lake Transit Authority (LTA) Meetings**

#### **a) Draft March 8, 2017 LTA Meeting Minutes**

Mark covered issues discussed at the March 8 hearing including unmet needs public input, resolutions for funding, advertising contract matters and an operations and maintenance RFP which resulted in Paratransit Services having their contract renewed for a three-year period.

#### **b) May 10, 2017 LTA Agenda**

Mark discussed agenda for LTA Board meeting scheduled for the next day (May 10). It would be the longest agenda LTA had ever scheduled including 17 items. Ilene had a question regarding Item #5, which Mark explained involved a request from the "Safe RX Coalition" to have fees waived for PSA announcements on the buses to help fight the opiate crisis in the County. Normally, there would be a \$10 fee for such postings typically charged to other non-profits. Other items on the agenda include the approval of an annual audit, three resolutions authorizing federal grants, the transit hub location plan and other budget matters.

### **9. Update on Human Services Transportation Programs**

Mark discussed the assignment of two 5310 vans to People Services. When the vans were first purchased through 5310 grants, it was believed that three senior centers would be using them. Due to the costs involved with operating the vehicles, the underfunded centers were unable to use them. LTA had no need for the vans for their Dial-a-Ride program, so it was felt to be more useful for People Services to operate the vans. Ilene noted that there is a current need for one of them in their Lakeport facility, where it will be stationed.

### **10. Discussion of Issues and/or Other Topics**

#### **a) Lucerne Summit**

Lisa reported that she attended a summit in Lucerne called "Paving the Road Ahead" in which she sat in for Karl who was unable to make it. She discussed a pilot project lead by St. Helena Hospital that looked into ways which different County agencies could help in reducing the number of people relying on emergency room services by providing new or improved services for the homeless or mentally disabled populations. Sixteen areas of need were identified with one of the higher priority needs being transportation.

**b) RTP Update**

John provided an update as to the status of the Regional Transportation Plan. He was getting closer to having a draft available for review within the next couple of months. The Public Transit Element would be relevant to the SSTAC involving such items as NEMT or other transit related topics. He will be asking for input from the SSTAC once a draft has been prepared.

**c) Record Bee Article, “Outstanding Rural Transportation Project” Award**

An article in the Record Bee was discussed in which LTA received an award at the annual California Association of Coordinated Transportation (CalACT) conference. The award was to acknowledge LTA’s service to the community during the three years of fires and flooding that had plagued the County. Mark received the award and was congratulated by the SSTAC.

**11. Date for Next Meeting**

Next meeting is scheduled for August 8, 2017

**12. Announcements/Good of the Order**

**a) Retirement of LTA Manager**

Mark announced his retirement at the end of the year. He will be discussing with an ad hoc committee of the Board how best to find a replacement. Sometime between October and the end of the year, a new general manager is to be recruited.

**b) Other Announcements**

Mark also announced that a bike team was being formed to ride in the Konocti Challenge in October. An invitation to SSTAC members was given to anyone wishing to join.

**13. Adjourn**

Meeting adjourned at 3:30 P.M.

Respectfully Submitted,

John Speka – Senior Transportation Planner



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
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Planning: Suite 206 ~ 707-263-7799

## LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) (DRAFT) MEETING MINUTES

Wednesday, May 10, 2017

**Location:** Calpine Visitors Center, 15500 Central Park Rd., Middletown, California

### Present

Jeff Smith, Supervisor, County of Lake  
Moke Simon, Supervisor, County of Lake  
Russell Perdock, City Council, City of Clearlake  
Nick Bennett, Council Member, City of Clearlake  
Stacy Mattina, City Council Member, City of Lakeport  
Kenneth Parlet, City Council Member, City of Lakeport  
Chuck Leonard, Member at Large

### Absent

Vacant Position, Member at Large

### Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC  
Alexis Pedrotti, Admin. Staff - Lake APC  
Phil Dow, Planning Staff – Lake APC  
John Speka, Planning Staff – Lake APC  
Nephele Barrett, Admin. Staff – Lake APC  
Jamie Mattioli, Caltrans District 1 (Policy Advisory Committee) – Arrived Late  
Tim Celli, Clearlake Police Department  
Adeline Brown, City of Clearlake

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### 1. Call to Order/Roll Call

Chairman Smith called the meeting to order at 9:04 am. Secretary, Alexis Pedrotti, called roll. Members present: Simon, Perdock, Bennett, Mattina, Parlet, Leonard, and Smith.

### 2. Adjourn to Policy Advisory Committee

Chairman Smith adjourned to the Policy Advisory Committee (PAC) at 9:04 a.m. to include Caltrans District 1, and allow them to participate as a voting member of the Lake APC. At the time of adjournment, no Caltrans representative was in attendance.

### 3. PUBLIC EXPRESSION

None

### CONSENT CALENDAR

### 4. Approval of March 8, 2017 (Draft) Minutes

*Director Leonard made a motion to approve the consent calendar. The motion was seconded by Director Perdock and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Simon, Perdock, Bennett, Mattina, Parlet, Leonard, and Smith; Noes (0); Abstain (0); Absent (2) Vacant Member-at-Large, Caltrans Representative*

## **REGULAR CALENDAR**

### **5. Presentation and Proposed Approval of Lake Transit Hub Location Plan**

Lisa Davey-Bates introduced Gordon Shaw, from LSC Consulting. His firm completed the Lake Transit Hub Location Plan. The team worked collaboratively with Mark Wall, LTA General Manager, over the past year and half identifying and studying various locations for a new transit hub. Due to concerns expressed during the public outreach process, additional work was done on the project to review potential security concerns.

Mr. Shaw's presentation included background details including: existing transit conditions, facts supporting why it is important to build a transit hub, potential sites for a new transit hub, various community outreach potentials, security review, preferred, alternative, and back-up hub locations, and the potential transit hub site designs.

*Jamie Mattioli, Caltrans District 1 arrived 9:13 am.*

The presentation also summarized the security issues that arose while the consultant was evaluating the hub locations. It was decided it would be essential for the plan's value to hire a security consultant to evaluate and consult on security issues at the preferred hub location. LSC was willing to contribute a portion of their budget to fund this additional piece of the project. The consultant was very thorough in their evaluation of various transit hub layouts and considerations for security issues with the hub and the adjacent school campuses.

Mark Wall commented on a few of the potential hub sites, explaining that a lot of consideration went into the final recommendation of the preferred site. A summary of all potential sites were examined and can be found in the Transit Hub Plan.

A large portion of the preferred transit hub location at Dam Road Extension is designed to facilitate the reduction of security problems, including minimizing areas of hiding, installing security cameras, staffing during the day, and utilizing fencing. Also, the building structure would be designed to have more visibility and open corridors, restrooms inside for drivers and outside the facility that can be locked during off hours. Director Parlet commented on his concern of vandalism to the restrooms, and was relieved to know they would be locked when unattended.

The facility design has two preferred layouts, one utilizing the corner of the lot, and one being a thin, longer layout. Both layouts host a variety of security insurances to reduce the potential of vandalism and homeless attraction. Director Perdock preferred the corner layout design with respects to the future build out for the City of Clearlake's over-crossing to the airport property and the new road. The corner design option would be best for future options. Director Smith also commented that the thin layout cuts the parcel in half, and the corner option better utilizes the piece of property. The corner option allows for more parking; and the bottom section leaves potential for future on and off ramps.

The Transit Hub facility design includes a park and ride lot. Director Bennett was curious if there was a number for anticipated park and ride users. The consultant believes with long distance travel for Lake County residents, 20 to 30 spaces should adequately fill the need.

Director Parlet agreed that park and ride spaces were important, adding the rider likely won't use the transit system if parking becomes a hassle.

Director Perdock mentioned there had been a variety of informal security discussions, between the hospital and the school possibly working to coordinate together. This may be something LTA could eventually partnership in for the Hub security. The hospital and school continue to have trouble with homeless, and increased activity behind the college.

Director Perdock appreciates all the extra work put into the evaluation of alternative hub locations; however the airport property remains in the early stages of development and the Burn Valley Mall holds to many property owners and extended hours for passengers. He values the Dam Road Ext. as the best option for the hub.

Tim Celli, Clearlake Police Department reported the homeless encampment behind Ray's was removed approximately two weeks ago and Officers have been patrolling more frequently to help the security around the vicinity. Currently, the Transit Hub is located in the Ray's parking lot, a large issue bringing in homeless and security issues for the area is the availability of alcohol.

Mr. Shaw reported that as part of the evaluation and development of the plan he spoke to a couple other schools that were near their transit hub. Two schools were right across street, but this does not seem to be that common of a situation; however the schools he did speak with did not have any negative reports. LSC found that typically transit centers are located downtown, and schools typically aren't.

Karl Parker, Mobility Manager reported as a past LTA driver that the current hub has major safety concerns. Around peak times there are buses coming in and out, people running across the parking lot, as well as shopping traffic in the area, Karl is amazed something tragic hasn't happened yet.

Woodland College utilized a transit hub as a working model program for the Davis Transit System, and was operated by the students. Many people managing public transit systems today, went through that program. It may be a great opportunity to offer something similar to the local college students.

Phil Dow reminded the board that action sought today, was simply to accept the report and approve the preferred location of the Transit Hub. Advantages and disadvantages to the corner and long layouts can be determined later on. After the additional security consultant was hired and completed additional measures to evaluate the location staff have not heard any further objection to the hub location at Dam Road Ext. The next steps will be funding the hub. Director Smith understands the layout is a future decision, however he would appreciate as a Board of Supervisor to have a consensus from the board to begin land acquisition. Configuration of the layout that ensures the usefulness of the piece of property will prompt the approval of the Board of Supervisors. That layout concept could be added to the plan.

Lisa Davey-Bates reported that funding for the transit hub when considering the park and ride lot, as well as including charging stations are very ideal topics and considerations for grant funding. Lisa appreciates these key details being included in the development of the hub.

Tim Celli, Clearlake Police Department, gave a patrol officers perspective on layout. For patrolling, the thin longer layout would be better, however Tim agrees the corner layout looks nice. Tim also noted the having the security guard on staff at the hub will help elevate the security issues.

There were also discussions regarding food vendors, and coffee carts at the new transit hub. These details can be discussed and decided once the facility gets further in the process.

Director Perdock was curious if this facility could change anything at the Lower Lake office. Mark noted the new hub facility does have the potential to have some personnel on site, which could change things slightly at the Transit Center.

The Board thanked Gordon Shaw and LSC staff for their great work on the Plan.

*Director Perdock made a motion to accept the Lake Transit Hub Location Plan, as presented. The motion was seconded by Director Simon and carried unanimously.*

**6. Discussion and Recommended Approval of Resolution # 16-17-12 to Determine if Unmet Transit Needs are Reasonable to Meet**

Nephele reported to the board, this is an annual requirement of the TDA, and will be the third year completing this unmet needs process. The APC hadn't completed this process for several years in the past, but more recently has started again. The intent of the unmet transit needs process is to identify these needs and determine whether they are reasonable to meet based on the approved definitions, and if they are reasonable to meet, is there available funding to meet this need. This process is good to bring attention to these needs to the attention of the board, and is a useful way to identify the needs, even if the funding is not available.

The current Unmet Needs Process began at the December meeting of the Social Services Transportation Advisory Council, where a list of potential unmet transit needs was developed. A public hearing was held at the February Board Meeting. Action was continued until March to give the Technical Advisory Committee (TAC) the opportunity to comment on the list. The TAC actually added two additional unmet needs to the list. At the March meeting, the APC made a finding that the testimony *included* "unmet transit needs" according to the APC's adopted definition, and directed the list to APC and LTA staff for analysis and further review by the SSTAC.

Requested action of the Board was to approve Resolution #16-17-12 to Determine if Unmet Transit Needs are Reasonable to Meet.

Nephele Barrett read aloud the approved definitions and reasonable to meet clarification to the Board. She also distributed a revision to the documentation included in the packet. The Unmet Needs are the same, however the SSTAC made a minor change to the recommended findings. The change was unlined in No. 3.

Nephele noted the first four unmet needs are carried over from last year. Nephele read the unmet needs and allowed for Mark Wall to comment.

**Transit Service Needs**

**1. Medical trips to Saint Helena Clearlake and Sutter Health Lakeside.** There may be an opportunity for funding partnerships with these health centers. Saint Helena Clearlake has been providing some service; however, based on the rate of non-emergency ambulance calls, there appears to still be a need.

**Response:** The Hospital currently has multiple buses servicing their facility, additionally Clearlake and Lakeport has dial-a-ride service in place. With the high level of transit service to hospitals already, the amount of additional needs probably relate to item 3, which are people farther away from existing bus routes. There have been a variety of improvements done to further improve routes to the hospitals. Lake Links, as the Non-Profit for the CTSA has started the Pay-Your-Pal program. This program helps cover volunteer drivers, which will help get people to their appointments.

**Finding:** This does not meet the definition of an unmet need. However, Lake Transit Authority will continue to work with these local health care providers.

2. **Eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area.** Currently, the closest connection is at the Cache Creek Casino. There may be an opportunity to fund this service with FTA 5311(f) funding.

**Response:** Staff has been trying to find a way to fund Spring Valley service for many years. LTA did provide through a grant funded project, a bus to the Live Oak Senior Center. However, they can no longer operate the bus, like required by the grant, so that service is no longer active. Caltrans announced that FTA 5311(f) funding in 2017/18 would be limited to continued funding of existing projects. In addition, it was announced that there would be an across the board cut of 26% for existing projects, and that no "toll credits" would be available. Mark suspects some possibility for FY 2018/19, but at this time there is too much uncertainty.

Mark did mention there is a planning project being completed by Shasta, where they are looking at an intercity bus route. This effort could potentially be a route other transit agencies could be a part of. This project is still in the planning stages, and several years from implementation.

**Finding:** This is an unmet need, but is not reasonable to meet at this time. Primarily due to funds.

3. **Non-Emergency Medical Transportation in outlying areas.** This would serve areas beyond one mile from fixed routes, and vehicles need to include wheelchair lifts.

**Response:** Last year, the APC found that this is an unmet need that is not reasonable to meet. During the past year, LTA/CTSA has taken steps that may improve services to outlying areas. These include support for clinic operated wheelchair lift equipped vehicles, and further development of the volunteer driver programs. These meet more of the need, but fall short of a dedicated program to provide wheelchair lift equipped service that will meet widely dispersed trips in outlying areas. LTA/CTSA is continuing its efforts to secure funding for a pilot project that would provide wheelchair lift equipped service. Through its Mobility Manager contract, LTA/CTSA is seeking Medi-Cal funding to help support the service. LTA/CTSA is continuing to work with the health and social services community to define the need and potential funding agreements for service.

**Finding: (changed)** This is an unmet need and it is reasonable to meet some of this need at this time. The CTSA is developing additional programs to meet the remaining needs.

4. **Non-Emergency Medical Transportation to out of county locations.** This is needed for both adults and children. There is a particular need for transport to Santa Rosa and San Francisco.

**Response:** LTA, through its Lake Links CTSA program, will implement a program to provide NEMT service to out-of-county locations in 2017/18 provided that an FTA 5310 grant is received as expected. LTA has been notified that Caltrans has recommended to the California Transportation Commission that this grant be awarded. It is expected to provide \$225,139 for Out-of-County NEMT services and for senior center transportation programs.

**Finding:** This is not an unmet need. With the award of the FTA 5310 grant, LTA will be able to provide service that meets the identified need.

5. **Expanded transit service and Mobility Training to accommodate job placement for developmentally disabled.** New enhanced requirements for competitive integrated job placement will be implemented soon necessitating transportation to and from jobs, potentially outside of normal transit operating hours. It is likely that demand response service would be needed to fit this potential need.

**Response:** To the extent that the need is within Lake Transit operating hours, this need will be accommodated by Lake Transit routes or paratransit services provided that the origin and destination are within one mile of fixed routes. If the need is outside of normal operating hours, Lake Transit is not required to provide service under the ADA. It is unknown at this time if there is an unmet need. If there is an unmet need, the Redwood Coast Regional Center is responsible to fund transportation needs of developmentally disabled persons. LTA would consider providing such service under contract with RCRC.

**Finding:** This is not an unmet need. Lake Transit Authority will monitor the situation to see if additional needs arise.

6. **Fixed route service on Sundays for the north shore communities.**

**Response:** It is unknown if this is an unmet need as there is no documentation. Based on industry statistical evidence, transit service attracts fewer riders on Saturday than weekdays, and fewer on Sunday than on Saturday. If there were an unmet need, it could only be met at this time by cutting existing service.

**Finding:** This is an unmet need, but is not reasonable to meet at this time. Mark noted he changed this finding, to be an unmet need, previously identified as “not” an unmet need, but it remains unreasonable to meet.

7. **Deviation from the fixed route in Lucerne to accommodate senior center lunch program.**

**Response:** Lake Transit Authority will deviate from its fixed route to accommodate the senior center lunch program. Only an unmet need because the senior center was unaware they could call and request a deviation of a bus.

**Finding:** This is an unmet need that is reasonable to meet.

As noted in the staff report, the recommendation from staff is at least some of the needs identified on the list qualify as unmet needs, including two that were reasonable to meet at that time. It is recommended that the attached resolution be approved, with the modifications based on the SSTAC's changes. There are **two** unmet needs reasonable to meet, **No. 7 and No. 3.**

*Director Simon made a motion to approve Resolution #16-17-12 finding that there are unmet transit needs, including needs that are reasonable to meet. The motion was seconded by Director Bennett and carried unanimously. Roll Call Vote: Ayes (8) – Directors Simon, Perdock, Bennett, Mattina, Parlet, Leonard, and Smith; Noes (0); Abstain (0); Absent (2) Vacant Member-at-Large, Caltrans Representative*

It is standard protocol for APC Staff to develop and present the draft Budget in May. The final budget will be brought back for discussion and approval at the June Board Meeting; however, this gives the Board members the opportunity to review and comment. Lisa Davey-Bates plans to give an in-depth presentation at the following board meeting to breakdown of each funding sources and its role to the agency's budget.

The Local Transportation Funding (LTF) is expected to stay consistent with last year's amount of \$1,425,000. APC Staff will monitor revenues as they come in, and will make any necessary adjustments as needed. The APC also receives Planning, Programing and Monitoring (PPM) funds that total 5% of the State Transportation Improvement Program (STIP) funding received. This amount varies every year, and is slightly higher than last. These funds are allocated to the Overall Work Program (OWP) for planning projects for the region. Also identified in the budget is Rural Planning Assistance (RPA) Funds, specifically allocated to rural agencies to fund a large portion of the OWP.

The budget will likely come back for amendments throughout the year, and is expected to change as the final carryover amounts are determined at the close of the fiscal year.

#### **8. Discussion of 2017/18 (Draft) Overall Work Program**

The Overall Work Program (OWP) is developed to identify and budget for various planning projects in the Lake County Region. The OWP is consistently funded with three funding sources, Rural Planning Assistance (RPA) funds, Planning, Programming and Monitoring (PPM) funds and Local Transportation Funds (LTF). There is a potential for grant funding to be identified in the OWP if a project is awarded to the APC. This year the OWP will include two FTA Section 5304 – Sustainable Communities grants to complete the LTA Bus Passenger Facilities Plan and the Lake County Pedestrian Facility Needs Inventory. All funding that is identified in the OWP has been also identified in the draft Budget.

Annually, the process starts in January and begins with APC distributing a call for planning projects to the Technical Advisory Committee (TAC). Local Agencies submit their requests for funding and projects, which were discussed at the next TAC Meeting. It is typical for the agency requests to come in higher than the available funding. The TAC works together to decide on the projects and needs that can be funded for the year. The OWP also includes Dow & Associates planning contract for the fiscal year.

This item was on for discussion only. The final document will be brought back for final discussion and approval at the June Board Meeting.

#### **9. Discussion and Recommended Approval of Final Transportation Development Act (TDA) Annual Fiscal Audit ending June 30, 2016**

Lisa Davey-Bates was pleased to report this fiscal audit for fiscal year ending June 30, 2016 was had no findings. The APC had previously encountered a reoccurring finding that was requiring the adoption of a formal Fund Balance Policy. Lisa was happy to report this policy was developed and approved in the past year.

The APC and LTA is required by the Transportation Development Act (TDA) to complete a financial audit annually. The Lake APC selected Smith & Newell to complete this fiscal audit for fiscal year 2015/16.

*Director Perdock made a motion to accept the Final Transportation Development Act (TDA) Annual Fiscal Audit*

*ending June 30, 2016, as presented. The motion was seconded by Director Simon and carried unanimously.*

## **RATIFY ACTION**

### **10. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council**

Chairman Smith adjourned the Policy Advisory Committee at 10:50 am and reconvened as the APC.

### **11. Consideration and Adoption of Recommendations of Policy Advisory Committee**

*Director Mattina made a motion to adopt the recommendations of the Policy Advisory Committee. The motion was seconded by Director Simon and carried unanimously.*

## **REPORTS**

### **12. Reports & Information**

#### **a. Lake APC Staff Summary of Meetings - Administration and Planning Services**

Chairman Smith referenced the Summary of Meetings report completed by Lisa Davey-Bates, showing a list of meetings attended by APC Administration and Planning Staff.

Lisa reminded the Board that this summary includes meetings and trainings Administration and Planning Staff attend in between Board Meetings. Lisa noted a large focus of her time has been transit-related in the past month.

#### **b. Lake APC Planning Staff**

##### **1. Sustainable Transportation Planning Grant Update**

John Speka, APC Planning Staff, briefly reported the APC was awarded two FTA Section 5304 Sustainable Transportation Planning Grants. One will be for the development of the Lake Transit Authority Bus Passenger Facilities Plan, to explore opportunities for both improving the existing infrastructure and expanding the information services and infrastructure to better serve the needs of new users. The APC has \$130,000 to complete this plan.

The second grant awarded is for the Lake County Pedestrian Needs Inventory and EFS. This study will explore the needs, priorities and feasibility of improving the deficiencies within the pedestrian network. This project will tie into the Bus Passenger Facilities Plan. This study has a budget of \$184,498.

Phil Dow reported that over the years there has been access to different funding types for bicycle facilities, of which Lake County has been successful in receiving. There has not been a pedestrian improvement grant source available until more recently under the Active Transportation Program (ATP). The intent of this project is to identify the gaps that exist in sidewalks and crossing facilities and determine the needs based on current data. Old information exists, but this grant will help to prioritize pedestrian facilities in Lake County. At the completion of this study, agencies will have costs and priorities to assist in applying for ATP grants.

Mark Wall commented with regards to the transit grant. LTA has \$8,000 to replace bus stop signs this year. Originally, Mark hoped the Bus Passenger Facilities Plan would be completed first so he could focus funds on the identified locations in the plan. Many bus stops have been created by the “worn path” identity, so Mark knows some spacing is off, and there is the potential for accessibility issues. This plan will take a look at all these issues and prioritize them. Additionally, Mark was able to partially implement the old passenger facilities plan, but there seems to be a disconnect without LTA having an agreement with the County of Lake Public Works Department. Working collaboratively

with the Public Works Department would help to get maintenance and construction around the transit system completed.

## **2. FTA 5310 Grant Update**

John Speka noted they haven't received official notification of grant awards for the FTA 5310 program, but LTA received quiet a high score on the applications, so that seems to be a clear identifier for funding. John attached the list of final scores to the packet for review. Once the CTC approves the projects, then the official notification will be sent to the agencies. Tentatively, LTA should receive funding for Karl Parker's position as the Mobility Manager, which looks to be fully funded. Secondly, the Pay-Your-Pal volunteer driver program looks to be partially funded, as well as the NEMT out-of-county trips program.

## **3. Social Services Transportation Advisory Council (SSTAC) Update**

John attended the SSTAC meeting the day before the APC Board meeting. Many items that were discussed at the SSTAC meeting were previously discussed under the unmet transit needs item. John reported the SSTAC has some council appointments that were vacant or expired. Some seats have been vacant since October. At the last SSTAC meeting John received the official recommendation for the terms and positions. APC is still looking to fill a vacant seat. If APC Members know if there is interest, direct them to John Speka, at the APC Planning Office.

*Director Perdock made a motion to appoint the following members to the Social Services Transportation Advisory Council (SSTAC); Tavi Granger, Social Services Provider Seniors for the term: November 2016 to October 2019, Rebecca Southwick, Transportation Provider for the term: November 2015 to October 2018, and Karl Parker, Consolidated Services Transportation Agent, for the term: November 2016 to October 2019, as well as reappointing Ilene Dumont, Transportation Provider Handicapped, for the term: November 2016 to October 2019, as presented. The motion was seconded by Director Simon and carried unanimously.*

## **4. Miscellaneous**

Lisa Davey-Bates reported she attended the Innovation Summit in Lucerne. It was attended by a number of people. It addressed many issues including homelessness in the county. Lisa recently learned of the St. Helena pilot project that is hoping to improve homelessness and the county overall. She mentioned transportation was identified as one of the top three highest concerns for the county, and that a task force will be initiated to begin looking at possible solutions. She offered to be a part of the task force along with Karl Parker and possibly others.

### **c. Lake APC Administration Staff**

#### **1. Road Repair and Accountability Act of 2017**

Phil Dow included a staff report of Senate Bill 1, as well a summary of the ten-year projections of revenues the bill will be providing to transportation. This bill will do great things for transportation. It will provide over \$5 billion in ten years to the transportation system. There are still many unknowns relating to the funding levels for Lake County, but funding could increase from \$3.3 million to \$5.1 million in one year, with an even bigger increase after that. Additionally, LTA could receive \$400,000 or more per year, and more money will be available for the Active Transportation Program (ATP) and State Transportation Improvement Program (STIP). APC staff will keep the Board posted as time moves on and guidelines are developed.

Phil Dow noted that not only does it add more funding to the STIP, but money will be allocated directly to cities and counties to improve streets and roads. Lake County has some of the lowest rated pavement quality in the state.

The CTC meets next week and the agenda has discussion of dates for guideline development for all these programs. Phil will monitor the situation, how the guidelines are developed, and make sure they consider the rural areas.

Director Bennett reported there is opposition gathering signatures to repeal Senate Bill 1, and require it to go to the voters before it is approved.

Lisa did have positive information for the City of Clearlake. There is an additional \$200 million for the State and Local Partnership Program (SLPP), which competitively allocates funding to self-help agencies.

**2. Lake County Innovation Summit**

This agenda item was previously discussed under Item #12 -b -4 Miscellaneous under APC Planning Staff.

**3. Next Meeting Date – June 14, 2017 (Lakeport)**

Director Leonard reported he will not be attending the June Board Meeting.

**4. Miscellaneous – None**

**d. Lake APC Directors**

None

**e. Caltrans**

**1. Lake County Project Status Report**

Jamie Mattioli, Caltrans District 1 reported on the following projects:

- Lake 20 – Lucerne/Clearlake Oaks. Curb Ramps - 65% complete. They are expected to be completed by the end of July.
- Cruickshank Rd. on Lake 29 – Design phase completed early the project is moving up construction to this year. Bids out in August.
- Witter Springs Safety project – Project includes shoulder widening, left turn pocket for eastbound traffic, and widening shoulders at PM 5.
- Lake 29 Expressway – Is on schedule for construction in summer 2019. There have been cost increases that currently remain unfunded. Caltrans continues to pursue funds and have submitted a project change request to Head Quarters. The request is to fund cost-overruns through the SHOPP program, but may not be able to fund the entire cost increase. Caltrans does have a full year to pursue the remaining funds.

Lisa Davey-Bates reported meeting with several people regarding this funding issue. This is a serious issue for the Lake 29 project. There is \$20 million of increases that remain unfunded. This could be a large hit to STIP program, staff is working hard to try and make it least impactful to STIP Program.

Jamie has been tasked to go back and break out the projects to see what portion of the project is eligible to be funded through the SHOPP and what portion is STIP funded as capital improvements to the project.

**2. Miscellaneous – None**

**f. California Association of Councils of Governments (CalCOG)**

Lisa reported the next CalCOG Directors Meeting is scheduled for June 8, 2017 in Sacramento.

**g. Rural Counties Task Force**

1. Next Meeting Date – March 12, 2017

**h. Miscellaneous – None**

**ADJOURNMENT**

The meeting was adjourned by Chairman Smith at 11:19 a.m.

Respectfully Submitted,

***DRAFT***

Alexis Pedrotti  
Administrative Assistant