



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, March 21, 2019
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 August 23, 2018 Minutes (*February 21, 2019 – Cancelled due to lack of quorum*)
3. Progress Status Report on FY 2018/19 Overall Work Program Projects (*Pedrotti*)
4. Discussion of the Draft 2019/20 Overall Work Program (*Pedrotti*)
5. Update by Local Agencies on Existing Local Transportation Fund (LTF) 2% Bike and Ped Allocations and Call for Projects for Fiscal Years 2015/16 thru 2018/19 (*Davey-Bates, Pedrotti*)
6. Announcements and Reports
 - a. Lake APC
 - i. Proposed 2019 Lake TAC Meeting Schedule
 - ii. Miscellaneous
 - b. Lake Transit Authority
 - i. LTA Transit Hub Update (*Speka*)
 - ii. Miscellaneous
 - c. Federal & State Grant Status Reports
 - i. Sustainable Transportation Planning Grant Update (*Speka*)
 - ii. Other Grant Updates (*All*)
 - d. Caltrans
 - i. Lake County Projects Update
 - ii. Other Updates
7. Information Packet
8. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
9. Next Proposed Meeting – **April 18, 2019**
10. 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: March 14, 2019

List of Attachments:

Agenda Item #2 – 8/23/2018 Draft Lake TAC Minutes

Agenda Item #4 – 2019-20 Draft OWP

Agenda Item #5 – 2015-16 thru 2018-19 2% Bike & Ped Allocations

Agenda Item 6ai – Updated Draft Proposed 2019 Lake TAC Meeting Schedule

Agenda Item 6ci – Sustainable Transportation Planning Grant

Agenda Item #6di – February Lake Status of Projects



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TECHNICAL ADVISORY COMMITTEE MEETING

Draft Meeting Minutes

Thursday, August 23, 2018
9 a.m.

City of Lakeport

Large Conference Room
225 Park Street
Lakeport, California

Present

Todd Mansell, Department of Public Works, County of Lake
Kevin Ingram, Community Development Director, City of Lakeport
Doug Grider, Public Works Director, City of Lakeport
Doug Herren, Public Works, City of Clearlake
Leishara Ward, Caltrans District 1 (by telephone)

Absent

Mark Wall, General Manager, Lake Transit Authority
Alexis Kelso, Caltrans District 1 Local Assistance
Greg Folsom, City Manager, City of Clearlake
Hector Paredes, California Highway Patrol

Also Present

Lisa Davey-Bates, Executive Director, Lake Area Planning Council
Phil Dow, Transportation Planning, Lake Area Planning Council
Alexis Pedrotti, Lake Area Planning Council
John Speka, Senior Transportation Planner, Lake Area Planning Council
James Sookne, Program Manager, Lake Transit Authority
Wanda Gray, Paratransit Services
Matt Hertel, AECOM Consultants (by phone- Bus Passenger Facility Plan presentation)
Gordon Shaw, LSC Transportation Consultants (by phone- Bus Passenger Facility Plan)
Andrew Kluter- CHS Consulting (by phone- Bus Passenger Facility Plan)

1. Call to order

The meeting was called to order at 9:10 a.m.

2. Approval of May 24, 2018 Lake APC TAC Minutes

Kevin motioned, Doug seconded, to approve the May 24, 2018 minutes as written with no changes. Approved unanimously.

3. Conference Call with AECOM Regarding Bus Passenger Facility Plan

John gave a brief introduction explaining how the planning grant was received from Caltrans about a year ago and that it entailed bus stop facility improvements for LTA and its

ridership. He introduced Matt Hertel as the lead contact with the consulting firm AECOM.

Matt Hertel discussed his team's role with AECOM leading the plan's development including public and stakeholder outreach. LSC Transportation Consultants would lead the data collection and design standards component for the team and CHS Consultants would produce a Capital Improvement Plan for the project. The overall Plan was scheduled to be finished by October 2018. The TAC will be asked to play a role in its development which today's presentation would focus on.

The Existing Conditions and Standards portion of the project was presented by Gordon Shaw with LSC Transportation Consultants. Two memos had been prepared. The first looked at an existing inventory of LTA bus facilities. It reviewed existing and previous plans and also what was currently on the ground (shelters, benches, roadway conditions, etc.). It evaluated 306 bus stops in Lake County including ridership data and stop spacing for the various stops. Bus stop signs were noted as existing at only 153 of the stops. The lack of signage was believed to be a higher priority for future improvements. Other amenities were discussed (shelters, benches, pole conditions, available shade, etc.). The second memo involved design parameters, including Caltrans standards and other local requirements. Thresholds of when certain amenities should be added was discussed. Finally, stop spacing was discussed (too many/few stops on routes).

Lisa asked about possible recommendations for new stops, benches or shelters. According to Gordon, very few were identified in the report at this point. The main focus so far was on improving signage and addressing maintenance issues. Doug Herren felt there were too many stops currently in the downtown corridor area of Clearlake, backing up traffic and causing other congestion problems. Todd and Doug Grider noted there were bus stop pullout standards for the County and Lakeport, respectively, that are similar to the ones LSC had already reviewed from Clearlake. They would get the information to Gordon via email.

The public survey and workshops were discussed by Matt Hertel. The survey was to be launched the following week and would be made available to bus riders and online respondents via SurveyMonkey. TAC members were asked to help in distributing the survey to any contact lists they believed to be interested. Lake APC would work on having a version translated into Spanish and AECOM would add it to the English version online. Potential outreach workshops/booths were discussed at the County Fair and the Clearlake State of the City events. Open house workshops were planned in the lobbies of both City Halls prior to Council meetings during September.

The next steps of the project would focus on a Capital Improvement Plan matrix. Andrew Kluter discussed how it would combine data already gathered with analyses and prioritization lists of potential improvements. Costs and conceptual designs would be included based on bus stop standards. Recommendations and findings will be brought to project partners. One on one interviews will also take place with public works staffs to get a better/thorough understanding of how potential bus stop projects and priorities will or should look.

4. First Amendment to the 2018/19 OWP

Lexi discussed a number of changes to the OWP. A spreadsheet with carryover numbers

broken down by work element and agency was reviewed by the TAC. A few items of note included James' recent position taken with DBC requiring some money to be shifted to accommodate his new duties between APC, LTA and MCOG. Also, new grant monies received since the adoption of the OWP are to be folded into the amended version with new matching requirements being taken from LTF funds.

Lisa suggested taking some of the carried over money from PPM and having it added to special studies to help Clearlake with its preparation of a Project Study Report for the roundabout project at Dam Road and Dam Road Extension. Given that it can be deemed an interregional project with impacts to Highway 53, the use of RPA funds could be justified. After further discussion, the idea was scrapped as it was decided that PPM funds alone could be used for the same purpose.

Todd moved to recommend to the Board that the First Amendment to the OWP be approved, Kevin seconded, and the motion was approved.

5. Announcements and Reports

a. Lake APC

i. Countywide Sign Inventory RFP

John discussed how the RFP had recently been released and was sent to between 25 and 30 firms. Proposals are due on September 13 and a selection committee would meet on September 20 to choose the consultant. The date was chosen to follow the next TAC meeting and TAC members were asked to participate in the selection process. If interviews were needed, they would be held on the following Monday and Tuesday (24th and 25th). There was some discussion as to whether StreetSaver could work as a standard program for all three of the jurisdictions. However, Doug Grider was not interested in giving up Lakeport's current program, Cartegraph, since the City had already invested a lot of money over time in keeping the licensing. Doug Herren noted that Clearlake will need a program made up from scratch and doesn't have a preference. The City of Clearlake is putting up an additional \$30,000 to have the extra work done.

ii. Miscellaneous

None.

b. Lake Transit Authority

i. Lake Transit Authority Transit Hub Update

John discussed the proposed transit hub in Clearlake on County-owned property on Dam Road Extension. LTA currently has money available to do Architectural and Engineering (A&E) work. However, before that phase can begin, LTA will need to go before the County Board of Supervisors to secure use of the land through donation, lease agreement, or other. Two of the Supervisors are members of the Lake APC Board and are proponents of the donation option, although the County Board as a whole will need to make that decision. September 18 is the date that LTA was hoping to have the proposal heard before the Board. Supervisor Jeff Smith (also APC Director) would be retiring at the end of the calendar year and Mark Wall would be away on vacation for several weeks after that date, so it was relatively critical to have the hearing sooner rather than later.

Doug Herren noted that Clearlake Councilman Bruno Sabatier was also a proponent of the project. Support letters were being sought by officials from the neighboring schools, Woodland College and the Konocti Education Center. Concerns had been expressed earlier on in the location phase about school security if the transit hub were located on Dam Road Extension. A security evaluation was added to the study at that time, including potential mitigation measures, alleviating many of the concerns. Woodland College (Steve Wylie) had already provided a letter of support. However, the Superintendent of the Konocti school, Donna Becnal, had not done the same. The City of Clearlake would be providing a letter, and Doug Herren would look into securing a letter from the local businesses adjacent to the current transfer hub (Big 5 and Tractor Supply). Doug also mentioned that Brock Falkenberg, Superintendent of the County Office of Education, could be contacted. Potential layout and design of the project was also discussed.

ii. LTA Free Passes to Students Program

Lisa discussed a meeting with officials from both Woodland College and Mendocino College looking to get MOU's signed for free bus passes to students attending the schools. The program extends to Lake and Mendocino counties, and had recently started with the beginning of the school year. The program is funded by the Low Carbon Transit Operations Program (LCTOP) and is to continue throughout the current school year. The goal is to build on the pilot program with future funding to come from added (nominal) student fees. LTA will be applying for a Planning Grant in this year's cycle to develop a study measuring the success of the program through a student opinion survey.

Miscellaneous

On the subject of LTA, Doug added that the City of Clearlake was preparing a proclamation commending LTA for their community service during the fires. Discussion followed on individual experiences with the River and Ranch fires from each of the jurisdictions.

c. Federal & State Grant Status Reports

i. Sustainable Transportation Planning Grant Update

John reported on four grant projects that have been awarded to Lake APC. Two projects are currently underway, including the Bus Passenger Facility project which was discussed at the beginning of the TAC meeting. The second, the Pedestrian Needs Inventory and Engineered Feasibility Study (EFS) was to be discussed immediately following the TAC meeting, with several TAC members also sitting on the Technical Advisory Group (TAG) for the project.

Two new planning grants were also awarded recently. One was for an Eleventh Street Corridor Multi-modal Engineered Feasibility Study. The second grant was for a Highway 20 Communities Traffic Calming Plan and Engineered Feasibility Study. RFPs were to be prepared for these within the upcoming month.

A new cycle was about to begin as well for the current year. Potential applications include the survey of college students utilizing the free bus pass program that was discussed earlier in the meeting.

A potential idea for second application involved a study developing a baseline measurement for Vehicle Miles Travelled (VMT) in the region. This would be in preparation of an upcoming CEQA requirement (from SB 743) to evaluate traffic related impacts from development projects using VMT as opposed to Level of Service standards that had traditionally been used. In order to determine traffic impact significance for individual projects from the new VMT criteria, some type of threshold would need to be in place prior to January 1, 2020, when the new guidelines would take effect.

Lisa added that another potential study could involve current discussions between Caltrans and the City of Clearlake about a Caltrans interchange along the Highway 53 corridor near 18th Street (where it is currently being proposed). A study could be useful in looking at future Clearlake plans for development and growth and its impacts on circulation within the study area. Especially given additional factors such as the transit hub proposal on Dam Road Extension and commercial development on the west side of the highway. Project area would involve Dam Road (south) to 18th Avenue (north) and possibly Old Highway 53 (west) and schools and commercial property east of Dam Road Extension.

d. Caltrans

i. Lake County Projects Update

Leishara mentioned that packet updates were discontinued over time by Caltrans Planning for most regions, although it was something that Dave had continued to provide despite that. She mentioned that she was working on an update currently that she would email once completed. Kevin and Todd mentioned that it was always considered helpful and appreciated the efforts.

ii. Other Updates

None.

- 6. Information Packet**
- 7. 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 – September 20, 2018**
- 10. Adjourn Meeting - Meeting adjourned at 11:00 a.m.**

Respectfully Submitted,

John Speka
Lake APC Transportation Planning



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: 2019/20 Overall Work Program Development

DATE PREPARED: 2/14/19

MEETING DATE: 3/21/19

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

The first week of January 2019 you should have received a memorandum informing you of the available funding levels and timelines proposed for the development of the 2019/20 Overall Work Program. In that memo, I requested project applications be submitted to Lake APC staff by January 25, 2019.

In Fiscal Year 2019/20, Local Transportation Funds (LTF) and Rural Planning Assistance (RPA) funding remain consistent, while Planning, Programming and Monitoring (PPM) has increased by \$5,000 to \$40,000. Total funds in the amount of \$384,000 are anticipated for next fiscal year. Lake APC is obligated to fulfill funding for the planning contract (plus adjustments for CPI increases) in the amount of \$273,616 prior to programming funds for other uses. The initial summary of requests for all projects total \$356,616, which is \$27,384 under the available funding for this year's OWP. APC Staff was able to incorporate all submitted OWP Local Agency requests this year.

Due to the lack of attendance at the February Lake TAC Meeting, APC Staff developed the Draft Overall Work Program and submitted to Caltrans for review and comment. The draft has been attached for the TAC's review and discussion.

Lake TAC or APC action is not needed on the draft document, but will be required on the Final Work Program which must be adopted by the Lake APC Board of Directors and submitted to Caltrans in June.

ACTION REQUIRED: Discuss proposed work elements and provide input on development of Draft 2019/20 OWP.

ALTERNATIVES: None.

RECOMMENDATION: Provide input on development of Draft 2019/20 OWP.

- DRAFT -

LAKE COUNTY/CITY AREA PLANNING COUNCIL

**REGIONAL TRANSPORTATION PLANNING
WORK PROGRAM**

FISCAL YEAR 2019/20

Adoption by Area Planning Council: June 12, 2019

Prepared by:



Lisa Davey-Bates, Executive Director
367 N. State St., Suite 204
Ukiah, CA 95482
707.234.3314

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LAKE COUNTY AREA PROFILE

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

According to the 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 2017 Regional Transportation Plan, adopted February 14, 2018.

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

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

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

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 FY 2015/16 the Lake APC began allocating 5% of LTF estimated revenues to the Consolidated Transportation Services Agency to begin the recruitment of a Mobility Manager, in which has been focusing on NEMT Services throughout 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.

Lastly, in April 2017, the legislature passed Senate Bill 1, the Road Repair and Accountability Act of 2017, which will raise approximately \$5.4 billion annually statewide in a long-term, dedicated transportation funding bill. SB1 will rehabilitate and maintain local streets, roads and highways, make safety improvements, repair and replace bridges and culverts, reduce congestion and increase mobility options including bicycle and pedestrian facilities. As funding flows into the region, Lake APC will pursue funding opportunities as they become available.

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 2016/17, which was adopted in February 2018. An extensive public outreach effort occurred during the development of this long-range transportation planning document.

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 adopted 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. An update to the Program was approved by the Lake APC Board in December 2017, which incorporated the most current Census data into the updated 2017 Lake APC Title VI Program. The difference in data between the 2014 and 2017 Programs was trivial and didn't require Lake APC to change any practices or policies. 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.

Additionally, the Lake APC was awarded two FTA Section 5304 – Sustainable Communities grants in FY 2016/17 to develop the Lake Transit Authority Bus Passenger Facilities Plan and the Lake County Pedestrian Facility Needs Inventory & Engineered Feasibility Study. Both of these projects will involve public participation through community workshops held in various locations in the county.

COMPLETED PRODUCTS IN PRIOR WORK PROGRAM

Appendix A includes a brief synopsis of products that were completed in the 2018/19 Work Program.

2019/20 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 *four* new work elements included in the 2019/20 work program, however one project has been carried over and is requesting additional funding to be completed this year. The elements are either ongoing work elements that appear repetitively in Work Programs or carryover projects that will be completed in this Overall Work Program. Several projects are also discussed below that are support planning efforts on a regional level.

The following work elements are included in the 2019/20 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 was added to the 2017/18 OWP in order to conduct Transportation Development Act activities that are not eligible for Rural Planning Assistance funding. This element was found very valuable and remains crucial to include in this upcoming fiscal year.
- ✓ 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 element will conduct a county-wide ridership survey of Lake Transit Authority's (LTA) fixed route services, intra-community services, inter-city, routes, the Free College Fare program, and the Dial-A-Ride services.
- ✓ 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

- ✓ Work Element 609 – This study will analyze transportation alternatives along the Eleventh Street corridor within the City of Lakeport. Expanding on a recent City prepared right-of-way evaluation, it will examine costs and options for Complete Street improvements with a focus on expanding multi-modal use and improving safety for non-motorized and transit dependent users of the corridor.
- ✓ 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 615 – The proposed project will analyze current conditions and formulate traffic calming projects including bicycle, pedestrian and transit friendly options intended to improve the attractiveness and overall livability of the area.
- ✓ Work Element 616 – This work element will provide training to staff of upcoming requirements for grant programs, changes in technologies relating to transportation planning, and other useful educational opportunities as needed.
- ✓ Work Element 617 – This project study will analyze current and expected traffic patterns within key portions of the SR 53 corridor and their immediate surrounding areas. By examining existing conditions and near-term development proposals, it will further interregional and local circulation goals of the State, the regional planning agency and the City.
- ✓ Work Element 618 – 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.
- ✓ Work Element 620 - This project will analyze existing traffic conditions in the region to arrive at a baseline standard from which to determine significance thresholds for future development projects proposed after that date, and develop technical tools and procedures.

FUNDING NEEDS

The amended 2019/20 Transportation Planning Work Program requires total funding of **\$384,000** and will be funded from a combination of Rural Planning Assistance (RPA) funds, Local Transportation Funds (LTF), Planning, Programming & Monitoring (PPM) funds and FTA 5304 Sustainable Communities Grant funding..

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 carryover funding in the amount of **\$TBD** to complete the Bus Passenger Facilities Plan for Lake Transit Authority, as well we **\$TBD** to complete the Lake County Pedestrian Facility Needs Inventory & Engineered Feasibility Study.

STATE

Rural Planning Assistance (RPA) funds in the amount of **\$294,000** are expected for FY 2019/20. 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 2018/19 Work Program total **\$TBD**. Total RPA Funds programmed in the 2019/20 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.

Lake APC was successful in receiving two additional State Highway Account – Sustainable Communities Grants for a total of \$295,863 for the Fiscal Year 2017/18 cycle. These multi-year grant funds have been carried over in the Overall Work Program to continue working on the Eleventh Street Corridor Study for a total of **\$TBD** and the Hwy 20 Northshore Traffic Calming Plan & EFS totaling **\$TBD**.

Lake APC recently submitted two additional grant applications, one being a Strategic Partnership Planning Grant in the amount of **\$139,000** to complete a State Route 53 Corridor Local Circulation Study, the second being a Sustainable Transportation Planning Grant in the amount of **\$112,433** to complete a VMT Regional Baseline Study. These two grants if funded will require local matching funds in the amount of \$49,317.

LOCAL

The total new Local Transportation Funds (LTF) commitment will be **\$50,000** in the 2019/20 Work Program. LTF Funds carried over from the 2018/19 Work Program in the amount of **\$TBD** are being carried over to be used under several work elements in the 2019/20 Work Program. Total LTF Funds committed to the 2019/20 Work Program total **\$50,000**.

Planning, Programming & Monitoring Funds in the amount of **\$40,000** were allocated for FY 2019/20. PPM Funds carried over from the 2018/19 Work Program in the amount of **\$TBD** are being carried over to be used under several work elements in the 2019/20 Work Program. Total PPM Funds committed to the 2019/20 Work Program total **\$40,000**.

The total commitment from **local funding** sources totals **\$90,000 (23%)** to be included in the Amended 2019/20 OWP.

LAKE COUNTY WORK PROGRAM
SUMMARY OF FUNDING SOURCES
 Fiscal Year 2019/20

FUNDING SOURCE	AMOUNT	FUNDING %
<u>Federal Funding Sources</u>		
FTA Section 5304 - Sustainable Communities - Bus Passenger Facilities Plan - 2017/18	TBD	
FTA Section 5304 - Sustainable Communities - Pedestrian Facility Inventory/EFS- 2017/18	TBD	
Total Federal Funds:	\$0	0%
<u>State Funding Sources</u>		
Rural Planning Assistance - 2019/20	\$294,000	77%
Rural Planning Assistance - (2018/19 Carryover)	TBD	
State Highway - Sustainable Communities - (2018/19 Carryover)	TBD	
Total State Funds:	\$294,000	77%
Federal and State Funding:	\$294,000	77%
<u>Local Funding Sources</u>		
Local Transportation Funds - 2019/20	\$50,000	13%
Local Transportation Funds - (Carryover-See Page 14 for Breakdown by Fiscal Year)	TBD	
Total Local Transportation Funds:	\$50,000	13%
Planning, Programming & Monitoring (PPM) - 2019/20	\$40,000	10%
Planning, Programming & Monitoring - (Carryover-See Page 14 for Breakdown by Fiscal Year)	TBD	
Total Planning, Programming & Monitoring Funds:	\$40,000	10%
Local Funding:	\$90,000	23%
TOTAL PROGRAM FUNDING REVENUES	\$384,000	100%

**SUMMARY OF 2018/19 CARRYOVER
BY FUNDING SOURCE**

Funding Source	Work Element	Carryover Amount	Fiscal Year	Use of Carryover
LOCAL				
LTF		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
TOTAL LTF CARRYOVER:		\$0		
PPM				
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		\$0		
TOTAL PPM CARRYOVER:				
STATE				
Rural Planning Assistance (RPA)		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
TOTAL STATE CARRYOVER:		\$0.00		
FEDERAL				
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
		TBD	18/19	Actual Carryover Amount from FY 2018/19.
TOTAL FEDERAL CARRYOVER:		\$0		
TOTAL CARRYOVER:		\$0		

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

WE	Work Element Project Description	RPA	LTF	PPM	Other	Total
600	Regional Planning & Intergovernmental Coordination	\$ 129,500	\$ -	\$ -	\$ -	\$ 129,500
601	TDA Activities & Coordination	\$ -	\$ 37,384	\$ 2,616	\$ -	\$ 40,000
602	Transit Planning & Performance Monitoring	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
603	Transit Passenger Survey(New)	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ 27,384	\$ -	\$ 27,384
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
606	Speed Zone Studies - (New)	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 30,500	\$ 10,000	\$ -	\$ -	\$ 40,500
608	Planning, Programming, & Monitoring	\$ 18,000	\$ -	\$ 10,000	\$ -	\$ 28,000
609	Eleventh Street Corridor Study <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
610	Active Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
611	Pavement Management Program Inventory Update <i>(Carryover)</i>	\$ 6,500	\$ -	\$ -	\$ -	\$ 6,500
612	Technology Support Services	\$ -	\$ 500	\$ -	\$ -	\$ 500
613	Transportation Information Outreach	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
614	Countywide Sign Inventory Project <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
615	Hwy 20 Northshore Traffic Calming Plan & EFS <i>(Carryover)</i>		\$ -	\$ -	\$ -	\$ -
616	Training	\$ -	\$ 2,116	\$ -	\$ -	\$ 2,116
617	State Route 53 Corridor Local Circulation Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -
618	LTA Bus Passenger Facilities Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
619	L.C. Pedestrian Facility Needs Inventory & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
620	Vehicle Miles Traveled Regional Baseline Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding Sources		\$ 294,000	\$ 50,000	\$ 40,000	\$ -	\$ 384,000

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

Local Transportation Fund (LTF)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
601	TDA Activities & Coordination	\$ -	\$ -	\$ 2,000	\$ 33,384	\$ 2,000	\$ 37,384
607	Special Studies	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
609	Eleventh Street Corridor Study <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
612	Technology Support Services	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
615	Hwy 20 Northshore Traffic Calming Plan & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
616	Training	\$ -	\$ -	\$ -	\$ 2,116	\$ -	\$ 2,116
617	State Route 53 Corridor Local Circulation Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
618	LTA Bus Passenger Facilities Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
619	L.C. Pedestrian Facility Needs Inventory & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
620	Vehicle Miles Traveled Regional Baseline Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total LTF Funding by Claimant		\$ -	\$ -	\$ 12,000	\$ 35,500	\$ 2,500	\$ 50,000

Planning, Programming & Monitoring (PPM)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
601	TDA Activities & Coordination	\$ -	\$ -	\$ -	\$ 2,616	\$ -	\$ 2,616
604	Lake County Project Reserve	\$ -	\$ -	\$ -	\$ -	\$ 27,384	\$ 27,384
608	Planning, Programming & Monitoring	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Total PPM Funds by Claimant		\$ -	\$ -	\$ 10,000	\$ 2,616	\$ 27,384	\$ 40,000

Rural Planning Assistance (RPA)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
600	Regional Plng & Intergovernmental Coordination	\$ -	\$ -	\$ 2,000	\$ 127,500	\$ -	\$ 129,500
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
603	Transit Passenger Survey	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
605	Federal & State Grant Prep, Monitoring & Assit.	\$ 15,000	\$ -	\$ 5,000	\$ 30,000	\$ -	\$ 50,000
606	Speed Zone Studies - (New)	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ -	\$ -	\$ -	\$ 30,500	\$ -	\$ 30,500
608	Planning, Programming & Monitoring	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
610	Active Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
611	Pavement Management Program	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
Total RPA Funding by Claimant		\$ 27,500	\$ -	\$ 7,000	\$ 223,000	\$ 36,500	\$ 294,000

Other Funding: (Awarded Grants)								
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total
609	Eleventh Street Corridor Study (Carryover)	\$ -	\$ -	\$ -	TBD	\$ -	TBD	\$0
615	Hwy 20 Northshore Traffic Calming Plan & EFS (Carryover)	\$ -	\$ -	\$ -	TBD	\$ -	TBD	\$0
617	State Route 53 Corridor Local Circulation Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
618	LTA Bus Passenger Facilities Plan (Carryover)	\$ -	\$ -	\$ -	TBD	\$ -	TBD	\$0
619	L.C. Pedestrian Facility Needs Inventory & EFS (Carryover)	\$ -	\$ -	\$ -	TBD	\$ -	TBD	\$0
620	Vehicle Miles Traveled Regional Baseline Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Total Funds by Claimant		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Funds Available: \$384,000

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

600	Regional Planning & Intergovernmental Coordination	\$ -	\$ -	\$ 2,000	\$ 127,500	\$ -	\$ 129,500
601	TDA Activities & Coordination	\$ -	\$ -	\$ 2,000	\$ 36,000	\$ 2,000	\$ 40,000
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
603	Transit Passenger Survey (New)	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ 27,384	\$ 27,384
605	Federal & State Grant Preparation, Monitoring & Assistance	\$15,000	\$ -	\$ 5,000	\$ 30,000	\$ -	\$ 50,000
606	Speed Zone Studies - (New)	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500
607	Special Studies	\$ -	\$ -	\$10,000	\$ 30,500	\$ -	\$ 40,500
608	Planning, Programming, & Monitoring	\$ -	\$ -	\$10,000	\$ 18,000	\$ -	\$ 28,000
609	Eleventh Street Corridor Study <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610	Active Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
611	Pavement Management Program	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500
612	Technology Support Services	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
614	<i>Intentionall Left Blank</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
615	Hwy 20 Northshore Traffic Calming Plan & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
616	Training	\$ -	\$ -	\$ -	\$ 2,116	\$ -	\$ 2,116
617	State Route 53 Corridor Local Circulation Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
618	LTA Bus Passenger Facilities Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
619	L.C. Pedestrian Facility Needs Inventory & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
620	Vehicle Miles Traveled Regional Baseline Study (Pending)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$15,000	\$ -	\$29,000	\$ 273,616	\$ 66,384	\$ 384,000

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	3	\$2,000	19/20	RPA
APC Staff Consultant	165	\$127,500	19/20	RPA
TOTAL:	167	\$129,500.00	\$129,500 - 19/20	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.

WORK ELEMENT 601 – TDA ACTIVITIES & COORDINATION

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

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)
9. Monitor progress of Federal Transportation Bill activities and candidate projects; provide assistance and coordination with local agencies regarding projects.
10. Various Direct Expenses relating to work element projects in the Overall Work Program.

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	3	\$2,000	19/20	LTF
APC Staff Consultant	43	\$33,384	19/20	LTF
	3	\$2,616	19/20	PPM
RCTF Dues / Direct Cost	n/a	\$2,000	19/20	LTF
	DC	\$0		
TOTAL:	49	\$40,000	\$2,616 - 19/20	PPM
			\$37,384 - 19/20	LTF

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	19/20	RPA
TOTAL:		\$5,000		

* 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 603 – TRANSIT PASSENGER SURVEY (NEW)

PURPOSE: To conduct a county-wide ridership survey of Lake Transit Authority’s (LTA) fixed route services, intra-community services, inter-city, routes, the Free College Fare program, and the Dial-A-Ride services.

PREVIOUS WORK: Transit Development Plan and Marketing Plan & the Lake Transit Authority Bus Passenger Facilities Plan

TASKS:

1. Project Initiation
 - 1.1 Prepare RFP and solicit proposals to conduct a Transit Passenger Survey. (*APC Staff: August 2019*)
 - 1.2 Award contract to conduct a Transit Passenger Survey (*APC Staff: September – October 2019*)
 - 1.3 Conduct kick-off meeting with the consultant (*November 2019*)
 - 1.4 Staff Coordination to ensure project remains on time and within budget (*APC Staff*)
2. Identify Existing Conditions
 - 2.1 Gather existing conditions and background data from prior work (*Consultant*)
 - 2.2 Provide the consultant with all pertinent documentation required for the project (*APC staff*)
3. Conduct Surveys
 - 3.1 Draft on-board survey and non-user survey (*Consultant*)
 - 3.2 Recruit and train temporary help to conduct on-board surveys (*Consultant*)
 - 3.3 Conduct on-board and non-user surveys (*Consultant*)
4. Draft and Final Report
 - 4.1 Draft report presented at an LTA Board meeting for approval (*Consultant/ APC Staff*)
 - 4.2 Final report (*Consultant*)

PRODUCTS:

Meeting notes, on-board and non-user surveys, survey results, draft and final reports

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant		\$0	19/20	RPA
Consultant		\$30,000	19/20	RPA
TOTAL:		\$30,000		

* 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 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 2019/20. Funding is **reserved** for a future project or local match requirement, which is anticipated to be programmed in FY 2019/20.

PRODUCTS:

No products will be produced in FY 2019/20.

FUNDING AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Reserve	N/A	\$27,384	19/20	PPM
	N/A	\$0		
	N/A	\$0		
TOTAL:	N/A	\$27,384		

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 (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)
6. As necessary, coordinate and consult with all tribal governments on grant process and development of grants. (Local Agencies, APC Staff: Ongoing)

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	19/20	RPA
City of Clearlake	7	\$5,000	19/20	RPA
APC Staff Consultant	39	\$30,000	19/20	RPA
TOTAL:	68	\$50,000		

WORK ELEMENT 606 – SPEED ZONE (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 County were previously completed as part of the 2016/17 Overall Work Program.

TASKS:

1. Meet with Local Agency staff to determine scope of study effort. (Local Agency Staff, APC Staff: July-December 2019)
2. Develop a data collection plan to ensure appropriate speed sampling. (Staff Consultant December 2019)
3. Collect spot speed data at selected locations. (APC Staff: July-December 2019)
4. Research accident history of streets selected for speed sampling. (APC Staff: July-December 2019)
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 2020)
7. Analyze data and prepare report of findings, including recommendations for implementation. (APC Staff: May-June 2020)
8. Present document to Local Agencies for consideration. (APC Staff: May-June 2020)

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	19/20	RPA
	0	\$0		
TOTAL:	16	\$12,500		

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
City of Clearlake	15	\$10,000	19/20	LTF
APC Staff Consultant	39	\$30,500	19/20	RPA
	0	\$0		
Direct Costs	N/A	\$0		
TOTAL:	54	\$40,500	\$10,000 - 19/20	LTF
			\$30,500 - 19/20	RPA

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
City of Clearlake	15	\$10,000	19/20	PPM
APC Staff Consultant	23	\$18,000	19/20	RPA
	0	\$0		
TOTAL:	107	\$28,000	\$10,000 - 19/20	PPM
			\$18,000 - 19/20	RPA

WORK ELEMENT 609 – ELEVENTH STREET CORRIDOR STUDY (CARRYOVER)

PURPOSE: This study will analyze transportation alternatives along the Eleventh Street corridor within the City of Lakeport. Expanding on a recent City prepared right-of-way evaluation, it will examine costs and options for Complete Street improvements with a focus on expanding multi-modal use and improving safety for non-motorized and transit dependent users of the corridor.

PREVIOUS WORK: None.

TASKS:

TASKS 1–3 PROPOSED COMPLETION IN FY 2018/19

- 1. Project Initiation (APC Staff)**
 - 1.1 Conduct Kick-off Meeting (October 2018)
 - 1.2 RFP Development for Consultant Services (October – November 2018)
 - 1.3 Conduct Selection Committee Meeting (December 2018)
 - 1.4 Contract Preparation & Execution (January – February 2019)
- 2. Coordination (APC Staff & Consultant)**
 - 1.1 Form Technical Advisory Group (TAG) (February – March 2019)
 - 1.2 Study Kick-Off Meeting (February - March 2019)
 - 1.3 TAG Meetings (Ongoing)
- 3. Existing Conditions (APC Staff & Consultant)**
 - 1.1 Gathering Existing Data (February – March 2019)
 - 1.2 Collect Corridor Street Data (March – April 2019)
 - 1.3 TAG & Stakeholder Review (April – May 2019)
 - 1.4 Prepare Existing Conditions Report (April – May 2019)

Tasks to be completed in FY 2019/20

- 4. Public Participation (APC Staff & Consultant)**
 - 1.1 Identify Stakeholders (June – July 2019)
 - 1.2 Prepare Materials & Advertise Mtgs. (June – July 2019)
 - 1.3 Stakeholder & Community Meetings (Ongoing)
 - 1.4 Record Public Comments (Ongoing)
- 5. Concept Alternatives (APC Staff & Consultant)**
 - 1.1 Evaluate Stakeholder & Public Comments (July 2019)
 - 1.2 Develop Concept Alternatives (July - August 2019)
 - 1.3 Develop Draft Conceptual Plans (July - September 2019)
 - 1.4 Present Conceptual Plans to TAG/TSAC (September - October 2019)
 - 1.5 Prepare Draft Study (August – October 2019)
 - 1.6 Conduct Stakeholders / Community Meeting (January - March 2020)
- 6. Final Study (APC Staff & Consultant)**
 - 1.1 Prepare Draft to TAG/TSAC & Prepare Final Study (February – April 2020)
 - 1.2 Present Draft to APC Board (May – June 2020)
 - 1.3 Prepare Final Document (July – September 2020)
 - 1.4 Prepare & Distribute Copies (October – November 2020)
- 7. Fiscal Management (APC Staff)**
 - 1.1 Invoicing (Ongoing)
 - 1.2 Quarterly Reporting (Ongoing)

PRODUCTS: Request for Proposal, Evaluations, Meeting Agenda, Notes, and documentation, Executed Contract, Street Cross Sections, List of Stakeholders, Advertising Materials, Surveys, Stakeholder and Public Comment Summary, Conceptual Alternatives, Draft Conceptual Alternatives, Prioritized Conceptual Corridor Plans, Final Report and Presentation Materials

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff		TBD	18/19	SHA- SC
		TBD	18/19	LTF
Consultant		TBD	18/19	SHA - SC
		TBD	18/19	LTF
TOTAL:		\$0		LTF
				SHA - SC

WORK ELEMENT 610 – ACTIVE TRANSPORTATION

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

PREVIOUS WORK: 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	19/20	RPA
TOTAL:	20	\$10,000		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.

WORK ELEMENT 611 – PAVEMENT MANAGEMENT PROGRAM (CARRYOVER)

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, and has continued on in three year cycles, with the last cycle ending in FY 2018/19.

TASKS:

1. Purchase Streetsaver Annual user license. (October 2019)

PRODUCTS: StreetSaver Program and Database

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Streetsaver Software	n/a	\$6,500	19/20	RPA
TOTAL:		\$6,500		

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
Direct Costs	N/A	\$500	19/20	LTF
TOTAL:		\$500		

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	19/20	RPA
TOTAL:	6	\$2,000		

WORK ELEMENT 614 – *INTENTIONALLY LEFT BLANK*

WORK ELEMENT 615 – HWY 20 NORTHSORE COMMUNITIES TRAFFIC CALMING PLAN AND ENGINEERED FEASIBILITY STUDY (CARRYOVER)

Purpose: The proposed project will analyze current conditions and formulate traffic calming projects including bicycle, pedestrian and transit friendly options intended to improve the attractiveness and overall livability of the area. Input from County, Caltrans and Tribal government representatives, along with a series of community workshops, will be used to develop prioritized lists of improvements.

Previous Work: 2006 HWY 20 Traffic Calming and Beautification Plan

Tasks:

TASKS 1 – 3 PROPOSED COMPLETION IN FY 2018/19

- 1. Project Initiation (APC Staff)**
 - 1.3 Conduct Kick-off Meeting (October 2018)
 - 1.4 RFP Development for Consultant Services (November - December 2018)
 - 1.5 Form Committee & Select Consultant (January 2019)
 - 1.6 Prepare & Execute Contract (January – February 2019)
- 2. Coordination with Project Partners & Consultant (APC Staff & Consultant)**
 - 2.1 Form Technical Advisory Group (TAG) (February – March 2019)
 - 2.2 Project Kick-Off Meeting (February 2019)
 - 2.3 Periodic TAG / Consultant Meetings (Ongoing)
- 3. Prepare Existing Conditions Report & 2005 Plan Progress Report (APC Staff & Consultant)**
 - 3.1 Review Existing Plans & Documents (January – February 2019)
 - 3.2 Northshore Community Field Review (February – March 2019)
 - 3.3 Prepare Documentation & Maps (February – March 2019)
 - 3.4 Prepare Draft Existing Conditions Report (March – April 2019)
 - 3.5 Review & Analyze 2005 Highway 20 Plan (April 2019)
 - 3.6 Existing Conditions & Progress Report (May 2019)

Tasks to be completed in FY 2019/20

- 4. Public Participation; Community & Tribal (APC Staff & Consultant)**
 - 4.1 Identify Stakeholders (June – July 2019)
 - 4.2 Advertise Public Workshops (June 2019)
 - 4.3 Conduct Community Workshops (July 2019)
 - 4.4 Documentation of Public Review (July 2019)
- 5. Develop Draft HWY 20 Plan & EFS (APC Staff & Consultant)**
 - 5.1 Conceptual Improvement Projects (July - August 2019)
 - 5.2 Develop Prioritization Methodology (September 2019)
 - 5.3 Prioritize Projects (September 2019)
 - 5.4 TAG Review (September 2019)
 - 5.5 Field Review and Scoping (September – November 2019)
 - 5.6 Prepare Draft Study (October 2019 – December 2019)
- 6. Final Plan Preparation & Hearing (APC Staff & Consultant)**
 - 6.1 TAC Preparation (January 2020)
 - 6.2 Prepare Final Draft (February – March 2020)
 - 6.3 Public Hearing (April 2020)
 - 6.4 Final Plan Preparation & Acceptance (April - May 2020)
 - 6.5 Prepare & Distribute Copies (June 2020)
- 7. Project Management & Administration (APC Staff)**
 - 7.1 Quarterly Reports & Invoices (Ongoing)

Products: Request for Proposal, Evaluations, Meeting Agenda, Notes, and documentation, Executed Contract, List of Stakeholders, List of Resources, Field Notes and Sketches, Draft Existing Conditions

Report, Progress Report, List of Conceptual Projects, Prioritized Methodology, Draft and Final Report and Presentation Materials

Funding Sources And Agency Participation:

APC Staff		TBD	19/20	SHA - SC
		TBD	19/20	LTF
Consultant		TBD	19/20	SHA - SC
		TBD	19/20	LTF
TOTAL:		\$0		LTF
				SHA - SC

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	n/a	\$2,116	19/20	LTF
Direct Costs <i>(includes direct costs- registration, travel, hotel, meals, etc.)</i>				
TOTAL:		\$2,116		

WORK ELEMENT 617 –STATE ROUTE 53 CORRIDOR LOCAL CIRCULATION STUDY (PENDING GRANT APPLICATION)

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

PREVIOUS WORK: 2011 State Route 53 Corridor Study

TASKS:

- 1. Project Initiation (APC Staff)**
 - 1.1 Conduct Kick-off Meeting (July 2019)
 - 1.2 RFP Development for Consultant Services (July – September 2019)
 - 1.3 Form Committee & Select Consultant (October 2019)
 - 1.4 Prepare & Execute Contract (October - November 2019)
- 2. Coordination with Project Partners & Consultant (APC Staff & Consultant)**
 - 2.1 Form Technical Advisory Group (TAG) (November - December 2019)
 - 2.2 Consultant/ TAG Project Kick-Off Meeting (December – January 2020)
 - 2.3 Periodic TAG / Consultant Meetings (Ongoing)
- 3. Data Collection /Determination Existing and Future Year Traffic Conditions (Consultant)**
 - 3.1 Collect, Review and Incorporate Relevant Data (January – February 2020)
 - 3.2 Review Existing Travel Demand (February – March 2020)
 - 3.3 Develop Travel Demand Forecast (March – April 2020)
- 4. Analysis of Existing and Future Traffic Impacts (Consultant)**
 - 4.1 Analyze Existing and Future Traffic Impacts (November – December 2019)
 - 4.2 Analysis of Focused Growth Areas (January – March 2020)
 - 4.3 Prepare Draft Travel Demand Impact Report (March 2020 – June 2021)
 - 4.4 Prepare Final Travel Demand Impact Report (March 2020 – June 2021)
- 5. Identify Needed Improvements on Corridor and Local Street System & Prepare Draft Corridor CIP (Consultant)**
 - 5.1 Prepare Preliminary Draft Capital Improvement Program (March 2020)
 - 5.2 Prepare Draft CIP (March – April 2020)
- 6. Prepare Policy Recommendations (Consultant)**
 - 6.1 Prepare Draft Policy Recommendations (February - April 2021)
 - 6.2 Prepare Policy Recommendations for Final Document (May – June 2021)
- 7. Prepare SR 53 Corridor Local Circulation Study (Consultant)**
 - 7.1 Prepare Draft SR 53 Corridor Local Circulation Study (February - April 2021)
 - 7.2 Prepare and Present Final SR 53 Corridor Local Circulation Study (May - June 2021)
- 8. Project Management/Administration (APC Staff)**
 - 8.1 Prepare Invoices (Ongoing)
 - 8.2 Prepare Quarterly Reports (Ongoing)

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

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff		TBD	19/20	
		TBD	19/20	
Consultant		TBD	19/20	
		TBD	19/20	
TOTAL:		\$0		

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

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: (TASKS COMPLETED IN FY'S 2017/18 & 18/19)

- 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)

Tasks to be completed in FY 2019/20

- 5. Draft and Final Reports (Consultant)**
 - 5.1 Prepare Administrative Draft Report (May – July 2019)
 - 5.2 Prepare Draft Report (June – September 2019)
 - 5.3 Prepare Final Report (September – October 2019)
 - 5.4 Present Final Report (November 2019)
 - 5.5 Distribute Final Report (December 2019)
- 6. Implementation (Transit Manager / APC Staff)**
 - 6.1 Presentation to City Councils, BOS (January 2020)
 - 6.2 MOA Execution (February - March 2020)

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
APC Staff		TBD	16/17	FTA Section 5304 - SC
		TBD	16/17	LTF Reserves
Consultant		TBD	16/17	FTA Section 5304 - SC
		TBD	16/17	LTF Reserves
TOTAL:		\$0		

WORK ELEMENT 619 – LAKE COUNTY PEDESTRIAN NEEDS INVENTORY & ENGINEERED FEASIBILITY STUDY (CARRYOVER)

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: (TASKS COMPLETED IN FY 2017/18 & 2018/19)

- 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 2019)
 - 5.6 Preliminary Cost Estimate (January – February 2019)
 - 5.7 Prepare Draft Study (February – March 2019)

Tasks to be completed in FY 2019/20

- 6. Final Study (Consultant)**
 - 6.1 Present Draft to APC Technical Advisory Committee (June 2019)
 - 6.2 Present Draft to APC Board (August 2019)
 - 6.3 Prepare Final Document (August – September 2019)
 - 6.4 Prepare & Distribute Copies (September 2019)
- 7. Administration (APC Staff)**
 - 7.3 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		TBD	16/17	FTA Section 5304 - SC
		TBD	16/17	LTF Reserves
Consultant		TBD	16/17	FTA Section 5304 - SC
		TBD	16/17	LTF Reserves
TOTAL:		\$0		

**WORK ELEMENT 620 –VEHICLE MILES TRAVELED REGIONAL BASELINE STUDY
(PENDING GRANT APPLICATION)**

PURPOSE: Senate Bill 743 (203) will require jurisdictions within the State to evaluate traffic impacts from development projects under the California Environmental Quality Act (CEQA) using standards based on Vehicle Miles Traveled (VMT), beginning on January 1, 2020. The project would analyze existing traffic conditions in the region to arrive at a baseline standard from which to determine significance thresholds for future development projects proposed after that date, and develop technical tools and procedures.

PREVIOUS WORK: None.

TASKS:

- 1. Project Initiation (APC Staff)**
 - 1.1 Conduct Kick-off Meeting (July 2019)
 - 1.2 RFP Development for Consultant Services (July – September 2019)
 - 1.3 Form Committee & Select Consultant (September 2019)
 - 1.4 Prepare & Execute Contract (October 2019)
- 2. Coordination with Project Partners & Consultant (APC Staff & Consultant)**
 - 2.1 Form Technical Advisory Group (TAG) (November - December 2019)
 - 2.2 Consultant/ TAG Project Kick-Off Meeting (November – December 2019)
 - 2.3 Periodic TAG / Consultant Meetings (Ongoing)
- 3. Data Collection /Establish Baseline Vehicle Miles Traveled (Consultant)**
 - 3.1 Collect, Review and Incorporate Relevant Data (November – January 2020)
 - 3.2 Review Existing Travel Demand (January – March 2020)
 - 3.3 Develop Baseline VMT Data (January - March 2020)
 - 3.4 Document Jurisdictional VMT Data (January - March 2020)
- 4. Analysis of VMT Mitigation Measures (Consultant)**
 - 4.1 Review Applicable VMT Mitigation Measures (February – April 2020)
 - 4.2 Identify High Priority Mitigation Measures (February – April 2020)
 - 4.3 Develop Localized Quantification Methodology (February – May 2020)
- 5. Public Participation and Stakeholder Outreach (Consultant)**
 - 5.1 Develop Stakeholder Roster (November – January 2020)
 - 5.2 Advertise Meetings (Ongoing)
 - 5.3 Hold Stakeholder/Public Meetings (Ongoing)
- 6. Development of Potential VMT Thresholds, Methodologies & Forecasting Tool (Consultant)**
 - 6.1 Analyze Potential VMT Thresholds (March - May 2020)
 - 6.2 Develop, Evaluate and Recommend Threshold Alternatives (March - May 2020)
 - 6.3 Prepare VMT Threshold Guidance Documents (April – June 2020)
 - 6.4 Identify, Review and Recommend Calculation Methodology (May – July 2020)
 - 6.5 Prepare Updated Guidance Documents for VMT Calculations(May – July 2020)
 - 6.6 Develop VMT Forecasting Tool and User Manual (July – August 2020)
 - 6.7 Conduct Legal Review (July – August 2020)
- 7. Draft and Final Reports (Consultant)**
 - 7.1 Prepare and Present Draft Report (August - September 2020)
 - 7.2 Prepare and Present Final Report (September - October 2020)
- 8. Training (Consultant)**
 - 8.1 Training (Ongoing)
- 9. Project Management/Administration (APC Staff)**
 - 9.1 Prepare Invoices (Ongoing)
 - 9.2 Prepare Quarterly Reports (Ongoing)

PRODUCTS: Request for Proposal, Evaluations, Meeting Agenda, Notes, and documentation, Executed Contract, Technical Memorandum, TAG List, TAG Agenda Meeting Agendas and Minutes, List of Resources Documents, Initial Findings Memo, Draft and Final Report

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff		TBD	19/20	
		TBD	19/20	
Consultant		TBD	19/20	
		TBD	19/20	
TOTAL:		\$0		

**2019/20 WORK PROGRAM SCHEDULE
LAKE COUNTY/CITY AREA PLANNING COUNCIL**

Work Element	July	August	September	October	November	December	January	February	March	April	May	June
600												
601												
602												
603												
604												
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617												
618												
619												

INFORMATION ELEMENT

Per the 2019/20 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>
District 1 Active Transportation Plan	ATP Consisting of three components: <ul style="list-style-type: none">• Asset Inventory that includes facility conditions;• a network gap analysis; and a• prioritized route segment/ project list.

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

- ✓ Appendix A – Project Status of 2018/19 Work Program
- ✓ Appendix B – Overall Work Program and Budget Revenue Summary FY 2019/20
- ✓ Appendix C – Memorandum of Understanding
- ✓ Appendix D – FY 2019/20 Federal Planning Factors



LAKE COUNTY/CITY AREA PLANNING COUNCIL

LAKE TAC STAFF REPORT

TITLE: Availability of 2015/16 thru 2018/19
2% Bike and Pedestrian Funds (LTF)

DATE PREPARED: 2/14/19
MEETING DATE: 3/21/19

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Each year 2% of Local Transportation Funds (LTF) are set aside for bicycle and pedestrian purposes once administration has been funded in the Lake APC's budget.

This year (FY 2018/19) a total of \$23,068 is available. In addition, funding from the previous years in the amount of \$65,376.55 was not allocated to a specific project or local jurisdiction. Therefore, a total of **\$88,445** is currently available for bike and pedestrian purposes.

I recommend TAC members select a deadline for projects to be submitted to the Lake APC. If multiple projects are submitted they can be reviewed and ranked during a future meeting. Typically, these funds have been used as local match to other grant applications, or to enhance transportation projects within the region to include bike and pedestrian facilities. These funds could also be used to support the Active Transportation Program which was created by Senate Bill 99 and Assembly Bill 101 in 2013. The ATP is a competitive grant program which encourages increased use of active modes of transportation such as biking and walking.

To provide a bit of history, the following allocations have occurred over the past several fiscal years. Also note that funds were rescinded in Fiscal Year 2009/10 due to the recession.

2012/13 to 2014/15: County of Lake - \$51,181 (full balance remaining)
2012/13 to 2014/15: City of Lakeport - \$15,000 (full balance remaining)
2011/12: City of Clearlake - \$20,728
2010/11: City of Clearlake - \$20,751
2009/10: Bike and Ped Funds in the amount of \$54,038 Rescinded and used for transit purposes
2007/08: County of Lake - \$29,202
2006/07: City of Clearlake - \$80,334

ACTION REQUIRED: None.

ALTERNATIVES: None.

RECOMMENDATION: Staff recommends Lake TAC members discuss potential projects and determine a due date for local agencies to submit projects to Lake APC.



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

PROPOSED LAKE TECHNICAL ADVISORY COMMITTEE (TAC) 2019 MEETING SCHEDULE

January 17

February 21

March 21

April 18

May 23 (CTC Meeting – May 15-16, San Diego)

June 20

July 18

August 22 (CTC Meeting – August 14-15, Bay Area)

September 19

October 17

November 21

December 19

Note: All meetings are scheduled to take place at the City of Lakeport - Large Conference Room at 9:00AM.



LAKE AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Planning Projects Update

DATE PREPARED: 2/14/19

MEETING DATE: 3/21/19

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND:

Lake APC is currently administering five planning related projects, with four funded through Caltrans Sustainable Communities Planning Grants and one with Rural Planning Assistance (RPA) funds through the Work Program. The following is a summary of each of the projects:

Lake Transit Authority Bus Passenger Facility Plan- The purpose of the Plan is to determine passenger facility needs with a focus on bus stop locations and improvements that will be used to help with the overall performance of LTA services. Improvements include safety, security and other amenities such as bus stop shelters, benches or easier to access/readily available route information. Also included as part of the project is the development of an agreement between LTA and the local agencies served by the bus service to fund and/or maintain improvements identified within the Plan.

The project was launched in April 2018 with the consultant putting together an “Existing Conditions Report” in July. This was used to establish a baseline of existing facilities and design standards to determine the types of facilities best suited for LTA rider needs. A public outreach phase was started in August 2018 and completed in October 2018 which included tabling events and survey distribution as a means of gathering public input on what improvement riders would like to see. The top three concerns from the surveys were identified as “Schedule Information,” “Bus Stop Signs,” and “Shelters.”

A November 2018 memo was presented to local public works agencies which looked at recommended bus stop improvements (e.g. bus stop signs, sign poles, benches, bus pullouts, etc.) in the region. At that time, three locations were chosen for “Priority Site Conceptual Designs and Action Plans.” Plan-view conceptual designs were developed for these sites looking at costs for such items as pullout construction (including Right-of-Way, utility location, etc.), ADA accessibility and amenities (e.g. shelters, benches, etc.) that can be used in future grant applications. Most recently, public works agency staffs were asked to provide input on cost estimates for recommended improvements throughout the entire system. An Action Plan is to be prepared detailing roles and responsibilities of LTA and the individual jurisdictions with a draft plan that will be made available for comment prior to a Final Report to the APC Board.

Pedestrian Facilities Needs Inventory and Engineered Feasibility Study- The product of this study will be used to identify priority pedestrian improvement projects within the region. A total of 40 projects will be prioritized including 10 in each of the two cities and 20 within unincorporated regions of the County. By evaluating priorities and feasibility for future improvements to pedestrian facilities, many future pedestrian projects will have a clearer path towards construction once funding becomes available.

The project was started in May 2018 with a Kick-off meeting between the consultant and newly formed Technical Advisory Group. Existing plans regarding planned or recommended pedestrian facility improvements in the region (e.g. Safe Routes to School plans, Active Transportation Plan, local area plans, etc.) were reviewed, and, along with comments received through public outreach, resulted in a list of over 200 sites.

A methodology to narrow down the list of potential project locations was shared with the project's Technical Advisory Group (TAG) in January which will be used to help arrive at a short list of top priority projects for each of the jurisdictions.

Countywide Sign Inventory Plan- The project is funded through the Work Program and involves an update of sign inventories for the County and the City of Lakeport. A new inventory program for the City of Clearlake will also be developed as part of the project. An assessment of all County and City maintained signs (e.g. current condition, retro-reflectivity, etc.) will allow for potential repairs or replacements to be made in a more systematic fashion for each of the jurisdictions. A consultant led "Kick-off Meeting" was held last November 2018, at which an overview of the project's approach was presented to public agency officials. Currently, the sub-consultants, NDS, are collecting sign data including items such as heights, pole conditions and GPS locations.

Hwy 20 Northshore Communities Traffic Calming Plan and Engineered Feasibility Study- The project will evaluate the needs, priorities and feasibility of traffic calming measures through four lake front communities along Clear Lake's north shore: Nice, Lucerne, Glenhaven and Clearlake Oaks. With the assistance of a previously adopted traffic calming and beautification plan in 2005, it will analyze current conditions and formulate potential projects including bicycle, pedestrian and transit friendly options intended to improve the attractiveness and overall livability of the unincorporated towns.

The main purpose of the study is to provide a prioritized program of projects that could be implemented in the near term, facilitating the long-envisioned transition of State Route 20 from a "de facto" Principal Arterial between Interstate 5 and Highway 101, to a permanent function as a Minor Arterial serving local access. The study will guide Caltrans and local investment in the north shore communities along the Minor Arterial segment of State Route 20 between the junctions of Route 29 and State Route 53. A Kick-off meeting was held in January with the consultant and the Technical Advisory Group (TAG) for the project. At this point, the consultant is reviewing several existing plans and other data related to the north shore communities as background for the study.

Eleventh Street Corridor Multimodal and Engineered Feasibility Study- The study will look at transportation alternatives along the Eleventh Street corridor within the City of Lakeport. The project will examine costs and options related to potential street widening projects as well the feasibility of other bicycle, pedestrian or transit facility improvements within the corridor. The focus of the study will be on expanding multimodal use and improving safety for non-motorized users of the street, which is one the City's primary east-west arteries to the downtown and lakefront areas.

Overall, the goal of the study is to provide options to improve multimodal access through the constrained Eleventh Street corridor with the final product enabling Project Study Reports to be prepared for future use. Early stages of data collection and other background review is currently being conducted by the consultant.

ACTION REQUIRED:

None

ALTERNATIVES:

None

RECOMMENDATION:

None

Status of Lake County Projects: As of February 21, 2019

Project Study Report (PSR) / Project Initiation Document (PID) Projects										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	PID Target Date
1	LAKE	175	17.4	23.5	Planning	Near Middletown - from 0.2 mi east of Grouse Springs Rd to 0.1 mi east of Socrates Mine Rd	Storm Permanent Restoration	\$1.3	Discontinued	
	Project Number OG751	Jaime Matteoli (Project Mgr)								
2	LAKE	29	10.08	10.88	Planning	Near Hidden Valley from 0.3 mile to 1.2 miles north of Putah Creek Bridge	Construct maintenance turn-outs	\$0.6	on schedule	February 2019
	Project Number OH220	Cathy McKeon (Project Mgr)								

PSR/PID Complete & Not Yet Programmed (for Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Project Schedule
3	LAKE	175	0.26	0.42	SHOPP 010 Safety	from Lak/Men County line to 1.8 mi west of Mathews Rd	Curve improvement - Widen Shoulder	\$2.6	on schedule	Est. Complete: Spring 2025 Start Work: Fall 2023 RTL: Spring 2023
	Project Number OH460	Steve Blair (Project Mgr)								
4	LAKE	20	2.0	2.8	SHOPP 010 Safety	at Blue Lakes on SR 20	improve curve & shoulder widening (combine with fire emergency project)	\$13.3	on schedule	Est. Complete: Fall 2023 Start Work: Summer 2022 RTL: Spring 2022
	Project Number OH840	Cathy McKeon (Project Mgr)								
5	LAKE	29	34.9	35.2	SHOPP 010 Safety	SR 29 at Kelsey Creek Road	Left-turn channelization	\$2.3	on schedule	Est. Complete: Fall 2023 Start Work: Summer 2022 RTL: Spring 2022
	Project Number OH880	Cathy McKeon (Project Mgr)								

Projects Programmed (in Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Project Schedule
6	LAKE	20	5.10	5.7	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	\$7.4	on schedule	Est. Complete: Winter 2022 Start Work: Winter 2020 RTL: Spring 2020
	Project Number OG330	Cathy McKeon (Project Mgr)								
7	LAKE	20	5.8	5.8	2018 SHOPP 110 Bridge Rehab	on Route 20 three miles west of Upper Lake @ Bachelor Creek	Bridge replacement	\$2.7	on schedule	Est. Complete: Fall 2022 Start Work: Winter 2020 RTL: Summer 2020
	Project Number OF490	Cathy McKeon (Project Mgr)								
9	LAKE	var	var	var	2016 SHOPP 015 Safety	various on Rte 20, 29, 175	Upgrade Guardrail	\$3.2	on schedule	Est. Complete: Fall 2021 Start Work: Winter 2019 RTL: Spring 2019
	Project Number OE850	Steve Blair (Project Mgr)								
10	LAKE	20	28.4	28.4	SHOPP	In Clearlake Oaks at the Maintenance Station	Install Zero Emission Charging Station	\$0.4	on schedule	Est. Complete: Summer 2019 Start Work: Spring 2019 RTL: Winter 2019
	Project Number OG700	David Melendrez (Project Mgr)								
11	LAKE	29	17.74	20.73	2016 SHOPP 010 Safety	three locations on Route 29 between Middletown and Lower Lake	MBGR, widening and truck climbing lane	\$5.7	on schedule	Est. Complete: Fall 2021 Start Work: Winter 2020 RTL: Fall 2019
	Project Number OE730	James Van Bonn (Project Mgr)								
12	LAKE	29	12.8	14.4	2016 SHOPP 010 Safety	near Lower Lake, .85 mi N of Spruce Grove Rd-S to .52 mi S of Hofacker Ln	shoulder widening	\$8.8	on schedule	Est. Complete: Winter 2021 Start Work: Spring 2020 RTL: Fall 2019
	Project Number OE720	James Van Bonn (Project Mgr)								
13.1	LAKE	29	23.6	26.9	STIP & RIP & SHOPP	Near Lower Lake - on SR 29 from 3.3 mi no of junct. SR 29/53 to 1.0 mi so of junct. SR 29/281	upgrade to 4-lane expressway - Lake 29 Expressway Segment 2A	\$65.0	on schedule (Project split - 2A)	Est. Complete: December 2024 Start Work: August 2022 RTL: January 2022
	Project Number 29841	Cathy McKeon (Project Mgr)								
13.2	LAKE	29	26.1	29.1	STIP & RIP & SHOPP	Near Kelseyville; on SR29 1.8 mi so - 1.2 mi no of junct. SR 29/281 & on SR281 from junct. - 0.3 miles W	upgrade to 4-lane expressway - LAK 29 Expressway Segment 2B	\$65.0	on schedule (Project split - 2B)	Est. Complete: December 2024 Start Work: August 2022 RTL: January 2022
	Project Number 29831	Cathy McKeon (Project Mgr)								
13.2	LAKE	29	28.5	31.6	STIP & RIP & SHOPP	Near Kelseyville - from 0.6 mi no of junct. SR 29/281 to 0.6 mi no of junct. SR29/175	upgrade to 4-lane expressway - LAK 29 Expressway Segment 2C	\$38.6	on schedule (Project split - 2C)	Est. Complete: Winter 2022 Start Work: August 2019 RTL: Winter 2019
	Project Number 29811	Jaime Matteoli (Project Mgr)								
14.1	LAKE	var	var	var	2016 SHOPP 112 Bridge Rail replacement	bridges on 20 & 29	Bridge rail replacement & upgrade - 3 bridges	\$1.8	on schedule (project split)	Est. Complete: January 2022 Start Work: Summer 2020 RTL: Spring 2020
	Project Number OE080	Cathy McKeon (Project Mgr)								
14.2	LAKE	var	var	var	2016 SHOPP 112 Bridge Rail replacement	bridges on 29 at Robinson Creek & 175 at Kelsey Creek Bridge	Bridge rail replacement & upgrade - 2 bridges	\$3.8	on schedule (new project)	Est. Complete: January 2023 Start Work: Summer 2021 RTL: Spring 2021
	Project Number OE081	Cathy McKeon (Project Mgr)								
15	LAKE	175	0.0	8.2	SHOPP 110 Pav Pres	SR 175/29 South end of Lakeport west to Mendocino County line	overlay (pavement preservation)	\$4.2	delayed due to funding	Est. Complete: Fall 2023 Start Work: Spring 2022 RTL: December 2021
	Project Number OH350	Stan Brandenburg (Project Mgr)								
16	LAKE	175	25	27.5	2012 SHOPP 010 Safety	near Middletown, from east of Putah Cr Bridge to Dry Cr Bridge	Shoulder Widening	\$11.4	on schedule	Est. Complete: Fall 2021 Start Work: Fall 2018 RTL: June 2018
	Project Number OA040	Jaime Matteoli (Project Mgr)								

Under Construction										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Project Schedule
17	LAKE	20	33.6	46.5	Maintenance	8 mi east of Clearlake Oaks (0.6 mi east of Long Villy Rd - NoFork Cache Cr Br) & 1.4 mi east of Abbott Mine Rd	Overlay (Pavement Preservation)	\$4.500	Complete	Complete: November 2018 Start Work: July 2018 RTL: March 2018
	Project Number OH370	Curtis Coburn (Project Mgr)								
18	LAKE	20	31	32	2014 SHOPP 010 Safety	intersection of SR 20/53	roundabout	\$6.500	on schedule	Est. Complete: Fall 2019 Start Work: July 2018 RTL: March 2018
	Project Number OC810	Cathy McKeon (Project Mgr)								
19	LAKE	29	9.6	10.3	2014 SHOPP 010 Safety	Hartmann Rd/Rte 29	roundabout	\$6.1	contract awarded to Ghilotti Con 3-23-18	Est. Complete: February 2020 Start Work: April 2018 RTL: December 2017
	Project Number OC750	Cathy McKeon (Project Mgr)								

20	LAKE	29	34.17	34.5	2014 SHOPP 010 Safety	Cruikshank Rd/Rte 29	NB left-turn pocket	\$1.1	Complete	Complete: August 2018 Start Work: Spring 2018 RTL was May 2017
	Project Number DE640 Cathy McKeon (Project Mgr)									
21	LAKE	20	var	var	2014 SHOPP 151 Roadway	various locations Rte 20, 29 & 53	culvert rehabilitation	\$3.9	on schedule	Est. Complete: January 2022 Start Work: Fall 2018 RTL: March 2018
	Project Number 42780 Cathy McKeon (Project Mgr)									

*Status does not include projects under \$314K (Minor B)

*Last status report prepared April 2018

*Project cost = Construction capital ONLY



State Route 53 Projects

State Route 20 Projects

State Route 175 Projects

State Route 29 Projects