

# - FINAL -

## LAKE COUNTY/CITY AREA PLANNING COUNCIL

### REGIONAL TRANSPORTATION PLANNING WORK PROGRAM



## FISCAL YEAR 2025/26

Adoption by Area Planning Council: June 11, 2025  
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Project: Blue Lakes Curve Improvement – Hwy 20*

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## LAKE COUNTY AREA PROFILE

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

According to the estimates from the California Department of Finance, the total population in Lake County was 67,001 in January 2024. This included the unincorporated population of 45,466 and the incorporated population of 21,535. Clearlake is the larger of the two incorporated cities, with a population of 16,553. Lakeport has a population of 4,982. The majority of the population of the county resides along the shores of Clear Lake, the most prominent geographical feature of Lake County.

Lake County, although rural in nature, has a number of transportation problems. The ground transportation network is impacted by topography, an aging population, declining financial resources and high nonresident recreational traffic use. Many of these and other important issues are identified in the 2022 Regional Transportation Plan, adopted February 9, 2022.

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.

A Bi-County Traffic Demand Model was completed in FY 2023/24 for the Lake and Mendocino regions to analyze projected traffic growth and prioritize transportation projects on the State Highways in Lake and Mendocino Counties. In addition, the Konocti Corridor Vehicle Miles Traveled (VMT) Study was completed for the Lake County region, which can be used to evaluate VMT impacts of using the preferred interregional route through Lake County once identified improvements have been completed along the Konocti route and adjacent road systems.

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## LAKE APC OVERVIEW

The purpose of the Overall Work Program for Lake APC, as the Regional Transportation Planning Agency (RTPA) for Lake County, is to identify and program transportation planning tasks for the coming fiscal year. Lake APC annually adopts its Transportation Planning Work Program beginning with an application cycle in December, development of the draft in February, and finalizing the document in May. Many of the Overall Work Program elements serve as a scope of work and budget for transportation related planning activities. The objectives and tasks contained within the Overall Work Program and Elements are developed in accordance with the goals and policies of the Regional Transportation Plan (RTP).

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

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

Four standing committees aid the Area Planning Council in performing its transportation planning functions and decision making.

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

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

- Policy Advisory Committee (PAC): The PAC shall consist of the eight (8) Council members and one representative of the California Department of Transportation (Caltrans). The Council's agendas shall be structured such that the Caltrans representative, as a member of the PAC, shall have a vote on all matters dealing with transportation.
- Technical Advisory Committee (TAC): The TAC shall consist of the Director of Public Works of Lake County, the Community Development Directors of Lake County and the cities of Clearlake and Lakeport, the City Engineers or Public Works Directors of Clearlake and

Lakeport, the Commander of the Lake County Office of the California Highway Patrol, a representative from the Lake Transit Authority, and a transportation planner from the Caltrans District 1 Office, or authorized technical representatives from any of these noted agencies, for a total of nine (9) voting members. If a vote is required, and a quorum is not present, a motion must pass with two-thirds majority of those members present voting in the affirmative.

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

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

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

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

Lake APC, as the Regional Transportation Planning Agency, works closely with the Board of Directors and committees to ensure a thorough decision-making process is achieved. Lake APC will complete necessary needs assessments and evaluations, when necessary, conduct extensive stakeholder engagement and public outreach tasks in projects to ensure community input is included and documented. Funding allocation is a key factor in RTPA decision-making, as fluctuations impact project availability within the region. To ensure a transparent selection process, Lake APC has established specific guidelines and applications, including scoring criteria within the Overall Work Program. Projects selected for funding undergo review and ranking by the Technical Advisory Committee, with final approval granted by the Board of Directors.

The Lake APC relies on and values the many avenues of government-to-government coordination and consultation with local, state, and federal agencies representing transportation planning in Lake County. The Lake APC works cooperatively with the seven (7) Native American Tribal Governments represented in Lake County; including Elem Indian Colony, Habematolel Pomo of Upper Lake, Big

Valley Band of Pomo Indians, Scotts Valley Band of Pomo Indians, Robinson Rancheria Pomo Indians of California, Koi Nation, and Middletown Rancheria of Pomo Indians. The Native American Tribes are invited to participate in APC monthly meetings, informed of available grant funding available to them, and invited to participate in public outreach on current and upcoming projects. The Lake APC also participates in the quarterly Caltrans Native American Planning/Status Meetings.

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

## REGIONAL PLANNING EFFORTS

The Lake County/City Area Planning Council is committed to incorporating planning items identified in the 2021 Federal Transportation Bill, the Infrastructure Investment and Jobs Act (IIJA), while preparing and implementing planning projects throughout the region. The bill authorized \$1.2 trillion to help rebuild roads, bridges and rails, tackle the climate crisis, advance environmental justice, and invest in communities that have too often been left behind. Previous efforts from the State level occurred in April 2017, with the passage of Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017. SB1 is a long-term, dedicated transportation funding bill that raises approximately \$5.4 billion annually throughout the State. It further allows for a variety of transportation projects including rehabilitation and maintenance for local streets, roads, and highways, safety improvements, repair and replacement of bridges and culverts, and congestion reduction. It also provides for an increase in mobility options with funds available for bicycle and pedestrian facilities, as well as improvements in transit. As funding flows into the region, Lake APC will continue to pursue opportunities as they become available.

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

The most recent approved update of the Human Services Transportation Plan Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan) was adopted in 2021. Requirements for coordinated plans first appeared in 2012, in response to federal transportation legislation at the time, “Moving Ahead for Progress in the 21st Century,” or “MAP-21.” Goals and policies of the Coordinated Plan aim to improve awareness and safety of the existing transit system as well as expanding services and mobility for 15 elderly, disabled and low-income individuals. Projects listed within the plan also enable the local transit provider, Lake Transit Authority, to qualify for several grant programs that may be critical for continued maintenance and operation. APC will initiate coordination with Caltrans for the upcoming update in the next Fiscal Year, in order to align with the scheduled completion in 2026.

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

The most recent Transit Development Plan (TDP) was adopted in 2023 to guide the current and future development of LTA services in order to improve mobility for County residents and visitors. This update was initiated in the 2021/22 Overall Work Program and was finalized in the FY 2022/23 OWP. The project evaluated transit services provided by LTA to determine their efficacy in meeting the current and future needs of its users. Furthermore, analysis included in the plan focused on other private or non-profit transportation providers in the region such as Lake Links (CTSA), People Services and/or Transportation Network Companies (TNCs), providing a more comprehensive assessment of mobility services available to area residents. Finally, the updated TDP looked at the potential for more

flexible or on-demand type services as a means of addressing the needs of transit dependent users unable to utilize fixed route service. This is based on a recurring need identified through the “Unmet Transit Needs” process conducted by Lake Area Planning Council (APC) on an annual basis. Improvement and strategy recommendations were made in each of these areas to help guide service providers through the near-term (approximately five-year) horizon.

A Transit Hub Location Plan was adopted in 2017, which was used to identify a preferred location for a new transit hub in the City of Clearlake at the intersection of Dam Road Extension and South Center Drive. This project was instrumental in securing subsequent funding through the Transit and Intercity Rail Capital Program (TIRCP) in 2020 for the design and construction of the hub, deemed a critical need for the transit-dependent region. Ongoing planning and management of these funds have been crucial in ensuring the Transit Hub remains on schedule for construction to commence in 2027. Currently, the Transit Hub is in the design phase.

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

The Regional Transportation Plan/Active Transportation Plan (RTP/ATP) is the region’s long-term planning document covering a 20-year time span intended to promote a safe and efficient transportation system for the movement of people and goods throughout the region. The primary purpose of the plan is to identify transportation needs and priority projects in all modes of transportation including streets, highways, bicycle and pedestrian facilities, aviation and transit. Updated every four years, the RTP/ATP covers present and future transportation needs, deficiencies and constraints, as well as providing estimates of available funding for future transportation projects in the region. The Lake APC adopted the last RTP in February 2022. The APC is now in the second year of updating the RTP, which is on track to be approved by January 2026.

The RTP is developed with input from the public, local agencies and other stakeholders including existing committees that represent broad segments of regional system users, such as the Technical Advisory Committee (TAC) and the Social Services Transportation Advisory Council (SSTAC). Public involvement was guided in part by the Public Participation Plan (PPP) adopted by the Lake APC in 2021, which calls for public awareness and accessibility to the transportation planning process. While outreach for RTP updates has traditionally been conducted through workshops at various locations throughout the County, COVID-19 protocols in place for much of 2020 and 2021 required alternative forms of engagement. An online interactive mapping platform was used instead for this purpose, soliciting input through “virtual” means such as mapped location-based comments, opinion surveys, and budget preference tools. Since the lifting of many COVID related restrictions, the region has successfully utilized a system of “hybrid” outreach efforts in which a combination of in-person and remote meetings are held.

## INTRODUCTION

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

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

In June 2014, the Lake APC advertised for an Administration/Fiscal Contractor, as well as the Planning duties to be conducted under the Overall Work Program. Dow and Associates was awarded the Planning contract for a five-year period (effective October 1, 2014), with one-year optional contract extensions for an additional five-year period, which concluded in September 2024. More recently, the Lake APC Board contracted with an outside agency to conduct the newest round of procurement for both the Administration and Planning services for Lake APC. The procurement process concluded in April 2024, awarding the five-year Planning Services Contract to Dow and Associates (effective October 1, 2024).

## PUBLIC PARTICIPATION

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

The 2005 federal transportation bill, Safe, Accountable, Flexible and Efficient Transportation Equity Act– A Legacy for Users (SAFETEA-LU), emphasized the importance of public participation as part of the transportation planning process. The bill established the requirement for a public participation plan to be used by Regional Transportation Planning Agencies in their planning processes. These requirements are included in the current federal transportation bill, the Infrastructure Investment Bill (BIL).

The APC developed its first Public Participation Plan in Fiscal Year 2008/09 to enhance its public outreach efforts. The development of this Plan included strategies to engage and notify the public when conducting planning activities. The plan provides a clear directive for public participation activities of the APC, particularly when they pertain to the development and implementation of the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Overall Work Program (OWP), administration of the Transit Development Act (TDA), Federal and state grant programs, Coordinated Human Transportation Plan, transit studies, area transportation plans, blueprint planning, and other special projects. The Public Participation Plan was most recently

updated and approved at a public hearing in February 2021 and can be found on the Lake APC Website at [www.lakeapc.org/library/plans](http://www.lakeapc.org/library/plans).

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

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

Appendix A includes a brief synopsis of products that were completed in the 2024/25 Work Program.

### **2025/26 WORK ELEMENTS**

The Lake County/City Area Planning Council is dedicated to working cooperatively with all agencies to provide comprehensive planning in the region. There is **two** new work element included in the 2025/26 work program. The majority of elements are either ongoing work elements that appear repetitively in Work Programs or carryover projects that will be completed in this Overall Work Program.

## FUNDING NEEDS

The **Final Amendment** 2025/26 Transportation Planning Work Program requires total funding of ~~\$966,691~~ **\$1,161,605** and will be funded from a combination of Rural Planning Assistance (RPA) funds, Local Transportation Funds (LTF), Planning, Programming & Monitoring (PPM) funds, and State Highway Account Funds.

### FEDERAL

There are no Federal Funds included in this Overall Work Program for FY 2025/26.

### STATE

Rural Planning Assistance (RPA) funds in the amount of **\$404,500** are expected for FY 2025/26, an increase of \$110,500 over last year's annual allocation. These funds are only available after the passage of the State Budget and on a reimbursement basis. It is permissible to carry over up to 25% of RPA funding from the prior year's Work Program. Actual carryover RPA Funds from the 2024/25 Work Program total ~~\$15,000~~ **\$25,897** and have been included in the OWP. Total RPA Funds committed to the 2025/26 Work Program total ~~\$419,500~~ **\$430,397**.

Planning, Programming & Monitoring Funds in the amount of **\$68,000** were allocated for FY 2025/26. Actual carryover PPM Funds from the FY 2024/25 Work Program total ~~\$22,500~~ **\$40,608**. Total PPM Funds committed to the 2025/26 Work Program total ~~\$90,500~~ **\$108,608**.

Caltrans Sustainable Transportation Planning Grant Program – Lake APC has been awarded ~~two~~ three grants through the California Sustainable Transportation Planning Grant Program, as follows:

- Climate Adaptation Planning – State Highway Account Grant (FY 2023/24) – This Work Program includes ~~\$17,706~~ **\$45,781** of carryover funds in the OWP. These Sustainable Communities Transportation Planning Grant funds are to complete Work Element 615 (Lake County Wildfire Evacuation and Preparedness Plan).
- Sustainable Communities Competitive – Road Maintenance and Rehab Account (FY 2024/25) – This Work Program includes ~~\$88,530~~ **\$150,852** of carryover funds in the OWP. These Sustainable Communities Transportation Planning Grant funds are to complete Work Element 603 (Lake County Zero Emission Vehicle Infrastructure Plan).
- Sustainable Communities Competitive – Road Maintenance and Rehab Account (FY 2025/26) – This Work Program includes **\$199,191** of new grant funding in the Amended OWP. These Sustainable Communities Transportation Planning Grant funds are to complete Work Element 618 (Lake County Tribal Transportation Needs and Engineered Feasibility Study).

### LOCAL

The total new Local Transportation Funds (LTF) commitment will be **\$50,000** in the 2025/26 Work Program. ~~Estimated~~ LTF Funds from the 2024/25 Work Program total ~~\$101,264~~ **\$176,776**, bringing the total LTF Funds committed to the 2025/26 Work Program to ~~\$151,264~~ **\$226,776**

The total commitment from **local funding** sources totals ~~\$151,264 (17%)~~ **\$226,776 (17%)** to be included in the 2025/26 OWP.

**LAKE COUNTY WORK PROGRAM  
SUMMARY OF FUNDING SOURCES  
FISCAL YEAR 2025/26**

FUNDING SOURCE	AMOUNT	FUNDING %
<b>Federal Funding Sources</b>		
No Federal Funds	\$0	0%
<b>Total Federal Funds:</b>	<b>\$0</b>	<b>0%</b>
<b>State Funding Sources</b>		
Rural Planning Assistance - 2025/26	\$404,500	35%
Rural Planning Assistance - (2024/25 <i>Estimated</i> Carryover)	\$25,897	2%
Planning, Programming & Monitoring (PPM) - 2025/26	\$68,000	6%
Planning, Programming & Monitoring - (Carryover)	\$40,608	3%
Road Maintenance & Rehab Acct. (RMRA) - SC 2024/25 <i>Estimated</i> -C/O	\$150,852	13%
State Highway Account (SHA) - SC Climate Adaptation Grant 2023/24 <i>Estimated</i> C/O	\$45,781	4%
<b>NEW Road Maintenance &amp; Rehab Acct. (RMRA) - SC Grant Funding - FY 2025/26</b>	<b>\$199,191</b>	<b>17%</b>
<b>Total State Funds:</b>	<b>\$934,829</b>	<b>80%</b>
<b>Federal and State Funding:</b>	<b>\$934,829</b>	<b>80%</b>
<b>Local Funding Sources</b>		
Local Transportation Funds - 2025/26	\$50,000	4%
Local Transportation Funds - (Carryover)	\$176,776	15%
<b>Total Local Funding:</b>	<b>\$226,776</b>	<b>20%</b>
<b>TOTAL PROGRAM FUNDING REVENUES</b>	<b>\$1,161,605</b>	<b>100%</b>

**LAKE COUNTY WORK PROGRAM  
SUMMARY OF 2024/25 CARRYOVER BY FUNDING SOURCE**

WE	Title	RPA	PPM	LTF	Other	Total	Notes
600	Regional Planning & Intergovernmental Coord.	<del>\$ 5,000</del>	\$ -	\$ -	\$ -	<del>\$ 5,000</del>	<i>Estimated</i> C/O Funds from FY 2024/25.
		\$ 3,325				\$ 3,325	
601	TDA Activities & Coordination	\$ -	\$12,500	<del>\$ 37,500</del>	\$ -	<del>\$ 50,000</del>	Actual C/O Funds from FY 2024/25 Reserve. (24/25 PPM)
				\$ 50,837		\$ 63,337	
603	Lake Co. Zero Emission Vehicle Infra Plan	\$ -	\$ -	<del>\$ 11,470</del>	<del>\$ 88,530</del>	<del>\$ 100,000</del>	<i>Estimated</i> C/O Funds from FY 2024/25.
				\$ 19,545	\$150,852	\$ 170,397	
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	Actual C/O from previous WE 614
605	Federal & State Grant Prep., Monitoring	\$ -	\$ 6,757	\$ 4,622	\$ -	\$ 11,379	2024/25.
607	Special Studies	\$ -	\$ 5,073	\$ 26,310	\$ -	\$ 31,383	2024/25.
608	Planning, Programming & Monitoring	\$ -	<del>\$10,000</del>	\$ -	\$ -	<del>\$ 10,000</del>	
			\$16,278	\$ 5,246		\$ 21,524	<i>Estimated</i> C/O Funds from FY 2024/25.
609	Sustainable Transportation Planning	\$ 2,672	\$ -	\$ -	\$ -	\$ 2,672	Actual C/O Funds from FY 2024/25.
612	Technology Support Services	\$ -	\$ -	\$ 1,877	\$ -	\$ 1,877	Actual C/O Funds from FY 2024/25.
614	SR 53 Public Outreach Study	\$19,900	\$ -	\$ -	\$ -	\$ 19,900	Actual C/O Funds from FY 2024/25.
615	L.C. Wildfire Evacuation & Preparedness Plan	\$ -	\$ -	<del>\$ 2,294</del>	<del>\$ 17,706</del>	<del>\$ 20,000</del>	Actual C/O Funds from FY 2024/25.
				\$ 5,931	\$ 45,781	\$ 51,712	
616	Training	\$ -	\$ -	\$ 12,408		\$ 12,408	Actual C/O Funds from FY 2023/24.
	Totals	<del>\$ 5,000</del>	<del>\$22,500</del>	<del>\$ 51,264</del>	<del>\$106,236</del>	<del>\$ 185,000</del>	
		\$25,897	\$40,608	\$176,776	\$196,633	\$ 439,914	

**LAKE COUNTY WORK PROGRAM  
SUMMARY OF FY 2025/26 FUNDING SOURCES BY WORK ELEMENT**

WE	Title	State RPA	State RPA C/O	State PPM	Local LTF	Other	Total Costs
600	Regional Planning & Intergovernmental Coordination	\$ 120,000	<del>\$ 5,000</del>	\$ -	\$ -	\$ -	<del>\$ 125,000</del>
			\$ 3,325				\$ 123,325
601	TDA Activities & Coordination	\$ -	\$ -	\$ 12,500	<del>\$ 37,500</del>	\$ -	<del>\$ 50,000</del>
					\$ 50,837		\$ 63,337
602	Transit Planning	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
603	Lake Co. Zero Emission Vehicle Infrastructure Plan (Carryover)	\$ -	\$ -	\$ -	<del>\$ 11,470</del>	<del>\$ 88,530</del>	<del>\$ 100,000</del>
					\$ 19,545	\$ 150,852	\$ 170,397
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ 23,246	\$ 66,691	\$ -	\$ 89,937
605	Federal & State Grant Prep., Monitoring & Assistance	\$ 45,000	\$ -	\$ -	\$ -	\$ -	<del>\$ 45,000</del>
				\$ 6,757	\$ 4,622		\$ 56,379
607	Special Studies	\$ 30,000	\$ -	\$ -	\$ -	\$ -	<del>\$ 30,000</del>
				\$ 5,073	\$ 26,310		\$ 61,383
608	Planning, Programming, & Monitoring	\$ 35,000	\$ -	<del>\$ 37,254</del>	\$ -	\$ -	<del>\$ 72,254</del>
				\$ 43,532	\$ 5,246		\$ 83,778
609	Sustainable Transportation Planning	\$ 8,000	\$ -	\$ -	\$ -	\$ -	<del>\$ 8,000</del>
			\$ 2,672				\$ 10,672
610	Active Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
611	Pavement Management Program - Software C/O	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ 8,500
612	Technology Support Services	\$ -	\$ -	\$ -	<del>\$ 2,500</del>	\$ -	<del>\$ 2,500</del>
					\$ 4,377		\$ 4,377
613	Transportation Information Outreach & Public Participation	\$ 5,000	<del>\$ 10,000</del>	\$ -	\$ -	\$ -	<del>\$ 15,000</del>
			\$ -				\$ 5,000
614	SR 53 Public Outreach Study - (Carryover) - Previous in WE 612	\$ -	\$ 19,900	\$ -	\$ -	\$ -	\$ 19,900
615	Lake County Wildfire Evacuation & Preparedness Plan (Carryover)	\$ -	\$ -	\$ -	<del>\$ 2,294</del>	<del>\$ 17,706</del>	<del>\$ 20,000</del>
					\$ 5,931	\$ 45,781	\$ 51,712
616	Training	\$ -	\$ -	\$ -	<del>\$ 5,000</del>	\$ -	<del>\$ 5,000</del>
					\$ 17,408		\$ 17,408
617	Regional/Active Transportation Plan Update (Carryover)	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
618	L.C Tribal Transp. Needs and Engineered Feasibility Study (NEW)	\$ -	\$ -	\$ -	\$ 25,809	\$ 199,191	\$ 225,000
619	Local Road Safety Plans Update - NEW	\$ 98,000	\$ -	\$ 17,500	\$ -	\$ -	\$ 115,500
	Totals	\$ 404,500	<del>\$ 15,000</del>	<del>\$ 90,500</del>	<del>\$ 151,264</del>	<del>\$ 305,427</del>	<del>\$ 966,691</del>
			\$ 25,897	\$ 108,608	\$ 226,776	\$ 395,824	\$ 1,161,605

**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	\$ -	\$ -	\$ -	\$ 35,000	\$ 2,500	\$ 37,500
					\$ 40,470	\$ 10,367	\$ 50,837
603	Lake Co. Zero Emission Vehicle Infrastructure Plan	\$ -	\$ -	\$ -	\$ -	\$ 11,470	\$ 11,470
					\$ 378	\$ 19,167	\$ 19,545
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ 66,691	\$ 66,691
605	Federal & State Grant Prep. Monitoring & Assistance	\$ -	\$ -	\$ -	\$ 4,622	\$ -	\$ 4,622
607	Special Studies	\$ 21,310	\$ 5,000	\$ -	\$ -	\$ -	\$ 26,310
608	Planning, Programming & Monitoring	\$ 5,246	\$ -	\$ -	\$ -	\$ -	\$ 5,246
612	Technology Support Services	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,877	\$ 4,377
615	Lake Co. Wildfire Evacuation & Preparedness Plan	\$ -	\$ -	\$ -	\$ -	\$ 2,294	\$ 2,294
					\$ 81	\$ 5,850	\$ 5,931
616	Training	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
						\$ 17,408	\$ 17,408
618	LC Tribal Transp. Needs and Engineered Feasibility Study (NEW)	\$ -	\$ -	\$ -	\$ 1,016	\$ 24,793	\$ 25,809
<b>Total LTF Funding by Claimant</b>		\$ -	\$ -	\$ -	\$ 38,516	\$ 112,748	\$ 151,264
		\$ 26,556	\$ 5,000	\$ -	\$ 49,067	\$ 146,153	\$ 226,776

Planning, Programming & Monitoring (PPM)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
601	TDA Activities & Coordination	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ 23,246	\$ 23,246
<b>605</b>	<b>Federal &amp; State Grant Prep. Monitoring &amp; Assistance</b>	\$ -	\$ -	\$ -	\$ <b>6,757</b>	\$ -	\$ <b>6,757</b>
<b>607</b>	<b>Special Studies</b>	\$ <b>5,073</b>	\$ -	\$ -	\$ -	\$ -	\$ <b>5,073</b>
<b>608</b>	<b>Planning, Programming &amp; Monitoring</b>	\$ -	\$ -	\$ -	\$ <del>37,254</del>	\$ -	\$ <del>37,254</del>
		\$ <b>5,571</b>			\$ <b>37,961</b>		\$ <b>43,532</b>
619	Local Road Safety Plans Update - NEW	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ 17,500
	<b>Total PPM Funds by Claimant</b>	\$ <del>_____</del>	\$ <del>_____</del>	\$ <del>_____</del>	\$ <del>49,754</del>	\$ <del>40,746</del>	\$ <del>90,500</del>
		\$ <b>10,644</b>	\$ -	\$ -	\$ <b>57,218</b>	\$ <b>40,746</b>	\$ <b>108,608</b>

Rural Planning Assistance (RPA)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
600	Regional Plng & Intergovernmental Coordination	\$ -	\$ -	\$ -	<del>\$ 123,000</del>	\$ 2,000	<del>\$ 125,000</del>
					<b>\$ 121,325</b>		<b>\$ 123,325</b>
602	Transit Planning	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
605	Federal & State Grant Prep., Monitoring & Assistance	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
607	Special Studies	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
608	Planning, Programming & Monitoring	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
609	Sustainable Transportation Planning	\$ -	\$ -	\$ -	<del>\$ 8,000</del>	\$ -	<del>\$ 8,000</del>
					<b>\$ 10,672</b>		<b>\$ 10,672</b>
610	Active Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
611	Pavement Management Program - Software C/O	\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500
613	Transportation Information Outreach & Public Participation	\$ -	\$ -	\$ -	\$ 5,000	<del>\$ 10,000</del>	<del>\$ 15,000</del>
						\$ -	<b>\$ 5,000</b>
614	SR 53 Public Outreach Study - C/O	\$ -	\$ -	\$ -	\$ -	\$ 19,900	\$ 19,900
617	Regional/Active Transportation Plan Update	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
619	Local Road Safety Plans Update - NEW	\$ -	\$ -	\$ -	\$ 5,000	\$ 93,000	\$ 98,000
<b>Total RPA Funding by Claimant</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<del><b>\$ 301,000</b></del>	<b>\$ 113,500</b>	<del><b>\$ 419,500</b></del>
					<b>\$ 306,997</b>	<b>\$ 123,400</b>	<b>\$ 430,397</b>

Other Funding: (Awarded Grants)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
603	Lake Co.Zero Emission Vehicle Infrastructure Plan C/O	\$ -	\$ -	\$ -	\$ -	<del>\$ 88,530</del>	<del>\$88,530</del>
					\$ 2,913	\$ 147,939	\$150,852
615	Lake Co. Wildfire Evacuation & Preparedness Plan C/O	\$ -	\$ -	\$ -	\$ -	<del>\$ 17,706</del>	<del>\$17,706</del>
					\$ 628	\$ 45,153	\$45,781
618	L.C Tribal Transp. Needs and Engineered Feasibility Study (NEW)	\$ -	\$ -	\$ -	\$ 7,836	\$ 191,355	\$199,191
	<b>Total Funds by Claimant</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,836</b>	<b>\$297,591</b>	<b><del>\$128,367</del></b>
					<b>\$11,377</b>	<b>\$ 384,447</b>	<b>\$395,824</b>

**Total Funds Available: ~~\$966,691~~ \$1,161,605**

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

WE	Title	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total Costs
600	<b>Regional Planning &amp; Intergovernmental Coordination</b>	\$ -	\$ -	\$ -	<del>\$ 123,000</del>	\$ 2,000	<del>\$ 125,000</del>
					<b>\$ 121,325</b>		<b>\$ 123,325</b>
601	<b>TDA Activities &amp; Coordination</b>	\$ -	\$ -	\$ -	<del>\$ 47,500</del>	<del>\$ 2,500</del>	<del>\$ 50,000</del>
					<b>\$ 52,970</b>	<b>\$ 10,367</b>	<b>\$ 63,337</b>
602	Transit Planning	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
603	<b>Lake Co. Zero Emission Vehicle Infrastructure Plan (Carryover)</b>	\$ -	\$ -	\$ -	\$ -	<del>\$ 100,000</del>	<del>\$ 100,000</del>
					<b>\$ 3,291</b>	<b>\$ 167,106</b>	<b>\$ 170,397</b>
604	<b>Lake County Project Reserve Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ 89,937	\$ 89,937
605	<b>Federal &amp; State Grant Preparation, Monitoring &amp; Assistance</b>	\$ -	\$ -	\$ -	<del>\$ 45,000</del>	\$ -	<del>\$ 45,000</del>
					<b>\$ 56,379</b>		<b>\$ 56,379</b>
607	<b>Special Studies</b>	\$ -	\$ -	\$ -	\$ 30,000	\$ -	<del>\$ 30,000</del>
		<b>\$ 26,383</b>	<b>\$ 5,000</b>				<b>\$ 61,383</b>
608	<b>Planning, Programming, &amp; Monitoring</b>	\$ -	\$ -	\$ -	<del>\$ 72,254</del>	\$ -	<del>\$ 72,254</del>
		<b>\$ 10,817</b>			<b>\$ 72,961</b>		<b>\$ 83,778</b>
609	<b>Sustainable Transportation Planning</b>	\$ -	\$ -	\$ -	<del>\$ 8,000</del>	\$ -	<del>\$ 8,000</del>
					<b>\$ 10,672</b>		<b>\$ 10,672</b>
610	Active Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
611	Pavement Management Program - Software C/O	\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500
612	<b>Technology Support Services</b>	\$ -	\$ -	\$ -	\$ 2,500	\$ -	<del>\$ 2,500</del>
						<b>\$ 1,877</b>	<b>\$ 4,377</b>
613	<b>Transportation Information Outreach &amp; Public Participation</b>	\$ -	\$ -	\$ -	\$ 5,000	<del>\$ 10,000</del>	<del>\$ 15,000</del>
						\$ -	<b>\$ 5,000</b>
614	<b>SR 53 Public Outreach Study - C/O</b>	\$ -	\$ -	\$ -	\$ -	<b>\$ 19,900</b>	<b>\$ 19,900</b>
615	<b>Lake Co. Wildfire Evacuation &amp; Preparedness Plan (Carryover)</b>	\$ -	\$ -	\$ -	\$ -	<del>\$ 20,000</del>	<del>\$ 20,000</del>
					<b>\$ 709</b>	<b>\$ 51,003</b>	<b>\$ 51,712</b>
616	<b>Training</b>	\$ -	\$ -	\$ -	\$ -	<del>\$ 5,000</del>	<del>\$ 5,000</del>
						<b>\$ 17,408</b>	<b>\$ 17,408</b>
617	Regional/Active Transportation Plan Update (NEW)	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
618	L.C Tribal Transp. Needs and Engineered Feasibility Study (NEW)	\$ -	\$ -	\$ -	\$ 8,852	\$216,148	\$ 225,000
619	Local Road Safety Plans Update - NEW	\$ -	\$ -	\$ -	\$ 5,000	\$110,500	\$ 115,500
<b>Totals</b>		<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 402,106</del>	<del>\$ 564,585</del>	<del>\$ 966,691</del>
		<b>\$ 37,200</b>	<b>\$ 5,000</b>		<b>\$ 424,659</b>	<b>\$ 694,746</b>	<b>\$ 1,161,605</b>

## LAKE COUNTY WORK PROGRAM FY 2025/2026 BUDGET REVENUE SUMMARY

WE #	WORK ELEMENT TITLE	STATE RPA	FY 24-25 STATE RPA C/O	FY 23-24 SC-CAP C/O	FY 24-25 SC-RMRA C/O	FY 25-26 SC-RMRA Grant	Local PPM, TDA or STPd(1)	In-kind Service	TOTAL
600	Regional Planning & Intergovernmental Coordination	\$ 120,000	<del>\$ 5,000</del>	\$ -	\$ -	\$ -	\$ -		<del>\$ 125,000</del>
			\$ 3,325						\$ 123,325
601	TDA Activities & Coordination	\$ -	\$ -	\$ -	\$ -	\$ -	<del>\$ 50,000</del>		<del>\$ 50,000</del>
							\$ 63,337		\$ 63,337
602	Transit Planning	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 10,000
603	Lake Co. Zero Emission Vehicle Infrastructure Plan C/O	\$ -	\$ -	\$ -	<del>\$ 88,530</del>	\$ -	<del>\$ 11,470</del>		<del>\$ 100,000</del>
					\$ 150,852		\$ 19,545		\$ 170,397
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,937		\$ 89,937
605	Federal & State Grant Prep., Monitoring & Assistance	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -		<del>\$ 45,000</del>
							\$ 11,379		\$ 56,379
607	Special Studies	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -		<del>\$ 30,000</del>
							\$ 31,383		\$ 61,383
608	Planning, Programming, & Monitoring	\$ 35,000	\$ -	\$ -	\$ -	\$ -	<del>\$ 37,254</del>		<del>\$ 72,254</del>
							\$ 48,778		\$ 83,778
609	Sustainable Transportation Planning	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -		<del>\$ 8,000</del>
			\$ 2,672						\$ 10,672
610	Active Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 10,000
611	Pavement Management Program - Software C/O	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 8,500
612	Technology Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	<del>\$ 2,500</del>		<del>\$ 2,500</del>
							\$ 4,377		\$ 4,377
613	Transportation Information Outreach & Public Participation	\$ 5,000	<del>\$ 10,000</del>	\$ -	\$ -	\$ -	\$ -		<del>\$ 15,000</del>
			\$ -						\$ 5,000
614	SR 53 Public Outreach Study C/O	\$ -	\$ 19,900	\$ -	\$ -	\$ -	\$ -		\$ 19,900
615	Lake County Wildfire Evacuation & Preparedness Plan C/O	\$ -	\$ -	<del>\$ 17,706</del>	\$ -	\$ -	<del>\$ 2,294</del>		<del>\$ 20,000</del>
				\$ 45,781			\$ 5,931		\$ 51,712
616	Training	\$ -	\$ -	\$ -	\$ -	\$ -	<del>\$ 5,000</del>		<del>\$ 5,000</del>
							\$ 17,408		\$ 17,408
617	Regional/Active Transportation Plan Update (NEW)	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 35,000
618	L.C Tribal Transp. Needs and Engineered Feasibility Study (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 199,191	\$ 25,809		\$ 225,000
619	Local Road Safety Plans Update - NEW	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ 17,500		\$ 115,500
	<b>TOTAL:</b>	\$ 404,500	\$ 15,000	<del>\$ 17,706</del>	\$ 88,530	\$ 199,191	\$ 241,764	\$ 0	<del>\$ 966,691</del>
		\$ 404,500	\$ 25,897	\$ 45,781	\$ 150,852		\$ 335,384		\$ 1,161,605

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## WORK ELEMENT 600 – REGIONAL PLANNING & INTERGOVERNMENTAL COORDINATION

### **PURPOSE**

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

*This work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds. A separate work element (W.E. 601) funds similar tasks that may not be RPA-eligible with local transportation funds.*

### **PREVIOUS WORK**

#### Ongoing Annual Work

This work element provides ongoing transportation planning duties, including participation in Lake APC/TAC meetings throughout the year and participation in CTC and other state meetings. Work completed varies each year according to planning needs but consistently includes involvement in and completion/updates of planning projects and documents, such as the Regional/Active Transportation Plan, Human Services Coordinated Plan, Transit Plans and other special studies. Participation in local, tribal, regional, statewide and committee meetings, and responding to legislative requirements and changes are also ongoing under this Work Element.

#### Previous Work Particular to FY 2024/25:

- FY 2024/25 Overall Work Program (Call for Projects, draft, final and amendments and quarterly reports)
- Correspondence with the Safe Streets and Roads for All (SS4A) with FHWA.
- Correspondence with Caltrans in preparation for Federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program and Reconnecting Communities program
- Participation in workshops and webinars on Active Transportation Program, statewide need assessments (SB1121) Climate Action Plan for Transportation Investment (CAPTI), Federal Highway Administration Safety “Old Age Driving”, and the Overall Work Program
- Caltrans Dist. 1 Pedestrian and Bicycle Advisory Committee (PBAC).

### **TASKS**

1. Preparation of the RPA-eligible portions of draft and final work program; work program amendments, and agreements. (APC Staff)

Products: Staff reports/recommendations; draft and final work programs; amendments; agreements; required forms and certifications

2. Management of the RPA-eligible portions of the annual work program, including processing of amendments and agreements, coordination with Caltrans and local agency staff; monitoring budgets, reviewing and processing claims; and preparation of quarterly status reports. (APC Staff)

Products: Staff reports/recommendations; written and verbal communications; claims; quarterly reports (APC Staff)

3. Prepare, attend and follow up to Lake County/City Area Planning Council (APC), Technical Advisory Committee (TAC) meetings, and conduct public hearings as necessary. (APC Staff/Local Agencies)

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- Products: Meeting agendas, minutes, resolutions, technical reports, staff reports, public outreach materials, etc.
4. Provide ongoing planning duties which include participation in California Transportation Commission (CTC), and other meetings as necessary; travel and work assignments; and evaluation of regional planning issues as directed by APC and TAC. (APC Staff /Local Agencies)  
Products: Meeting materials, staff reports, CTC meeting materials such as allocation requests, etc.
  5. Review/comment on transportation planning documents provided by Caltrans and local agencies. (APC Staff /Local Agencies)  
Products: Staff working notes and comments, email correspondence and technical memos.
  6. Prepare and update regional planning documents and coordinated plans as needed. (APC Staff /Local Agencies)  
Products: Staff working notes and comments, email correspondence, technical memos, meeting agendas and/or minutes, draft and/or final planning document.
  7. Cooperate and assist with Caltrans in the development, planning and updating of system transportation planning products. (APC Staff /Local Agencies)  
Products: Examples may include Regional Transportation Planning Agency Outreach, District 1 Non-Motorized Census Plan, Mendocino-Lake County Travel Demand Model Update, District Active Transportation Plans, Corridor Plan Updates 20/29/53, etc.)
  8. Respond, as necessary, to legislative requirements and changes in the transportation planning process. (APC Staff /Local Agencies)  
Products: Letters, resolutions, email correspondence, meeting agendas and/or minutes.
  9. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations, including quarterly Native American Planning/Status Meetings held in coordination by Caltrans District 1 Native American Coordinator. (APC Staff /Local Agencies)  
Products: Correspondence, public outreach materials, meeting agenda and/or minutes materials
  10. Conduct and document outreach efforts to all segments of the community, including tribal governments and Native American Communities in accordance with the Public Participation Plan. (APC Staff / Local Agencies)  
Products: Correspondence, public outreach materials, meeting agenda and/or minutes materials
  11. Coordinate with partners to implement the Infrastructure Investment and Jobs Act (IIJA) transportation bill in coordination within the scope of the transportation planning process. (APC Staff / Local Agencies)  
Products: Correspondence, reports, resolutions, etc.
  12. Review and comment on environmental documents that are regional and/or interregional in nature to ensure consistency and compliance with the Regional Transportation Plan. (APC Staff /Local Agencies)  
Products: Staff documented comments, correspondence, revised and/or amended Neg Decs or Environmental Impact Reports, etc.)
  13. Provide \$2,000 funding contribution to Rural Counties Task Force for the purpose of assisting in costs related to meetings. (RCTF)  
Product: Meeting materials, workshop and forum materials, other materials relating to transportation issues of regional/state significance.

**FUNDING SOURCES AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	152	\$118,000	25/26	RPA
	6	<del>\$5,000</del>	24/25 c/o	RPA
	4	<b>\$3,325.12</b>		
RCTF Dues	N/A	\$2,000	25/26	RPA
<b>TOTAL:</b>	152	<del>\$125,000</del> <b>\$123,325</b>		

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

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1-4</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>5</b>	As Needed											
<b>6</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>7</b>			x			x			x			x
<b>8</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>9-10</b>	As Needed											
<b>11</b>		x										
<b>12</b>	As Needed											
<b>13</b>		x										

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

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## 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.

The Transportation Development Act (TDA) is a California law enacted in 1971 to improve public transportation services and encourage regional transportation coordination. It provides funding for both transit and non-transit-related purposes that align with regional transportation plans. Typically 3% of the Local Transportation Fund (LTF) estimate for the fiscal year are allocated to the Overall Work Program for transportation planning purposes.

### **PREVIOUS WORK**

*Ongoing Annual Work:* Many of these duties were previously performed under Work Element 600 (Regional Planning & Intergovernmental Coordination). In addition to ongoing transportation planning and coordination and quarterly Caltrans status reporting; additional examples of staff involvement include SSTAC Meetings attendance and input on unmet needs process, 5310 and 5311 grant applications, RHNA participation and review of PID's and or PSR's.

#### *Previous Work Particular to FY 2024/25:*

- FY 2024/25 Overall Work Program project tracking and quarterly reporting
- Attendance at SSTAC Meetings
- Research on Regional Housing Needs Assessment (RHNA)
- Coordination of RTP/ATP Planning for Update
- Preparation of 5310 Grant application process
- Assistance with Unmet Needs Process

### **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)  
Products: Draft & Final Work Programs
2. Manage work program throughout the year, which includes coordinating with local agency staff, preparing quarterly reports to Caltrans on status of work program and developing an annual report defining work program expenses by element.  
(APC Staff / Local Agencies)  
Products: Quarterly Status Reports
3. Prepare, attend and follow-up to Social Services Transportation Advisory Council (SSTAC), meetings, and conduct public hearings, as necessary.  
(APC Staff)  
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. (APC Staff)  
Products: Correspondence, meeting agendas and/or minutes, public outreach materials
5. Meeting attendance, as necessary, at local agency meetings (e.g. City Council/Board of Supervisors) on transportation-related matters; and coordination with local agencies on transportation-related matters, on non RPA-eligible issues. (APC Staff)  
Products: Staff reports/recommendations; meeting notes
  6. Participate in Section 5310 and 5311 grant funding and other transit grant funding opportunities, as appropriate. (APC Staff)  
Products: Training/workshop materials, grant applications, quarterly reports
  7. Current and long-range planning, meeting attendance, and work assignments that **may not be RPA eligible**. Involvement in these tasks is of a planning nature, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence; etc. (APC Staff / Local Agencies)  
Products: Staff reports/recommendations, correspondence, meeting notes
  8. Monitor and respond to transportation-related legislation, including applicability to local agencies and regional transportation planning agencies. (APC Staff / Local Agencies)  
Products: Staff reports/recommendations, correspondence, meeting notes
  9. Monitor progress of Federal Transportation Bill activities and candidate projects; provide assistance and coordination with local agencies regarding projects. (APC Staff / Local Agencies)  
Products: Staff reports/recommendations, correspondence, meeting notes
  10. Develop and Prepare RFP's and coordinate studies consistent with regional transportation planning related tasks, plans and studies to reduce duplication of work and analysis. (APC Staff / Local Agencies)  
Products: correspondence, meeting notes, comments on documents reviewed, Request for Proposals (RFP)
  11. Various direct expenses relating to work element projects in the Overall Work Program.

**FUNDING SOURCES AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	16	\$12,500	24/25 c/o	PPM
	48	<del>\$37,500</del>	24/25 c/o	LTF
	52	<b>\$40,470</b>		
Direct Costs	n/a	\$2,500	25/26	LTF
	n/a	<b>\$7,867</b>	<b>24/25 c/o</b>	<b>LTF</b>
<b>TOTAL:</b>	<b>65</b>	<del><b>\$52,500</b></del> <b>\$63,337</b>		

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>2</b>			x			x			x			x
<b>3</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>4-10</b>	As Needed											
<b>11</b>	x	x	x	x	x	x	x	x	x	x	x	x

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## **WORK ELEMENT 602 – TRANSIT PLANNING**

### **PURPOSE**

This element includes regional transit planning duties and ongoing coordination with Federal, state, regional, and local agencies, to include 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**

*Ongoing Annual Work:* Participation in LTA Board Meetings; participated and reported on transit-related planning activities to the APC and TAC; Review of social service agency coordination; Section 5311(f), CARES and other federal funding review, ranking, project support, management and workshops; consultation and coordination with tribal governments on transit-related planning and project activities; Sustainable Transportation Planning Grant project coordination for the Transit Development Plan Update.

*Previous Work Particular to FY 2024/25:*

- FY 2024/25 Lake Transit Authority Board Meetings
- Met with Caltrans to debrief staff on previous Tribal Transportation Plan grant application, researched additional information and revised Tribal Transportation Grant Application for current cycle
- Reviewed Transit Hub Design Request for Proposal

### **TASKS**

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

### **PRODUCTS**

LTA meeting attendance, and staff reports as needed, reporting of Federal Transportation Bills, written reports on issues of concern to APC and TAC, and other status reports as necessary. Working papers;

compiled data, quarterly reports, annual reports, transit-related grant applications, participation in transit-related grant activities and transit-related studies and needed.

**FUNDING SOURCES AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	14	\$10,000	2025/26	RPA
<b>TOTAL:</b>		<b>\$10,000</b>		

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

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>2</b>	As Needed											
<b>3</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>4</b>	As Needed or Required											
<b>5</b>			x			x			x			x
<b>6</b>				x	x	x	x	x	x	x		
<b>7-9</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>10</b>	As Needed											

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

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**WORK ELEMENT 603 – LAKE COUNTY ZERO EMISSION VEHICLE INFRASTRUCTURE PLAN (CARRYOVER)****PURPOSE**

This project will examine the Lake County region’s existing zero emission vehicle (ZEV) charging/fueling infrastructure and develop a plan to guide future expansion in this area. The plan will involve a collaboration between local agencies of the region, including planning and public works representatives, tribal governments, the Lake Transit Authority, and the local air quality district. It would further evaluate regional ZEV infrastructure needs and also formulate recommendations for land use documents and other planning tools that guide local development.

**PREVIOUS WORK**

2023/24 Sustainable Transportation Planning Grant Application

*Previous Work Particular to FY 2024/25***Task 01: Project Administration (APC Planning Staff)**

*The Lake Area Planning Council (APC) will conduct a kick-off meeting with Caltrans staff to identify project contacts, discuss grant procedures and expectations (including invoicing and reporting) and all other relevant project information. The project will be managed and administered pursuant to the Grant Application Guidelines, Regional Planning Handbook, and the grant contract executed with Caltrans.*

*Lake APC will prepare and submit complete invoice packages to Caltrans district staff based on milestone completion on quarterly basis, but not more frequently than monthly. Quarterly reports will also be submitted providing a summary of project progress and grant/local match expenditures.*

**Task Deliverables**

*Schedule and Conduct Kick-off meeting with Caltrans-Meeting Notes. Quarterly invoices and progress reports.*

**Task 02: Consultant Procurement (APC Planning Staff)**

*Lake APC will procure a consultant for the project consistent with State and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and Lake APC. As part of the process, staff will further refine the Scope of Work and prepare and distribute Request for Proposals (RFP) for consultant services. A Consultant Selection Committee will be formed to review proposals received and to select a consultant to perform the work. Once selected, staff will prepare and*

*execute a contract for services with the successful consultant.*

**Task Deliverables**

*Copies of the Request for Proposal, Selection Committee scoring sheets and meeting notes, executed contract between consultant and Lake APC.*

**Task 1: Coordination with Project Partners (Consultant, APC Planning Staff)**

*The consultant and Lake APC staff will form a Technical Advisory Group (TAG) consisting of representatives from Lake Transit Authority (LTA), local public works/community development departments (Lakeport, Clearlake, and County representatives), tribal representatives, public health officials, Caltrans, and Lake APC to provide input, direction, and oversight during development of the project.*

The consultant will also conduct a kick-off meeting with TAG members to share contact information, develop lines of communication, and to clarify objectives of the project. TAG meetings will be conducted as needed ensuring good communication on upcoming tasks and to ensure that the project remains on schedule and within budget.

Task Deliverables

List of TAG Members. Study Kick-off Meeting Agenda and Meeting Notes, TAG Meeting Agendas and Meeting Notes.

**Task 2: Data Collection/Analysis (Consultant)**

The consultant will gather and review existing data and policies pertaining to regional and interregional ZEV infrastructure, including but not limited to California's Deployment Plan for the National Electric Vehicle Infrastructure Program, Northwest California Alternative Fuels Readiness Project, North Coast and Upstate Fuel Cell Electric Vehicle (FCEV) Readiness Plan, Lake County Regional Transportation Plan, relevant regional community plans (e.g. local General Plans, Area Plans), and current California Air Resource Board, Lake County Air Quality Management District, and California Energy Commission goals and policies.

The consultant will review capabilities of the existing ZEV charging/fueling infrastructure within the region. This, along with a gap analysis, will be used to determine how the existing system will be integrated into a larger interregional network of surrounding counties and corridors. Regional travel characteristics along with relevant demographic information will be analyzed as a means of making assumptions on how the ZEV fueling infrastructure is expected to expand within the Lake County region.

A literature review and bibliography shall be prepared including documents, studies, and/or reports reviewed with a summary of their relevance to the project. The summary will be presented to the TAG for review and comment.

Task Deliverables

List of Plans, Literature Review of Policy Documents, and Data Review. Existing Infrastructure and Gap Analysis Bibliography and Summary of Data Review.

**TASKS**

**Task 01: Project Administration (APC Planning Staff)**

The Lake Area Planning Council (APC) will conduct a kick-off meeting with Caltrans staff to identify project contacts, discuss grant procedures and expectations (including invoicing and reporting) and all other relevant project information. The project will be managed and administered pursuant to the Grant Application Guidelines, Regional Planning Handbook, and the grant contract executed with Caltrans.

Lake APC will prepare and submit complete invoice packages to Caltrans district staff based on milestone completion on quarterly basis, but not more frequently than monthly. Quarterly reports will also be submitted providing a summary of project progress and grant/local match expenditures.

Task Deliverables

Schedule and Conduct Kick-off meeting with Caltrans-Meeting Notes. Quarterly invoices and progress reports.

**Task 1: Coordination with Project Partners (Consultant, APC Planning Staff)**

The consultant and Lake APC staff will form a Technical Advisory Group (TAG) consisting of representatives from Lake Transit Authority (LTA), local public works/community development departments (Lakeport, Clearlake, and County representatives), tribal representatives, public health officials, Caltrans, and Lake APC to provide input, direction, and oversight during development of the project.

The consultant will also conduct a kick-off meeting with TAG members to share contact information, develop lines of communication, and to clarify objectives of the project. TAG meetings will be conducted as needed ensuring good communication on upcoming tasks and to ensure that the project remains on schedule and within budget.

Task Deliverables

List of TAG Members. Study Kick-off Meeting Agenda and Meeting Notes, TAG Meeting Agendas and Meeting Notes.

**Task 3: Public Participation and Community Outreach (Consultant)**

With input from the Technical Advisory Group (TAG), the consultant shall develop an outreach strategy that includes efforts to reach vulnerable and underserved populations within the region as well as others likely to be impacted or concerned with outcomes of the project. Public participation will occur throughout the early, middle, and later phases of the project. The outreach strategy will include, at a minimum, both surveys and workshops, as well as tabling events at community gatherings, and possible field reviews of proposed locations.

Stakeholder surveys for the project will be used to determine preferred charging/fueling site locations using both online and traditional methods, taking into consideration community diversity and the challenges of engaging normally hard to reach residents. Stakeholders should include local residents, tribal community members, public works officials, service providers and business owners. Specific outreach efforts will be made to involve regional tribal governments including Middletown Rancheria, Koi Nation, Robinson Rancheria, Habematolel Pomo, Big Valley Rancheria, Scotts Valley Band of Pomo, and Elam Rancheria.

The consultant will conduct two Stakeholders Meeting and Community Workshops. The first will be to review existing ZEV infrastructure and services and to seek input on appropriate methods and means of expansion. The second workshop will take place when the Draft Study is made available for public review and will include recommended strategies and options for the future growth of ZEV infrastructure in the region. Notes and comments and/or concerns will be recorded from the meetings and will be included in the overall analysis of interregional ZEV integration. Findings of the surveys and outreach will be summarized by the consultant with results presented to the TAG for discussion, review and comment.

APC staff will assist with and participate in the public outreach process.

Task Deliverables

ZEV Infrastructure Site Location Surveys. Advertising Materials, News Releases, etc. Community Workshop Materials (Agendas, Sign-in Sheets, Meeting Notes, etc.), Record of Public Comment. Community Outreach Summary Memo.

**Task 4: Develop Draft and Final Regional Zero Emission Vehicle Infrastructure Plan (Consultant)**

Consultant will review relevant background and obtained data and develop an outline for the Plan, which will include potential charging/fueling site data (property ownership, environmental conditions, site characteristics, parking availability, ease of access, zoning, safety, community site preferences, etc.), technical information, best practices and recommendations. The outline and structure will be provided to Lake APC staff for review. Potential sites for ZEV charging/fueling facilities shall be mapped and documented in GIS as well as Google Earth format.

A Draft Plan will be prepared which addresses concerns and issues, illustrates preferred locations, and evaluates design, materials recommendations, and site features. The Draft will also identify how the ZEV Infrastructure Plan can best meet community goals to improve and promote zero emission vehicles. This should consider connectivity of public and private ZEV networks as well as determine appropriate equipment types for each recommended location (i.e. Level 2 and/or Level 3 (DC fast chargers)). The design process will document, summarize issues and detail alternative solutions, while describing and supporting conclusions. Consultant shall present Draft Regional Zero Emission Vehicle (ZEV) Infrastructure Plan to the TAG for review and comment.

Consultant shall present Draft Regional Zero Emission Vehicle Infrastructure Plan to the TAG for review and comment. After incorporating comments, the consultant shall present the revised Draft at a public meeting of the Lake APC Board for comment and possible adoption. Seven (7) bound copies as well as an electronic copy of the final product and appendices will be delivered to Lake Area Planning Council for distribution.

**Task Deliverables**

Draft Plan Outline and Structure. List and Mapping of Proposed Sites. Draft Plan, Final Plan, Electronic and Hard Copies of Plan.

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	1	\$377.38	24/25 c/o	LTF
	9	\$2,912.84	24/25 c/o	Sustainable Planning Grant - RMRA
Consultant	58	\$19,167.05	24/25 c/o	LTF
	448	\$147,938.84	24/25 c/o	Sustainable Planning Grant - RMRA
<b>TOTAL:</b>	<b>0</b>	<b>\$170,396</b>	<b>\$19,544.43 - 24/25</b>	<b>LTF</b>
			<b>\$150,851.68 - 24/25</b>	<b>Sustainable Planning Grant - RMRA</b>

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>01</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>02</b>	Completed in FY 2024/25											
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>2</b>	Completed in FY 2024/25											
<b>3</b>	x	x	x	x	x							
<b>4</b>				x	x	x	x	x				

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

**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.

**TASKS**

No tasks will be initiated in FY 2025/26. Funding is **reserved** for a future project or local match requirement, which is anticipated to be programmed in FY 2026/27.

**PRODUCTS**

No products will be produced in FY 2025/26.

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Reserve		\$16,691	25/26	LTF
		\$50,000	24/25 c/o	LTF
		\$23,246	25/26	PPM
<b>TOTAL:</b>		<b>\$89,937</b>		

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

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

**PREVIOUS WORK****Ongoing Annual Work**

Coordination, participation and developments of various grant applications submitted by local agencies, LTA, and Lake APC Staff. Ongoing monitoring, participation, coordination of current grant projects in the Overall Work Program.

**Previous Work Particular to FY 2024/25**

- Wildfire Evacuation Plan grant monitoring and assistance (outside funding allocation in grant element)
- Lake Zero Emission Vehicle Infrastructure Plan monitoring and assistance (outside funding allocation in grant element)
- FY 2024/25 Tribal Transportation Needs Plan grant application
- Prepared and submitted FHWA Grant Agreement for SS4A Funding
- Partnership in developing Trade Corridor Enhancement Program (TCEP) application
- City and County assistance in preparation of Rebuilding American Infrastructure and Sustainability and Equity (RAISE)
- Developed Carbon Reduction Program (CRP) Policy / Application requirements and Evaluation Criteria

**TASKS**

1. Review and establish regionally significant priorities projects for the current fiscal year. (APC Staff)
2. Research and distribute information about available and upcoming Federal and State transportation planning grants that may be available to meet the region's priorities. Caltrans planning grant opportunities can be accessed at [www.dot.ca.gov/hq/tpp/grants.htm](http://www.dot.ca.gov/hq/tpp/grants.htm) (APC Staff)
3. Prioritize grants by purpose, funding source, matching requirements, granting authority, and availability related to the transportation planning process, excluding capital projects. (APC Staff)
4. Coordinate with potential grant applicants to seek Lake APC sponsorship of transportation-related grants. (APC Staff)
5. Utilize entity staff or consultants to gather required transportation-related information and prepare grant documents. (APC Staff)
6. Provide technical assistance (including hosting workshops) to local agencies, tribal governments, LTA and others in preparation of various federal and state grant applications. (APC Staff)
7. Review and rank transportation grant applications as requested by Caltrans; including possible participation on evaluation committees. (APC Staff)
8. Submit grant applications to appropriate agencies including but not limited to the Active Transportation Program (ATP), grant applications pertaining to the new Federal Infrastructure Investment and Jobs Act (IIJA), Road Repair and Accountability Act of 2017 (SB1), California Air Resources Board (CARB) and other programs. (APC Staff)
9. As necessary, coordinate and consult with all tribal governments on grant process and development of grants. (APC Staff)

10. As necessary, participation, monitoring and assisting with grant funded work elements and projects to ensure scope, schedule and deliverables have been met as required by Caltrans. (APC Staff: Ongoing)

**PRODUCTS**

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

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	58	\$45,000	2025/26	RPA
	9	\$6,757	23/24 c/o	PPM
	6	\$4,622	24/25 c/o	LTF
<b>TOTAL:</b>	<b>73</b>	<b>\$45,000</b> <b>\$56,379</b>		

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1</b>	x	x	x	As needed								
<b>2</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>3-5</b>	As needed											
<b>6</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>7-8</b>	As needed											
<b>9-10</b>	x	x	x	x	x	x	x	x	x	x	x	x

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

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**WORK ELEMENT 607 – SPECIAL STUDIES****PURPOSE**

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

**PREVIOUS WORK****Ongoing Annual Work**

Research and monitoring various planning documents including the Regional Transportation Plan (RTP), the Active Transportation Plan (ATP), Local Circulation Elements, and regional transit plans that involve or relate to current projects and potential future projects. Collected data to enhance the strength of grant applications for multiple projects identified in various planning documents, ensuring comprehensive volume data for several county roads.

**Previous Work Particular to FY 2024/25**

- SR 53 Public Outreach Request for Proposal and procurement activities
- Closeout for 2019 Regional Early Action Planning (REAP) grant
- Reviewed and commented on Project Nomination for Local Partnership Competitive Program
- Researched Pavement Management Program Update for upcoming OWP

**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)
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)
3. Prepare grants/RFPs and coordinate studies consistent with data from Speed Zone Studies, Federal & State Grant Preparation and Monitoring, and Planning, Programming & Monitoring to reduce duplication of work and analysis. (APC Staff)
4. Coordination and consultation with Native American Tribal Governments as appropriate, and document Tribal government-to-government relations. (APC Staff)
5. Perform county-wide speed/volume surveys and traffic counts to support a variety of planning documents/studies. (APC Staff/Consultant: Annually)
6. Evaluate high accident roadway segments, options for repair, and preparation of cost estimates for desired alternatives. (APC Staff / Local Agencies)
7. Perform updates to sign inventory programs, and pavement marking & sign inventories, and conduct traffic safety inspections. (APC Staff / Local Agencies)
8. Gather data and prepare Equity Analysis for Konocti Corridor concept implementation. (APC Staff)

**PRODUCTS**

1. Special Studies Summary which outlines scope, recipient agency, cost, and completion date of projects.
2. Report of final results of speed and volume studies on County Maintained Roads and City

Streets.

3. Report that identifies potential impacts of Konocti Corridor projects on equity outcomes within the region.
4. Proposed corrective measures and cost estimates.
5. Updates to transportation planning projects such as sign inventory programs, traffic counting programs, bikeway and pedestrian projects, and other databases.

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	39	\$30,000	25/26	RPA
County DPW	7	\$5,073	24/25 c/o	PPM
	27	\$21,310	24/25 c/o	LTF
City of Lakeport	6	\$5,000	24/25 c/o	LTF
TOTAL:	39	\$30,000	\$30,000 - 25/26	RPA
			\$5,073 - 24/25	PPM
	79	\$61,383	\$26,311 - 24/25	LTF

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	As needed											
2	x	x	x	x	x	x	x	x	x	x	x	x
3	As needed											
4	x	x	x	x	x	x	x	x	x	x	x	x
5	As needed											
6-7	As needed or requested											
8	As needed											

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

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## **WORK ELEMENT 608 - PLANNING, PROGRAMMING & MONITORING**

### **PURPOSE**

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

### **PREVIOUS WORK**

#### *Ongoing Annual 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. Communication and coordination with local agencies with various questions around STIP Allocation and extension requests.

#### *Previous Work Particular to FY 2024/25*

- Staff participation in Caltrans District 1 Local Assistance Status Meetings
- Communication and review in Lake 29 Improvement Project
- Participation in various meetings regarding Soda Bay Road / South Main St. Project
- Traffic Count data collected for Soda Bay Road / South Main St. RAISE Grant Application
- Assisted City of Clearlake with RAISE Grant Application on Dam Road Roundabout

### **TASKS:**

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

**PRODUCTS**

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

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	45	\$35,000	2025/26	RPA
	35	\$27,254	2025/26	PPM
	<del>13</del>	<del>\$10,000</del>	23/24 c/o	PPM
	<b>14</b>	<b>\$10,707</b>		
County DPW	4	\$3,400	24/25 c/o	PPM
	3	\$2,171	23/24 c/o	PPM
	7	\$5,246	24/25 c/o	LTF
<b>TOTAL:</b>	93	<del>\$72,254</del>	\$35,000 - 25/26	RPA
	<b>108</b>	<b>\$83,778</b>	\$27,254 - 25/26	PPM
			\$3,400 - 24/25	PPM
			\$12,878 - 23/24	PPM
			\$5,246 - 24/25	LTF

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1-2</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>3-5</b>	As needed											
<b>6</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>7</b>	As needed or requested											
<b>8-9</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>10</b>	As needed or requested											
<b>11</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>12-13</b>	As needed or requested											

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

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## WORK ELEMENT 609 – SUSTAINABLE TRANSPORTATION PLANNING

### **PURPOSE**

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

*Lake County is in the attainment for all federal air quality standards. Therefore, transportation conformity (40CFR 93 Subpart A) requirements do not apply.*

### **PREVIOUS WORK**

#### Ongoing Annual Work

Some of these tasks were previously performed under Work Element 600 (Regional Government & Intergovernmental Coordination). Ongoing research focused on clean energy and electric cars, followed-up with investigation into Greenhouse Gas (GHG) Reduction Programs. Participation in Zero Emission Vehicle (ZEV) research, regional Vehicle Miles Traveled (VMT) research, and rural GHG emission research. Review of North State ZEV Group minutes and participated in meetings.

#### Previous Work Particular to FY 2024/25

- Research particular to the recently awarded Lake County Zero Emission Vehicle (ZEV) grant

### **TASKS**

1. Current and long-range transportation planning duties to implement the goals of the Regional Transportation Plan; and support SB 375 and AB 32 concepts to reduce greenhouse gas emissions. (APC Staff: Ongoing)
2. Participate in Federal and State Clean Air Act transportation-related air quality planning activities that may arise. (APC Staff: As Needed)
3. Review/respond, as needed, to issues identified by the Strategic Growth Council, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (APC Staff: As Needed)
4. Review/respond, as needed, to issues identified by the Air Resources Board, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (APC Staff: As Needed)
5. Review/respond, as needed, to emerging cap and trade issues, including reviewing/commenting on various programs and guidelines that may be developed. (APC Staff: As Needed)
6. Review/respond, as needed, to climate change related issues and programs related to transportation. (APC Staff: As Needed)
7. Review/respond as needed, to issues related to the reduction of greenhouse gas emissions pertaining to motorized and non-motorized transportation, including regional planning and preparedness for alternative fuels, zero emission vehicles, and infrastructure for zero emission vehicles. (APC Staff: As Needed)
8. Coordination with state and local agencies on sustainable transportation related matters, including meeting attendance, as necessary, at agency meetings (e.g. California Transportation Commission/City Councils/Board of Supervisors); and reviewing/responding to related issues. (APC Staff: As Needed)

9. Coordinate with local agencies to encourage consistency with Lake APC’s adopted Regional Blueprint, as applicable, on local transportation planning and land use documents. (APC Staff: As Needed)
10. Meeting preparation and attendance for APC or TAC on items relating to sustainable transportation planning, as needed. (APC Staff: As Needed)
11. Air quality planning duties including receiving agendas/monitoring activities of Air Quality Management District; coordination with Air Quality Management District regarding transportation planning activities which may impact regional air quality; reviewing correspondence from State/Federal and local agencies which pertain to air quality issues. APC staff’s involvement in these tasks is of a planning nature, and may include meeting attendance, communication; review of documents, plans, or studies; preparation of correspondence, etc. APC staff’s involvement in these tasks is not engineering or political. (APC Staff: As Needed)
12. Coordination and consultation with all tribal governments. (APC Staff: As Needed)
13. Identify and coordinate documents relating to regional transportation and community goals while coordinating and considering land use, housing, economic development, social welfare and environmental preservation. (APC Staff: As Needed)
14. Develop partnerships with local agencies and tribal governments responsible for land use decisions to facilitate coordination of regional transportation planning with land use, open space, job-housing balance, environmental constraints and growth management. (APC Staff: As Needed)

**PRODUCTS:**

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

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	12	\$8,000	25/26	RPA
	4	\$2,672	24/25 c/o	RPA
<b>TOTAL:</b>	<del>12</del> 15	<del>\$8,000</del> \$10,672		

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

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>2-7</b>	As needed or requested											
<b>8-10</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>11</b>	As needed											
<b>12</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>13-14</b>	As needed											

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

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## **WORK ELEMENT 610 – ACTIVE TRANSPORTATION**

### **PURPOSE**

To encourage growth of 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**

#### *Ongoing Annual Work*

Active Transportation Program (ATP) Grant Application development and assistance, update of the 2022 Active Transportation Plan for Lake County, Tribal correspondence during the ATP Plan update, various bike and pedestrian research, trainings, and webinars.

#### *Previous Work Particular to FY 2024/25*

- Reviewed the current Active Transportation Program to formulate strategies involved with updating the ATP Plan in 2026
- Continued researching funding sources, grants, or materials necessary for potential Clearlake, Lakeport, and the County Bike and Pedestrian Safety projects.
- Participated in District 1 Pedestrian and Bicycle Advisory Committee (BPAC)
- Provided input on Caltrans Complete Streets projects (through SHOPP) within Northshore communities
- Participated in discussions with Caltrans for planned projects through the HM-4 Program on SR 20

### **TASKS**

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

### **PRODUCTS**

Grant applications and projects, meeting agendas or minutes, staff reports, training and webinar

documentation, tribal correspondence.

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	20	\$10,000	2025/26	RPA
<b>TOTAL:</b>	<b>20</b>	<b>\$10,000</b>		

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

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1-2</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>3</b>	As needed or requested											
<b>4-5</b>	As needed											
<b>6-7</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>8</b>	As needed											
<b>9</b>	x	x	x	x	x	x	x					

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

## **WORK ELEMENT 611 – PAVEMENT MANAGEMENT PROGRAM - SOFTWARE (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 to determining roadway pavement maintenance, rehabilitation, reconstruction needs to lead to improving safety for automobiles, bikes and pedestrian use in agreement with the Lake County RTP goals and objectives. The PMP is an interregional project assessing the local roadway system, with immediate ties to the State Highway System. This useful interregional tool categorizes and prioritizes the local streets and roads for all three jurisdictions in Lake County. This project will also include a component to link the PMP database to the County and the Cities’ Geographic Information System (GIS) street centerlines.

### **PREVIOUS WORK**

Development of the Pavement Management System was completed in 1997 and funded through the Lake County/City Area Planning Council Planning Work Program. Updates to the PMP are on a three-year cycle on a countywide basis. The first update was completed in FY 2004/05, and has continued on in three-year cycles, with the last cycle ending in FY 2022/23.

#### Previous Work Particular to FY 2024/25:

- Annual Streetsaver software license paid for three local agencies in Lake County.

### **TASKS**

1. Purchase Streetsaver Annual user license to allow local agencies the ability to review and monitor regionally significant priorities in Lake County and prioritize candidate projects based on the Regional Transportation Plan (RTP), Pavement Management Program Update and other planning documents. (October 2025) **(APC Staff to purchase: Direct Expense)**

### **PRODUCTS**

Annual Streetsaver License Agreement for three local agencies.

### **FUNDING SOURCE AND AGENCY PARTICIPATION**

<b>Responsible Agency</b>	<b>Approx. Person Days</b>	<b>Budget</b>	<b>Fiscal Year</b>	<b>Funding Source</b>
Streetsaver Software	n/a	\$8,500	2025/26	RPA
<b>TOTAL:</b>		\$8,500		

### **ESTIMATED TASK SCHEDULE**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
1				x								

## WORK ELEMENT 612 –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

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

#### Previous Work Particular to FY 2024/25

- City of Clearlake purchased ArcGIS Cartograph software

### TASKS

Technology support services may include the following:

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

### PRODUCTS

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

### FUNDING SOURCE AND AGENCY PARTICIPATION

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff	3	\$2,500	2025/26	LTF
<b>Direct Expenses</b>	<b>n/a</b>	<b>\$1,877</b>	<b>24/25 c/o</b>	<b>LTF</b>
<b>TOTAL:</b>	n/a	<del>\$2,500</del> <b>\$4,377</b>		

### ESTIMATED TASK SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1-9</b>	x	x	x	x	x	x	x	x	x	x	x	x

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**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 2021 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. Multiple studies and plans have been completed for the State Route 53 Corridor over the years.

**Previous Work Particular to FY 2024/25**

- Request for Proposal for SR 53 Public Outreach Plan
- Public Outreach activities and Plan for SR 53 (including surveys, public meetings, public stakeholder engagement, draft and final plan)
- Outreach to tribal representatives in the region to inform them of current or upcoming grant programs, as well as discuss a potential planning study to analyze tribal lands access needs.
- Outreach to tribal partners requesting coordination efforts of Active/Regional Transportation Plan update.

**TASKS**

1. Coordinate with the County, Cities of Lakeport and Clearlake, Lake Transit Authority, Caltrans and other agencies/businesses when possible to include public involvement pertaining to the Regional Transportation Planning Process. (APC Staff)
2. Coordinate and consult, as possible, with all potentially impacted Tribal Governments, and document Tribal government-to-government relations pertaining to the Regional Transportation Planning Process. (APC Staff)
3. As possible, conduct outreach to those traditionally under-served, including the elderly, low-income, disabled, and minority households as it pertains to the Regional Transportation Planning Process. (APC Staff)
4. Conduct and perform updates to the Public Participation Plan, as needed. (APC Staff)
5. As necessary, conduct and document outreach efforts to all segments of the community in accordance with the 2021 Public Participation Plan. (APC Staff)
6. Finalize the State Route 53 Corridor Public Outreach Plan that includes conducting extensive Public Outreach activities for the State Route 53 Corridor, including but not limited to public outreach in-person/online meetings, online surveys, and various community input outlets to allow input from stakeholders in the community. (APC Staff/Consultant)

**PRODUCTS**

Website (LakeAPC.org) with current transportation outreach materials, plans and reports, outreach materials for specific projects, Public Participation Plan updates and correspondence. SR 53 Public Outreach Plan

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	15	\$5,000	2025/26	RPA
<del>Consultant</del>	<del>30</del>	<del>\$10,000</del>	<del>2024/25 C/O</del>	<del>RPA</del>
<b>TOTAL:</b>	<b>15</b>	<b>\$15,000</b>		
	45	\$5,000		

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1-3</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>4-5</b>	As needed											
<b>6</b>	x	x	x	x								

\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.

## WORK ELEMENT 614 – SR 53 PUBLIC OUTREACH STUDY

(PROJECT INITIATED UNDER WE 613 OF FY 2024/25 OWP, CARRIED OVER INTO WE 614 FOR COMPLETION.)

### PURPOSE

To help prepare a State Route (SR) 53 Corridor Public Engagement and Project Prioritization Study. Given the safety concerns of pedestrians, bicyclists, and motor vehicle users, the Study is intended to develop a list of community led priorities for biking, pedestrian, and operational improvements along the corridor.

### PREVIOUS WORK

(Completed in FY 2024/25)

#### 1. **Coordination with Project Partners**

1. RFP for Consultant Services
2. Consultant Selection
3. Prepare & Execute Contract

#### 2. **Data Collection**

- 2.1 Collect, review and incorporate relevant demographic data and data from existing planning documents.
- 2.2 Documentation: A bibliography shall be prepared including documents, studies, and/or reports reviewed with a summary of their relevance to the project. The summary will be presented to the project team for review and comment.

#### 3. **Public Outreach**

- 3.1 Develop outreach strategy
- 3.2 Public Meeting Materials
- 3.3 Public Workshops: A minimum of two public workshops and two tabling events will be administered by the consultant to optimize participation and access opportunities for various communities. The consultant shall record all notes, comments, and/or concerns submitted in written form or discussed at community workshops. This will include consultant comments or commitments that were made to address such issues.

### TASKS

#### 4. **Draft and Final State Route 53 Corridor Priority Projects Outreach Study**

- 4.1 Prepare Draft State Route 53 Corridor Priority Projects Outreach Study
- 4.2 Present for Lake APC Board for approval

### PRODUCTS

Request for Proposal, Procurement documentation, executed contract, data collection, list of plans and data reviewed, bibliography of plans and data reviewed, outreach strategy, advertising materials, news releases, surveys, etc., community workshop materials, draft and final plan, and board presentation.

### FUNDING SOURCE AND AGENCY PARTICIPATION

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Consultant	60	\$19,900	24/25 c/o	RPA
<b>TOTAL:</b>	<b>60</b>	<b>\$19,900</b>		

### ESTIMATED TASK SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-3	Completed in FY 24/25											
4	X	X	X	X								

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**WORK ELEMENT 615 –LAKE COUNTY WILDFIRE EVACUATION AND PREPAREDNESS PLAN (CARRYOVER)****PURPOSE**

Given the frequency of these catastrophic events in recent years, the Lake County Wildfire Evacuation and Preparedness Plan is intended to coordinate evacuations and other activities in order to standardize response protocols for potential/probable wildfires in the future. It would also be used to inform community members of practices and procedures to better prepare for future events helping to facilitate orderly evacuations when needed.

**PREVIOUS WORK**

*(Completed in FY 2023/24 & 2024/25)*

**Task 02: Consultant Procurement (Responsible Party: Lake APC)**

*Lake APC will procure a consultant for the project consistent with State and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and Lake APC. As part of the process, staff will further refine the Scope of Work and prepare and distribute Request for Proposals (RFP) for consultant services. A Consultant Selection Committee will be formed to review proposals received and to select a consultant to perform the work. Once selected, staff will prepare and execute a contract for services with the successful consultant.*

*Project Deliverables: Copies of the Request for Proposal, Selection Committee scoring sheets and meeting notes, executed contract between consultant and Lake APC.*

**Task 2: Data Collection/Fire Vulnerability Assessment (Responsible Party: Consultant)**

*The consultant will gather and review existing data pertaining to emergency response protocols in the region or those that may have been included in prior planning studies, needs assessments, community plans, the Regional Transportation Plan, or safety reviews. Regional wildfire data will also be reviewed as part of the review. The consultant shall also coordinate with key agency officials to conduct information gathering interviews.*

*The consultant will review and summarize the region's demographic makeup and the geographic locations of potentially higher risk populations. The assessment will identify areas of the region that are most vulnerable during a fire emergency based on (but not limited to) factors such as fire risk (from USDA Fire Service modeling), limitations on ingress and egress for evacuation (e.g. Spring Valley, Upper Lake, Highland Springs, etc.), and location of higher risk population segments that may require assistance during evacuations (i.e. senior, disabled, low-income, etc.).*

*The consultant will identify and map key transportation facilities serving the identified vulnerable areas; those most likely to be impacted in a wildfire emergency as a result of closure, congestion, reduced capacity, etc. Adaptation strategies shall be developed that mitigate or eliminate identified impacts, with a particular focus on potential social equity and economic outcomes. Mapping products shall include at a minimum: network route mapping, evacuation mapping, network of shelter sites, and wildfire priority areas. A prioritized list of 5-10 projects shall be prepared of recommended network improvement projects, including strategies for funding and implementation.*

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*A bibliography shall be prepared including documents, studies, and/or reports reviewed with a summary of their relevance to the project. The summary will be presented to the TAG for review and comment.*

*Project Deliverables: List of Plans and Data Review; Vulnerability Assessment Memo Including Analysis, Findings, Mapping Products, and Prioritized List of Recommended Network Improvement Projects with Funding Strategies*

**Task 2: Data Collection/Fire Vulnerability Assessment (Responsible Party: Consultant) – work continues into FY 2024/25**

*The consultant will gather and review existing data pertaining to emergency response protocols in the region or those that may have been included in prior planning studies, needs assessments, community plans, the Regional Transportation Plan, or safety reviews. Regional wildfire data will also be reviewed as part of the review. The consultant shall also coordinate with key agency officials to conduct information gathering interviews.*

*The consultant will review and summarize the region’s demographic makeup and the geographic locations of potentially higher risk populations. The assessment will identify areas of the region that are most vulnerable during a fire emergency based on (but not limited to) factors such as fire risk (from USDA Fire Service modeling), limitations on ingress and egress for evacuation (e.g. Spring Valley, Upper Lake, Highland Springs, etc.), and location of higher risk population segments that may require assistance during evacuations (i.e. senior, disabled, low-income, etc.).*

*The consultant will identify and map key transportation facilities serving the identified vulnerable areas; those most likely to be impacted in a wildfire emergency as a result of closure, congestion, reduced capacity, etc. Adaptation strategies shall be developed that mitigate or eliminate identified impacts, with a particular focus on potential social equity and economic outcomes. Mapping products shall include at a minimum: network route mapping, evacuation mapping, network of shelter sites, and wildfire priority areas. A prioritized list of 5-10 projects shall be prepared of recommended network improvement projects, including strategies for funding and implementation.*

*A bibliography shall be prepared including documents, studies, and/or reports reviewed with a summary of their relevance to the project. The summary will be presented to the TAG for review and comment.*

*Project Deliverables: List of Plans and Data Review; Vulnerability Assessment Memo Including Analysis, Findings, Mapping Products, and Prioritized List of Recommended Network Improvement Projects with Funding Strategies*

**Task 3: Public Outreach (Responsible Party: Consultant/ Lake APC)**

*With input from the Technical Advisory Group (TAG), the consultant shall develop an outreach strategy that includes efforts to reach vulnerable and underserved populations within the region as well as others likely to be impacted or concerned with outcomes of the project. Outreach strategy will include, at a minimum, both surveys and workshops.*

*The consultant shall prepare meeting and survey materials in English and Spanish and will advertise public workshops in the community, using a variety of outreach methods consistent with the Lake Area Planning Council Public Participation Plan. This shall include, at a minimum, press releases in local*

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media (newspapers/radio) as well as social media and other online methods of outreach. Accommodation shall be secured for all engagement activities, and light snacks and refreshments shall be provided.

A total of four public workshops will be held to ensure easy access from various communities. The first two workshops will be held early in the process (concurrent with Task 2) to inform the public of the need and objectives of the project, the timeline, and the various methods made available for public input. The second set of workshops will take place when the Draft Plan is made available for public review (Task 5 below).

The consultant shall ensure that participating members of the public attending these events are kept informed of project outcomes, including being notified of opportunities to comment on Draft Studies, public approval hearings, and next steps upon completion of the Final Study. In addition, the consultant shall determine whether there are tribes in the study area and adhere to mandatory tribal consultation procedures throughout the duration of this study.

The consultant shall coordinate with key agency officials to conduct information gathering interviews. These will be an important component of the overall plan in determining the historical roles of each during past wildfire events. Information obtained will be used to identify capabilities and capacities of individual agencies in coordinating large scale evacuations, as well as developing proper messaging strategies to help the public with emergency preparations. In addition, a presentation before the Social Services Transportation Advisory Council (SSTAC) will be given to obtain feedback from representatives of senior, disabled, and low-income agencies (public and private) regarding evacuation strategies of these target populations.

The consultant shall record all notes, comments, and or concerns submitted in written form or discussed at community workshops. This will include consultant comments or commitments that were made to address such issues.

Project Deliverables: Prepared outreach strategy and surveys; Advertising materials, news releases, surveys, etc.; Community workshops materials (sign-in sheets, notes, etc.), record of public comment

**Task 4: Evacuation and Preparedness Analysis (Responsible Party: Consultant/ Lake APC)**

Consultant shall evaluate all input (within the context of the established project objectives) received from agency officials, the public, and other stakeholders. Existing organizational structures and established lines of communication between agencies involved with emergency evacuations will be used to guide the Plan's development with respect to future protocols. An evaluation of existing Memoranda of Understanding (MOUs) and/or contracts that have been used in past events will help determine whether better or more consistent coordination is needed. Recommendations will be developed as part of the analysis.

The consultant will review existing plans and suggest improvements to emergency communication methods informing the public before, during, or after wildfire events regarding evacuation, repopulation, or other necessary information. This may include online resources, the use of social media, or other communication methods to notify the public of available emergency transportation services, evacuation preparedness, access to additional services, etc. A focus will be placed on

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*evacuation methods for vulnerable populations or those in need of assistance (seniors, disabled, school children, etc.).*

*An inventory of critical transportation facilities and assets will be created, with maintenance recommendations as well as alternate route options provided for each. This may include private routes which will require recommendations on how to secure future access (e.g. easements, MOUs, etc.). Where no alternate routes are available, the consultant will recommend potential new facilities for vulnerable areas, with potential funding sources to be identified for their future development.*

*The consultant will review existing training and/or drills used by local agencies and recommend changes or additions to current practices. The consultant will also identify possible funding sources for implementation of parts or all of the Wildfire Evacuation and Preparedness Plan, including continuing the TAG past the life of project completion, training and drills, improved communication between the agencies and with the public, and evacuation route maintenance or improvements.*

*The consultant shall prepare an administrative Draft Evacuation and Preparedness Plan, which will be presented to the TAG for review and comment, prior to being posted for public review. As noted above under Task 5, the consultant will present the administrative Draft at two public workshops. The workshops will be used to inform the public of the overall project findings as well as to solicit final comments that can be incorporated into a final draft.*

*Project Deliverables: Draft Evacuation and Preparedness Plan*

## **TASKS**

### **Task 01: Project Administration (Responsible Party: Lake APC)**

The Lake Area Planning Council (APC) will conduct a kick-off meeting with Caltrans staff to identify project contacts, discuss grant procedures and expectations (including invoicing and reporting) and all other relevant project information. The project will be managed and administered pursuant to the Grant Application Guidelines, Regional Planning Handbook, and the grant contract executed with Caltrans.

Lake APC will prepare and submit complete invoice packages to Caltrans district staff based on milestone completion on a quarterly basis, but not more frequently than monthly. Quarterly reports will also be submitted providing a summary of project progress and grant/local match expenditures.

Project Deliverables: Schedule and Conduct Kick-off meeting with Caltrans- Meeting Notes, Quarterly invoices and progress reports.

### **Task 1: Coordination with Project Partners (Responsible Party: Lake APC / Consultant)**

The consultant and Lake APC staff will form a Technical Advisory Group (TAG) consisting of representatives from each of the regions two cities (Lakeport and Clearlake) as well as County officials from the Lake County Office of Emergency Services (OES), Sheriff's Office, and Lake County Health Services. Other key members of the TAG will be Lake Transit Authority, local tribal governments, Cal-Fire and local fire councils/agencies, and Caltrans.

The consultant will also conduct a kick-off meeting with TAG members to share contact information, develop lines of communication, and to clarify objectives of the project. TAG meetings will be

conducted as needed ensuring good communication on upcoming tasks and to ensure that the project remains on schedule and within budget.

Project Deliverables: List of TAG Members; Study Kick-off Meeting Agenda and Meeting Notes, TAG Meeting Agendas and Meeting Notes

**Task 5: Draft and Final Wildfire Evacuation and Preparedness Plan (Responsible Party: Consultant/Lake APC)**

The consultant shall prepare the final draft Lake County Wildfire Evacuation and Preparedness Plan in consideration of all TAG, stakeholder and public comments, suggested corrections, and other input received on the draft version.

The consultant shall present the draft final Lake County Wildfire Evacuation and Preparedness Plan to the Lake Area Planning Council at a public hearing for comment, consideration, and final adoption. Following the public hearing and Board adoption of the plan, the consultant shall prepare final bound copies (exact number to be determined and established in the consultant contract) as well as an electronic copy of the final product and appendices, then deliver to the Lake Area Planning Council and other stakeholder agencies.

APC staff will review the draft and final versions of the plan.

Project Deliverables: Final Draft Wildfire Evacuation and Preparedness Plan; Presentation of Plan to Lake APC Board; Final copies of the approved Plan

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	0	\$81.36	23/24 c/o	LTF
	2	\$627.83	23/24 c/o	Sustainable Planning Grant - Climate Adaptation
Consultant	18	\$5,849.96	23/24 c/o	LTF
	137	\$45,152.27	23/24 c/o	Sustainable Planning Grant - Climate Adaptation
<b>TOTAL:</b>	<b>0</b>	<b>\$51,711.42</b>		

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>01</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>02</b>	Task Completed in FY 2023/24											
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>2-4</b>	Task Completed in FY 2024/25											
<b>5</b>	x	x	x									

*\* Deliverables progress in accordance with the established schedule. Many tasks remain ongoing, with corresponding deliverables being produced as staff continues to engage in one or more of the referenced activities.*

## 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, CARL

### TASKS

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

### PRODUCTS

Educational materials & resources and trained staff

### FUNDING SOURCE AND AGENCY PARTICIPATION

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Direct Costs <i>(includes direct costs-registration, travel, hotel, meals, etc.)</i>	n/a	\$5,000	25/26	LTF
		\$12,408	24/25 c/o	LTF
<b>TOTAL:</b>		<b>\$17,408</b>		

### ESTIMATED TASK SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x

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**WORK ELEMENT 617 – REGIONAL / ACTIVE TRANSPORTATION PLANS UPDATE (CARRYOVER)**

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**PURPOSE**

The Regional Transportation Plan provides a clear vision of the regional transportation goals, policies, objectives and strategies for an effective transportation system for Lake County. The plan guides decisions about all types of transportation and the related facilities needed for an effective transportation system. The Lake APC adopted a revised Regional Transportation Plan (RTP) update schedule (as allowed under SB 375) to shift from a five-year update cycle, to a four-year cycle. This project will update the 2022 RTP to comply with updated RTP Guidelines and will include an update of Lake APC's Active Transportation Plan, as a component of the RTP.

**PREVIOUS WORK****Previous Work Particular to FY 2024/25**

- *Review and revise existing Regional Transportation Plan (RTP) (2022) Goals, Policies and Objectives.*
- *Research and review local, state and federal plans, reports and guidelines developed since the prior RTP and ATP'S were completed.*
- *Ensure Lake County's Regional Transportation Plan goals are consistent with the goals of the 2040 California Transportation Plan.*
- *Research and analyze information relevant to the elements of the RTP/ATP, including policies, existing conditions, funding resources, transportation modeling, demographics, performance measures, and potential improvement projects. Develop relevant maps, cost estimates, charts and graphics. Develop a project list for each element of the RTP.*

**TASKS**

1. Establish an RTP /ATP Community Advisory Committee (CAC) and convene meetings of the CAC to discuss and identify challenges, priorities and strategies, and obtain input over the course of developing the RTP/ATP. (APC Staff: Ongoing)
2. Provide regular updates to the APC Directors, Lake APC TAC and SSTAC, including background information, draft documents for review, and opportunities to discuss and provide input of the development of the RTP/ATP. (APC Staff: Ongoing)
3. Coordinate with appropriate federal, state and local agencies to solicit their input and obtain relevant information. (APC Staff: Ongoing)
4. Conduct consultation with Tribal Communities. (APC Staff: Ongoing)
5. Conduct Public Participation and Outreach efforts consistent with the 2021 Public Participation Plan. Outreach efforts may include communication with key stakeholder groups, distribution of information to the public through local media, community events and the Lake APC website, and presentations to community organizations. Conduct Public Review of the RTP. (APC Staff: March – August 2025)
6. Attend meetings, workshops and training sessions relevant to the development of the RTP/ATP. (APC Staff: Ongoing)
7. Complete analysis and documents as required under the California Environmental Quality Act (CEQA). (APC Staff: Ongoing)
8. Prepare an Administrative Draft and Draft RTP/ATP. (APC Staff: September – October 2025)
9. Review Draft RTP. (CAC, TAC, SSTAC, APC, Caltrans: October - November 2025).

- 10. Prepare Final RTP (APC Staff: November – December 2025)
- 11. Present final RTP for approval and adoption by APC. (APC Staff: January - February 2026)

**PRODUCTS**

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

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	25	\$35,000	2025/26	RPA
<b>TOTAL:</b>	<b>25</b>	<b>\$35,000</b>		

**WORK ELEMENT 618 – LAKE COUNTY TRIBAL TRANSPORTATION NEEDS AND ENGINEERED FEASIBILITY STUDY (NEW)**

**PURPOSE**

The project will explore the needs, priorities, and feasibility of improving identified deficiencies in the tribal road systems and transportation networks, both within and adjacent to native lands in the Lake County region. Features of the study would include a concise and detailed list of possible projects for each of the region’s tribes, estimated costs, and potential funding sources to implement future projects. The primary goals of the project would be to identify and prioritize tribal transportation projects.

**PREVIOUS WORK**

- FY 2024/25 Sustainable Communities Grant Applications

**TASKS**

**Task 01: Project Administration**

The Lake Area Planning Council (APC) will conduct a kick-off meeting with Caltrans staff to identify project contacts, discuss grant procedures and expectations (including invoicing and reporting) and all other relevant project information. The project will be managed and administered pursuant to the Grant Application Guidelines, Regional Planning Handbook, Lake County Procurement Policies and Procedures, and the grant contract executed with Caltrans.

Lake APC will prepare and submit complete invoice packages to Caltrans district staff based on milestone completion on quarterly basis, but not more frequently than monthly. Quarterly reports will also be submitted providing a summary of project progress and grant/local match expenditures.

<b>Task Deliverables</b>
Schedule and Conduct Kick-off meeting with Caltrans- Meeting Notes
Quarterly invoices and progress reports.

**Task 02: Consultant Procurement**

Lake APC will procure a consultant for the project consistent with State and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and Lake APC. As part of the process, staff will further refine the Scope of Work and prepare and distribute Request for Proposals (RFP) for consultant services. A Consultant Selection Committee will be formed to review proposals received and to select a consultant to perform the work. Once selected, staff will prepare and execute a contract for services with the successful consultant.

<b>Task Deliverables</b>
Copies of the Request for Proposal, Selection Committee scoring sheets and meeting notes, executed contract between consultant and Lake APC.

**Task 1: Coordination with Project Partners**

The consultant and Lake APC staff will form a Technical Advisory Group (TAG) consisting of representatives from each of representatives of regional tribes, city and County public works agencies, Lake Transit Authority, and Caltrans.

The consultant will also conduct a kick-off meeting with TAG members to share contact information, develop lines of communication, and to clarify objectives of the project. TAG meetings will be conducted as needed ensuring good communication on upcoming tasks and to ensure that the project remains on schedule and within budget.

Task Deliverables
List of TAG Members
Study Kick-off Meeting Agenda and Meeting Notes, TAG Meeting Agendas and Meeting Notes

**Task 2: Data Collection and Existing Conditions**

Existing data relevant to tribal transportation needs will be gathered and reviewed by the consultant. This may include information or needs identified in prior planning studies, Tribal Transportation Plans, or other documents, both within tribal territory and adjacent facilities used to access tribal transportation networks. In the event that sufficient data is unavailable for a given tribe, the consultant will coordinate meetings with individual tribal leaderships to develop informal lists of potential projects. GIS maps showing existing transportation networks (roads, sidewalks, bicycle lanes, bus routes, etc.) shall be prepared for each of the tribal communities. Tables will also be prepared identifying the types of deficiencies that exist currently, including facilities, approximate widths, lengths, and termini. Other data to be collected will involve safety on or within the networks described (collisions, injuries, fatalities, etc.). **Other data to be collected shall include safety factors on or within the networks described (collisions, injuries, fatalities, etc.), cultural/archaeological considerations for specific projects and project components, and the extent to which housing and sustainable land uses relate to the study (e.g. infill, transit-oriented, compact and mixed uses).**

The consultant shall prepare an Existing Conditions Memo that documents the process used to develop the report, as well as maps and tables discussed above. The memo shall be brought before the TAG for review and comment prior to being finalized.

Task Deliverables
List of previously identified needs, along with sources
GIS based maps, by community
Transportation infrastructure tables, by community
Existing Conditions Summary Memo

**Task 3: Public Outreach/Tribal Engagement**

With input from the TAG, the consultant shall develop an outreach strategy that solicits input on projects identified in the Existing Conditions Memo, or else other areas or facilities of concern

identified by community members themselves. In the event that sufficient data regarding the transportation network proved to be unavailable for a given tribe, the consultant will use information received through consultation with individual tribal leaderships to develop informal lists of potential projects from which to glean community support.

Engagement efforts will include efforts to reach tribal communities, as well as vulnerable and underserved populations within the region, as well as others likely to be impacted or concerned with outcomes of the project. **Lake Area Planning Council will encourage participation and engagement with all the region’s Tribes to ensure equitable outcomes for grant deliverables and proposed projects by reaching out via email and physical hard copy mail correspondence to individual tribal administrations and/or leaderships. In the event that these efforts fall short of reaching all of the tribal governments, additional strategies will be discussed with the TAG and consultant, which may include physical visits to administrative offices or requests to address tribal leaderships regarding the project.**

**General** outreach strategy will include, at a minimum, surveys, interactive online mapping tools, consultant-attended workshops or tabling events, and engagement with tribal communities (to be determined after consulting with tribal administrations as to the appropriate methods or customs of individual tribes). **This will include a minimum of one in-person workshops per tribe (to be determined with input from individual tribes) and four pop-up events held in various areas around the region with locations to be determined in part by geographic equity.**

Advertising of the project and related outreach will be conducted by the consultant in accordance with the Lake APC Public Participation Plan. This may include online sources, newspaper press releases, radio, and social media.

The consultant will prepare notes addressing public comments on Existing Conditions Memo as well as new issues identified through the outreach process.

<b>Task Deliverables</b>
Advertising Materials, News Releases, Surveys, etc.
Agendas and Meeting Notes
List of Issues/Projects identified in Public Outreach Process

**Task 4: Analysis and Prioritization of Selected Projects**

The consultant will develop a methodology to prioritize projects identified in the data collection and outreach tasks discussed above. This methodology should consider, at a minimum, tribal transportation plans, road and intersection safety, bicycle/pedestrian safety, vehicular traffic within (and accessing) tribal lands, costs, and constructability. A memo shall be prepared describing the methodology chosen and process used.

The TAG will be convened to review and discuss the prioritized lists developed for each of the tribes, and, based on the data collection and outreach results, will select up to three priority projects for each of the tribal communities. **The consultant shall develop quantifiable metrics of how the chosen projects will positively impact current and future tribal land use planning (e.g. project locations**

chosen with appropriate development potential relative to existing and planned infrastructure).

The consultant shall develop a list of potential State and/or federal funding sources that may be used to fund projects covered in the Study.

Task Deliverables
Methodology Memo
List of Priority Projects for Each Tribe
List of Potential State and/or Federal Funding Programs

**Task 5: Prepare Engineered Feasibility Designs of Candidate Projects**

Field review of the top priority candidate projects within or adjacent to each community will be used to establish project type, identify obstacles, verify dimensions, establish project termini, and determine constructability. Planning level cost estimates consistent with industry standard practices will be prepared for each of the priority projects (up to three per tribal community). Top ranked candidate projects for each of the tribes will include an illustrated conceptual layout (30% design) noting approximate dimensions (width, length), termini, feasibility, and any other useful details for future applications to qualifying grant programs.

Task Deliverables
Cost Estimates for Identified Priority Projects
30% Conceptual Designs for Identified Projects

**Task 6: Develop Draft and Final Study/Presentations**

The consultant shall prepare a draft of the Lake County Tribal Transportation Needs and Engineered Feasibility Study for review and comment by the TAG. In consideration of TAG comments, a final draft shall be prepared and offered for presentation before each of the individual tribal councils (number of presentations to be determined). A final presentation will be given to the Lake Area Planning Council for review and final adoption. Up to ten copies of the final adopted study will be provided, depending on demand from the tribes, but no less than five, overall.

Task Deliverables
Final Draft Tribal Transportation Needs and Engineered Feasibility Study; Presentation of Plan to Individual Tribes upon request; presentation before the Lake APC Board; Final copies of the approved Plan

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Planning Staff	3	\$1,016.00	2025/26	LTF
	24	\$7,836.00	2025/26	Sustainable Planning Grant - RMRA
Consultant	75	\$24,793.00	2025/26	LTF
	580	\$191,355.00	2025/26	Sustainable Planning Grant - RMRA
<b>TOTAL:</b>	<b>682</b>	<b>\$225,000.00</b>		

\*Carryover will be identified in the FINAL OWP.

**ESTIMATED TASK SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>01</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>02</b>					x	x	x					
<b>1</b>									x	x	x	
<b>2</b>											x	x
<b>3</b>	To be completed in FY 2026/27											
<b>4</b>	To be completed in FY 2026/27											
<b>5</b>	To be completed in FY 2026/27											
<b>6</b>	To be completed in FY 2026/27											

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## WORK ELEMENT 619 – LOCAL ROAD SAFETY PLANS UPDATE (NEW)

### PURPOSE

The project will focus on updating existing Local Road Safety Plans (LRSP) for the three local agencies in Lake County, primarily to address unfulfilled components called for under the SS4A program, but also adding newer stakeholder- and public- engagement efforts to determine safety needs and concerns for enhanced project lists in each of the three Plans. The stated purpose of each is to reduce the risk of serious injury and fatal crashes. This can be accomplished in part through the use of Benefit/Cost Ratio (BCR) analyses in prioritizing projects, which is “evidence-based” and highlights “low-cost, high impact” developments.

### PREVIOUS WORK

- Local Road Safety Plans (Lakeport, Clearlake & County)

### TASKS

1. Project Consultant Procurement/Administration: including Request for Proposals development and distribution, consultant selection, project consultant contract. (APC Staff)  
*Products to include*: Request for Proposals, consultant contract, correspondence, emails, quarterly reports, project invoices
2. Coordinate with Project Partners: Including conducting Consultant Kick-Off Meeting, formation of Stakeholder Group, ongoing Stakeholder Meetings, Project Team Status Meetings and project management. (Consultant)  
*Products to Include*: Meeting materials, stakeholder list, stakeholder meeting agenda and notes.
3. Public Outreach: Develop/distribute public outreach surveys, interactive mapping tool development, and public outreach events/meetings. (Consultant)  
*Products to Include*: Survey materials, survey result memos, public outreach materials, interactive mapping tool, correspondence, direct expenses
4. Data Collection and Literature Review: Review existing Local Roads Safety Plans for all three jurisdictions, collect and review updated information or documents (Consultant)  
*Products to Include*: Data collection memo or correspondence, project status reports
5. Data Evaluation, Safety Recommendation and Equity Analysis: Review collected data and prepare Safety Recommendation Memo, provide memo to three local jurisdictions for comment and review. Develop and prepare for comment Equity Analysis. (Consultant)  
*Products to Include*: project status reports, Safety Recommendation Memo, Equity Analysis
6. Draft and Final Updated LRSP: Development of Draft and Final Local Road Safety Plans for three local jurisdictions. Review and incorporate comments. Incorporate and implementation of Revised/New Policies. (Consultant)  
*Products to Include*: Draft and Final Local Road Safety Plans (3), correspondence, staff reports, project status reports, board presentation
7. Preparation of Agency Application: Assist and prepare in development of one application for each local jurisdiction. (Consultant)  
*Products to Include*: (3) Agency applications

**FUNDING SOURCE AND AGENCY PARTICIPATION**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Planning Staff	15	\$5,000.00	2025/26	RPA
Consultant	282	\$93,000.00	2025/26	RPA
	53	\$17,500.00	2025/26	PPM
<b>TOTAL:</b>	<b>15</b>	<b>\$115,500.00</b>		

**ESTIMATED TASK SCHEDULE**

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

**LAKE COUNTY/CITY AREA PLANNING COUNCIL  
2025/26 WORK PROGRAM SCHEDULE**

Work Element	July	August	September	October	November	December	January	February	March	April	May	June	
600	→												
601	→												
602	→												
603	→												
604													
605	→												
607	→												
608	→												
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616	→												
617	→												
618					→								
619		→											

**INFORMATION ELEMENT**

Per Overall Work Program Guidelines, this Overall Work Program includes an Information Element. The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

<u>Title/Product(s)</u>	<u>Activity Description</u>	<u>Lead Agency</u>	<u>Due Date</u>
RTPA Outreach and Coordination	Ongoing and consistent project- related communication with RTPAs and local stakeholders	Caltrans	Ongoing
District Transit Plan	Develop a District Transit Plan. Plan will identify regional transit needs, inventory infrastructure and facilities, identify transit priority improvements, and recommendations to integrate transit on the SHS, while meeting regional and state goals.	Caltrans	2027
Director's Policy for Public Transit	Transit policy vision and framework to guide Caltrans strategies to support District Transit Plans, transit priorities, integrate transit planning into SHS projects and streamline project delivery. Includes an implementation plan (for SHOPP and non-SHOPP projects).	Caltrans	Spring 2026
Non-Motorized Data Collection	Regular count schedule in District 1 to collect non-motorized data on a rotating, three-year basis	Caltrans	Ongoing
D1 Pedestrian and Bicycle Advisory Committee	A districtwide committee to discuss pedestrian and bicycle activities and needs on the state highway system	Caltrans	Ongoing
Climate Change Vulnerability and Risk Assessments	Updating the District 1 Climate Change Vulnerability Assessments	Caltrans HQ	2025
Tribal PID Outreach	Engage with Native American Tribal Governments during PID development and project scoping.	Caltrans	Ongoing
Tribal Transportation Summit	Annual spring Tribal Transportation Summits with the Native American Tribal Governments in District 1.	Caltrans	Annually
Grant Opportunity Collaboration	Partnering with RTPAs and local agencies on grant application development. Providing partners with current and relevant information on discretionary funding opportunities and collaborating on methods to improve projects and or strategize methods for being more competitive in current and future opportunities.	Caltrans	Ongoing

<u>Title/Product(s)</u>	<u>Activity Description</u>	<u>Lead Agency</u>	<u>Due Date</u>
Non-SHOPP PID Nominations FY 2025-26	Work with partners to identify Non-SHOPP Project Initiation Document nominations for FY 2025-26	Caltrans	Winter 2025
Caltrans System Investment Strategy (CSIS)	Caltrans, with partnership collaboration, to finalize the CISIS which establishes Caltrans investment framework with standard methodologies and processes to guide transportation investment decisions through a transparent and collaborative process	Caltrans HQ	Ongoing
Letters of Support and Partnership	Coordinate with partners to provide letters of support or partnership for locally and regionally significant projects.	Caltrans	Ongoing
Caltrans Engagement Portal	The Portal will be an online forum to engage with local communities regarding Caltrans plans and projects. The external site allows the public to view project details, attend virtual/hybrid meetings, take surveys, provide comments, and track project status. The internal site allows Caltrans to collect, store, categorize, track, measure, retrieve, and respond to public comments for plans and projects.	Caltrans	ongoing
Robinson Rancheria Active Transportation Plan	FY 2023-24 Sustainable Transportation Planning grant to prepare an Active Transportation Plan (ATP) that will strengthen transportation network connections, improve safety and access for walking and bicycling, facilitate modal shifts away from vehicles, and improve the quality of life for Tribal members and rancheria visitors.	Robinson Rancheria	April 2026

**APPENDICES:**

- ✓ Appendix A – Project Status of 2024/25 Work Program
- ✓ Appendix B – Memorandum of Understanding
- ✓ Appendix C – FY 2025/26 Federal Planning Factors

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

**2024/25 STATUS REPORT**

**1. 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. This comprehensive work element covers RPA-eligible regional transportation planning duties and ongoing coordination with state, regional and local agencies; as well as long range transportation planning duties including streets/roads/highways, air quality, aviation, and transit planning. *This work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds. A separate work element (W.E. 601) funds similar tasks that may not be RPA-eligible with local transportation funds.*

**PRODUCT EXPECTED:** 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.

**STATUS:** *This is an annual work element that is expected to be fully expended by June 30, 2025.*

**2. 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.

**PRODUCT EXPECTED:** Draft and Final Work Programs, quarterly work program status reports, and amendments as necessary and final report defining work program expenses. Meeting agendas, minutes, resolutions, technical reports, staff reports, public outreach materials, correspondence and Request for Proposals, grant applications and correspondence, training and workshop materials.

**STATUS:** *This is an annual work element that may be fully expended by June 30, 2025, but could have some carryover that will be carried into the FY 2025/26 OWP.*

**3. WORK ELEMENT 602: TRANSIT PLANNING**

**PURPOSE:** This element includes regional transit planning duties and ongoing coordination with Federal, state, regional, and local agencies, to include 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.

**PRODUCT EXPECTED:** LTA meeting attendance, and staff reports as needed, reporting of Federal Transportation Bills, written reports on issues of concern to APC and TAC, and other status reports as necessary. Working papers; compiled data, quarterly reports, annual reports, transit-related grant applications, participation in transit-related grant activities and transit-related studies and needed.

**STATUS:** *This is an annual work element that is expected to have a small amount of carryover that will be included in the FY 2025/26 OWP.*

**4. WORK ELEMENT 603: LAKE COUNTY ZERO EMISSION VEHICLE INFRASTRUCTURE PLAN (NEW)**

**PURPOSE:** This project will examine the Lake County region's existing zero emission vehicle (ZEV) charging/fueling infrastructure and develop a plan to guide future expansion in this area. The plan will involve a collaboration between local agencies of the region, including planning and public works representatives, tribal governments, the Lake Transit Authority, and the local air quality district. It would further evaluate regional ZEV infrastructure needs and also formulate recommendations for land use documents and other planning tools that guide local development.

**PRODUCT EXPECTED:** Procurement documentation, including RFP, Consultant contract, and selection committee scoring sheets. Kick-off meeting agenda and minutes, Project meeting agendas, minutes, technical memos, staff reports, list of plans, literature review of Policy Documents, and data review. ZEV Infrastructure site location surveys, advertising materials, community workshop materials, record of public comment, and Community Outreach Summary Memo. Draft and final outline and structure, list of mapping proposed sites, draft and final plan.

**STATUS:** *This is a multi-year grant funded project. This project is in the initial phase and will be carried over into the FY 2025/26 OWP.*

**5. WORK ELEMENT 604: LAKE COUNTY PROJECT RESERVE FUNDS**

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

**PRODUCT EXPECTED:** No products were produced in FY 2024/25.

**STATUS:** *This work element is used as a placeholder for reserve funding.*

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

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

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

**STATUS:** *This is an annual work element, and staff projects this element to be fully expended by 6/30/25.*

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

**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. The countywide Speed Zone Studies are completed over several years, in segmented portions that were determined through an evaluation study. The countywide Speed Zone Studies contribute to the planning of the Regional Transportation Plan and used regularly for reference in other significant planning documents and applications.

**PRODUCT EXPECTED:** Spot speed data collection, accident history data, traffic and roadway characteristic data, draft and final Speed Zone Study Report

**STATUS:** *This project experienced some delays but has been initiated and progressing at a great pace in the third quarter. Therefore, this project is expected to be fully expended by June 30, 2025.*

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

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

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

**STATUS:** *This is an annual work element, which is utilized heavily by local agency and Lake APC staff. It is anticipated that a small portion of funds will be carried over into the 2025/26 Fiscal Year.*

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

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

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

**STATUS:** *This is an annual work element which is anticipated to be fully expended by the end of the 2024/25 Fiscal Year.*

**10. WORK ELEMENT 609: SUSTAINABLE TRANSPORTATION PLANNING**

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

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

**STATUS:** *APC Planning staff have been utilizing this work element regularly but may have a small amount of carryover funding at the close of the FY.*

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

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

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

**STATUS:** *This is an annual work element that is expected to be fully expended by June 30, 2025.*

**12. WORK ELEMENT 611: PAVEMENT MANAGEMENT PROGRAM – SOFTWARE (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 to determining roadway pavement maintenance, rehabilitation, reconstruction needs to lead to improving safety for automobiles, bikes and pedestrian use in agreement with the Lake County RTP goals and objectives. The PMP is an interregional project assessing the local roadway system, with immediate ties to the State Highway System. This useful interregional tool categorizes and prioritizes the local streets and roads for all three jurisdictions in Lake County. This project will also include a component to link the PMP database to the County and the Cities’ Geographic Information System (GIS) street centerlines.

**PRODUCT EXPECTED:** Purchase Streetsaver Annual user license.

**STATUS:** *This project is complete and has been fully expended.*

**13. 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).

**PRODUCT EXPECTED:** Regional Transportation Plan/GIS Integration; Wine-Country Inter-Regional Partnership; Speed Zone Studies/Accident Analysis; Call Box Locations Database; Regional Bikeway Plan/GIS Integration, roadways database; Pathway/Multi-Use trails database; sign inventory databases; Pavement Management Program/GIS Integration, etc.

**STATUS:** *This is an annual work element that has been underutilized. Some remaining carryover funds will be reflected in the FY 2025/26 OWP.*

**14. 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.

**PRODUCT EXPECTED:** Ongoing management of the website (LakeAPC.org) with current transportation outreach materials, plans and reports, outreach materials for specific projects, Public Participation Plan updates and correspondence.

**STATUS:** *This is an annual work element for APC Planning Staff to coordinate outreach efforts surrounding transportation in Lake County. A small portion of funds are expected to be carried over into FY 2025/26 OWP.*

**15. WORK ELEMENT 614: INFRASTRUCTURE COST AND BUS PERFORMANCE ANALYSIS OF ELECTRIC AND HYDROGEN FUEL CELL BUSES (CARRYOVER)**

**PURPOSE:** To help prepare Lake Transit Authority for the transition to a zero-emission bus fleet to ensure compliance with the California Air Resources Board's (CARB) Innovative Clean Transit (ICT) Regulation.

**PRODUCT EXPECTED:** Project Request for Proposal, Contract, Data Collection, Status Updates and Draft and Final Report

**STATUS:** *The funding for this project has been reallocated in FY 2025/26 OWP to be utilized towards a different project. The need for the project was no longer necessary to complete.*

**16. WORK ELEMENT 615: LAKE COUNTY WILDFIRE EVACUATION AND PREPAREDNESS PLAN (CARRYOVER)**

**PURPOSE:** Given the frequency of these catastrophic events in recent years, the Lake County Wildfire Evacuation and Preparedness Plan is intended to coordinate evacuations and other activities in order to standardize response protocols for potential/probable wildfires in the future. It would also be used to inform community members of practices and procedures to better prepare for future events helping to facilitate orderly evacuations when needed.

**PRODUCT EXPECTED:** Meeting agendas, and minutes, quarterly invoices, progress reports, RFP, Consultant Selection Committee notes and scoring sheets, executed contract, TAG Roster, list of plans and data reviewed, summary memo, list of stakeholders, advertising materials, news releases etc., vulnerability assessment memo, findings, mapping products, and prioritized list of Recommended Network Improvement Projects with Funding Strategies, and Draft Evacuation and Preparedness Plan.

**STATUS:** *This grant-funded project is a multi-year project and will be carried over into FY 2025/26 for completion.*

**17. WORK ELEMENT 616: TRAINING**

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

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

**STATUS:** *This is an annual work element, with some carryover expected for the upcoming FY 2025/26.*

**17. WORK ELEMENT 617: REGIONAL AND ACTIVE TRANSPORTATION PLANS UPDATE (NEW)**

**PURPOSE:** The Regional Transportation Plan provides a clear vision of the regional transportation goals, policies, objectives and strategies for an effective transportation system for Lake County. The plan guides decisions about all types of transportation and the related facilities needed for an effective transportation system. The Lake APC adopted a revised Regional Transportation Plan (RTP) update schedule (as allowed under SB 375) to shift from a five-year update cycle, to a four-year cycle. This project will update the 2022 RTP to comply with updated RTP Guidelines and will include an update of Lake APC's Active Transportation Plan, as a component of the RTP.

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

**STATUS:** *This is a multi-year project that is scheduled to conclude in Spring 2026.*

**APPENDIX B**  
**MEMORANDUM OF UNDERSTANDING**

## **Memorandum of Understanding**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2.3 Overall Work Program**

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

## **2.4 Statewide Transportation Planning**

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

# **Chapter 3: Programming**

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

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

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

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

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

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

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

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

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

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

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

### **4.2 Public Participation**

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

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

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

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

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

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

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

#### **4.5 Air Quality**

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

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

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

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

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

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

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

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

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

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

## **Chapter 6: Certification Process**

### **6.1 Certification Process**

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

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

## **Chapter 7: General Provisions**

### **7.1 Review**

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

### **7.2 Amendment**

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

**7.3 Rescission of Prior Agreements**

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

**7.4 Monitoring**

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

**7.5 Termination**

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

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

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

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

	WE 600	WE 601	WE 602	WE 604	WE 605	WE 607	WE 608	WE 609	WE 610	WE 611	WE 612	WE 613	WE 614	WE 615	WE 616	WE 617	WE 618	WE 619
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, & efficiency.	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Increase the safety of the transportation system for motorized & non-motorized users.	X	X			X	X	X	X	X			X	X	X	X	X	X	X
3. Increase the security of transportation system for motorized & non-motorized users.	X	X			X	X	X	X	X			X	X	X	X	X	X	X
4. Increase accessibility & mobility of people and for freight.	X	X	X		X	X	X			X	X	X	X	X	X	X	X	X
5. Protect & enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements & State & local planned growth & economic development patterns.	X	X	X		X	X	X	X	X	X		X	X	X	X	X	X	X
6. Enhance the integration & connectivity of the transportation system, across & between modes, people & freight.	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
7. Promote efficient system management & operation.	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
8. Emphasize the preservation of the existing transportation system.	X	X			X	X	X	X	X	X	X	X	X	X				
9. Improve the resiliency & reliability of the transportation system & reduce or mitigate storm water impacts of surface transportation	X	X	X		X	X	X		X	X	X		X	X	X	X	X	X
10. Enhance travel & tourism	X	X	X		X	X	X		X	X		X	X		X			