



Western Riverside Council of Governments Public Works Committee

AGENDA

Thursday, August 14, 2025
2:00 PM

Western Riverside Council of Governments
3390 University Avenue, Suite 200
Riverside, CA 92501

Remote Meeting Locations:

City of Calimesa
City Hall
9088 Park Avenue
Calimesa, CA 92320

March Joint Powers Authority
March Inland Port Airport
17405 Heacock Street
Moreno Valley, CA 92551

County of Riverside Administrative Center
4080 Lemon Street, 8th Floor
Riverside, CA 92501

Members of the public are welcome to participate remotely from any location. Committee member participation is limited to locations that are listed on the published agenda.

[Public Zoom Link](#)

Meeting ID: 847 9291 7247
Passcode: 096143

Dial in: 669 444 9171 U.S.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Public Works Committee meeting, please contact WRCOG at (951) 405-6706. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 200, Riverside, CA, 92501.

In addition to commenting at the Committee meeting, members of the public may also submit written comments before or during the meeting, prior to the close of public comment to jleonard@wrcog.us.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Janis Leonard 72 hours prior to the meeting at (951) 405-6702 or jleonard@wrcog.us. Later requests will be accommodated to the extent feasible.

The Committee may take any action on any item listed on the agenda, regardless of the Requested Action.

1. **CALL TO ORDER (Savat Kamphou, Chair)**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **SELECTION OF PUBLIC WORKS COMMITTEE CHAIR, VICE-CHAIR, AND 2ND VICE-CHAIR POSITIONS FOR FISCAL YEAR 2025/2026**

A. Leadership Selection for Fiscal Year 2025/2026 and Recognition of Outgoing Chair

- Requested Action(s):**
1. Select a Public Works Committee Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2025/2026.

5. PUBLIC COMMENTS

At this time members of the public can address the Committee regarding any items within the subject matter jurisdiction of the Committee that are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Whenever possible, lengthy testimony should be presented to the Committee in writing and only pertinent points presented orally.

6. CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Committee, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Committee request specific items be removed from the Consent Calendar.

A. Action Minutes from the May 8, 2025, Public Works Committee Meeting

- Requested Action(s):**
1. Approve the Action Minutes from the May 8, 2025, Public Works Committee meeting.

B. Approval of the Public Works Committee Meeting Schedule for 2026

- Requested Action(s):**
1. Approve the schedule of Public Works Committee meetings for 2026.

7. REPORTS / DISCUSSION

Members of the public will have an opportunity to speak on agendized items at the time the item is called for discussion.

A. Update on the Coachella Valley Association of Governments' Implementation of a Regional Traffic Signal Coordination Project

Requested Action(s): 1. Receive and file.

B. Update on the Due Diligence of a Regional Traffic Signal Coordination / Intelligent Transportation Systems Program

Requested Action(s): 1. Receive and file.

C. TUMF Program Status Overview

Requested Action(s): 1. Receive and file.

D. Regional Streetlight Program Annual Update

Requested Action(s): 1. Receive and file.

8. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Chris Gray

9. ITEMS FOR FUTURE AGENDAS

Members are invited to suggest additional items to be brought forward for discussion at future Committee meetings.

10. GENERAL ANNOUNCEMENTS

Members are invited to announce items / activities which may be of general interest to the Committee.

11. NEXT MEETING

The next Public Works Committee meeting is scheduled for Thursday, October 9, 2025, at 2:00 p.m., in WRCOG's office at 3390 University Avenue, Suite 200, Riverside.

12. ADJOURNMENT



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: Leadership Selection for Fiscal Year 2025/2026 and Recognition of Outgoing Chair
Contact: Chris Gray, Deputy Executive Director, cgray@wrcog.us, (951) 405-6710
Date: August 14, 2025

Recommended Action(s):

1. Select a Public Works Committee Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2025/2026.

Summary:

WRCOG relies on member agencies to act as Committee leadership for its various elected official and staff committees. At the beginning of each fiscal year, each Committee is asked to select a Chair, Vice-Chair, and 2nd Vice-Chair.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to select leadership for the Public Works Committee for Fiscal Year 2025/2026. This item supports WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

Discussion:

WRCOG would like to recognize outgoing Chair Savat Khamphou, City of Corona, for his efforts in leading the Public Works Committee meetings during the previous fiscal year. Staff appreciates his hard work and dedication in leading the meetings.

WRCOG's Committee leadership positions are selected at the start of each fiscal year. The leadership for the Executive Committee for Fiscal Year 2025/2026 is as follows:

Chair: Brenda Dennstedt, Western Water
 Vice-Chair: Jacque Casillas, City of Corona
 2nd Vice-Chair: Mike Lara, City of Beaumont

Historically, the Committee positions have coincided with those of the Executive Committee, although there are no requirements for this pattern stipulated in WRCOG's JPA or Bylaws.

Prior Action(s):

None.

Financial Summary:

The actions of this item has no fiscal impact.

Attachment(s):

None.

Public Works Committee

Action Minutes

1. CALL TO ORDER

The meeting of the WRCOG Public Works Committee was called to order by Chair Savat Khamphou at 2:00 p.m. on Thursday, May 8, 2025, at WRCOG's office.

2. PLEDGE OF ALLEGIANCE

Chair Savat Khamphou led Committee members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Banning - Nathan Smith
- City of Beaumont - Robert Vestal
- City of Calimesa - Travis Bradshaw
- City of Corona - Savat Khamphou (Chair)
- City of Hemet - Noah Rau
- City of Jurupa Valley - Manuel Gonzales
- City of Lake Elsinore - Remon Habib
- City of Menifee - Nick Fidler
- City of Moreno Valley - Melissa Walker
- City of Murrieta - Bob Moehling
- City of Norco - Victor So
- City of Perris - John Pourkazemi
- City of Riverside - Gil Hernandez
- City of Temecula - Ron Moreno
- County of Riverside - Alvin Medina
- March JPA - Lauren Sotelo
- Riverside Transit Agency (RTA) - Mauricio Alvarez

Absent:

- City of Canyon Lake
- City of Eastvale
- City of San Jacinto
- City of Wildomar
- Riverside County Transportation Commission

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR

A. Action Minutes from the April 10, 2025, Public Works Committee Meeting

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Murrieta
SECONDER:	Moreno Valley
AYES:	Banning, Beaumont, Calimesa, Corona, Hemet, Lake Elsinore, Menifee, Moreno Valley, Murrieta, Norco, Perris, Riverside, Temecula, County of Riverside, RTA
ABSTAIN:	Jurupa Valley, March JPA

Action:

1. Approved the Action Minutes from the April 10, 2025, Public Works Committee meeting.

6. REPORTS / DISCUSSION

A. TUMF Administrative Plan and Credit/Reimbursement Manual Update

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Murrieta
SECONDER:	Menifee
AYES:	Banning, Beaumont, Calimesa, Corona, Hemet, Lake Elsinore, Menifee, Moreno Valley, Murrieta, Norco, Perris, Riverside, Temecula, County of Riverside, March JPA, RTA
NO RESPONSE:	Jurupa Valley

Action:

1. Recommended that the Executive Committee approve the updated TUMF Administrative Plan and Credit/Reimbursement Manual.

B. TUMF Reimbursement Agreement Template Update: Project Signage

RESULT:	APPROVED AS RECOMMENDED
MOVERS:	Moreno Valley
SECONDER:	Lake Elsinore
AYES:	Banning, Beaumont, Calimesa, Corona, Hemet, Lake Elsinore, Menifee, Moreno Valley, Murrieta, Norco, Perris, Riverside, Temecula, County of Riverside, March JPA, RTA
NO RESPONSE:	Jurupa Valley

Action:

1. Recommended that the Executive Committee approve the updated TUMF Reimbursement Agreement Template.

C. TUMF Program Status Overview

Action:

1. Received and filed.

7. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Chris Gray, Deputy Executive Director, reported that the Vehicle Miles Traveled (VMT) mitigation program was approved by the Executive Committee, with 21 votes in favor and one vote against. WRCOG is actively moving to implement the program, and staff are happy to meet with committee members interested in submitting projects in the VMT for credits, or have developers that may need credits, and that the travel surveys, completed back in 2022 have been finalized and will be distributed before the next Committee meeting of July 15, 2025. Lastly, Mr. Gray hopes to see all the Committee members on June 12, 2025, for WRCOG's annual General Assembly at Pachanga Resort & Casino.

8. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

9. GENERAL ANNOUNCEMENTS

There were no general announcements.

10. NEXT MEETING

The next Public Works Committee meeting is scheduled for Thursday, August 14, 2025, at 2:00 p.m., in WRCOG's office at 3390 University Avenue, Suite 200, Riverside.

11. ADJOURNMENT

The meeting was adjourned at 2:51 p.m.



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: Approval of the Public Works Committee Meeting Schedule for 2026
Contact: Chris Gray, Deputy Executive Director, cgray@wrcog.us, (951) 405-6710
Date: August 14, 2025

Recommended Action(s):

1. Approve the schedule of Public Works Committee meetings for 2026.

Summary:

All Public Works Committee meeting dates are proposed for the 2nd Thursday of the month, every other month, at 2:00 p.m.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to approve the schedule of Public Works Committee meetings for 2026. This item aligns with WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

Discussion:

Following are the proposed 2026 meeting dates for the Public Works Committees. The June meeting would conflict with the annual WRCOG General Assembly, so it has been moved to May.

Committee	Day	Time	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Public Works	2nd Thurs.	2:00 p.m.	DARK	12	DARK	9	14	DARK	DARK	13	DARK	8	DARK	10

Prior Action(s):

None.

Financial Summary:

The result of the action for this item causes no fiscal impact.

Attachment(s):

None.



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: Update on the Coachella Valley Association of Governments' Implementation of a Regional Traffic Signal Coordination Project

Contact: Chris Gray, Deputy Executive Director, cgray@wrcog.us, (951) 405-6710

Date: August 14, 2025

Recommended Action(s):

1. Receive and file.

Summary:

This report section provides an update on the Coachella Valley Association of Governments' (CVAG) Regional Traffic Signal Synchronization Project (CV Sync), a collaborative, multi-agency project designed to reduce congestion, shorten travel times, and lower emissions through coordinated traffic signal operations across the Coachella Valley. The information presented shows the cost-effective approach used to leverage state, federal, and local resources to maximize existing infrastructure, align with regional mobility goals, and deliver measurable benefits to residents, businesses, and visitors.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

This item aligns with WRCOG's 2022-2027 Strategic Plan Goal #5 (Develop projects and programs that improve infrastructure and sustainable development in our subregion). The update on CVAG's Project supports this goal by advancing regional efforts to enhance transportation system efficiency and reliability through coordinated signal operations, which contributes to improved mobility and sustainable infrastructure across the subregion.

Discussion:

Background

CV Sync is part of a broader regional effort to improve transportation system efficiency through coordinated signal operations. The impetus for this project stems from the recognition that uncoordinated traffic signals contribute to congestion, increased travel times, and higher emissions. Regional traffic signal synchronization has been identified as a cost-effective strategy to address these issues, particularly in rapidly growing areas such as the Coachella Valley. The Project is shaped by state and federal transportation planning requirements that encourage the use of Intelligent Transportation Systems (ITS) and Transportation Systems Management (TSM) strategies to maximize the efficiency of existing infrastructure. Funding for similar regional ITS and signal coordination initiatives

has historically been provided through a combination of local, state, and federal sources, including competitive grant programs and regional transportation funds. CVAG's Project builds on prior successful models implemented in neighboring regions, where multi-agency collaboration and shared technical standards have been critical to project delivery and ongoing operations. The Project's development has involved coordination with local jurisdictions, regional transportation agencies, and utility providers to ensure alignment with broader mobility and sustainability goals.

Present Situation

CVAG has completed Phase 1 of the Project, which involved implementation along Hwy 111, Washington Street, and Ramon Road. Phase 2 is underway, which would expand the project to additional corridors within CVAG's subregion. At completion, the CV Sync would encompass 372 traffic signals along 21 corridors.

Prior Action(s):

None.

Financial Summary:

This item is for informational purpose; therefore, there is no fiscal impact.

Attachment(s):

None.



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: Update on the Due Diligence of a Regional Traffic Signal Coordination / Intelligent Transportation Systems Program

Contact: Tom Petrosino, Iteris Senior Manager, TPetrosino@iteris.com, (949) 270-9683

Date: August 14, 2025

Recommended Action(s):

1. Receive and file.

Summary:

Traffic signal coordination, an application of Intelligent Transportation Systems (ITS), is a strategy to reduce vehicle delay from stops at signalized intersections along a roadway corridor. Traffic signal coordination can provide a consistent flow of traffic at a reasonable target speed and is a cost-effective transportation systems management (TSM) strategy to improve performance with limited capital cost. Many cities, counties, and regions across the country manage structured programs to fund and implement corridor traffic signal coordination. WRCOG and its project team has begun exploring the concept of a regional traffic signal coordination / ITS program for its member agencies.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide an update to the due diligence being conducted for a regional traffic signal coordination / ITS program. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #5 (Develop projects and programs that improve infrastructure and sustainable development in our subregion).

Discussion:

Background

WRCOG is interested in exploring the concept of a regional traffic signal coordination / ITS program for its member agencies, as ITS is an eligible project for the TUMF Program. The regional approach to traffic signal coordination has a relatively long and positive history in southern California. At least three other counties and regions in southern California administer structured programs to fund and implement traffic signal coordination – Orange County, San Bernardino County, and the Coachella Valley region. Until recently, at least one other California public agency in northern California – the Metropolitan Transportation Commission (MTC) – administered a similarly structured program to fund and implement traffic signal coordination in the San Francisco Bay Area. Given the success of the regional approach,

WRCOG has begun conducting due diligence on a regional traffic signal coordination / ITS program for the subregion.

Present Situation

WRCOG and its project team has begun review of the traffic signal coordination / ITS programs in place, primarily around the WRCOG jurisdictional area. Key lessons learned by Agency staff and participants from these other regional efforts will be analyzed. The due diligence will also look into the staff and/or consultant industry expertise necessary to plan, implement, and maintain a regional traffic signal coordination / ITS program. Understanding, at a high level, the roles and responsibilities for WRCOG, the participating agencies, and any other pertinent parties to the planning, funding, and implementation of a successful traffic signal coordination / ITS program, is a goal of this study.

In addition to the “mechanics” of a traffic signal coordination / ITS program, key milestones and anticipated time frames for achievement that may be anticipated to implement a traffic signal coordination / ITS program that is envisioned, will be researched. The anticipated funding levels to sustain a traffic signal coordination / ITS program will also be explored, in various scenarios, to inform the feasibility of implementing a regional traffic signal coordination / ITS program. Lastly, anticipated time frames for developing final program language and rolling out a program to member agencies will be developed.

The project team will provide a summary of the due diligence conducted to date and next steps for the study. A summary of the findings to date is attached to this Staff Report.

Prior Action(s):

None.

Financial Summary:

The study will be funded by the Transportation Uniform Mitigation Fee (TUMF) Program (Fund 110, Program Code 1148). Funding for this study is included in the Fiscal Year 2025/2026 Budget.

Attachment(s):

[Attachment 1 - Regional Signal Coordination / ITS Program Feasibility Study Technical Memorandum](#)

TECHNICAL MEMORANDUM

To:	Chris Gray Christopher Tzeng Western Riverside Council of Governments (WRCOG) 3390 University Ave. Suite 200 Riverside, CA 92501	From:	Tom Petrosino and Viggen Davidian Iteris, Inc. 1700 Carnegie Avenue, Suite 100 Santa Ana, CA 92705
Date:	June 23, 2025		
RE:	Regional Signal Coordination /ITS Program Feasibility Study Technical Memorandum #1 - Summary of Peer Agency Traffic Signal Synchronization/ITS Programs		

EXECUTIVE SUMMARY

The Western Riverside Council of Governments (WRCOG) is interested in exploring the concept of a regional traffic signal coordination/ITS program for its member agencies. The regional approach to traffic signal coordination has a relatively long and positive recent history in southern California. In exploring this concept, WRCOG would like to review the traffic signal coordination/ITS programs that are in place primarily around the WRCOG jurisdictional area. WRCOG need not “re-invent the wheel.” Instead, WRCOG should leverage the experience of these programs to explore the feasibility of formulating a program that is feasible and sustainable for the WRCOG region given its unique characteristics and institutional arrangements.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

The **Metropolitan Transportation Commission (MTC)** serves as the federally designated Metropolitan Planning Organization (MPO) for the nine-county San Francisco Bay Area. MTC is responsible for regional transportation planning, funding administration, and coordination across various agencies. It also manages several regional programs, including toll revenue, express lanes, and emergency services.

One of MTC’s key initiatives was the **Program for Arterial System Synchronization (PASS)**, which has since been replaced by a **Transit Signal Priority (TSP)** program. The PASS program aimed to improve traffic signal coordination across over 3,000 signals in the Bay Area, enhancing travel time, safety, and efficiency for all road users.

PASS provided **annual funding and technical assistance** to local agencies through a competitive application process. Projects were evaluated based on specific criteria and categorized into three tiers, each with different local match requirements. The program emphasized low-cost upgrades and signal timing improvements, with eligibility for services like peak-period coordination plans and GPS clock installations.

Although now decommissioned, the PASS program’s structure and processes offer a valuable model for other regions, such as WRCOG, to develop similar traffic signal coordination and ITS support programs.

ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA)

The **Orange County Transportation Authority (OCTA)** administers the **Regional Traffic Signal Synchronization Program (RTSSP)** under **Measure M2, Project P**. Project P is administered by OCTA under OCTA's Comprehensive Transportation Funding Program (CTFP). This competitive program funds traffic signal coordination projects that span multiple jurisdictions, including both operational and maintenance components.

The RTSSP is guided by the **Regional Traffic Signal Synchronization Master Plan (RTSSMP)**, originally developed in 2009 and updated in 2021. This plan established the **Orange County Signal Synchronization Network (OCSSN)**, which includes over 750 miles of roads and 2,000 traffic signals. Local agencies must align with the RTSSMP by adopting and maintaining a **Local Traffic Signal Synchronization Plan**, updated every three years, to remain eligible for funding.

Eligible infrastructure improvements fall into two categories:

- **Central Systems:** Advanced Traffic Management Systems (ATMS) and Video Management Systems (VMS) for centralized control and monitoring.
- **Field Devices:** Communications infrastructure, signal controllers, CCTV cameras, detection systems, emergency vehicle preemption, and accessible pedestrian signals.

Administrative processes require **cooperative agreements** between OCTA and local agencies, outlining roles, responsibilities, and funding terms. Projects may be led by OCTA or local agencies, with **Caltrans** participating when state facilities are involved.

Implementation is typically carried out by consultant teams responsible for planning, equipment upgrades, software setup, and performance monitoring. These teams also adjust signal timing post-implementation to ensure optimal corridor performance.

The RTSSP serves as a potential model for other regions, such as WRCOG, to develop similar traffic signal coordination and ITS programs.

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY (SBCTA)

The **San Bernardino County Transportation Authority (SBCTA)** oversees **Measure I**, a half-cent sales tax approved by voters to fund transportation improvements across the county. Originally passed in 1989 and extended in 2004, Measure I includes a "return-to-source" provision, allocating funds to specific subareas based on local revenue generation. One such subarea, **San Bernardino Valley**, uses Measure I funds to support several programs, including the **San Bernardino Valley Coordinated Traffic Signal System (SBVCTSS)**.

The **SBVCTSS** is a regional initiative aimed at improving arterial traffic flow through inter-jurisdictional traffic signal synchronization. Its goals include reducing travel time, stops, delays, fuel consumption, and greenhouse gas emissions. The program was initially implemented in four tiers between 2008 and 2012, covering 78 corridors and over 1,250 intersections across 16 local agencies and Caltrans.

Initial funding came from a mix of federal (CMAQ), state (SHOPP), and local (Measure I) sources. The projects involved installing or upgrading signal controllers, central management software, communication infrastructure, and GPS clocks. Updated signal timing plans were developed and evaluated through "before and after" studies.

Today, SBVCTSS operates more as a **maintenance and support program**. SBCTA contracts a consultant to assist local agencies with troubleshooting, repairs, and signal timing updates. Agencies can request assistance on an ad hoc basis, and SBCTA approves work based on available funds. Some agencies use SBCTA’s consultant, while others hire their own and seek reimbursement.

Unlike more formalized programs like MTC’s PASS or OCTA’s RTSSP, SBVCTSS is **less structured**, with no formal calls for projects or local match requirements. It is governed by cooperative agreements between SBCTA and participating agencies, and funding eligibility is based on inclusion in the documented SBVCTSS network.

1. INTRODUCTION

The Western Riverside Council of Governments (WRCOG) is interested in exploring the concept of a regional traffic signal coordination/ITS program for its member agencies. The regional approach to traffic signal coordination has a relatively long and positive recent history in southern California. At least three other counties or regions in southern California administer structured programs to fund and implement traffic signal coordination – Orange County, San Bernardino County, and the Coachella Valley region. At least one other California public agency in Northern California, the Metropolitan Transportation Commission (MTC) – until very recently – administered a similar structured program to fund and implement traffic signal coordination in the San Francisco Bay Area. The programs administered by the Orange County Transportation Authority (OCTA), the San Bernardino County Transportation Authority (SBCTA) and MTC are generally considered to be the most mature programs, with the longest standing tenure.



In exploring this concept, WRCOG would like to review the traffic signal coordination/ITS programs that are in place primarily around the WRCOG jurisdictional area. WRCOG need not “re-invent the wheel.” Instead, WRCOG should leverage the experience of these programs to explore the feasibility of formulating a program that is feasible and sustainable for the WRCOG region given its unique characteristics and institutional arrangements. In reviewing these other existing programs, WRCOG would like to have insight into key lessons learned by agency staff and participants from these other regional efforts. WRCOG would also like to understand staff and/or consultant industry expertise necessary to plan, implement, and maintain a regional traffic signal coordination/ITS program.

Understanding, at a high-level, the roles and responsibilities for WRCOG, the participating agencies, and any other pertinent parties to the planning, funding, and implementation of a successful traffic signal coordination/ITS program is a goal of this study.

In addition to the “mechanics” of a traffic signal coordination/ITS program, WRCOG would also like to better understand key milestones, and anticipated time frames for achievement, which may be anticipated to implement a traffic signal coordination/ITS program that is envisioned by WRCOG. Anticipated funding levels to sustain a traffic signal coordination/ITS program will also be explored, in various scenarios, to inform the feasibility of WRCOG implementing a regional traffic signal coordination/ITS program.

Anticipated time frames for developing final program language and rolling out the program to the stakeholder

agencies will be developed. The anticipated timelines will largely be based on time frames for review and approval of the program guidelines by WRCOG and the affected stakeholder agencies.

Concurrently, it is important to craft a traffic signal coordination/ITS program that has been reviewed with potential program participants and has received input and feedback from that stakeholder group. As with many initiatives in the transportation technology space, institutional buy-in is typically more complicated than the technology implementation elements, especially as the initiative relates to multijurisdictional efforts. The review should take place early, and likely at a few specific key points of the program development process. In addition, WRCOG staff will keep the WRCOG Executive Committee informed of the progress of the program feasibility evaluation at similar key points along the program development process.

This Technical Memorandum (Tech Memo) represents the first deliverable of the overall feasibility study. It comes out of Task 2 of the scope of work titled, Summary of Peer Agency Traffic Signal Synchronization/ITS Programs.

2. SUMMARY OF PEER AGENCY TRAFFIC SIGNAL SYNCHRONIZATION / ITS PROGRAMS

This section provides an overview of regional traffic signal coordination and ITS funding programs administered by the Metropolitan Transportation Commission (MTC), the Orange County Transportation Authority (OCTA), and the San Bernardino County Transportation Authority (SBCTA).

2.1. Metropolitan Transportation Commission (MTC)

The Metropolitan Transportation Commission (MTC) is the federally designated Metropolitan Planning Organization (MPO) for the nine-county San Francisco Bay Area (AKA, the Bay Area) region. As the MPO for the Bay Area region, MTC performs transportation planning, administers project/program funding, and conducts agency coordination for the region. MTC also acts in many other capacities in the Bay Area Region in a variety of regional planning topic areas, including express lanes planning and development, housing planning/allocation and development, management of toll revenues from state owned toll bridges, management of the emergency roadside call box system, and management of the freeway service patrol program in the Bay Area.

In its capacity of planning and financing transportation projects and programs for the Bay Area region, MTC has developed several funding programs over the years. The one that is pertinent to this feasibility study is the MTC Program for Arterial System Synchronization (PASS) – known colloquially as the PASS program. The following paragraphs provide a high-level background on the PASS program, as well as an overview of the mechanics of the PASS program.

2.1.1. MTC Program for Arterial System Synchronization (PASS) Overview

As a preface to this overview, please note that MTC has recently decommissioned the PASS program. The PASS program has been replaced with a comprehensive transit signal priority (TSP) program that intends to prioritize transit on the local roadway network. MTC now provides a funding and technical assistance mechanism for TSP implementation that is similar to what was in place for traffic signal coordination under the PASS program.

Despite its current decommissioning, the PASS program was a long-running, successful program that coordinated over 3,000 traffic signals, along many multijurisdictional arterial corridors throughout the Bay Area region. MTC provided funding to local agencies for traffic signal coordination prior to the inception of the PASS program in fiscal year (FY) 2010-2011, but the PASS program brought a more formal structure, cadence, and transparency to these funding activities. Some of the administrative structures and processes that were created and implemented under the PASS program can be used as a model for WRCOG to develop a similar program to assist its member agencies with traffic signal coordination and ITS implementation.



In the PASS program, MTC's Arterial Operations Program created the goal of utilizing low-cost system and equipment upgrades, as well as traffic signal timing improvements, to improve signal operations along arterials in the Bay Area region. The primary goals of the program were to reduce travel times and improve safety for motorists, transit riders, pedestrians, and cyclists. The purpose of the PASS program was to update signal timing plans to improve the safety and efficiency of the arterials in each respective corridor in which PASS funds were spent.

Basic services eligible for funding include coordination plans for different peak periods. It can also include delivery of GPS clocks for traffic signal controllers, which are not interconnected, to maintain a common time reference, if required for the project.

MTC administered the PASS program on an annual basis, which provided MTC member agencies with a regular funding and application cycle, which was predictable for the MTC member agencies to anticipate. Interested member agencies were required to complete a comprehensive funding application package that was geared specifically for the PASS program. The grant funding application package provided all requirements needed by the applicants to submit a complete and compliant funding application. The Fiscal Year 2021/2022 PASS program Call for Projects, with the full application package, is attached to this technical memorandum as **Attachment A**. This is the typical "Call for Projects" and application package that was made available to MTC member agencies. The application package was submitted to MTC electronically by member agencies, via email.

The PASS program was a competitive application process, assuming funding needs exceeded available funding. Even if requests for funding did not exceed available funding, all program criteria needed to be met by the applicants in order to be awarded PASS program funding. Applications were evaluated against the program criteria and scored accordingly. The highest scoring applications were awarded PASS program grant funding, up to the available funding levels.

Successful applicants under PASS received funding or technical assistance from consultants procured by MTC. The services performed by the consultants were defined by the MTC Program Manager, in coordination with the grantee.

2.1.2. Eligible Projects and Match Rates

There were three project tiers in the PASS program, with Tier 1 as the highest priority followed by Tiers 2 and 3. Projects with multiple corridors had each corridor assigned to its respective tier. Tiers helped determine and leverage the regional discretionary funds.

For the following criteria, Tier 1 had to meet three of the four requirements listed below, Tier 2 had to meet 2 of the four requirements, and Tier 3 had to meet at least one of the four requirements.

1. The corridor functions as a reliever route to a nearby freeway
2. The corridor serves transit lines with high ridership (all lines must add to at least an average of 1,000 weekday boardings)
3. The corridor must have Average Daily Traffic (ADT) of at least 20,000 or minimum peak hour traffic volume of 600 vehicles per hour per lane in the peak direction
4. The corridor has a documented safety issue that can be addressed by the PASS project

Local match requirements varied by the Tier in which a project was determined to be. In FY 21/22 local match requirements were as follows: Tier 1 local match requirement was 12.5%; Tier 2 local match requirement was 15%; and Tier 3 local match requirement was 17.5%. Local match funds were provided through a Funding Agreement between MTC and the local agency project sponsor.

2.2. Orange County Transportation Authority (OCTA)

The Orange County Transportation Authority (OCTA) is the primary transportation planning and programming agency for Orange County. OCTA is an umbrella agency that acts in a variety of roles related to transportation funding, infrastructure development, and transit services. In its legal capacity as the Orange County Local Transportation Authority, OCTA administers funds from a dedicated one half-cent sales tax for transportation improvements program for Orange County.



The sales tax measure is known as Measure M, its designation on the 1990 ballot on which it was initially approved by Orange County voters. The 1990 ballot measure designated the original Measure M program as a 20-year program. A 30-year extension of Measure M was subsequently approved by Orange County voters in 2006 to start in 2011 which will run through 2040. The measure on the 2006 ballot was again designated Measure M to maintain voter familiarity with the original 1990 Measure M moniker.

Because the original Measure M is legally a distinctly different ordinance from the Measure M extension, the original Measure M program came to be known as Measure M1, with the Measure M extension becoming known as Measure M2. M2 has since been rebranded as OC Go, to be consistent with the branding of the OCTA bus service called OC Bus, and other similar “OC” branding of other services provided by several other Orange County agencies, special districts, and programs (e.g., OC Access, OC Public Works, OC San, OC Health, etc.).

Funding from both the M1 and M2 programs was, and is, used to improve freeways, local roads, and public transportation, as well as support Metrolink rail service. Freeway improvements were the cornerstone of the M1 program. In total, M1 delivered 192 lane-miles of freeway capacity through freeway and interchange improvements on several Orange County freeways. M1 improved 170 of Orange County’s busiest intersections with additional turn lanes, updated signal operations and other safety enhancements. Additionally, the M1 program funded transit capital and operating needs throughout Orange County, as well as a transit fare stabilization element.

M2 is organized into 23 “projects” in four (4) broad categories. The 4 categories are: 1) Freeways, 2) Streets & Roads, 3) Transit, and 4) Environmental. The 23 projects are designated by letter names, A through W. Some of the projects are relatively specific projects on specific segments of various freeways.

Many of the projects are not project specific, but are more programmatic in nature, such as Project O - Regional Capacity Program, Project P - Regional Traffic Signal Synchronization Program, and Project S - Transit Extensions to Metrolink, and others.

2.2.1. OCTA's Comprehensive Transportation Funding Program (CTFP)

The Comprehensive Transportation Funding Programs (CTFP) is effectively a Measure M funding application structure for Orange County local agencies. The CTFP represents a collection of competitive grant programs offered to eligible Orange County local agencies to assist in funding street improvements, transit expansion, and even environmental impact mitigation projects. The CTFP, administered by OCTA, was created to provide a common set of guidelines and project selection criteria for a variety of funding programs, establishing a simplified and consistent process. Each program has a specific objective, funding source and set of selection criteria detailed in separate chapters contained in the CTFP guidelines. The Comprehensive Transportation Funding Programs Guidelines 2025 Call for Projects can be accessed online at the following website: <https://www.octa.net/pdf/CTFPGuidelines2025.pdf?v=3>.

The Comprehensive Transportation Funding Programs Guidelines 2025 Call for Projects is attached to this technical memorandum as **Attachment B**. The Comprehensive Transportation Funding Programs Guidelines 2025 Call for Projects document is a comprehensive, detailed, 218 page document that includes a broad overview of the CTFP, information on funding sources, definitions, eligibility requirements, project programming, anticipated funding projections, project readiness criteria, programming policies, timely use of funds information, and other funding and application guideline information for the funding programs covered by the CTFP. OCTA provides funding priority to programs and projects that are multi-jurisdictional in nature.

The CTFP calls for projects are generally issued by OCTA on an annual basis. Secure revenue sources, such as M2, provide funding opportunities on an annual basis. The uniformity and regularity of the CTFP provides Orange County local agencies with a regular application and funding cycle that is predictable to anticipate. OCTA updates the CTFP program guidelines and project selection criteria periodically. "OCFundtracker" is the secure online grant application and payment system used by OCTA to administer the competitive programs awarded through the CTFP.

2.2.2. OCTA's Project P – Regional Traffic Signal Synchronization Program (RTSSP)

The RTSSP (Measure M2, Project P) is one of the programs funded through OCTA's CTFP. The RTSSP includes competitive funding for the coordination of traffic signals across jurisdictional boundaries including project based operational and maintenance funding. Projects compete for funding as part of the RTSSP. Projects submitted by local agencies as part of the CTFP call for projects must meet specific criteria. Projects are rated based on scoring criteria and are selected based on their competitive ratings.

The RTSSP is based on a Regional Traffic Signal Synchronization Master Plan (RTSSMP) that was initially developed in 2009 then updated in 2021. The RTSSMP is a countywide plan that provides standards, guidelines, and policies necessary for the implementation of the RTSSP. The RTSSMP established a countywide signal synchronization network that came to be known as the Orange County Signal Synchronization Network (OCSSN) that includes over 750 centerline miles of local roads and 2,000 traffic signals. The RTSSMP defined many of the funding eligibility requirements that are contained in the CTFP Guidelines.

Orange County Signal Synchronization Network



Source: *Traffic Signal Synchronization Master Plan 2021 Update*; Orange County Transportation Authority (OCTA); November 2021.

2.2.2.1. Local Agency Funding Eligibility

In order to achieve and maintain RTSSP funding eligibility, the RTSSMP requires local agencies to develop, adopt, and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the countywide RTSSMP and are required to issue a report on the status and performance of its traffic signal synchronization activities. The Local Plan must include RTSSMP network streets and traffic signals. The Local Plan can include additional streets and traffic signals at the discretion of the local agency. The Local Plan must be updated and adopted every three years. For Local Plan updates, city council adoption is required.

Other funding eligibility requirements may apply as part of the larger CTFP that are not necessarily directly related to traffic signal synchronization, such as adoption of a Capital Improvement Program (CIP), adoption of a General Plan Circulation Element that does not preclude implementation of the Orange County Master Plan of Arterial Highways (MPAH), adoption of a Pavement Management Plan (PMP), and Satisfying Maintenance of Effort requirements. Local agencies receiving RTSSP funding must provide a 20% cash or in-kind match.

Chapter 8 of the Comprehensive Transportation Funding Programs Guidelines 2025 Call for Projects covers Regional Traffic Signal Synchronization Program (Project P). To make it easier to focus on the Regional Traffic Signal Synchronization Program (Project P) funding and eligibility guidelines, **Attachment C** to this technical memorandum is Chapter 8 of the Comprehensive Transportation Funding Programs Guidelines 2025 Call for Projects document. Some of the administrative structures and processes that are in place under OCTA's RTSSP can be used as a model for WRCOG to develop a similar program to assist its member agencies with traffic signal coordination and ITS implementation.

2.2.2.2. Eligible Infrastructure Improvements

Infrastructure improvements that are eligible to be funded with RTSSP funds can be placed into two broad categories: 1) Central Systems and 2) Field Devices.

Central systems may include, but are not limited to, Advanced Traffic Management Systems (ATMS) and Video Management Systems (VMS). An ATMS for arterial roadways would generally be in the form of a centralized traffic signal system. A centralized traffic signal system uses a central computer, typically located at a city facility such as city hall or a city maintenance yard, to manage traffic signals across a network of roadways. Such a centralized system, with the proper communications infrastructure in place, has the ability to gather data from sensors and traffic signal controllers to monitor equipment and system health, as well as traffic signal status. Traffic signal timing can also be monitored, managed and, in many cases adjusted, from a central location. A VMS provides a centralized platform for monitoring and managing video feeds from CCTV cameras located along a roadway network. A VMS integrates various components like cameras, recording systems, and potentially video analytics software, to enhance traffic management and incident response. A VMS can facilitate control of cameras (pan/tilt/zoom) in the field from a central location. A VMS can also manage video stream display and distribution options at the central location.

Field devices may include communications infrastructure, traffic signal controller upgrades and replacements, closed circuit television (CCTV) cameras and related equipment, vehicle/bicycle/pedestrian detection equipment and systems, emergency vehicle preemption (EVP) equipment and systems, and accessible pedestrian signals.

2.2.2.3. Administrative Mechanics of the RTSSP

Cooperative agreements are required between OCTA and the recipient agencies. These agreements outline the project itself, agency roles and responsibilities, local match requirements, and various other financial and administrative requirements for receiving the RTSSP funds.

Some of the RTSSP projects are led by OCTA on behalf of the agencies through which the RTSSP project corridor is located. However, often times one of the local agencies through which the RTSSP project corridor is located will lead the project on behalf of OCTA and the other participant agencies. Caltrans is often involved in the RTSSP project corridors that are on or cross state facilities where Caltrans owns and operates traffic signals, but not always. Caltrans' participation is typically fairly limited, and, by policy, self-implements traffic signal timing updates as part of the RTSSP project.

Historically, the RTSSP projects have been implemented by a consultant team procured by either OCTA or a local agency partner. The consultant teams have typically been charged with work activities such as plans specifications, and estimates (PS&E) for infrastructure improvements requiring construction plans, traffic simulation in support of developing traffic signal timing plans, development of traffic signal timing plans, replacement of outdated field equipment, installation and setup of central system software, and set up and integration of other ancillary field equipment such as CCTV cameras and video detection systems. Once traffic signal timing plans have been implemented, the consultant team is typically responsible for monitoring and measuring corridor travel performance metrics over a two-year period after implementation of updated traffic signal timings. In most cases, the consultant team would also be responsible for updating timing at individual intersections if deficient operations are discovered.

2.3. San Bernardino County Transportation Authority (SBCTA)

The San Bernardino County Transportation Authority (SBCTA) administers a half-cent sales tax for transportation improvements in San Bernardino County. The sales tax measure is known as Measure I because that was its designation on the 1989 ballot on which it was initially approved by San Bernardino County voters. The 1989 ballot measure designated Measure I as a 20-year program commencing in 1990 and sunseting in 2010. A Measure I extension was subsequently approved by San Bernardino County voters in 2004 commencing in 2010, for a 30-year period running through 2040. The measure on the 2004 ballot was again designated Measure I to maintain voter familiarity with the original Measure I moniker. Measure I revenues fund a wide range of projects like freeway expansions, interchange upgrades, public transit enhancements, and local road repairs.



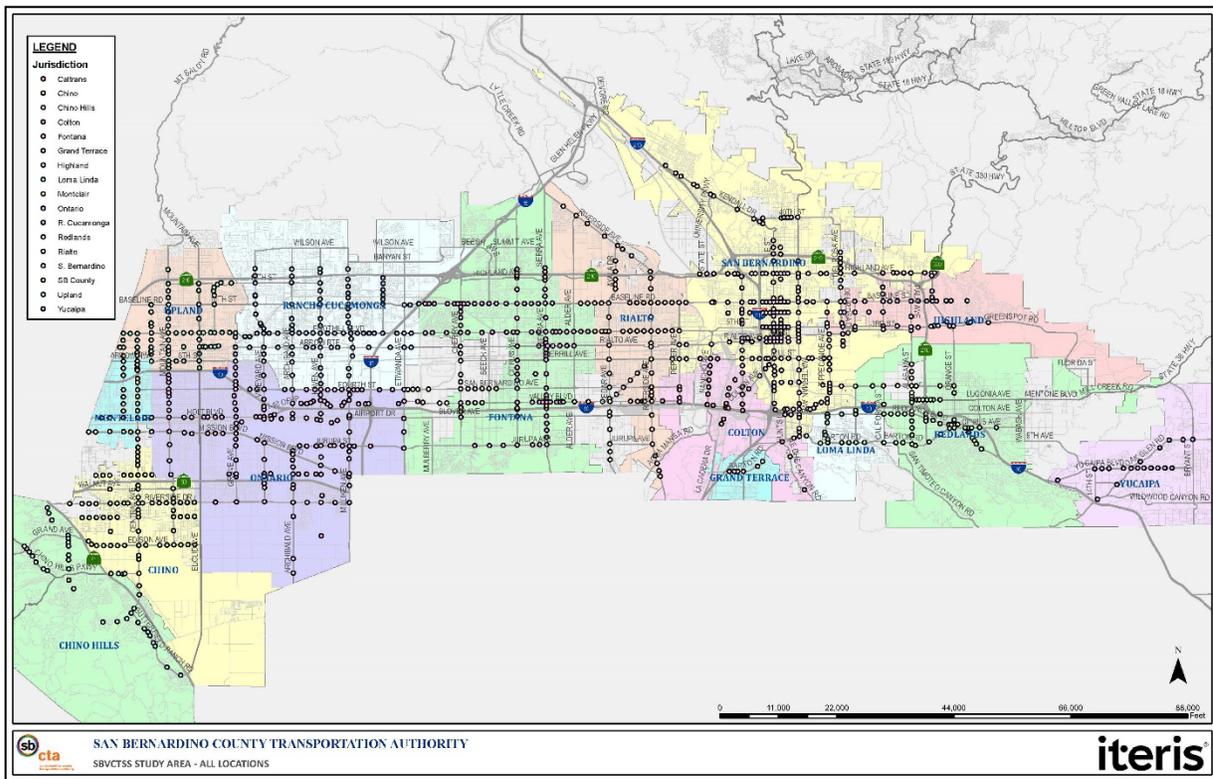
Measure I has a “return-to-source” provision that states that funds will be allocated to predefined Subareas identified in the Measure I ordinance in accordance with the actual revenue collected in each Subarea. One of the predefined Subareas identified in Measure I is known as San Bernardino Valley. Measure I funds for San Bernardino Valley are typically allocated to (8) different programs, one of which is Traffic Management Systems. It is under the San Bernardino Valley Traffic Management Systems program that the San Bernardino Valley Coordinated Traffic Signal System (SBVCTSS) project is funded.

2.3.1. San Bernardino Valley Coordinated Traffic Signal System (SBVCTSS)

The San Bernardino Valley Coordinated Traffic Signal System (SBVCTSS) project is a programmatic project that funds various types of traffic signal operations improvements throughout the San Bernardino Valley. The main objective of the SBVCTSS project is to improve arterial traffic conditions by implementing inter-jurisdictional traffic signal synchronization, with the goals of reducing travel times and the number of stops and overall delays. With arterial traffic progression along key arterials optimized during peak periods, significant fuel consumption savings is anticipated, with corresponding greenhouse gas (GHG) (and other pollutant) emissions reduced.

The SBVCTSS was originally implemented using a tiered approach with Tiers 1 and 2 completed in 2008 and Tiers 3 and 4 completed in 2012. Altogether, the 4 Tiers encompassed 78 arterial corridors in the San Bernardino Valley, with over 1,250 signalized intersections controlled by sixteen (16) local agencies and Caltrans. Funding for the Tiers 1 and 2 project came from Congestion Mitigation/Air Quality (CMAQ) funds and state funds from the State Highway Operation and Protection Plan (SHOPP) program. Similarly, funding for the Tiers 3 and 4 project came from multiple sources, including CMAQ, Measure I, and others.

San Bernardino Valley Coordinated Traffic Signal Synchronization (SBVCTSS) Network



Source: San Bernardino County Transportation Authority

The Tiers 1 – 4 projects implemented what were, at the time, new and/or upgraded traffic signal controllers, central traffic signal control software, traffic signal (local) controller software, limited communication infrastructure and equipment, and Global Positioning System (GPS) clocks attached to traffic signal controllers to keep a common time reference for “unconnected” traffic signal controllers. Updated traffic signal synchronization timing plans were developed to implement after the hardware, software and equipment deployments were completed. “Before and After” studies were conducted to measure the effectiveness of the upgraded equipment and updated traffic signal timings.

After project work on the Tiers 1 – 4 projects were completed, the SBVCTSS program became more of a maintenance program than an implementation program. SBCTA employs the services of a consultant to provide communications infrastructure troubleshooting and, in some cases, repair and/or remediation, depending on the magnitude of the required repair and/or remediation. In many cases, the remediation is as simple as re-starting key communications infrastructure. In other cases, the remediation may be a recommendation to replace damaged or broken elements of the communications infrastructure.

The consultant also provides stand-alone corridor synchronization efforts as requested by the San Bernardino Valley agencies, and as approved by SBCTA. SBCTA and the consultant are largely engaged by requests from the local agencies. Periodically, the consultant proactively engages the local agencies to discover specific needs, if any, that the local agencies may have. When consultant assistance is requested by a local agency, the consultant prepares a cost and time estimate to present to SBCTA and the local agency. If adequate annual

funds exist, SBCTA approves the request for local agency assistance and the consultant proceeds with the agreed upon scope of work.

Depending on the magnitude of the recommended repair/remediation, certain small-scale equipment and/or hardware may be eligible for funding under the SBVCTSS program.

The current SBVCTSS program as it currently exists is less structured and formal. It is not as formalized as MTC’s PASS program or OCTA’s RTSSP program. The SBVCTSS program is not driven by formal calls for projects. The program is largely guided by the individual Cooperative Agreements between SBCTA and the local agencies, and the ad hoc requests for assistance from the local agencies. A sample Cooperative Agreement between SBCTA and one of the SBVCTSS participating agencies is attached to this tech memo as **Attachment D**. Some of the San Bernardino Valley local agencies use the SBCTA contracted consultant for troubleshooting, remediation, and traffic signal timing updates. Other agencies self-perform, or hire their own consultants, then request reimbursement from SBCTA based on the terms of their own Cooperative Agreement with SBCTA. The network of arterial corridors and signalized intersections that make up the SBVCTSS network is formally documented and is used as the basis for funding eligibility for corridor and intersection requests for assistance from the local agencies. There is no local match requirement to receive assistance from SBCTA under the current SBVCTSS program.

3. REGIONAL TRAFFIC SIGNAL COORDINATION PROGRAMS COMPARATIVE SUMMARY

Feature / Agency	MTC – PASS	OCTA – RTSSP (Project P)	SBCTA – SBVCTSS
Region	San Francisco Bay Area	Orange County	San Bernardino Valley
Funding Source	MTC regional funds	Measure M2 (CTFP/Project P)	Measure I (local sales tax), CMAQ, SHOPP
Program Structure	Formal, annual competitive program (now decommissioned)	Formal, competitive, highly structured program with defined guidelines	Informal, ad hoc support program
Primary Goal	Improve arterial signal coordination and safety	Synchronize signals across jurisdictions to improve flow	Reduce travel time, stops, and emissions via signal coordination
Network Size	3,000+ signals	2,000+ signals, 750 miles	1,250+ signals, 78 corridors
Eligibility Requirements	Tiered criteria based on traffic volume, transit use, safety	Local plans aligned with countywide master plan	Eligibility based on terms of cooperative agreements
Funding Match	Tiered: 12.5%–17.5%	20% cash or in-kind	No local match required
Implementation	MTC-managed consultants	OCTA or local agency-led with consultant assistance	Consultant-led or agency-led with SBCTA approval
Technology Focus	Signal timing, GPS clocks, low-cost upgrades	Communications infrastructure, ATMS, VMS, CCTV, detection systems, signal timing	Signal controllers, GPS clocks, limited communication infrastructure
Current Status	Replaced by Transit Signal Priority (TSP) program	Active and structured	Active but informal and maintenance-focused

4. NEXT STEPS

Once WRCOG staff have reviewed this tech memo, Iteris will seek agency input on any program elements that may require clarification based on WRCOG staff review and comments. In support of Tech Memo #2, Iteris will seek input from agency staff at MTC, OCTA, and SBCTA on what they feel works well in their particular programs, and what they feel may not work as well. Iteris will ask what changes they would make if able to make those changes today, or if they were starting their program today “from scratch.” Iteris staff will also ask those agencies about best practices and lessons learned that can be incorporated into a similar WRCOG program, if one is ultimately recommended and implemented. Similarly, Iteris staff will also engage a small number of agencies that participate in those traffic signal coordination/ITS funding programs to ask some similar questions, to better understand the programs from the perspective of the participating agencies.

Feedback and input from MTC, OCTA, and SBCTA, as well as the participating agencies, on best practices, lessons learned, and staffing requirements will be incorporated into Technical Memorandum #2 - Summary of Feedback and Input from Peer Agencies on Required Staff and Subject Matter Expertise, for submittal to WRCOG.

ATTACHMENT A

MTC's Program for Arterial System Synchronization (PASS) FY21/22 Program
Guidelines and Call for Projects



Metropolitan Transportation Commission Program for Arterial System Synchronization (PASS)

Overview

MTC's PASS provides consulting services to local agencies to improve arterial system performance. MTC is announcing the FY21/22 PASS Call for Projects with applications due 4:00 PM on Friday, April 16, 2021.

The Metropolitan Transportation Commission's (MTC) Arterial Operations Program (AOP) is designed to maximize the efficiency and improve the operations and safety of the region's arterial network. The region's arterials carry heavy traffic and experience significant congestion during peak hours. Congestion leads to not only loss of productive time, but also unreliable travel and frustration to road users. The Bay Area has over 33,000 directional miles of arterials and local streets and approximately 11,000 traffic signals.

Program Goals

MTC has set aside funds that can be used to implement low-cost upgrades to significantly improve signal operations along arterials. The overall program goals are to improve the safety of motorists, transit riders, pedestrians, and bicyclists as well as travel time and travel time reliability along arterials (including autos and transit vehicles). Improvements to air quality, by decreasing motor vehicle emissions and fuel consumption, can also be achieved through these goals.

Program Elements

MTC administers the **Program for Arterial System Synchronization (PASS)**, which provides technical assistance to Bay Area agencies to improve the safety and efficiency of arterials in the region. Since its inception in Fiscal Year 2010-11, PASS has successfully re-timed or is re-timing over 3,000 traffic signals to improve signal coordination across jurisdictions and provide priority signal timing for transit

vehicles. Prior to PASS (since the late 1990s), MTC has committed funding and technical support to local agencies to prepare updated arterial signal timing plans.

Program Guidelines – FY21/22 PASS

Applications must meet eligibility criteria and matching requirements. This FY21/22 PASS cycle's guidelines has the following changes:

Lower local match requirements;

New optional incentives in the evaluation and match criteria for applicants to propose specific strategies to address safety;

New optional incentive in the evaluation criteria for applicants to propose specific strategies to improve transit;

New optional incentive in the evaluation criteria for applicants to contribute new data to the project;

Applicants asked to justify projects in light of COVID-19's traffic impacts; and

No post-project monitoring services and local agency delivery option.

Successful applicants under PASS will receive funding or technical assistance from consultants procured by MTC. The services to be performed by the consultants will be defined by the MTC Program Manager, in coordination with the grantee.

Program for Arterial System Synchronization (PASS) Call for Projects and Program Guidelines FY 2021/22 Cycle

The Metropolitan Transportation Commission (MTC) invites eligible Bay Area public agencies to submit applications for consideration in the Program for Arterial System Synchronization (PASS) – FY 2021/22 Cycle. Up to \$2.7 million in federal funds are currently available to fund projects that improve arterial operations through the coordination of traffic signals.

Background

The purpose of PASS is to provide technical consultant assistance or funding to cities/counties to update traffic signal timing plans as a low-cost way to improve the safety and efficiency of arterials in the region. MTC will administer and manage the program but the primary responsibility for the operation and retiming of traffic signals resides with the agency that owns and operates them. MTC will work closely with the project sponsors and consultants to successfully complete the PASS projects.

Program Goals

The goals of PASS are to:

- 1) Improve travel time and travel time reliability for autos and transit vehicles along eligible arterials.
- 2) Improve air quality by decreasing motor vehicle emissions and fuel consumption.
- 3) Improve safety of motorists, pedestrians, and bicyclists.

Eligible Projects and Match Rates

There are three different project tiers – with each tier having different eligibility requirements. Projects meeting the requirements for Tier 1 will receive the highest priority, followed by Tier 2 and Tier 3. If there are multiple corridors in a project, each corridor may fall into a different tier. Each tier typically has a different local cash match requirement in order to leverage regional discretionary funds, depending on the delivery approach, see below. Local match funds will be provided through a Funding Agreement between MTC and the local agency. The eligibility requirements for each tier, and detailed information about matching requirements are summarized in Attachment A.

Project Services

There are two types of eligible services: 1) Basic Services, and 2) Additional Services. Basic Services include the development and implementation of coordination plans for weekday commute periods, school peak periods, weekend peak periods, holiday plans and non-peak periods. Basic Services could include the delivery GPS clocks if required for the project but specific pricing and matching requirements may apply and the agency is responsible for clock installation and configuration. Additional Services include the development and implementation of incident management flush plans, transit signal priority plans, traffic responsive timing plans, special timing plans for major events, extended consultant monitoring/fine-tuning, etc. It is the responsibility of the applicants to justify the need and benefits of all services and to estimate the cost of Additional Services.

Application

Interested agencies must submit an electronic copy (in a searchable, *not scanned*, PDF format) of the application (using the Attachment B Word file) and Project Map. Applicants must also submit Attachment E in Excel format along with the attached Traffic Signal Data files described in Part VII. Submission must be made via email to pass@bayaremetro.gov by the deadline below.

If the cumulative attachment file size exceeds 25 MB first compress attachments using a standard zipping software. If necessary applicants may send attachments via clearly labeled additional email(s). Applications and all attachments are due by **4:00 PM on Friday, April 16, 2021**. Any applications received after that date and time will not be accepted. By submitting an application, each applicant agrees to:

- 1) Indemnify MTC by signing the Waiver of Claims and Indemnification Agreement;
- 2) Submit, at a future date when requested by MTC, an agency-wide signal inventory with basic information to include in the Bay Area Spatial Information System (BASIS);
- 3) Implement new signal timing plans and commit to completing the project within 12 months from project start and;
- 4) Work with MTC staff to quickly implement a funding agreement for the match funds.

All application materials must be sent to the above email address (pass@bayaremetro.gov). If applicants wish to also directly contact MTC staff please email PASS Program Manager Robert Rich at rrich@bayaremetro.gov.

Project Evaluation

Upon meeting the eligibility requirements described in Attachment A, applications will then be evaluated based on the following criteria, with sub-criteria listed in order of importance:

- Ability to meet program goals (40%)
 - Safety improvements for motorists, transit riders, pedestrians, bicyclists
 - *Optional:* Specific safety issues and mitigating operational strategies proposed by applicant¹
 - Travel time savings and reliability improvements for transit
 - *Optional:* Specific operational strategies to improve transit proposed by applicant²
 - Travel time savings and reliability improvements for autos
 - Air quality improvements
- Project Readiness (35%)
 - Projects that can be completed within 12 months from project start date
 - Corridors that have no planned construction activities or other changes that will unduly impact the PASS project schedule
 - Intersections that have signal interconnect as well as up to date controllers and firmware.
 - *Optional:* Applicants committing to contributing new traffic data during the project data collection and/or fine-tuning period to complement that collected by the PASS consultant³
- Project Management Capacity (25%)
 - Evidence of dedicated engineering and operational support from local jurisdictions
 - Successful completion of a previous PASS project, if applicable

Approval Notification

Based on the evaluation results and funding availability, MTC staff will recommend a list of projects to the MTC Operations Committee for approval. If selected and approved by the Committee, project sponsors will be notified and required to submit language similar to the attached Waiver of Claims and Indemnification Agreement⁴ within 30 days of project approval notification. If an agency has already executed this agreement with MTC, for a previous PASS project, it may not need to sign a new agreement. For questions regarding the existence or validity of your agency's agreement, please contact the MTC Program Manager.

¹ These strategies may include, but are not limited to, modifications related to cycle length reductions, longer pedestrian phases, pedestrian recall settings, leading pedestrian intervals, longer all-red/yellow timings, higher minimum green times, and bicycle detection.

² These strategies may include, but are not limited, modifications related to active transit signal priority, passive transit signal priority, signal preemption and a leading bus interval.

³ Such data could include:

- [ATSPM](#) system data or similar high-resolution detection and controller event data;
- Travel time and speed data collected from roadside systems, *not* commercial probe data; and
- ADT and turning movement count data collected from the roadside.

⁴ The attached Waiver is included for informational purposes. Check with MTC for the exact language after the award by the MTC Operations Committee.

Timeline

The timeline for application review and approval is as follows:

Action	Timeline
Deadline for Clarification Questions	Friday, March 19, 2021
Any Clarification Questions Answered in Arterial Operations Committee (AOC) Packet Email	Friday, March 26, 2021
<u>Applications Due</u>	<u>4:00 PM on Friday, April 16, 2021</u>
Panel Review	April-May 2021
Approval of Projects to MTC Operations Committee (<i>Estimated</i>)	Friday, July 11, 2021
Project Approval Notifications (<i>Estimated</i>)	Monday, July 14, 2021
Waiver of Claims and Indemnification Agreement – Due Date	Monday, August 11, 2021
Project kickoff meetings	August 2021

Contact

Completed application, including the required attachments, and all inquiries related to this program should be submitted via email to:

Robert Rich, PASS Program Manager
 Metropolitan Transportation Commission
 375 Beale Street, Suite 800
 San Francisco CA 94105
 Phone: 415.778.6621
 Email: pass@bayareametro.gov

Attachments

- Attachment A: Eligibility Requirements
- Attachment B: Application Form
- Attachment C: Waiver of Claims and Indemnification Agreement
- Attachment D: Scope of Work, Schedule and Budget
- Attachment E: PASS Proposal, Signal and Transit Information

ATTACHMENT A

Eligibility Requirements for PASS FY 2021/22 Cycle

Tier	Eligibility Requirements	
	Characteristics	Local Match Rate ^{1, 2}
Tier 1	Tier 1 corridors must meet three of the following four requirements: 1) Arterial functions as a reliever route to nearby freeway(s) ³ ; 2) Arterial serves transit lines with high ridership. Specifically, the total of all lines has at least an average of 1,000 weekday boardings; <u>and</u> 3) Arterial has a minimum Average Daily Traffic (ADT) volume of 20,000 vehicles, or a minimum peak hour traffic volume of 600 vehicles per hour per lane in the peak direction ⁴ . 4) Arterial has a documented safety issue that can be addressed by the PASS project.	12.5%
Tier 2	Tier 2 corridors must meet <u>any two</u> of the following four requirements: 1) Arterial functions as a reliever route to nearby freeway(s) 2) Arterial serves transit lines with high ridership. Specifically, the total of all lines has at least an average of 1,000 weekday boardings. 3) Arterial has a minimum Average Daily Traffic (ADT) volume of 20,000 vehicles, or a minimum peak hour traffic volume of 600 vehicles per hour per lane in the peak direction. 4) Arterial has a documented safety issue that can be addressed by the PASS project.	15%
Tier 3	Tier 3 corridors can meet <u>any</u> of the following four requirements: 1) Arterial functions as a reliever route to nearby freeway(s); 2) Arterial serves transit lines with high ridership. Specifically, the total of all lines has at least an average of 1,000 weekday boardings; <u>or</u> 3) Arterial has a minimum Average Daily Traffic (ADT) volume of 20,000 vehicles, or a minimum peak hour traffic volume of 600 vehicles per hour per lane in the peak direction. 4) Arterial has a documented safety issue that can be addressed by the PASS project.	17.5%
Other corridor characteristics for consideration, but not required for eligibility: a) Arterials with significant changes in traffic patterns and volumes b) Arterials include traffic signals from multiple jurisdictions c) Signals along an arterial that is impacted by modifications to nearby freeway interchanges, implementation of ramp metering, road widening, intersection upgrades, or lane configuration changes Project is in conjunction with other established regional programs or priorities, such as Transit Performance Initiative, Freeway Performance Initiative, Ramp Metering, Safe Routes to Schools, Safe Routes to Transit, Complete Streets, SMART corridors, Integrated Corridor Management, etc.		
¹ Local match fund sources cannot be in the form of in-kind staff resources. ² Regardless of the tier the applicant shall pay a 50% local match for GPS clocks, each assumed to cost \$800. ³ Arterials that function as reliever routes are those that become de-facto diversion routes whenever incidents occur on nearby parallel freeways. Project applicants must provide some type of data to demonstrate this function. ⁴ Traffic volume data from the most recent four years.		

ATTACHMENT B

Application Form - PASS FY 2021/22 Cycle

PART I: GENERAL INFORMATION

a) PROJECT SPONSOR				
Please provide the contact information of the official authorizing this application submittal.				
Name:				
Title:				
Organization:				
Mailing Address:				
Telephone:				
Email:				
b) PROJECT MANAGER (if different from above)				
Please provide the contact information of the person who will be the day-to-day contact for this project.				
Name:				
Title:				
Organization:				
Mailing Address:				
Telephone:				
Email:				
c) PROJECT SPONSOR & PARTICIPATING AGENCIES				
Starting with your agency, please list all of the details requested in the table below, by agency. Add or delete rows, as necessary, depending on the number of agencies. <i>Note: If Caltrans is a participating agency, please attach a copy of any correspondence (e.g., email or letter) from Caltrans that indicates their approval of this project.</i>				
#	Agency Name	Corridor Name(s)		# of Signals
1				
2				
3				
Total Number of Project Signals				
d) INDEMNIFICATION AGREEMENT				
Starting with your agency, excluding Caltrans, please provide the information requested in the table below. Please contact the MTC Program Manager if you have any questions regarding the existence or validity of your agency's agreement. Add or delete rows, as necessary, depending on the number of agencies.				
#	Agency Name	Valid Agreement (Yes/No)	If Yes, List Agreement Date	If No, Expected Submittal Date
1				
2				
3				

PART II: SERVICES REQUESTED

In addition to this information, the applicant must complete all three worksheets in Attachment E and submit the Excel file with the project application.

<p>a) BASIC SERVICES Please identify the basic services you are requesting.</p>	
<p><input type="checkbox"/> Weekday Peak Period Signal Coordination: <input type="checkbox"/> Weekday AM <input type="checkbox"/> Weekday Mid-day <input type="checkbox"/> Weekday PM <input type="checkbox"/> Other, please specify peak hours: _____ <input type="checkbox"/> School Peak Periods, please specify hours: _____</p> <p><input type="checkbox"/> Weekend Peak Period Signal Coordination: <input type="checkbox"/> Two peak periods <input type="checkbox"/> Three peak periods</p> <p><input type="checkbox"/> Holiday Signal Coordination: <input type="checkbox"/> One period <input type="checkbox"/> Two periods <input type="checkbox"/> Three periods</p>	
<p>b) ADDITIONAL SERVICES Please identify any additional services you are requesting.</p> <p><input type="checkbox"/> Incident Management Flush Plans <input type="checkbox"/> Transit Signal Priority Plans <input type="checkbox"/> Traffic Responsive Timing Plans <input type="checkbox"/> Other, please specify: _____</p>	
<p>c) DATE OF LAST COORDINATION Please provide the last known date (MM/YY) of signal retiming for each corridor in the project. Also indicate whether the retiming was done through PASS.</p> <p>Corridor Name and Date: _____ PASS: Yes <input type="checkbox"/> No <input type="checkbox"/> Corridor Name and Date: _____ PASS: Yes <input type="checkbox"/> No <input type="checkbox"/> Corridor Name and Date: _____ PASS: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>d) CONSULTANT ASSIGNMENT/PROJECT DELIVERY Please indicate your willingness to work with the consultant assigned by MTC. MTC reserves the right to withdraw a project approval if any project sponsor is not willing to work with the assigned consultant.</p> <p>Are you willing to work with the consultant assigned by MTC? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If No, please explain:</p>	

PART III: DETAILED PROJECT INFORMATION

In addition to this information, the applicant must complete all three worksheets in Attachment E and submit the Excel file with the project application.

a) PROJECT OVERVIEW

Please provide a detailed description of the proposed project corridors and the services requested in this application.

Please indicate to what degree, and when, the corridor is operating in coordination currently and the major features of your signal operations (e.g. detection coverage, use of adaptive control, pedestrian recall settings, transit signal priority).

If applicable, also indicate:

If any of the proposed project corridor(s) have documented safety issues (*please attach supporting information*) and how the PASS project signal retiming may specifically address these issues; AND/OR

If any of the proposed project corridor(s) function(s) as a reliever route when incidents occur on the nearby freeway(s) and, if so, describe the resulting traffic flow.

PART III: DETAILED PROJECT INFORMATION (continued)

b) IMPLEMENTATION

Indicate how the new timing plans will be implemented.

Traffic Management Center (TMC) or remote access to implement new timing plans

Please specify the number of signals: _____

Field Implementation

Please specify number of signals: _____

Please explain in detail if necessary:

c) SIGNAL COMMUNICATIONS

Indicate if the project signals have communication between them or have a common time source to enable coordination.

Yes No

Please explain in detail the type of communication for the project corridors and indicate which signals do not have communication:

d) GPS CLOCKS

Are you requesting any GPS Clocks from PASS to provide a common time source between any of the project signals? If so, please indicate "Yes" and include these in Attachment E. *Note: Local agencies shall pay 50% of the cost of any GPS clocks procured by MTC for the PASS project.*

PART III: DETAILED PROJECT INFORMATION (continued)

e) ADDITIONAL SERVICES DESCRIPTION

Please briefly list the additional plans and/or services being requested and the number of project signals involved for each particular service.

Please describe in detail all Additional Services requested, and attach all available supporting documentation to justify this service request and the applicants cost estimate(s).

Please make sure the cost and description in this section corresponds to the Additional Services information in Attachment E.

Empty response area for the Additional Services Description.

PART IV: PROJECT BENEFITS

a) GOALS

Please indicate which of the following PASS goals listed below can be satisfied with this project.

- Improve the safety of (or other benefits to) transit riders, pedestrians, and/or bicyclists
- Improve travel time and travel time reliability for transit vehicles
- Improve travel time and travel time reliability for autos
- Improve air quality by decreasing motor vehicle emissions and fuel consumption
- Other, please specify: _____

b) JUSTIFICATION

Please describe how the proposed project will achieve the goals selected above.

Attach and reference any applicable data that provides evidence for these claims, particularly that which accounts for recent changes in travel demand and behavior due to the COVID-19 pandemic. What recent data, observations or facts suggest that the project will realize the estimated benefits?

If the applicant anticipates the PASS project to implement or accommodate specific operational strategies for multi-modal safety or mobility please describe this here.

PART V: DEMONSTRATION OF PARTICIPATION AND SUPPORT

a) AGENCY RESOURCES

Describe the staffing resources, indicating names, positions and roles as applicable, that your agency is committed to providing in order to deliver your project within the PASS cycle. Please provide estimated staff hours that you expect to dedicate to this project.

b) PROJECT READINESS

Please describe the following:

1. The type of signal interconnect and controllers (including age of equipment) along the project corridor.
2. The project schedule and how the project can be completed within the PASS cycle (ending June 30, 2022).
3. Any operational changes in the project area that may impact traffic flow on the corridor(s).

(These do not necessarily disqualify a project from consideration but may impact the consultant's work and need to be considered at the beginning of the project planning process.)

NOTE: The project area must not have any planned construction activities that would impact the ability to complete this project within the PASS cycle. Construction projects include, for example, traffic signal upgrades, control cabinet replacement, roadway or transit-related construction, utility maintenance, etc.

c) DATA CONTRIBUTIONS *(Optional)*

If the applicant intends to submit newly collected traffic data to assist with PASS Consultant's effort during the data collection or fine-tuning phases⁵ please describe the source of that data and its likely value to the project.

⁵ See Attachment D 'Scope of Work, Schedule and Budget' for description of these phases in Tasks 2 and 4, respectively.

PART VI: APPLICATION ATTACHMENTS

Please attach a project map and, if applicable, the additional services documentation with your application and also complete the Attachment E Excel File as instructed. Applications without the required attachments will be considered incomplete and will not be accepted or reviewed.

a) PROJECT MAP (Required)

Please include a Project Map showing an overview of the project area with ALL of the project signals, cross streets, freeways, schools, hospitals, shopping malls, other traffic generators, etc. Arterials that function as reliever routes should be clearly identified on the map.

b) TRAFFIC SIGNAL INFORMATION (Required)

Please fill out the Traffic Signal Information worksheet in the Excel file ‘Attachment E – PASS Proposal, Signal and Transit Information.’ All traffic volume data should have been collected within the last four years.

c) TRANSIT INFORMATION (Required)

Please fill out the Transit information worksheet in the Excel file ‘Attachment E – PASS Proposal, Signal and Transit Information.’ All transit information should be the most current available and not more than four years old.

d) PROPOSAL COST INFORMATION (Required)

Please fill out the Proposal Cost worksheet in the Excel file ‘Attachment E – PASS Proposal, Signal and Transit Information,’ completely and carefully. List each corridor as a separate row, defining corridors by the specific services requested in order to provide an accurate accounting of all services requested and cost estimate that includes all the intersections in the proposal.

Please make sure this information matches that in the other Attachment E worksheets. Refer to Attachment A to estimate your agency’s local match requirement for each corridor.

Please also provide, in Attachment E, an estimate of the Additional Services being requested by corridor and provide the basis (line-item costs and assumptions) for the cost-estimate below.

e) SUPPORTING DOCUMENTATION FOR ADDITIONAL SERVICES (if applicable)

If applicable, please attach any additional information you feel supports your request for the Additional Services requested in this application.

PART VII: TRAFFIC SIGNAL DATA

a) PROJECT SIGNAL DATA (Required, with the application submittal)

Please attach to the project application email one zipped electronic copy* of all the existing data available for the traffic signals which are a part of this project. This data includes, but not limited to, signal timing sheets, coordination plans, signal as-built drawings, maps, aerial photos, Synchro files, computer models, historical count data, latest four years of collision data, etc. Please contact the MTC PASS Program Manager at the PASS email address if you are unable to provide this data with your application for any reason.

**If necessary due to space constraints more than one zipped file may be sent as part of a separate email(s) but please limit the number of emails and clearly label all emails and attachments (e.g. Application Part 1 of 1, Part 2 of 2, etc.).*

PART VIII: SIGNATURES

The primary project sponsor must sign the application below. Other participating agencies must also sign the application below or submit a letter of support indicating their participation in the project (see note about Caltrans-operated intersections below).

By signing the application and/or providing letters of support, the signatory affirms that the statements contained in the application are true and complete to the best of their knowledge. If selected for a PASS award, the applicant also commits to working expeditiously with the PASS Program Manager to execute the funding agreement that will be used to reimburse MTC for the agency's share of project costs. MTC will execute a funding agreement with the Primary Project Sponsor only.

If the proposed project includes a Caltrans-operated intersection, please attach a copy of your correspondence with Caltrans indicating their complete support of the project and that the proposed work involving the intersection(s) was clearly described to Caltrans.

1. Primary Project Sponsor:

2. Participating Agency:

Signature	Date
Name:	
Title:	
Organization:	
Mailing Address:	
Telephone:	
Email:	

Signature	Date
Name:	
Title:	
Organization:	
Mailing Address:	
Telephone:	
Email:	

3. Participating Agency:

4. Participating Agency:

Signature	Date
Name:	
Title:	
Organization:	
Mailing Address:	
Telephone:	
Email:	

Signature	Date
Name:	
Title:	
Organization:	
Mailing Address:	
Telephone:	
Email:	

ATTACHMENT C

Waiver of Claims and Indemnification Agreement

Please note:

- If an agency has already executed this agreement with MTC, for a previous PASS project, it may not need to sign a new agreement. For questions regarding the existence or validity of your agency's agreement with MTC, please contact the MTC Program Manager.
- The primary project sponsor and each participating agency (excluding Caltrans) are required to submit two (2) signed originals of this agreement. After executing the agreement, one original will be retained by MTC and the other original will be returned to the respective agency.
- Please edit the agreement as per the following instructions by making changes as appropriate to your agency:
 - For the text in **Blue font** in the agreement, please replace the text as appropriate. (e.g., the City of San Leandro will edit the text **AGENCY NAME** to **City of San Leandro**.)
 - For the text in **Red font** in the agreement, please make a selection as appropriate and delete the other two choices. (e.g., the City of San Leandro will edit the text **“CITY”/“COUNTY”/“TOWN”** to **“CITY”**)

WAIVER OF CLAIMS AND INDEMNIFICATION AGREEMENT
Between METROPOLITAN TRANSPORTATION COMMISSION
And **AGENCY NAME**

THIS AGREEMENT is made and entered into as of the **insert date (MM-DD-YYYY)**, by and between the Metropolitan Transportation Commission, a regional transportation planning agency established pursuant to California Government Code § 66500 *et seq.*, (herein called “MTC”), and **agency name** (herein called “**CITY**”/”**COUNTY**”/”**TOWN**”).

WITNESSETH

WHEREAS, MTC has entered or will enter into technical services agreements with several consulting firms (herein called “the Consultants”), under which the firms will provide assistance to various Bay Area jurisdictions in the retiming of traffic signals (herein called “the Project”); and

WHEREAS, **CITY/COUNTY/TOWN** is participating in the Project by receiving assistance from one or more of the Consultants (herein called “the Consultant”); and

WHEREAS, the parties wish to define **CITY’s/COUNTY’s/TOWN’s** obligations to MTC respecting waiver of claims and indemnity;

NOW, THEREFORE, the parties hereto agree as follows:

1.0 WAIVER OF CLAIMS AGAINST MTC

CITY/COUNTY/TOWN waives all claims by **CITY/COUNTY/TOWN**, its directors, supervisors, officers, employees, or agents against MTC, its commissioners, officers, and/or employees for damages, loss, injury and/or liability, direct or indirect, resulting from **CITY’s/COUNTY’s/TOWN’s** participation in the Project and/or the services provided to **CITY/COUNTY/TOWN** by the Consultant under contract to MTC. **CITY’s/COUNTY’s/TOWN’s** waiver shall not apply to liability arising from and caused by the gross negligence or willful misconduct of MTC, its commissioners, officers, and/or employees.

2.0 INDEMNIFICATION AND DEFENSE

CITY/COUNTY/TOWN agrees to indemnify, hold harmless and defend MTC, its commissioners, officers, and employees from any and all third party claims, demands, lawsuits, liability, loss, damages, injury and/or liability, direct or indirect (including any and all costs and expenses in connection therewith), resulting from or in connection with provision of services to **CITY/COUNTY/TOWN** by the Consultant under contract with MTC, to the extent such claims, demands, etc. are not covered by the Consultant’s indemnification of MTC in the Consultant’s contract with MTC. **CITY’s/COUNTY’s/TOWN’s** indemnification obligation shall not apply to liability arising from and caused by the gross negligence or willful misconduct of MTC, its commissioners, officers, agents, and employees. **CITY/COUNTY/TOWN** is responsible for obtaining from MTC a copy of the applicable Consultant agreement(s).

3.0 TERM

The term of this Agreement shall continue indefinitely, applying to multiple Consultant contracts, unless terminated by written notice of either party or superseded by another Indemnification Agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto.

METROPOLITAN TRANSPORTATION
COMMISSION

AGENCY NAME

Therese W. McMillan, Executive Director

Authorized Signator Name, Title

Approved as to form:

Attorney Name, Title

ATTACHMENT C1

Consultant Indemnification and Insurance Requirements

CONSULTANT INDEMNIFICATION

CONSULTANT agrees to indemnify and hold harmless MTC, Caltrans, and Client Jurisdictions, and their commissioners, directors, officers, agents, and employees (collectively “MTC Indemnified Parties”) from and against any and all claims, demands, actions, causes of action, damages, liability, obligation, costs and expenses (including attorneys’ fees and costs) of any kind whatsoever, including (without limitation) those for personal injuries (including, but not limited to death, bodily injuries, emotional or mental distresses and losses of consortium), property damages or pecuniary, financial or economic losses of any kind whatsoever (collectively “Claims and Losses”) if the Claims and Losses arise out of, pertain to, or relate to CONSULTANT’s recklessness, willful misconduct, or negligent services performed under this Agreement. It is understood and agreed that Consultant has no obligation to indemnify and hold the MTC Indemnified Parties harmless to the extent that the Claims and Losses are caused by the negligence of the MTC Indemnified Parties.

CONSULTANT further agrees to immediately defend the MTC Indemnified Parties with respect to any Claims and Losses if such Claims and Losses are alleged to arise out of, pertain to, or relate to any allegations of CONSULTANT’s recklessness, willful misconduct, or negligent services performed under this Agreement. As part of this defense obligation, CONSULTANT agrees to either retain counsel to defend the MTC Indemnified Parties or pay charges of the MTC Indemnified Parties’ attorneys with regard to the Claims and Losses.

CONSULTANT’s reasonable defense costs (including attorney and expert fees), incurred in providing a defense for the MTC Indemnified Parties shall be reimbursed by MTC except to the extent such defense costs arise, under principles of comparative fault, from CONSULTANT’s (a) negligent acts or omissions; (b) recklessness; or (c) willful misconduct.

The provisions set forth in this Article are intended to be applied to the fullest extent allowed under the law and, if any portion of it is found to be void or unenforceable, the remainder is to be severable and enforceable. This indemnification shall survive termination or expiration of this Agreement.

CONSULTANT INSURANCE REQUIREMENTS

A. Minimum Coverages. The insurance requirements specified in this section shall cover CONSULTANT’s own liability and the liability arising out of work or services performed under this Agreement by any subconsultants, subcontractors, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations that CONSULTANT authorizes to work under this Agreement (hereinafter referred to as “Agents.”) CONSULTANT shall, at its own expense, obtain and maintain in effect at all times during the life of this Agreement the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement.

CONSULTANT is also required to assess the risks associated with work to be performed by Agents under subcontract and to include in every subcontract the requirement that the Agent maintain adequate insurance coverage with appropriate limits and endorsements to cover such risks. To the

extent that an Agent does not procure and maintain such insurance coverage, CONSULTANT shall be responsible for said coverage and assume any and all costs and expenses that may be incurred in securing said coverage or in fulfilling CONSULTANT's indemnity obligation as to itself or any of its Agents in the absence of coverage.

In the event CONSULTANT or its Agents procure excess or umbrella coverage to maintain certain requirements outlined below, these policies shall also satisfy all specified endorsements and stipulations, including provisions that CONSULTANT's insurance be primary without right of contribution from MTC. Prior to beginning work under this contract, CONSULTANT shall provide MTC with satisfactory evidence of compliance with the insurance requirements of this section.

1. Workers' Compensation Insurance with Statutory limits, and Employer's Liability Insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per accident, and any and all other coverage of CONSULTANT's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation in favor of MTC. Such Workers' Compensation & Employer's Liability may be waived, if and only for as long as CONSULTANT is a sole proprietor or a corporation with stock 100% owned by officers with no employees.

2. Commercial General Liability Insurance for Bodily Injury and Property Damage liability, covering the premises and operations, and products and completed operations of CONSULTANT and CONSULTANT's officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, a products/completed operations aggregate liability limit of not less than \$2,000,000 and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Such policy shall contain a Waiver of Subrogation in favor of MTC.

Products and completed operations insurance shall be maintained for three (3) years following termination of this Agreement.

MTC and those entities listed in Part 3 of this Attachment E (if any), and their commissioners, directors, officers, representatives, agents and employees are to be named as additional insureds for ongoing and completed operations. Such insurance shall be primary and non-contributory, and contain a Separation of Insureds Clause as respects any claims, losses or liability arising directly or indirectly from CONSULTANT's operations.

3. Business Automobile Insurance for all automobiles owned (if any), used or maintained by CONSULTANT and CONSULTANT's officers, agents and employees, including but not limited to owned (if any), leased (if any), non-owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per accident.

4. Umbrella Insurance in the amount of \$1,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance. Such umbrella coverage shall be following form to underlying coverage including all endorsements and additional insured requirements.

5. Errors and Omissions Professional Liability Insurance for errors and omissions and the resulting damages, including, but not limited to, economic loss to MTC and having minimum limits of \$1,000,000 per claim.

The policy shall provide coverage for all work performed by CONSULTANT and any work performed or conducted by any subcontractor/consultant working for or performing services on behalf of CONSULTANT. No contract or agreement between CONSULTANT and any

subcontractor/consultant shall relieve CONSULTANT of the responsibility for providing this Errors & Omissions or Professional Liability coverage for all work performed by CONSULTANT and any subcontractor/consultant working on behalf of CONSULTANT on the project.

6. Property Insurance. Property Insurance covering CONSULTANT'S own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of MTC (if any), and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" policy that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of MTC.

B. Acceptable Insurers. All policies will be issued by insurers acceptable to MTC, generally with a Best's Rating of A- or better with a Financial Size Category of VIII or better.

C. Self-Insurance. CONSULTANT's obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance, upon evidence of financial capacity satisfactory to MTC.

D. Deductibles and Retentions. CONSULTANT shall be responsible for payment of any deductible or retention on CONSULTANT's policies without right of contribution from MTC. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that MTC seeks coverage as an additional insured under any CONSULTANT insurance policy that contains a deductible or self-insured retention, CONSULTANT shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy, for any lawsuit arising from or connected with any alleged act of CONSULTANT, subconsultant, subcontractor, or any of their employees, officers or directors, even if CONSULTANT or subconsultant is not a named defendant in the lawsuit.

E. Claims Made Coverage. If any insurance specified above is written on a "Claims-Made" (rather than an "occurrence") basis, then in addition to the coverage requirements above, CONSULTANT shall:

- (1) Ensure that the Retroactive Date is shown on the policy, and such date must be before the date of this Agreement or the beginning of any work under this Agreement;
- (2) Maintain and provide evidence of similar insurance for at least three (3) years following project completion, including the requirement of adding all additional insureds; and
- (3) If insurance is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Agreement effective date, CONSULTANT shall purchase "extended reporting" coverage for a minimum of three (3) years after completion of the work.

F. Failure to Maintain Insurance. All insurance specified above shall remain in force until all work or services to be performed are satisfactorily completed, all of CONSULTANT's personnel, subconsultants, subcontractors, and equipment have been removed from MTC's property, and the work or services have been formally accepted. CONSULTANT must notify MTC if any of the above required coverages are non-renewed or cancelled. The failure to procure or maintain required insurance and/or an adequately funded self-insurance program will constitute a material breach of this Agreement.

G. Certificates of Insurance. Prior to commencement of any work hereunder, CONSULTANT shall deliver to MTC Certificates of Insurance verifying the aforementioned coverages. Such certificates

shall make reference to all provisions and endorsements referred to above and shall be signed on behalf of the insurer by an authorized representative thereof.

H. Disclaimer. The foregoing requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant hereto, including, but not limited to, liability assumed pursuant to Article 9 of this Agreement.

ATTACHMENT D

Scope of Work, Schedule and Budget

A. SCOPE OF WORK (SYNOPSIS)

The Scope of Work (SOW) described below is a synopsis of the services to be performed by the Consultant. Based on the services requested, the final and full Scope of Work will be approved by the MTC Program Manager and included as a part of the PASS Consultant contract and local agency funding agreement. A copy of the final Scope of Work is available to the local agency upon request. Each project will include the four tasks summarized below:

Task 1: Development of Scope, Schedule, and Budget (SSB)

- Consultant assigned by MTC or procured by the local agency will coordinate a kick-off meeting with all project stakeholders. At this meeting, stakeholder preferences to signal timing, status of signal equipment, anticipated construction activities, recommended protocols, and other project related information will be discussed in detail.
- Consultant will submit a draft SSB for stakeholder review. Consultant will address all comments received and submit a revised draft SSB. Any further changes to the SSB shall be approved by the MTC Program Manager and included in a final SSB.

Task 2: Analysis of Existing Conditions

The purpose of this task is to help the project stakeholders understand the current traffic conditions on the corridors, such as traffic patterns, traffic generators, volumes, peak hours, bottlenecks, collision history, hot spots, etc.

- Consultant will collect peak period turning movement counts at all project intersections, including pedestrian and bicycle counts, seven-day 24-hour machine counts (ADT counts), and the ‘before’ travel time data.
- Consultant will collect all available existing data from stakeholders, such as existing timing sheets, coordination plans, traffic signal as-builts, collision data, historical count data, Synchro models, etc. for developing the existing computer models and conducting a thorough traffic analysis.
- Consultant will summarize the results of the analyses in a draft Existing Conditions Report and meet with stakeholders to discuss the results and present the computer models, if requested.
- Consultant will submit a Response to Comments memo addressing all the comments received from stakeholders before submitting the final Existing Conditions Report for approval.

Task 3: Development of Recommendations for New Signal Timing Plans

- Consultant will analyze the signal grouping, phase sequence, cycle lengths/splits/offsets; collision data, etc. to develop the optimal time-of-day coordination plans.
- An interim deliverable may be submitted with these results to better understand the stakeholder signal timing preferences.
- Consultant will develop recommendations for optimal settings, coordination plans, hours of coordination, and transit signal priority parameters, if applicable.
- Consultant will submit these recommendations in the draft Recommendations Report, which will also include a comparison of existing and proposed timings, justifications for any recommended changes, and a quantitative/qualitative description of anticipated improvements, etc.
- Stakeholders will review to decide if these new signal timing plans are consistent with their objectives and approve the implementation of new timing plans for their respective signals.

- Consultant will submit a Response to Comments memo addressing any stakeholder comments before submitting the revised Recommendations Report for approval.

Task 4: Implementation and Evaluation

This is the final stage of the project requiring the coordination of all stakeholders to successfully complete the project.

- Consultant will submit the revised timing sheets in the format requested by respective stakeholders for implementation.
- Stakeholders and the Consultant will implement the new timing plans by choosing the most effective way to minimize disruptions to traffic.
- Consultants will do the fine-tuning of the timing plans in the field and address any concerns from stakeholders, including assisting them in resolving complaints from the public.
- Consultant will collect the ‘after’ travel-time data and compare it with the ‘before’ travel-time runs to evaluate various measures of effectiveness. These benefits generally include, but are not limited to, travel-time savings; fuel consumption savings; emission reductions resulting in healthcare cost savings; speed harmonization; and reduction in the number of stops. The qualitative benefits to pedestrians, bicyclists, transit, side street traffic, safety, etc. will also be conducted.
- Consultant will submit a draft Project Report to include project overview, goals and objectives, corridors and services, project map, summary of existing conditions, recommendations, comparison of the old and new timings, implementation and fine-tuning results, issues or public complaints resolved, etc.
- The Project Report will summarize any traffic issues resolved in the project, including any other recommendations for future projects to further enhance the traffic flow.
- Consultant will revise the report after addressing all stakeholder comments before submitting the final Project Report for approval.
- Consultant will assist MTC in completing the Fact Sheets for each project by providing any maps, tables, data or text requested by the MTC Program Manager.

Task 5: Additional Services

In addition to the basic signal coordination plans, the Consultant may also be asked to provide additional services related to the PASS projects. These services shall be requested by the project sponsor in their application and shall be included in the SSB, contingent upon approval by MTC Project Manager. Consultant shall include a detailed description of the scope of the additional service, a staffing plan, and level of effort, additional budget, and payment schedule in the SSB. If the scope of work and budget for these services cannot be reasonably negotiated,

MTC, at its sole discretion, can withdraw the project assignment from the Consultant and assign a different Consultant to the project. Additional services may be requested at any stage of the project, as needed, and shall be included in a revised SSB, if approved by the MTC Project Manager. These service may include but are not limited to:

- Consultant may be asked to develop additional timing plans, such as incident management flush plans, transit signal priority plans, traffic responsive timing plans, weekend timing plans, school peak timing plans, etc. Such services may include additional meetings, additional data collection, field visits, technical analyses, studies, fine-tuning, conditional diagrams, etc.
- Consultant, with the help of the transit agency, may be asked to review the existing capabilities or conditions of the transit signal priority of buses serving the project corridors. The PASS will also provide help in establishing communication between the signals and buses as this step is crucial to implementing new transit signal priority plans.

- Consultant may be asked to perform these additional services for any projects retimed in the last two years under the PASS. These tasks may also include updating coversheets, reformatting timing plans, evaluating the effects of new timing plans, etc.
- Consultant may be asked to prepare presentation materials and/or make formal presentations on the PASS project to various policy boards and commissions.

Task 6: Reduced Services

Consultant may be requested to not perform some of the services listed above for certain projects. If reduced services are requested by the project sponsor or the MTC Project Manager, Consultant shall clearly document all relevant details in the SSB. The fee for reduced services shall be a percentage of the base fee per intersection, or a negotiated amount, which is commensurate with the proportion of services reduced. If these cannot be reasonably negotiated, MTC, at its sole discretion, can withdraw the project assignment from the Consultant and assign a different Consultant to the project.

B. SCHEDULE

The PASS projects have a typical schedule of one year that matches the typical annual traffic data collection periods. The approved schedule for each project will be incorporated in the Final Scope, Schedule and Budget.

Task #	Deliverable	Costs (% of project budget)	Schedule for FY 2021/22 Cycle
1A	Draft Scope, Schedule and Budget	5%	August 2021
1B	Final Scope, Schedule and Budget (SSB)	5%	September 2021
2A	Draft Existing Conditions Report	30%	November 2021
2B	Final Existing Conditions Report	10%	December 2021
3A	Draft Recommendations Report	15%	January 2022
3B	Revised Recommendations Report	10%	February 2022
4	Preliminary Implementation and Fine-tuning	15%	March – May 2022
4A	Draft Project Report with Benefit-Cost Analysis	5%	May – June 2022
4B	Final Project Report with Benefit-Cost Analysis	5%	June 2022

C. BUDGET

MTC will pay consultants on a fixed-fee per deliverable basis, after the completion of the deliverables, based on the percentages listed in the Schedule. The project budget for any signal timing plans will be calculated in accordance with the table below:

Basic Services	Number of Scenarios	Cost per Intersection¹
Signal timing plans implemented remotely	3	\$2,800
	2	\$2,500
	1	\$2,200
Signal timing plans implemented in the field	3	\$3,000
	2	\$2,700
	1	\$2,400

¹ Per intersection fee includes payment for all services described in Tasks 1 through 4.

MTC recognizes that some projects may require additional analysis, data collection, or have other additional services. The budget and payment schedule for these additional services are based on the level of effort to complete these tasks and are negotiated by the MTC Program Manager. Any approved additional services will be included in the final SSB, with a detailed description of the service, project schedule, budget, and payment schedule.

ATTACHMENT B

OCTA's Comprehensive Transportation Funding Programs Guidelines 2025 Call for Projects

COMPREHENSIVE TRANSPORTATION FUNDING PROGRAMS GUIDELINES

2025 CALL FOR PROJECTS

Orange County Transportation Authority



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I. Overview

On November 6, 1990, Orange County voters approved Measure M, a 20-year half-cent local transportation sales tax. All major transportation improvement projects and programs included in the original Measure M have been completed or are currently underway.

Expected growth demands in Orange County over the next 30 years will require agencies to continue to invest in transportation infrastructure projects. A collaborative effort between County leaders and the Orange County Transportation Authority (OCTA) identified additional projects to fund through an extension of the Measure M program. Voters approved Measure M2 (M2) on November 7, 2006. Ordinance No. 3 (Ordinance) outlines all programs.

Background

A robust freeway network, high occupancy vehicle & toll lanes, a Master Plan of Arterial Highways (MPAH), extensive fixed route and demand response bus service, commuter rail, and bicycle/pedestrian facilities comprise Orange County's transportation system. Future planning efforts are considering high speed rail service as part of a statewide system. Separate agencies manage and maintain each transportation component with a common purpose: mobility.

OCTA is responsible for planning and coordination of county regional transportation components. Local agencies generally oversee construction and maintenance of roadway improvements using a combination of regional and local funding sources derived from grants and formula distributions.

The Comprehensive Transportation Funding Programs (CTFP) represents a collection of competitive grant programs offered to local agencies. OCTA administers a variety of additional funding sources including M2, state/federal gas taxes, and Transportation Development Act (TDA) revenues.

Guidelines Overview

This document provides guidelines and procedures necessary for Orange County agencies to apply for funding of transportation projects contained within the CTFP through a simplified and consistent process. Each program has a specific objective, funding source and set of selection criteria detailed in separate chapters contained within these guidelines.

Guidelines are updated on a periodic basis in coordination with local agencies working through the Technical Steering Committee (TSC) and Technical Advisory Committee (TAC). Modifications to the guidelines are discussed in detail with the local agency

representatives during the TSC and TAC meetings held to review and approve the updated guidelines.

Additionally, OCTA may add, modify, or delete non-M2 programs over time to reflect legislative action and funding availability.

II. Funding Sources

Renewed Measure M

M2 is a 30-year, multibillion-dollar program extension of the original Measure M (approved in 1990) with a new slate of planned projects and programs. These include improvements to the County freeway system, streets and roads network, expansion of the Metrolink system, more transit services for seniors and the disabled as well as funding for the cleanup of roadway storm water runoff.

OCTA shall select projects through a competitive process for the Regional Capacity Program (RCP) (Project O), the Regional Traffic Signal Synchronization Program (RTSSP) (Project P), the various transit programs (Projects S, T, V and W), and the Environmental Cleanup Program (ECP) (Project X). Each program has a specific focus and evaluation criteria as outlined in the guidelines.

OCTA shall distribute Local Fair Share (LFS) Program (Project Q) funds on a formula basis to eligible local agencies. The program receives 18 percent (18%) of Net Revenues. The formula is based upon three components:

- Fifty percent (50%) based upon population
- Twenty-five percent (25%) based upon centerline miles on the existing MPAH
- Twenty-five percent (25%) based upon local agency's share of countywide taxable sales

Projects that are wholly funded by M2 LFS revenues and/or local sources are not subject to a competitive process. However, program expenditures must maintain certain criteria as outlined in the Ordinance and M2 Eligibility Guidelines. Local agencies must conform to annual eligibility requirements in order to receive LFS funding and participate in the CTFP funding process. Key requirements include:

- Timely use of funds (expend within three years of receipt)
- Meet maintenance of effort requirements
- Use of funding consistent with Article XIX of the California Constitution (Article XIX) unless otherwise allowed by the M2 Ordinance
- Include project in seven-year Capital Improvement Plan (CIP)
- Consistency with MPAH, Pavement Management Program, and Traffic Signal Synchronization Master Plan

As indicated above, M2 LFS revenues are subject to timely use of funds provisions (must be expended within three years of receipt). If an agency is unable to meet this provision, an extension of up to 24 months can be granted. Requests for extension for the timely use of M2 Fair Share revenues will be made as part of the Semi-Annual Review (SAR)

process. In addition to a written request, the agency will also submit an expenditure plan of how the funds will be expended.

State/Federal Programs

OCTA participates in state and federal transportation funding programs based on competitive and formula distributions. OCTA typically earmarks this funding for major regional transportation projects. From time to time, OCTA may set aside funding, where permitted, for use by local agencies through a competitive selection process. If state and federal funds are provided, the funds would not flow through OCTA, except in very rare circumstances, but would be allocated directly by the state or federal agency to the local agency.

Call for Projects

OCTA issues calls for projects annually or on an as needed basis. Secure revenue sources, such as M2, will provide funding opportunities on an annual basis. OCTA will update program guidelines and selection criteria periodically. OCTA may offer limited opportunity funding, such as a state-wide bond issuance or federal grants, consistent with funding source requirements. OCTA may conduct concurrent calls for projects when necessary. General funding availability, application submittal processes and due dates will be updated for each call for projects. Information required to participate in the call for projects will be included and updated in Section V of these guidelines.

III. Definitions

1. The term “agency,” “agencies,” “local agency,” “local jurisdiction” or any form thereof shall be described in Precept 2.
2. The term “construction support” includes construction engineering which is design carried out during construction, construction management, project management, materials testing, design support, and/or other specific activities that are carried out during construction and are related to but are not directly construction activities.
3. The term “construction” or “construction activities” typically means the building of something or may mean reconstruction of something and also includes any activities that directly allow for the building of something such as equipment mobilization, clearing a site including waste removal and other similar activities that make construction within an area possible. There may be multiple contracts and/or agency workforce involved in construction but there is usually one primary contract.
4. “Competitive funds” refers to funding grants received through the Comprehensive Transportation Funding Programs (CTFP).
5. The term “complete project” as in the entire project, is inclusive of environmental documents, preliminary engineering, final design/engineering, right-of-way (ROW) acquisition, construction, and construction support for infrastructure projects and may also mean the timeframe outlined in the grant for transit operations, or the acquisition and acceptance of equipment or vehicles which is then used for the intended transportation need.
6. The term “cost overrun” in reference to projects awarded through the CTFP shall refer to any and all costs beyond the original estimate that are necessary to complete the approved project scope.
7. The term “encumbrance,” or any variation thereof shall mean the execution of a contract or other action (e.g., entering into a cooperative agreement to carry out work, city council award of a contract, or issuance of a purchase order and/or Notice to Proceed [NTP]) or other acceptable documentation for work to be funded by Net Revenues. For purposes of consideration of an administrative delay only, entering into procurement may be considered “encumbrance”.
8. The term “escalation” or “escalate” is the inflationary adjustment, as determined by the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average, added to the application funding request (current year basis) for ROW and construction phases (see Precept 12).
9. The term “environmental mitigation” is the process by which project proponents apply measures to avoid, minimize, or compensate for the adverse effects and

environmental impacts resulting from their projects. Environmental mitigation may include environmental clean-up/preservation measures made as part of that project's environmental clearance and are typically included in the overall project scope of work. Environmental mitigation may be carried out as part of or immediately following construction phase.

10. For the purpose of these guidelines, the terms "excess right-of-way" and "surplus right-of-way" shall interchangeably refer to ROW acquired for a specific transportation purpose that is not needed for that purpose. ROW designation shall be acknowledged by applicant to OCTA within sixty (60) calendar days of designation. Furthermore, surplus property plan must also be provided to OCTA at time of designation.
11. The term "Fast Track" shall refer to projects that apply for both planning and implementation phase funding in a single competitive application/call for projects.
12. The term "Fully Burdened Labor Rates" include Workforce Labor Rate (WFLR) plus overhead (see Chapter 9).
13. The term "funding grant," "grant," "project funding," "competitive funds," or "project programming" shall refer to the total amount of funds approved by the Board through the CTFP competitive process.
14. The term "Gap Closure" shall refer to the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.
15. The term "implementing agency" is the agency responsible for managing the scope, cost and schedule of the proposed project as defined in the grant application.
16. The term "lead agency" or "administering agency" shall refer to the agency responsible for the submission of the grant application.
17. The term "Master Funding Agreements" or any form thereof shall refer to cooperative funding agreements described in Precepts 3 and 4.
18. The term "match rate", "local match", "local matching funds", or any variation thereof, refers to the match funding that an agency is pledging through the competitive process and disposed of through procedures in Chapter 9. Unless otherwise specifically defined in program specific guidelines, this term refers to the cash contribution that is expected from the local agency in terms of dollars and cost share.
19. A "micro-purchase" is any purchase that does not exceed \$5,000. For the purposes of proof of payment, only an approved invoice is required.
20. The term "obligate", or any variation thereof shall refer to the process of encumbering funds.

21. "OCFundtracker" refers to the online grant application and payment system used by OCTA to administer the competitive programs awarded through the CTFP. Refer to <https://ocfundtracker.octa.net/>.
22. The term "final design," or "Plans, Specifications, and Estimates," or "PS&E," shall refer to 100 percent (100%) completion of project design plans.
23. "Primary Implementation (PI) Report" refers to the report required at the end of the PI phase for the Regional Traffic Signal Synchronization Program (RTSSP). It is a technical report that documents the work completed during the PI phase, which contains the Before and After Study. The PI Report is a separate report from the project final report required by the M2 Ordinance, Attachment B, Section III.A.9.
24. "Operations and Maintenance (O&M) Report" refers to the report required at the conclusion of the O&M phase for the RTSSP (Project P). It is a technical report that documents the work completed during the O&M phase. This is a separate report from the project final report required by the M2 Ordinance, Attachment B, Section III.A.9.
25. The term "project phase" or any form thereof shall refer to the three distinct project phases (engineering, right-of-way, and construction) for infrastructure projects that OCTA funds through the CTFP. Additionally, the "engineering phase" includes the preparation of environmental documents, preliminary engineering, final design or engineering and ROW engineering. The "ROW phase" includes ROW support, ROW acquisition, utility relocation and adjustment to private property as contained in the ROW agreements, private improvements taken, Temporary Construction Easements (TCE), severance damages, relocation costs that are the legal obligation of the agency, as well as loss of good will, fixtures and equipment including legal cost and may include ROW engineering work. The "construction phase" includes construction and construction support and may also include utility relocation if that is being carried out by the construction contractor. A fourth phase defined as "O&M" applies to select programs and is described more fully in the applicable program chapter. Programming for RCP (Project O) follows a sequential process related to Pre-construction elements as described more fully in Chapter 2. Pre-construction includes environmental evaluation, planning and engineering activities. The Implementation step includes ROW and construction activities.
26. The term "project phase completion" refers to the date that the local agency has paid the final contractor/consultant invoice (including retention) for work performed and any pending litigation has been adjudicated for the engineering phase or for the ROW phase, and all liens/claims have been settled for the construction phase. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9. For projects that include environmental mitigation there may be two project phase

completion dates. Either date may be used for the 180-day requirement for the submission of a final report.

27. The term “Public-Private Partnerships” is defined as direct financial contributions, sponsorships or ROW dedications for eligible program activities.
28. The term “reasonable” in reference to project phase costs shall refer to a cost that, in its nature and amount, does not exceed that which would normally be incurred under the circumstances prevailing at the time the decision was made to incur the cost. Factors that influence the reasonableness of costs: whether the cost is of a type generally recognized as ordinary and necessary for the completion of the work effort and market prices for comparable goods or services.
29. The term “savings” or “project savings” in reference to projects awarded through the CTFP are any grant funds remaining on a particular project phase after all eligible items within the approved project scope have been reimbursed.
30. The term “scope change” or “scope modification” is defined as a material change to the original project scope committed to by the local agency in the project application approved by the Board for M2 grant funding.
31. “Sustainability”, as it applies to capacity enhancing infrastructure projects, refers to project elements that support environmental benefits such as use of renewable or recycled resources.
32. The term “Workforce Labor Rates (WFLR)” include direct salaries plus direct fringe benefits.
33. The term “offset intersection” or “offset signal” refers to traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor (Project P Only).

IV. Acronyms

AADT – Average Annual Daily Traffic

ACE – Arterial Capacity Enhancements

ADA – Americans with Disabilities Act of 1990

ADT – Average Daily Trips

A/E – Architectural/Engineering

APIRI – Applications Programming Interface with Referenced Implementations

ATC – Advanced Transportation Controller

ATMS – Advanced Transportation Management System

BMP – Best Management Practices

B/RVH – Boardings Divided by the Revenue Vehicle Hours

C2C – Center-to-Center Communication

CASQA – California Stormwater Quality Association

CAPPM – Cost Accounting Policies and Procedures Manual

CCI – Construction Cost Index

CCTV – Closed Circuit Television

CDS – Continuous Deflection Separator

CFS – Climate Forecast System

CE – Categorical Exclusion

CEQA – California Environmental Quality Act

CIP – Capital Improvement Program

CPI – Catchment Prioritization Index

CS – Customer Satisfaction

CSPI – Corridor System Performance Index

CTC – California Transportation Commission

CTFP – Comprehensive Transportation Funding Programs

ECAC – Environmental Cleanup Allocation Committee

ECP – Environmental Cleanup Program

EIR – Environmental Impact Report

ENR – Engineering News Record
EVP – Emergency Vehicle Preempt
FAST – Freeway Arterial/Streets Transition
FTA – Federal Transit Administration
FY – Fiscal Year
GIS – Geographic Information System
GTFS – General Transit Feed Specification
GSRD – Gross Solid Removal Device
HAWK – High-Intensity Activated Crosswalk Signaling Systems
HCM – Highway Capacity Manual
ICE – Intersection Capacity Enhancements
ICU – Intersection Capacity Utilization
ID – Identification
IRWMP – Integrated Regional Water Management Plan
ITS – Intelligent Transportation System
LFS – Local Fair Share
LID – Low-Impact Development
LOS – Level of Service
M2 – Measure M2
MG/yr – Megagrams per Year
MPAH – Master Plan of Arterial Highways
MUTCD – Manual on Uniform Traffic Control Devices
ND – Negative Declaration
NDS – National Data & Surveying Services
NEPA – National Environmental Policy Act
NTP – Notice to Proceed
O&M – Operations and Maintenance
OCTA – Orange County Transportation Authority
OCTAM – Orange County Transportation Analysis Model

OTP – On-Time Performance
PA/ED – Project Approvals/Environmental Documentation
PCI – Pavement Condition Index
PI – Primary Implementation
PSR – Project Study Report
PS&E – Plans, Specifications and Estimates (100% Final Design)
PUC – Public Utilities Commission
RCP – Regional Capacity Program
RGSP – Regional Grade Separation Program
RTSSP – Regional Traffic Signal Synchronization Program
RTSSMP – Regional Traffic Signal Synchronization Master Plan
ROADS – Roadway Operations and Analysis Database System
ROW – Right-of-Way
RVH – Revenue Vehicle Hours
SAR – Semi-Annual Review
SBPAT – Structural BMP Prioritization Analysis Tool
SLPP – State-Local Partnership Program
TAC – Technical Advisory Committee
TCE – Temporary Construction Easement
TCIF – Trade Corridors Improvement Funds
TDA – Transportation Development Act
TMC – Traffic Management Center
TNC – Transportation Network Companies
TOC – Traffic Operations Center
TPC – Total Project Cost
TPI – Transportation Priority Index
TSC – Technical Steering Committee
TSP – Transit Signal Priority
UPS – Uninterruptible Power Supply

UTDF – Universal Traffic Data Format

v/c – Volume/Capacity

VMT – Vehicle Miles Traveled

WFLR – Workforce Labor Rates

WQLRI – Water Quality Load Reduction Index

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V. Precepts

The OCTA Board of Directors (Board) approved these guidelines on March 22, 2010. The guidelines subsequently have been amended and approved by the Board as needed. The purpose is to provide procedures that assist in the administration of the CTFP under M2 where other superseding documents lack specificity. OCTA, or an agent acting on the authority's behalf, shall enforce these guidelines.

1. All eligible Orange County cities and the County of Orange (County) may participate in the M2 competitive programs and federal funding programs included in the CTFP. Other agencies (e.g., California Department of Transportation [Caltrans] or local jurisdiction) may participate on a project; however, one local agency shall be designated as the implementing agency, shall be responsible for all funding requirements associated with the project, and shall be the recipient of funds through the program.
2. To participate in the CTFP, OCTA must declare that an agency is eligible to receive M2 Net Revenues which include LFS distributions. Failure to meet minimum eligibility requirements after programming of funds will result in deferral or cancellation of funding.
3. The lead agency must execute a Master Funding Agreement with OCTA. OCTA and lead agencies will periodically amend the agreement via letter to reflect funding changes through competitive calls for projects.
4. A separate cooperative funding agreement will be issued for Project V funded projects and any OCTA-led Project P (RTSSP) funded projects.
5. An agency must have a fully executed letter agreement prior to the obligation of funds. Local agencies may be granted pre-award authority for M2 funded projects. Local agencies, at their own risk, may use this pre-award authority to obligate funds for an M2 funded project prior to the programmed year. Expenditures actualized prior to the Board approved programmed year will not be eligible for reimbursement (see Chapter 9).
6. For transit programs (e.g., Projects S, V, and W), pre-award authority is granted upon Board approval of the funding grant. See Precept 5 above for pre-award authority provisions.
7. Local agencies shall scope projects, prepare estimates, and conduct design in cooperation with and in accordance with the standards and procedures required by the local agencies involved with the project (e.g., Caltrans, County, state/federal resource agencies).
8. If not using agency workforce, local agencies should select consultants based upon established contract management and applicable public contracting practices, with

qualification-based selection for architectural/engineering (A/E) services, and competitive bidding environments for construction contracts in accordance with the Public Contracts Code. Agencies must meet procurement and contracting requirements of non-M2 funding sources which may exceed those identified in the CTFP. See Chapter 9 if using local workforce.

9. Based upon funding availability, a "Call for Projects" shall be considered annually but may be issued less frequently.
10. In each call cycle, OCTA shall program projects for a three-year period, based upon an estimate of available funds.
11. OCTA will base funding grants on project cost estimates including up to 10 percent (10%) contingency for right-of-way and construction. During the programming process, OCTA adds an inflationary adjustment, as appropriate.
12. OCTA shall escalate project grants for years two and three for ROW and construction phases only. OCTA will base escalation rates on the Engineering News Record (ENR) CCI 20-city average.
13. Match rate commitments identified by implementing agencies in the project grant application shall remain constant throughout the funded project phase. This includes projects where the programming has been escalated for future years. OCTA and implementing agencies shall not reduce match rate commitments or split the match rate by phase. Actual project contributions by the local agency or OCTA are dependent on final project costs and may not be equal to the match rate if a local agency overmatch exists. Local agency contributions may exceed the committed local match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures cannot be considered when calculating the local match rate.
14. Where a project experiences savings, the local match percentage must be maintained.
15. OCTA shall program funds by fiscal year for each phase of a project.
16. A grant for a specific project shall be cancelled if the funds are not encumbered within the fiscal year the funds are programmed, unless OCTA has granted a delay.
17. Implementing agencies may request a one-time delay not exceeding a total of 24 months per project grant. Agencies shall justify this request, receive City Council/Board of Supervisor concurrence, and seek approval of OCTA staff, the TAC, and the Board as part of the SAR process. Delay requests must be received no less than ninety (90) calendar days prior to the encumbrance deadline and are not permitted for projects that seek "fast track" grants.

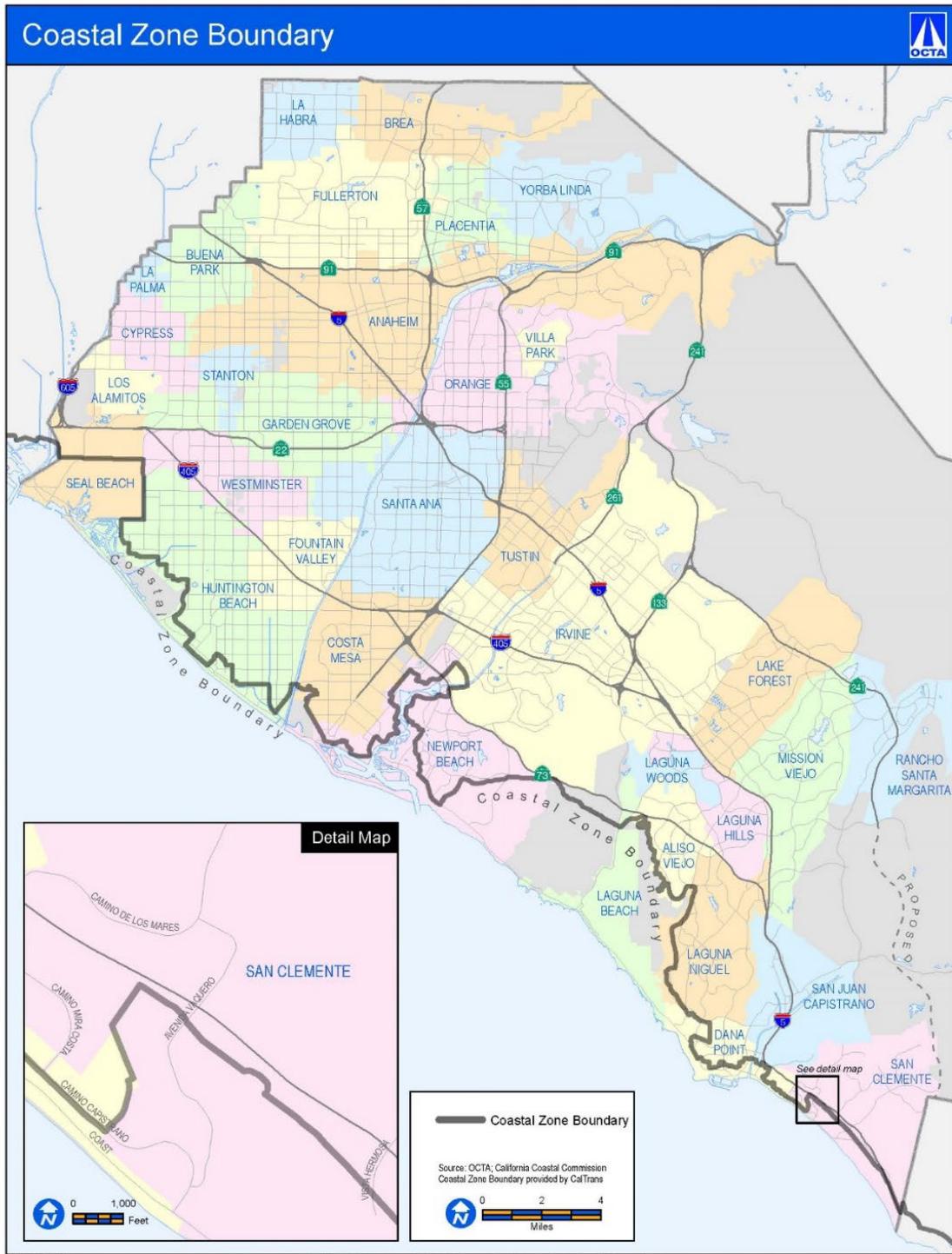
18. An administrative delay may be granted for expiring M2 funds for a project that is clearly engaged in the procurement process (advertised but not yet awarded).
19. Funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases (excluding Projects O and P), funds must be expensed within 36 months from encumbrance. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. See Precept 20 for Project O and Project P.
20. For Project O and Project P, funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases, local agencies have at least 36 months from encumbrance to complete a project phase and expend the funds. For project phases expected to be longer than 36 months, funds must be expensed within 6 months from the scheduled completion date for that project phase. This schedule information is provided within the application. As an example, if an agency indicates construction will be completed within 40 months from encumbrance, the agency would have 46 months to complete the phase or request an extension. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. For Project O construction phase funds, participating environmental mitigation activities (see Precept 28) may be reimbursed up to 48 months after adopted Notice of Completion (NOC), contingent upon verification of environmental mitigation requirements.
21. Preliminary Engineering allocations can be programmed in two different fiscal years depending on the project schedule and when certain engineering costs will need to occur during the project development and implementation phases. Local agencies can issue a separate NTP on a single contract to ensure compliance with the timely use of funds requirement. Local agencies may also issue separate contracts for the funds programmed in different fiscal years. Local agencies are required to obligate the funds within the same fiscal year of the programming or request a delay at least 90 days prior to the obligation deadline.
22. For all construction projects awarded CTFP funds in excess of \$500,000 and/or exceeding a 90-day construction period schedule, the local agency shall install and remove signage in accordance with OCTA specifications during the construction period. The implementing agency shall request OCTA furnished signage. OCTA signage specifications can be found on the Call for Projects website (<https://www.octa.net/programs-projects/programs/funding-programs/call-for-projects/ctfp/regional-capacity-program>). Agencies will be required to certify that these signage requirements have been met as part of the initial payment process (see Chapter 9).

23. OCTA shall reprogram funds derived from savings or project cancellation based upon final project status. An implementing agency may request to transfer 100 percent (100%) of savings of M2 funds between the phases within a project with approval from the TAC and Board. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report and submitted as part of a SAR. Agencies may only use savings as an aid for unanticipated cost overruns within the approved scope of work.
24. Where the actual conditions of a roadway differ from the MPAH classification (e.g., number of through lanes), OCTA shall use the actual conditions for the purposes of competitive scoring. An agency may appeal to the TAC to request that the MPAH classification be adjusted/reconsidered.
25. For the purpose of calculated Level of Service (LOS), the capacity used in the volume over capacity calculation shall be 100 percent (100%) capacity, or LOS level "E". Intersection Capacity Utilization (ICU) calculations shall use 1,700 vehicles per hour per lane with a .05 clearance interval.
26. OCTA shall consider matching fund credit(s) for an implementing agency's proposed projects current and applicable environmental clearance expenditures. OCTA will review and consider these expenditures on a case-by-case basis at the time of funding approval.
27. An approved CTFP project may be determined ineligible for funding at any time if it is found that M2 funding has replaced all or a portion of funds or commitments that were to be provided by other sources such as: development conditions of approval, development deposits, fee programs, redevelopment programs or other dedicated local funding sources (i.e., assessment districts, community facilities districts, bonds, certificates of participation, etc.). Appeals may be made in accordance with Precept 40.
28. OCTA may fund environmental mitigation, up to 25 percent (25%) of the total eligible project cost by phase, as required for the proposed project contained in the environmental document. Participating environmental mitigation expenditures are eligible for funding under certain programs, but not all.
29. Construction support may be reimbursed up to 20 percent (20%) of the total M2 grant, with costs subject to the match requirements. Construction activities carried out by local agency workforces are not considered construction support.
30. Contract change orders are only eligible for reimbursement of work within the original scope of work and not exceeding 10 percent (10%) of eligible construction costs or contingency provided in the application cost estimate, whichever amount is higher.

31. OCTA shall evaluate “whole” projects during the initial review process. Subsequent phase application reviews shall not include prior phases in the evaluation unless locally funded and pledged as a match and are subject to OCTA verification. The criteria for ranking project applications is included in these guidelines as part of each program component chapter.
32. Projects that receive competitive CTFP funds shall not use other M2 competitive funds as a local match source. Lead agencies may request project consolidation. The TAC and Board must approve consolidation requests. OCTA shall use the weighted average match rate of the consolidated project’s individual segments.
33. OCTA shall conduct a SAR of all active CTFP projects. All agencies shall participate in these sessions through a process established by OCTA. Currently, OCTA administers the SAR through OCFundtracker. OCTA’s intent is to: 1) verify project schedule, 2) confirm project’s continued viability, 3) discuss project changes to ensure successful and timely implementation, 4) request sufficient information from agencies to administer the CTFP, and 5) address any potential issues with external fund sources committed as match against the competitive funds.
34. For any project experiencing cost increases exceeding 10 percent (10%) of the originally contracted amount, a revised cost estimate must be submitted to OCTA as part of the SAR process. This is applicable even if the increase is within the overall grant amount.
35. Agencies shall submit payment requests to OCTA in a timely fashion. Agencies may request an initial payment for M2 (generally up to 75 percent (75%) of programmed amount or eligible expenditures, see Chapter 9) once the funds have been encumbered. The final 25 percent (25%) of the available programmed balance will be released upon the submission of an approved final report.
36. For situations where a grant amount exceeds \$2,000,000, the amount withheld pending the submittal of an approved final report shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant or the contract amount, whichever is less. Should the 75 percent/25 percent (75%/25%) payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached. At no time will the final payment retention be less than 10 percent (10%).
37. When a project phase is complete, an agency should notify OCTA in writing within thirty (30) calendar days of completion. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9.

38. An agency shall provide final accounting in an approved final report format (see Chapter 9) within 180 calendar days of project phase completion. The process for untimely final reports is described in Chapter 9. Failure to provide a final accounting shall result in repayment of applicable M2 funds received for the project phase in a manner consistent with the Master Funding Agreement. Projects funded with M2 funding require a project final report within 180 calendar days of project phase completion as part of eligibility compliance. Failure to meet eligibility requirements, including submittal of final reports within 180 calendar days of project phase completion may result in suspension of all net revenues including fair share funds.
39. The payment distribution ratio referenced in Precept 35 may be modified to a reimbursement process, at the discretion of the Board, in the event that financing, or bonding is required to meet OCTA's cash flow needs.
40. Agencies may appeal to the TAC on issues that the agency and OCTA staff cannot resolve. An agency may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff. The appellant local agency must submit a written statement which proposes an action for TAC consideration. The TSC shall recommend specific action for an appeal to the TAC. The Board shall have final approval on appeals.
41. Projects within the Coastal Zone Boundary, as a requirement of a Coast Development Permit, may be required to replace existing on-street parking on a one-for-one basis for spaces removed as a result of a roadway widening project. ROW costs to replace the existing on-street parking can be considered mitigation for coastal zone cities only (see exhibit IV-1). The mitigation activities can be covered up to 25 percent (25%) of the total eligible cost consistent with Precept 28. Jurisdictional boundaries are more fully described in the Public Resource Code, Division 20, California Coastal Act (2016) Sections 30168 & 30169. OCTA staff will work with the local agency staff during the project application process to determine eligibility of these costs and to identify any excess ROW that will require a disposal plan. OCTA and the local agency will also establish any savings that will revert back to the Measure M Program after project completion. The cost of ROW required to replace parking should be fair and reasonable in comparison to the total cost of the project.

Exhibit IV-1



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Chapter 1 - Eligibility

Overview

To apply for the CTFP, local agencies must fulfill an annual eligibility process. OCTA established this process to ensure that improvements are consistent with regional plans. The cities and county approved a process reflecting the eligibility criteria found in Measure M. Eligibility packages are due to OCTA by June 30 of each year.

In order to receive CTFP and M2 LFS funds, OCTA must deem agencies as eligible. OCTA shall annually distribute an eligibility information package to local agencies. Below is a brief list of requirements:

- Adoption of a Capital Improvement Program (CIP)
- Adoption of a General Plan Circulation Element which does not preclude implementation of the MPAH
- Adoption of a Pavement Management Plan (PMP)
- Adoption of a Local Traffic Signal Synchronization Plan (LSSP)
- Satisfied Maintenance of Effort requirements
- Approved agreement to expend funds within three years of receipt (based upon award date for competitive M2 projects and based on the date OCTA issues check to local agency for LFS and Senior Mobility Programs)
- Adopt an annual Expenditure Report
- Submit Project Final Report for all Net Revenue projects

The M2 Eligibility Guidelines outline the eligibility requirements in detail. OCTA updates the Eligibility Preparation Manual annually and encourages agencies to use it as a reference when preparing items to meet eligibility requirements (see <http://www.octa.net/pdf/M2EligibilityGuidelines.pdf>). Agencies will submit a CIP through an electronic database application (see <http://ocfundtracker.octa.net>). OCTA develops a manual and workshops to prepare local agency staff for the annual eligibility process.

MPAH Consistency Review and Amendment Process

Through a transfer agreement with the County of Orange, OCTA assumed responsibility for administering the MPAH starting in mid-1995. As the administrator, OCTA is responsible for maintaining the integrity of the MPAH through coordination with cities and the County and shall determine an agency's consistency with the MPAH. In order to provide a mechanism to communicate MPAH policies and procedures, OCTA prepared the Guidance for the Administration of the Orange County Master Plan of Arterial Highways (see http://www.octa.net/pdf/mpah_guidlines.pdf). The guidance document is to assist OCTA, the County, and the cities of Orange County to maintain the MPAH as a vital

component of transportation planning in the County. The guidance document outlines, in detail, the MPAH consistency review and amendment process. Agencies can find contact information for OCTA staff assigned to MPAH administration in the manual.

Additional Information Regarding MPAH

The agency's General Plan Circulation Element must be consistent with the MPAH. In order for an agency's circulation element to be consistent with the MPAH, it shall have a planned-carrying capacity equivalent to the MPAH for all MPAH links within the agency's jurisdiction. "Planned capacity" shall be measured by the number of through lanes on each arterial highway as shown on the local circulation element. Agencies are not considered "inconsistent" as a result of existing capacity limitations on arterials which are not yet constructed to the circulation element design.

The agency must also submit a resolution attesting that no unilateral reduction in lanes has been made on any MPAH arterials. For a sample resolution, see the [Measure M2 Eligibility Guidelines](#).

Chapter 2 – Project Programming

Program Consolidation

The M2 RCP improvement categories (see Chapter 7) will combine projects into one application review process. The programs of the CTFP will act as the project funding source. The consolidation of programs will help eliminate confusion among the various requirements and allow the greatest flexibility for programming projects. Other funding programs (Projects S, T, V, W, and X) have similar eligibility requirements, but OCTA will evaluate and approve these projects through a separate process.

Sequential Programming Process – RCP

Timely and efficient use of funding is a critical success factor for the CTFP. Historically, agencies were encouraged to develop long term projects spanning three or more years which often led to delays in implementing final project phases. This dynamic led to larger-than-anticipated funding program cash balances and an inability to fund smaller time sensitive projects in the interim.

In response to concerns raised by the Board and the Taxpayers Oversight Committee responsible for M2 oversight, OCTA will use annual calls that serve a near term programming window (3 years), as well as a sequential funding approach for M2 projects. OCTA expects this new approach to aid in a timelier use of funding and limit the potential for unanticipated project completion delays inherent with long lead time projects.

Sequential funding is a two-step process. Step One, also known as the planning phase, includes funding requests for planning/environmental, engineering and ROW engineering activities. Step Two, also known as the implementation phase, includes ROW engineering/acquisition and construction activities. ROW engineering can be requested in either the planning or implementation phases. Projects must complete the planning phase before an agency requests implementation phase funding during a call for projects. Exceptions to this rule include the following:

- An agency may request implementation funding prior to completion of the planning phase if the jurisdiction can demonstrate that the planning phase activities are underway, are substantially complete and the agency will complete the activities within six months of the start of the new phase programmed year.

OR

- An agency may request a Fast Track approach, seeking funds for planning and implementation phase at the same time. The agency must demonstrate that the policy variance is necessary due to the project schedule and waiting until the next annual call for projects to apply for implementation phase funding presents undue hardship or could jeopardize the overall project delivery and milestones. The

agency will waive the opportunity to request a project delay under this approach. The Fast Track approach is permitted only for projects that do not have ROW acquisition needs. If seeking engineering funds, the local agency must have received environmental clearance and demonstrate that all necessary easements and titles are in place for local agency use. Under no circumstances will the Fast Track option be considered for local agency convenience as this could delay implementation of other projects that are shelf ready.

Each call for projects will cover a three-year period that overlaps subsequent future cycles. Funding targets for each cycle are based upon prior funding commitments, anticipated revenues, reprogramming of unused grants (cancellations and savings), and a set aside for future funding cycles.

As part of each call for projects, OCTA will determine an appropriate balance between grants made for the planning and implementation phases.

Tiered Funding

Project funding for RCP (Project O) will follow a tiered funding process that differentiates between large and small projects. The tiered process is described in detail in Chapter 7.

Funding Projections – Call for Projects

Revenue estimates for M2 are updated annually. Programming decisions are based upon conservative economic assumptions provided by Southern California academic institutions. In the future, OCTA will add project cancellations and realized savings from completed projects to anticipated revenues for redistribution in the first year of each funding cycle.

Project Cost Escalation

OCTA will escalate approved ROW and construction projects in years two and three. The match rate percentage identified by implementing agencies in the project grant application shall remain constant throughout the project. This includes projects where the programming has been escalated for future years. OCTA will base escalation rates for future years on ENR CCI 20-City Average escalation rates.

Programming Adjustments

OCTA bases funding grants on cost estimates that agencies provide and that OCTA validates against industry norms during the evaluation process. Agencies must provide estimates in current year dollars.

Projects programmed in Year Two or Year Three of each funding cycle include an ENR CCI-based adjustment factor for the ROW and construction phases only. Lead agencies shall not receive grant increases. Cost overruns are the responsibility of local

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agencies and may count against agencies' match rate commitment for eligible activities. Local agencies may request scope adjustments to meet budget shortfalls when the agency can demonstrate substantial consistency and attainment of proposed transportation benefits compared to the original project scope.

When agencies are preparing applications, **all cost estimates must be in current year dollars with Month and Year cited.** OCTA will review each cost estimate thoroughly and will escalate ROW and construction costs based on the year OCTA programs the project grant. For example, if an agency's cost estimate lists construction costs for a project and OCTA programs the project for Year Three of the funding cycle, then OCTA will escalate the costs by the CCI-based adjustment factor, compounded annually, beginning in Year One of the funding cycle.

Project Readiness

In an effort to better utilize project funding and maintain project schedules, programming of funding for CTFP under the sequential approach has been revised. In general, to program grants for Step Two (ROW or construction phases), a project must either have:

1. Project-level approval for environmental clearance, California Environmental Quality Act (CEQA), for M2 programs, (National Environmental Policy Act (NEPA) and CEQA for federally funded programs), or
2. Exempt (categorically or statutorily) under CEQA and/or NEPA (as applicable).

OCTA will not consider any projects for funding for ROW and construction without final adopted project level environmental clearance documentation at the time of application.

Programming Policies

OCTA will not increase grants after the initial programming for each phase except through project savings transfers, where applicable. Project savings are defined as the grant value remaining after one project phase (such as engineering) has been completed. Transfers should be identified during the SAR phase. Formal request of savings transfers must be accompanied by updated information and justification for the intended phase. Scope reductions are not considered project savings. Adjustments in grant funding between PI and O&M can occur after programming approval for sixty (60) calendar days after contract award, in order to reflect actual contract award amounts. Overall projects savings at the conclusion of a project are returned to the original program for reprogramming in a subsequent call for projects. This section is intended to clarify rather than replace the transfer policy identified in Precept 23.

In order to receive ROW and construction grants, a project must have all environmental clearances in place. OCTA shall not release final payment for the planning stage (includes final design) until confirmation of environmental clearance is provided.

Agencies are responsible for costs that exceed the project grant, maintaining the project schedule, and maintaining the project scope.

An agency's grant will be cancelled if the agency does not encumber the funds within the programmed fiscal year. An agency may request a delay in accordance with the time extension policy described in the precepts.

An agency must have a fully executed Letter Agreement prior to the obligation of funds unless they have been approved for pre-award authority.

As stated above, an agency's grant is based on the project's cost as requested and programmed with established escalation rates. If project costs escalate beyond original estimates and the agency is unable to cover additional costs, a request to reduce the project scope or limits will be considered where feasible. For the RTSSP (Project P), changes to the project costs with respect to the phase allocations will be considered based upon the issuance of the CTO, provided that the readjusted phase allocations do not increase the overall grant. All requests for changes in scope and limits should be submitted to OCTA in advance of the change. This request will be evaluated on a case-by-case basis and must be approved by the Board prior to initiation of the change by the lead agency. The lead agency must submit a letter to OCTA no later than June 30th of the year in which funds are programmed stating the reasons for cost increases, a proposal for project scope or limit reduction, and an explanation of why approval of the request is warranted. The review process is similar to the appeals process mentioned above.

Schedule Change Requests

Grants approved as part of the CTFP process are subject to timely delivery requirements. Implementation schedules are determined by the lead agency (applicant). Contract work must be awarded prior to the end of the programmed fiscal year to encumber the funds. If work cannot be initiated within this time frame, a request to defer funding may be submitted to OCTA for consideration. Project status is reviewed every six months during the SAR process. Expired project funding is subject to withdrawal from project and reprogramming in a subsequent call for projects.

Funding delays must be submitted to OCTA in conjunction with the SAR process. These reviews are typically held in Fall and Spring. Emergency delays after the Spring SAR may be considered on a case-by-case basis, but no less than ninety (90) calendar days prior to the encumbrance deadline. The M2 Ordinance permits a delay for up to 24 months. Implementing agencies may request a delay of up to 24 months per project grant. Agencies shall justify this request, receive City Council/Board of Supervisor concurrence, and provide documentation justifying delay to OCTA staff, the TAC and Board as part of the SAR process. Projects that are expected to incur extensive delays beyond the parameters of the program should consider cancellation and reapplication at a future

date. Advancement requests may be considered during the review process and may be approved subject to funding availability.

Timely Use of Funds

For project phases (RCP and RTSSP projects see paragraph below), funds must be expensed within 36 months from encumbrance. Funds extensions up to 24 months may be granted through the SAR. Extension requests must be received prior to the expenditure deadline.

For RCP and RTSSP project phases, funds must be expensed based on the project phase schedule that is provided at the time of application plus 6 months (see Precept 20). Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline.

Project Advancements

Agencies wishing to advance a project by one fiscal year, or more may request project advancement. Advancement requests will be considered only if program funds are available. The grant will be de-escalated according to the original escalation rate.

Requests must be submitted as part of the SAR. All advancements will be reviewed by the TAC and approved by the Board. If approved, the agency and project will be required to meet the new fiscal year award or encumbrance deadline.

Should OCTA be unable to accommodate an advancement request due to cash flow constraints, the agency may still move forward with the project using local funding (see Precept 6). The lead agency must have a fully executed letter agreement prior to beginning work. The lead agency may subsequently seek reimbursement of CTFP funds in the fiscal year in which funds are programmed. Reimbursement shall follow the standard CTFP process (see Chapter 9). Prior approval is not necessary if the project is being advanced through local funds. However, if the local agency intends to receive match credit for local funds spent, prior approval is required.

Semi-Annual Review

OCTA staff will conduct a comprehensive review of CTFP projects on a semi-annual basis to determine the status of projects. Project updates will be provided by the local agencies and uploaded to OCFundtracker. Follow-up meetings to these updates will be held as needed. Semi-annual project reviews are usually scheduled to occur in March and September of each year.

Projects are reviewed to:

1. Update project cost estimates. For any project experiencing cost increases exceeding 10 percent (10%) of the originally contracted amount, a revised cost

estimate must be submitted to OCTA. This is applicable even if the increase is within the overall grant amount.

2. Review the project delivery schedule
3. Determine the project's continued viability
4. Verify project O&M expenditures (e.g. ECP (Project X))
5. Discuss any potential issues with external fund sources committed as match against the competitive funds

Prior to each review meeting, OCTA staff will distribute a list of active projects to each local agency. Each agency will be contacted as needed and asked to participate in the upcoming review where each agency's project schedules, cost estimates, and scope will be reviewed. Agencies will be given the opportunity to request program changes (e.g. delaying and advancing funds from one fiscal year to another) and each adjustment will be considered on a case-by-case basis. The agency should be prepared to explain any changes and provide all necessary supporting documentation. Generally, the local agency is responsible for the implementation of the projects as approved by OCTA, however consideration will be given for circumstances beyond the lead agency's control that affect scope, cost, or schedule.

Based on the semi-annual review meetings, OCTA staff will develop and present recommendations for project adjustments to the TAC. Requests for project changes (delays, advancements, scope modifications, etc.) will be considered on an individual basis. The following action plan has been developed for the semi-annual review process:

- Require local agencies to submit status reports, project worksheets, and supporting documentation to OCTA for all project adjustments.
- Require local agencies to abide by the **Time Extension Policy**:
- Agencies may request a delay of up to 24 months per grant. Local agencies will be required to justify this request and seek approval of OCTA staff, the TAC, and the Board as part of the semi-annual review process.
- Approved schedule changes will require an update of the local jurisdiction's seven-year CIP and the OCTA cooperative funding agreement.
- Evidence of Council approval (resolution, minute order, or notification) must be provided prior to Board approval of delays.
- An administrative extension may be granted for expiring M2 funds for a project phase that is clearly engaged in the procurement process (advertised but not yet awarded). The local agency must notify OCTA, submit a written request, for an administrative extension, and provide evidence of advertisement prior to the award deadline.
- Agencies that have requested Fast Track funding cannot request time extensions.

Environmental Cleanup Program Operations and Maintenance Reporting

For Tier 1 of the ECP (Project X), cash match is required. Ongoing Operations and Maintenance (O&M) of the project can no longer be pledged as a match.

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Chapter 3 – Safe Transit Stops (Project W)

Purpose

This is a fixed-scope program, which provides funding for passenger amenities at the 100 busiest bus stops in Orange County determined by average daily weekday passenger boardings (October 2017 – February 2018 data)¹. The goal of the program is to provide value, safety, and convenience which enhances the overall transit experience.

Project W funding will be made available to support the 100 busiest bus stops in the County². The Orange County Transportation Authority (OCTA) is functioning as the funding agency for the local bus stop amenity improvements implemented by cities under this program. Local agencies have the authority and responsibility for designing, constructing, and maintaining bus stop improvements. Local agencies will retain local control and responsibility for these improvements including, but not limited to, shelters, lighting, seating, and waste receptacles. For OCTA owned facilities and transit centers, OCTA has the authority and responsibility for designing, constructing, and maintaining bus stop improvements. OCTA will retain control and responsibilities for these improvements.

Eligible Applicants

Eligible applicants include local agencies in Orange County, which have at least one of the top 100 busiest bus stops as defined above. The list of the 100 busiest stops is reviewed, updated, and distributed with every funding cycle; as such eligible local agencies may change based upon evolution of the list of the 100 busiest bus stops.

Bus stops on private property would need to be submitted by the city on behalf of the property owner.

Application

Applications are required to include the following components. However, they should also keep the overall goal of the program in mind, which is to provide for an improved

¹ Excludes stops improved by the program within the last 5 years. The final list of prioritized improvements may also exclude stops determined by local agencies (and OCTA) that no improvements are required. These stops will be removed from the list at the time programming recommendations are approved by the OCTA Board of Directors.

² OCTA facilities and transit centers are eligible for Project W funds, so long as they are included on the list of the County's 100 busiest stops.

experience for transit riders, primarily focused upon value, safety, convenience, and reliability.

- Proposed maintenance plan;
- Photos of the proposed project site in the weekday AM peak and PM peak period;
- Project design or concept drawings;
- Shelter size and covered passenger waiting area footage;
- Needs assessment; and
- City Council resolution

Evaluation Criteria

If sufficient funds are not available during a funding cycle to fund all the projects that are submitted, projects will be prioritized for funding based on a combination of boarding ranking and the needs of each bus stop.

Available Funding

The 2019 Project W Allocation will provide \$3 million for Safe Transit Stops across the County.

Eligible Costs

Project W will pay for up to \$20,000 for "normal load stops" and up to \$35,000 for "high load stops. A high load stop is defined as a stop where eight (8) or more passengers are waiting to board for an average of five minutes or more. The following expenses are eligible for reimbursement under the program:

Eligible

- Passenger Waiting Amenities
 - Bus shelters or shade structures (required);
 - Seating/leaning fixtures (required);
 - Waste receptacles (required);
 - Ad displays; and
 - Bus stop lighting
- Other Amenities
 - Transit/pedestrian information display (at "high load stops");
 - Security cameras (monitored by local police department);
 - Bicycle lockers or racks;
 - Street trees that provide shade protection;
 - Installation of low-cost water efficient irrigation systems to support street shade tree investments;
 - Installation of bus stop signage;

- Minor improvements to sidewalks necessary to accommodate shelters; and,
- Installation of electric service at bus shelters for passenger amenities and future OCTA uses.
- Other
 - Design up to \$1K per stop with a 50 percent (dollar for dollar) local match.
 - Bus Shelter or Shade Structure solar panels to support eligible expense items.

Not Eligible

- Right-of-way acquisition;
- Planning;
- Maintenance;
- Electricity to support non-passenger related amenities or non-OCTA uses; and
- Construction support

Scope Reductions and Cost Savings

Any proposed scope modifications of an approved project must be submitted to OCTA to ensure consistency with the program requirements. If the proposed scope modification is approved by OCTA, any cost savings will be returned to the program for reallocation for the subsequent call.

Reimbursements

This program is administered on a reimbursement basis. Reimbursements will be disbursed upon review and approval of acceptable final report, complete expense report, performance report, before and after photos, and consistent with a Master Funding Agreement. Required forms can be downloaded from OCFundtracker.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by the OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board.

Precept Applicability

Note some precepts are not applicable to Project W, such cases will be reviewed by staff on a case-by-case basis and will be determined by staff, as appropriate, based upon the unique characteristics of the proposed project.

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Chapter 4 – Transit Extensions to Metrolink (Project S)

Overview

This M2 Program establishes a competitive process to enable local agencies to enhance regional transit capabilities through creation of new connections to the existing Metrolink system. Projects must meet specific criteria in order to compete for funding through this program. In addition, local agencies will be required to demonstrate the ability to fund the local share of O&M on an ongoing basis using non-OCTA resources. Public-private partnerships are encouraged but not required.

Fixed Guideways

Objectives

- Expand multi-modal transit options for regional travel by establishing new transit connections to existing Metrolink stations
- Provide new service on a defined route with primary ridership derived from Metrolink patronage

Project Participation Categories

Metrolink provides a vital transit option for travel throughout southern California. Orange County is home to 12 Metrolink stations currently serving residents and commuters for employment, education, and pleasure-based trips. These stations serve diverse destination and trip origination needs. Efficient and convenient access enables the system to thrive and the overall transportation network (all motorized and non-motorized modes) to operate effectively.

Transit needs may differ from one location to the next and projects pursued under this program have significant latitude in how the challenge of delivering enhanced transit service to/from existing Metrolink stations are addressed. The program categories listed below identify key project elements that can be pursued through the Project S funding source. Fixed guideway projects are capital intensive. Additional funding sources may be required to supplement M2 for maximum investment opportunities. Selection criteria will parallel Federal Transit Administration (FTA) programs such as New Starts or Small Starts wherever possible to aid in streamlining the competitive process. The program categories eligible for funding through the fixed guideway component of Project S are:

- Fixed guideway systems including rolling stock acquisition
- Station/stop improvements (includes signage, furniture, and shelters)
- Maintenance facilities and fueling stations

Match Funding Requirements

Local funding must meet a minimum 10 percent (10%) match rate requirement for the whole project comprised of any combination private contributions, advertising revenues, and local discretionary funds. Match funding commitments in excess of 10 percent (10%) for one project phase (capital or operations/maintenance) may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Minimum match rate commitments will be incorporated into a cooperative funding agreement and will apply on an annual basis to the entire service life of the project (typically 5, 7, or 25 years).

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program
- Initial call for projects is limited to fixed guideway projects based upon Go Local Step 3 activities (preliminary engineering)
- Agency must have a financial plan outlining a funding strategy for ongoing O&M (minimum of five years)
- Project applications must be for complete projects (environmental clearance through implementation, where applicable) for evaluation purposes
- Project application must meet minimum competitive score to be deemed eligible and “of merit” (as determined by the OCTA Board)
- Any proposal to duplicate or replace existing local or OCTA service must be clearly detailed
- Complete applications must be approved by the city council and partner agencies prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Procurements associated with the project must follow FTA procurement policies
- Agencies submitting for funding must agree to follow the FTA Small Starts/New Starts process

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. (See Table 4.1) Emphasis is placed on projects with firm financial commitments and overall project readiness as shown on the Project S selection criteria. In addition, projects will be evaluated based upon existing and future transit usage, ease of connection, cost effectiveness, and local/regional benefits. Although a minimum 10 percent (10%) match rate for capital investments is required, projects that leverage M2 funds with a higher percentage from other sources are encouraged and will be more competitive.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal as outline below.

- Complete information application
- Provide funding/operations plan
- Grants subject to a cooperative funding agreement

The funding plan shall include, at a minimum, the following information:

- Financials (funding needs, match rate availability, operations funding assurances, and public-private partnership arrangements)
- Project development and implementation schedule
- O&M facility management
- Service coordination plan (scheduling/ticketing for Metrolink and fixed route service)
- Any additional information deemed relevant by the applicant

The last call for projects under this program was held in 2010. No call for projects is envisioned in the immediate future. The Board will determine an appropriate time to authorize additional funding.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, ROW acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match commitment and sources clearly identified
- Realistic project schedule for each project phase
- Demonstrated financial commitments for minimum match commitment and ongoing operations (first five years of operation)
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where on-site commercial activity is expected to support implementation and/or operations costs
- ROW status and strategy for acquisition
- Project's status in current local plans

Technical Attributes

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following data will be included and fully discussed in the application.

- Planned employment densities per square mile (opening year)
- Planned population densities per square mile (opening year)
- Projected daily transit boardings with projection methodology fully presented
- Percent of projected ridership from commuter rail riders
- Description of all transit modes serviced by the Metrolink station at time of application and projected future mode increase
- Ease of connections to other travel modes (average walking distance)
- Incremental cost per hour of system user benefits (per FTA guidelines)

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the information described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project local match rate and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included by reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If the proposed project has completed initial planning activities (such as Project Study Report (PSR) or equivalent, Environmental Impact Report (EIR), or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

Operations Plan: In addition to the financial details indicated in 8.1, the operations plan submitted shall include the following technical data (consistent with FTA guidelines) a route map, draft time table, headways, stop location listing, summary of alternatives (including any special operations – interlining, feeder bus connections, etc.), summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

Approved Land Use Supporting Documentation: Any documentation which describes the transit supportive land use changes already in place to support the proposed guideway projects.

Reimbursements

This program is administered on a reimbursement basis. Reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with a cooperative funding agreement.

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to bring the current phase to a logical conclusion.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be

conducted by the OCTA Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board.

Bus and Station Vans

Objectives

- Expand multi-modal transit options for regional travel by establishing new transit connections to existing Metrolink stations
- Provide new service (shuttle bus and station van) on a defined route with ridership derived from Amtrak/Metrolink patronage

Project Participation Categories

Metrolink provides a vital transit option for travel throughout Southern California. Orange County is home to 11 Metrolink stations currently serving residents and commuters for employment, education, and recreational-based trips. These stations serve diverse destination and trip origination needs. Efficient and convenient access enables the system to thrive and the overall transportation network (all motorized and non-motorized modes) to operate effectively.

Transit needs may differ from one location to the next, and projects pursued under this program have significant latitude on how the challenge of delivering enhanced transit service to/from existing Metrolink stations are addressed. The program categories listed below identify key project elements that can be pursued through the Project S funding source. Selection criteria will parallel FTA programs wherever possible to aid in streamlining the competitive process. The program categories eligible for funding through Project S are:

- Bus leases/purchases for the purposes of providing expanded service to/from a Metrolink station
- Bus stop improvements (including signage, furniture, fare box equipment, and shelters) on the new route
- Maintenance facilities and fueling stations required for the new bus service
- Station vans leases for the purposes of providing expanded service to/from a Metrolink station
- Consistent with FTA guidelines, Americans with Disabilities Act (ADA) complementary paratransit service costs are considered capital costs for the purposes of this program

Operating Reserve Incentive

OCTA has established an operating reserve as part of this program that may be used to offset the costs of O&M. The operating reserve is subject to the following requirements:

1. OCTA will reserve a total of \$1 million per year in Project S revenue for O&M distributed on a pro-rata basis
2. The project must have been awarded Project S non-guideway funds through the Project S competitive process and meet a minimum standard of ten boardings per Revenue Vehicle Hour (RVH) on an ongoing basis for shuttle buses and a 60 percent (60%) minimum occupancy for station vans
3. Awarded agencies must submit audited O&M costs and ridership and fare performance data to OCTA by September 30 of each year for the prior fiscal year
4. OCTA will reimburse awarded agencies on a pro-rata basis but not to exceed \$6 per boarding, not to exceed 90 percent (90%) of net operating and maintenance costs (after deducting fares), and no more than \$150,000 per agency or project, whichever is less
5. Participation in the operating reserve is limited to the useful life of the capital purchased with Project S funds

All submitted materials are subject to audit prior to OCTA pro-rata reimbursements. Funds not used in a given year will become available for future calls for projects.

Capital Match Rate Funding Requirements

The Implementing agency must meet a minimum ten percent (10%) match requirement for the entire capital project comprised of any combination of private contributions, advertising revenues, and local discretionary funds. Match rate funding commitments in excess of ten percent (10%) for one project phase may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Match funding commitments will be incorporated into the cooperative funding agreement.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

Additional Project S Precepts

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program
- The proposed project must be included in the 2011 Transit System Study or have participated in prior Go Local planning efforts

- Agency must have a financial plan outlining a funding strategy for ongoing O&M (minimum of five years)
- If the service operator is OCTA, and the local agency would retain routing and service-level decisions, or local agencies may propose an alternate service provider
- Letter of commitment for an 80 percent (80%) start-up occupancy rate for each station van and documentation supporting the commitment (e.g. letters of interest, proof of van pool request and or survey data). Station van passengers must be Amtrak/Metrolink passengers
- Local agency will be required to enter into a cooperative funding agreement with OCTA
- Project applications must be for complete projects (environmental clearance through implementation, where applicable) for evaluation purposes
- All projects must include meeting ADA requirements, and these costs must be included in the project application
- Project application must meet minimum competitive score to be deemed eligible and “of merit” (as determined by the OCTA Board)
- Any proposal to duplicate or replace existing local or OCTA service must be clearly detailed
- Complete applications must be approved by the city council and partner agencies prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Procurements associated with the project must follow FTA procurement policies
- Agencies submitting for funding must agree to follow applicable FTA requirements
- Agencies will be required to submit annual National Transit Database reporting information to OCTA

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on projects with firm financial commitments and overall project readiness as shown on the Project S scoring criteria. In addition, projects will be evaluated based upon existing and future usage, ease of connection, cost effectiveness, and local/regional benefits. Although a minimum of ten percent (10%) match funding for capital investments is required, projects that leverage M2 funds with a higher match rate are encouraged and will be more competitive.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal as outlined below.

- Complete application

2025 Call for Projects

4-8

As of 8/12/2024

- Provide five-year funding/operations plan
- Grants subject to cooperative funding agreement

The funding plan shall include, at a minimum, the following information:

- Financials (funding needs, minimum match commitments, funding availability, operations funding assurances, and public-private partnership arrangements)
- Project development and implementation schedule
- O&M facility management
- Service coordination plan (scheduling/ticketing for Metrolink and fixed-route service)
- Any additional information deemed relevant by the applicant

A call for projects for the initial funding cycle was held in 2012. No call for projects is envisioned in the immediate future. The Board will determine an appropriate time to authorize additional funding.

The final approved application (including funding plan) will serve as the basis for any funding agreement required under the program.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content, and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, ROW acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match funding amounts and funding sources clearly identified
- Demonstrated financial commitments for minimum match commitments and ongoing operations
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where commercial activity is expected to support implementation and/or operations costs
- Project readiness status

- Subscriber commitment for proposed station van services
- ROW status and strategy for acquisition
- Project's status in current local plans
- Realistic project schedule for each project phase

Scoring Criteria

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The applications will be evaluated against the criteria identified in the Measure M2 voter pamphlet and fully discussed in the application:

- Match funding and level of commitment from private partners
- Operating subsidy per boarding for opening year
- Annualized cost per incremental passenger trip for opening year
- Project readiness including projected opening year and phase readiness
- Projected daily boardings with projection methodology fully presented
- Percent of projected ridership from commuter rail riders
- Projected average daily occupancy for station vans
- Ease of connections (average travel time to employment and recreation centers served)
- Planned employment densities per square mile for opening year
- Planned population densities per square mile for opening year

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the information described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project local match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included for reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If the proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning

phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

Operations Plan: In addition to the financial details, the operations plan submitted shall include the following technical data: a route map, draft timetable, headways, stop location listing, summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

Approved Land Use Supporting Documentation: Any documentation which describes the transit supportive land use changes already in place to support the proposed guideway projects.

Reimbursements

The capital program is administered on a reimbursement basis. Capital reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with the cooperative funding agreement. Local agency revenues provided to OCTA for ongoing operating assistance will be in accordance with terms identified in the cooperative funding agreement.

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to conclude the current phase. Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits may be conducted by the OCTA Internal Audit Department or an authorized agent.

Comprehensive Transportation Funding Programs



Financial Commitment/Partnership (20 points)		Transit Usage/Congestion Relief (16 points)	
Match funding (Complete Project; Capital)		Percent of Ridership from Commuter Rail Riders (Opening Year)	
>=30%	6	>=50%	8
29% to 20%	4	49% to 40%	6
19% to 11%	2	39% to 30%	4
10% (Program Minimum)	0	29% to 20%	2
Five-Year Operations Funding Plan Submitted and OCTA Concurrence with Assumptions*		<20%	
Yes	10	Projected Average Daily Ridership (Opening Year)	
No	0	>=10,000	8
Level of Commitment from Private Partners		9,999 to 8,500	6
Binding Agreement	4	7,999 to 6,500	4
Commitment Letter	2	6,499 to 5,000	2
		<5,000	0
Project Readiness (8 points)		Ease of Connections (14 points)	
Opening Year		Number of Transit Modes Provided at Metrolink Station (Opening Year)	
By 2015	4	>9	8
By 2016	3	9 to 8	6
By 2017	2	7 to 6	4
By 2018	1	<6	2
Land Acquired for Total Project		Average Walking Distance to Proposed Connections (From Metrolink Station; Feet; Opening Year)	
Yes	4	<250	6
No	0	251 to 500	4
Regional/Local Benefits (16 points)		501 to 750	2
Regional: Planned Employment (Jobs/Square Mile; Opening Year)**		>500	1
>15,500	8	Cost Effectiveness (16 points)	
15,500 to 13,001	6	Incremental Cost per Hour of System User Benefit****	
13,000 to 8,500	4	\$15 to \$17.99	16
<8,500	2	\$18 to \$20.99	12
Regional: Daily Vehicle Miles Traveled Reduction (Opening Year)***		\$21 to \$23.99	8
>2,000	4	>\$24	4
2,000 to 1,501	3	Approved Land Use (5 points)	
1,500 to 1,000	2	Included in City Council-Approved Plan	
<1,000	1	Yes	5
Local: Planned Population (Persons/Square Mile; Opening Year)**		No	0
>11,000	4	Safety (5 points)	
10,999 to 7,000	3	At-Grade Rail Crossings	
6,999 to 3,500	2	No	5
<3,500	1	Yes	0

* May assume first three-years Congestion Mitigation Air Quality funded and no Project S funds for operations
 ** Average w/in 1/4 mile of each station
 *** Total w/in 2 miles of proposed route (one mile buffer)
 **** Incremental cost per hour of system user benefit from FTA "Summit" Program (in opening and horizon years)

Comprehensive Transportation Funding Programs



Table 4-2
Point Breakdown for Transit Extension to Metrolink (Project S)
(For Bus and Station Van Program Only)

M2 Eligible	Yes	No		
In Go Local Planning and/or 2011 Transit Study	Yes	No		
Five-year Operations and Maintenance Plan	Yes	No		
Total Project Cost (information only)			\$	(capital)
Financial Commitment/Partnership (18 points)		Transit Usage - Shuttle Bus (20 points)		
Match funding (capital)		Projected average daily boardings (first year)		
≥50%	10 points	≥300	10 points	
40% - 49%	8 points	201 - 299	8 points	
30% - 39%	6 points	101 - 200	6 points	
20% - 29%	4 points	31 - 100	4 points	
11% - 19%	2 points	≤30	2 points	
Level of commitment from private partners		Percent of projected ridership from commuter rail		
Binding agreement	8 points	≥70%	10 points	
Commitment letter	4 points	50% - 69%	6 points	
		30% - 49%	3 points	
Cost Effectiveness (20 points)		Transit Usage - Station Van (20 Points)		
Operating subsidy per boarding opening year		Projected average daily occupancy (first year)		
≤\$4.50	10 points	≥100%	10 points	
\$4.51 - \$8.50	8 points	90% - 99%	8 points	
\$8.51 - \$14.99	6 points	80% - 89%	6 points	
\$14.50 - \$18.00	4 points			
Annualized cost per incremental passenger opening year		Percent of projected ridership from commuter rail		
≤\$7.00	10 points	100%	10 points	
\$7.01 - \$11.20	8 points	<100%	0 points	
\$11.21 - \$14.20	6 points			
\$14.21 - \$17.99	4 points			
≥\$18.00	2 points			
Project Readiness (20 points)		Community Connections (10 points)		
Estimated opening year		Average travel time to station from employment/activity center		
By 2012	10 points	1 - 10 minutes	5 points	
By 2013	8 points	11 - 15 minutes	4 points	
By 2014	4 points	16 - 20 minutes	3 points	
By 2015	2 point	21 - 30 minutes	2 points	
Phase readiness		Connectivity/activity centers served by project		
Planning and environmental complete	10 points	Senior center(s)	1 point	
ROW acquired or not applicable	5 points	Schools	1 point	
Maintenance facilities available	1 points	Retail centers (over 000k feet)	1 point	
		Special event venues	1 point	
		Major employment centers	1 point	
		Connections to existing service	1 point	
Local/Regional Benefit (12 points)		5 points maximum		
Planned employment densities per square mile (within 1/4 mile of route) opening year		Planned population densities per square mile (within 1/4 mile of route) for opening year		
>15,000	6 points	>10,000	6 points	
10,001 - 15,000	4 points	7,001 - 10,000	4 points	
5,001 - 10,000	2 points	4,001 - 7,000	2 points	
1,001 - 5,000	1 points	501 - 4,000	1 points	

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Chapter 5 – Metrolink Gateways (Project T)

Overview

This M2 program establishes a competitive process for local agencies to convert Metrolink stations into regional gateways for enhanced operations related to high-speed rail service. Projects must meet specific criteria in order to compete for funding through this program. In addition, local agencies will be required to demonstrate the ability to fully fund operations on an ongoing basis using non-OCTA resources. Public-private partnerships are encouraged but not required.

Objectives

- Convert Metrolink stations(s) to regional gateways that connect Orange County with planned future high-speed rail systems.
- Deliver improvements that are necessary to connect planned future high-speed rail systems to stations(s) on the Orange County Metrolink route.

Project Participation Categories

Multi-modal transit facilities provide expanded transportation options for regional and long-distance travel. These “hubs” provide a vital link in the mobility chain. Availability of viable stations is a critical consideration for high speed rail service implementation. Each host community has unique needs and expectations related to high-speed rail systems. Conditions will differ from one location to the next and projects pursued under this program have significant latitude in how they address the challenge of delivering supporting facilities for high speed rail services. Converting a station may include modifying and/or relocating the station. The program categories listed below identify key project elements that can be pursued through the Project T funding source. Public-private partnerships and local funding sources may be used to leverage these elements.

- Station and passenger facilities necessary to support planned high-speed rail system³
- Parking structures related to expanded high-speed rail service
- Track improvements (e.g., track, switching, signal equipment)
- Traffic control enhancements for ingress/egress from public roadways
- Aesthetics limited to 10 percent (10%) of the Project T funds (specifically limited to: landscaping, non-standard lighting, and on-site signage)

³ Program should not build retail or other leasable space. Mixed Use and TOD elements will be the responsibility of others.

- On-site public art expenses limited to one percent (1%) of Measure M funds in order to improve the appearance and safety of the facility
- Off-site improvements cannot exceed 5 percent (5%) of Measure M funding request⁴
- Bond financing costs
- Construction Support (not to exceed twenty percent (20%) of grant award)

Commercial facilities that are not transit related are not eligible for Measure M funds.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Station must be included as part of a planned future high-speed rail system.
- Station must be identified in constrained or unconstrained chapters of the 2008 Regional Transportation Plan for the initial M2 funding cycle
- Agency must demonstrate sufficient funding for first five years of operation with financial plan outlining funding strategy for ongoing O&M (cannot include OCTA funding sources)
- Project applications must be for complete projects (environmental clearance through construction)
- Project application must meet minimum competitive score to be deemed eligible and "of merit" (as determined by OCTA Board of Directors)
- Capital improvements must adhere to public bidding requirements
- Complete applications must be approved by the applicant City Council prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Applicant must be eligible to receive Measure M funding (established on an annual basis) to participate in this program

⁴ "Off-site" improvements adjacent to the project site such as monumentation, traffic control, etc.

Funding Estimates

The program will make an estimated \$186 million (nominal dollars) available during the initial 21-year period of the program (FY2011 through FY 2031). For the initial call for projects, bonds were issued in FY 2011 and FY 2012, making the maximum net programming amount of \$82.3 million available after deducting for bond costs. Funding for the remaining nine-year period of M2 will not be programmed until a future call for projects is warranted. This approach provides a hedge against economic uncertainty and preserves funding for future system expansion.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on projects with firm funding commitments and overall project readiness as shown on Table 5-1. In addition, projects will be evaluated based upon existing and future transit usage, intermodal connectivity, and community land use attributes. Although a local match commitment is not required, projects that leverage M2 funds with at least 10 percent (10%) from other sources are encouraged and will be more competitive.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal as outline below.

Complete information application

- Provide funding/operations plan
- Grants subject to a cooperative funding agreement

A call for projects for the initial funding cycle was issued in January 2009. The need for a future call will be determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

The funding plan shall include, at a minimum, the following information:

- Financials (Funding needs, match rate funding availability, operations funding assurances, public-private partnership arrangements, bond financing projections)
- Project development and implementation schedule
- High speed rail ridership projections
- Any additional information deemed relevant by the applicant

Applications will be reviewed by the Authority for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program requirements,

the projects will be scored, ranked and submitted to the T2020 Committee and Board of Directors for consideration and funding approval.

The final approved application (including Financial Plan) will serve as the basis for any funding agreement required under the program.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning design, ROW acquisition, and related bond financing costs. Reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with the executed cooperative agreement.

Status Reports

Projects selected for funding will be subject to submittal of an annual financial plan update in order to receive project reimbursement payments during the following fiscal year. The updated financial plan will be due as a supplement to the annual Measure M eligibility process (typically due on June 30th).

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited (except where necessitated to bring the current phase to a logical conclusion). ROW acquired for projects which are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the Board.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board of Directors.

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in the executed funding agreement.

Application Guidelines

Funding grants provided through M2 are determined through a competitive application process. Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project must include all phases through construction of facilities and implementation of service. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, ROW acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match funding amounts and sources clearly identified
- Realistic project schedule for each project phase
- Demonstrated financial commitments for match funding and ongoing operations (through first five years of operation)
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where on-site commercial activity or advertising revenue is expected to support implementation and/or operations costs
- ROW status and strategy for acquisition
- Revenue sharing proposals (where applicable)

Technical Attributes

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following site-specific data will be included and fully discussed in the application:

- Current employment estimates within five-mile radius of project site (cite reference)
- Freeway lane miles within five-mile radius of site (provided by OCTA upon request)
- Planned job density within 1,500' radius of project boundary based upon current General Plan
- Planned housing density within 1,500' radius of project boundary based upon current General Plan

- Daily transit boardings within five-mile radius of project boundary (include rail and fixed route bus/shuttle)
- Daily transit boardings growth within five-mile radius of project boundary with projection methodology fully presented for opening day operations
- Description of all transit modes serviced by the site at time of application
- Discussion of new transit modes (including high speed rail) served by the site as a result of proposed project (opening day)
- Service coordination plan (how will proposed project facilitate transfer between transit services?)

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, cost sharing (match funding), and/or land dedication documents. Confidential agreements may be included by reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

TABLE 5-1

**Point Breakdown for Metrolink Gateways (Project T)
Maximum Points = 100**

Financial Commitment (30 points)		Transit Usage (20 points)	
Total Project Cost (information only)		Existing transit boardings (within 5 miles)	
\$ (capital)	(No Points)	>75,000 a day	4 points
		50,000 to 75,000 a day	3 points
		25,000 to 49,000 a day	2 points
		<25,000 a day	1 point
Percent of M2 for capital		Transit boardings growth (within 5 miles)	
50% or less	16 points	>20,000 daily increase	8 points
51% to 65%	12 points	15,000 to 20,000 daily increase	6 points
66% to 80%	8 points	10,000 to 14,900 daily increase	4 points
81% to 90%	4 points	<10,000 daily increase	2 points
Level of commitment from private partners		Consistent ridership projections	
Investment agreement (binding)	8 points	100% to 110% of OCTAM*	
Commitment letters	2 points	111% to 120% of OCTAM	
		121% to 140% of OCTAM	
		<i>*Projections below OCTAM get 8 points</i>	
OCTA concurrence with financial assumptions/analysis		Readiness (20 points)	
Yes	6 points	High-speed rail system status	
No	0 points	In constrained 2008 RTP	
		10 points	
		Added in unconstrained RTP	
		2 points	
		Land acquired for total project	
		Yes	
		5 points	
		No	
		0 points	
		Project design status	
		Design complete	
		5 points	
		Environmental complete	
		3 points	
		PSR equivalent complete	
		1 point	
Regional Markets / Land Use (12 points)		Intermodal Connections (18 points)	
Adjacent freeway lane miles (within five miles)		Number of current transit modes provided	
>500 lane miles		>6	
3 points		5 points	
400 to 500 lane miles		4 to 6	
2 points		3 points	
<400 lane miles		<4	
1 point		1 point	
Current employment (within 5 miles)		Future increase in the number of transit modes	
>350,000		>5 added	
3 points		10 points	
200,000 to 350,000		3 to 5 added	
2 points		6 points	
<200,000		<3 added	
1 point		2 points	
Planned job density within 1,500 feet		OCTA concurrence with intermodal analysis	
>2.0 avg. floor area ratio		Yes	
3 points		3 points	
1.5 to 2.0 avg. floor area ratio		No	
2 points		0 points	
<1.5 avg. floor area ratio			
1 point			
Planned housing density within 1,500 feet			
>35 dwelling units/acre			
20 to 35 dwelling units/acre			
<20 dwelling units/acre			

* OCTAM - Orange County Transportation Analysis Model

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Chapter 6 – Community-Based Transit/Circulators (Project V)

Overview

The M2 Community-Based Transit/Circulators Program, referred to as Project V, establishes a competitive process to enable local jurisdictions to develop community-based, local transit services that complement regional transit services and meet needs in areas not adequately serviced by regional transit. Project V services cannot duplicate or compete with existing OC Bus services or other existing services. Exceptions to this policy may be considered on a case-by-case basis.

Regional Transit: Regional Transit services are provided by OCTA, specifically through OC Bus routes 1 through 99 (and excluding those route sections that perform less than 10 boardings per RVH). Additional information on OCTA routes and schedules can be accessed from the OCTA website at www.octa.net.

Projects must meet specific criteria in order to compete for funding through this program. In addition, local jurisdictions will be required to demonstrate the ability to provide funding match for capital and ongoing local share of operations and maintenance (O&M) using non-OCTA resources. Public-private partnerships are encouraged but not required. However, such efforts need to be applied for by a CTFP eligible local agency. Local jurisdictions are also encouraged to partner and coordinate with each other.

General Program Objectives

- To provide community transit service that is safe, clean, and convenient.
- To encourage new, well-coordinated, flexible transportation systems customized to each community's needs.
- To develop financially sustainable local transit services that complement regional bus and rail service.
- To meet transportation needs in areas not served by regional transit with reliable and viable transit services.

Eligible Service Categories

The services currently eligible for this program generally fall into two service categories defined as Traditional Project V transit services and On-Demand mobility services. These categories allow for special operating characteristics to be considered in the evaluation and administration of distinctive transit delivery models. The eligible service types under each category are as follows:

Traditional Project V transit services include the following service types:

- fixed route
- deviated fixed route
- circulators and rubber-tire trolleys
- point-to-point shuttle services (event parking shuttles)

On-Demand (mobility) services¹ include the following service types:

- ride-hailing or transportation network companies (TNC)
- microtransit

Note: Emerging technology has enabled users (frequently through smart phones and app-based programs) to inform their mobility choices resulting in greater access and efficiency. To be considered for Project V funding, all On-Demand services must only be provided in a shared ride platform.

All Project V services must meet the Americans with Disabilities Act (ADA) requirements, which extend to ride-hailing or scheduling.

2024 Call for Projects Objectives (in order)

1. To continue funding existing projects² that are expiring.
2. To support expansion of existing projects² services.
3. To support new Traditional Project V services.
4. To allow for on-demand services that provide shared ride options.

Other Priorities to Promote Fiscal Responsibility:

- To consolidate continuing existing services into one grant as the project is extended.
- To engage in competitive procurements for service providers of all service types and re-procurements of service providers for all continuing existing services.

¹ On-Demand services involve similar service designs and characteristics including, but not limited to:

- Based on contracted mobility providers responding to user-initiated requests for transportation (ride-hailing).
- User trips occur within a designated service area or boundary.
- May include designated user pickup/drop-off locations within a suitable distance from desired destinations.
- Users have an expectation of ridesharing where all trips may include diversions and deviations to serve other user-requested trips in an efficient and effective manner.

² Existing Projects are defined as previously funded ongoing Project V services, which may expire and at minimum, meet the cost per boarding requirement.

2024 Call for Projects

The 2024 Call for Projects (call) will provide community-based transit/circulators across Orange County, which meet program objectives (emphasis will be focused on 2024 call objectives). For this call, OCTA shall program projects up to a seven-year period, from fiscal year (FY) 2024/25 – FY 2030/31. Specifics on the funding policies that apply to this call are identified in subsequent paragraphs. Each section should be read thoroughly before applying for funding. Applications should be prepared for the service type(s) that best fit the proposed projects.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency utilizing the project application form, available electronically from OCTA. Agencies are required to submit electronic and hardcopy applications for the 2024 call by **5:00 PM PST on Thursday, January 25, 2024**. Late submittals will not be reviewed or considered. The local agency responsible for the project application must submit the application and any supporting documentation via OCFundtracker as outlined below.

A separate application package must be completed for each service category (Traditional Project V transit service or On-Demand service) and uploaded to OCFundtracker (<https://ocfundtracker.octa.net>). **One electronic copy via file upload to OCFundtracker and one (1) unbound printed hardcopy** of each application and any supporting documentation including KMZ files, must be submitted to OCTA by the application deadline. Hardcopy application packages shall be mailed or delivered in person to:

By mail:

Adrian Salazar
Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Tel: (714) 560-5363

In person:

Orange County Transportation Authority
600 South Main Street
Orange, CA 92863-1584

Application Process

Project V allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal. An application for any proposed service must include a detailed funding/operations plan.

The project application shall include, at a minimum, the following information (see Scoring Criteria section for further information):

- Project need, goals and objectives.
- Project development and implementation schedule.
- Funding plan (funding needs, match funding commitment and source, operations funding assurances, passenger fare rate schedule, public-private partnership arrangements, and ADA considerations, if applicable).
- Proposed and/or ongoing service and operations plan.
- O&M facility management and vehicle storage or parking.
- KMZ file(s) of proposed service area and route boundaries, sufficient to support OCTA geocoding efforts.
- Ridership projections.
- Service Coordination Plan demonstrating support of proposed Project V service(s) with existing services such as OCTA transit services, existing Project V services, Metrolink, I-Shuttle, Anaheim Transportation Network and/or Senior Mobility Program (Project U).
- Request to merge existing and or new grants, include a multi-year corresponding financial plan by FY that shows the total combined revenues, expenditures and revenue vehicle service hours by year.
- Confirmation of competitive procurement or re-procurement plan. Services that are provided with agency employees are exempt from this requirement.
- Any additional information deemed relevant by the applicant and/or OCTA.

Complete project applications must be submitted by the established due date to be eligible for consideration.

Applications will be reviewed by OCTA for alignment and consistency with program requirements and goals. For applications completed in accordance with the program requirements, the projects will be scored, ranked, and, if score dictates, submitted to the Transit Committee and the Board for consideration and potential funding approval. The process is expected to be concluded by Spring 2024.

The final approved application (including funding plan) will serve as the basis for any cooperative agreements required under the program. The approved projects will be subject to the CTFP Guidelines for project delivery requirements.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable adequate evaluation of the application. Each agency is provided broad latitude in

formatting, content, and approach. Please ensure all required information listed under the preceding Application Process section is included. Key elements must be clearly and concisely presented to enable timely and accurate assessment of project applications.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (Initial/Startup Marketing Cost to Establish Service, Capital — including equipment and vehicle acquisition, construction, if applicable, O&M, ongoing marketing, and project oversight).
- Preliminary cost estimates for O&M should be coordinated with OCTA and be based upon realistic estimates provided by applicable potential vendors.
- Funding request phase of project implementation with match funding amounts, match rate (%), and funding sources clearly identified.
- Consideration of ADA costs, if applicable.
- Demonstrated financial commitments for match funding and ongoing operations.
- User fare subsidy paid by the agency and intended for reimbursement through Project V, if applicable.
- Discussion of contingency planning for revenue shortfalls.
- Revenue projections and methodology where commercial activity is expected to support implementation and/or operations costs.
- Project readiness status.
- Realistic project schedule for each project phase.

Scoring Criteria

Specific scoring criteria will be used to evaluate the competitive program project applications. Emphasis will be placed on projects with firm financial commitments, overall project readiness, and consistency with the 2024 call objectives. In addition, projects will be evaluated based upon ridership projections, areas served, cost effectiveness, and local/regional benefits.

The formal application must include feasibility and efficacy components in order to demonstrate transportation benefits and to also ensure that selected project(s) meet the spirit and intent of M2.

Merit will be demonstrated through technical attributes and industry standard methodologies. The following data will be included and fully discussed in the application:

- Matching rate and funds.
- Level of commitment from non-applicant partners.
- Estimated capital, initial marketing, and continuing O&M costs.

- Projected daily boardings with projection methodology fully presented.
- Estimated operating cost per boarding and per RVH.
- Project readiness defined by a clear, accurate and reasonable operations plan, also includes initial operating period and service implementation startup plan for seasonal services or special event readiness.
- Community connections; connections to fixed route bus and rail.
- Projected annual visitors served by seasonal route(s).
- Community outreach supporting the proposed service.
- Agency experience deploying comparable services.

Each application can receive a maximum of 100 points. See Table 6-2 for scoring categories and percentage distribution.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the information described above, local agencies will be required to submit the following materials:

Council Resolution: A council resolution or minute action authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan. A resolution or minute action must be approved by the local agency's governing body. The resolution or minute action shall serve as the local agency's formal request for Project V funds and must state that matching funds will be provided by the agency. All funding requests must be listed in the resolution or minute action.

At minimum, a draft resolution must be submitted with the application by the January 25th deadline. **A final adopted resolution (or minute action) must be submitted to OCTA by Thursday, February 15, 2024, to be considered for funding recommendation.** A sample resolution is included in Exhibit 6-2. Local agencies, at a minimum, must include items a-m in Exhibit 6-2.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents, including appropriate vehicle specifications and safety features. Confidential agreements may be included for reference when accompanied by affidavit from city treasurer or finance director.

Project Documentation: If the proposed project has completed initial planning activities, evidence of plan approval should be included with the application. Satisfactory evidence includes sponsor agency council or board action approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion of planning

phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

Operations Plan: In addition to the financial details indicated in this chapter, the operations plan submitted shall include the following technical data: a route map and geocoded service area, stop or pick up location listing, draft timetable that includes begin/end dates, frequency and cycle time, days of the week, start and end times; summary of vehicle types and specifications, fleet size, and vehicle maintenance plan, if applicable; projected annual revenue vehicle hours; ride-hailing or ride request process; ADA accommodations or comparable alternative; any other applicable supporting documentation.

Pre-Award Activities

Pre-award activities are allowable under Precept 6. A grantee may, at its own risk and without an executed OCTA Cooperative Agreement, obligate funds. Expenditures that are paid prior to an executed OCTA Cooperative Agreement, but after July 1 of the programmed FY must be identified in the grant application and must be submitted to OCTA for administrative approval prior to the implementation of the project.

OCTA staff is available to respond to applicant questions and provide guidance regarding Project V applications prior to the submittal deadline, upon request. In order to ensure the best use of M2 funds and assist eligible jurisdictions, applicants may engage in a pre-application process with OCTA staff in project planning, cost estimate development, and determination of likely projected competitiveness. Specific meeting times will be established once the call is initiated.

Application Review and Program Adoption

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Applications determined to be complete and in accordance with program requirements and objectives will be scored, ranked, and submitted to the OCTA Transit Committee and OCTA Board for final consideration and funding approval.

The call schedule is detailed below:

Board authorization to issue call: November 13, 2023

Application submittal deadline: Thursday, January 25, 2024 at 5:00 PM PST

Final adopted resolution (or minute action) deadline: Thursday, February 15, 2024

Transit Committee/Board approval: Spring 2024

Funding Information

Agencies may be awarded, no more than \$592,000 annually for Traditional Project V services or service expansion, based on proposed RVH³ and no more than \$296,000 for On-Demand services in Year 1 of the call cycle. See Table 6-1 below for the maximum annual allocation for the 2024 call programming period. Funding will be available starting in FY 2024-25 and shall not extend beyond seven years. The minimum local match is ten percent (10%) for Traditional Project V services and capital/equipment and fifty (50%) for On-Demand services. Agencies will receive points for committing to a higher match rate. Agencies can consolidate existing continuing grants in the 2024 call to simplify project administration and can exceed the maximum annual allocations listed for continuing services, when merging multiple grants.

Table 6-1 Maximum Annual Project V Funding Allocation

Grant Year	Fiscal Year	Traditional Services	On-Demand Services
Year 1	FY 25	\$592,000	\$296,000
Year 2	FY 26	\$610,000	\$305,000
Year 3	FY 27	\$628,000	\$314,000
Year 4	FY 28	\$647,000	\$323,500
Year 5	FY 29	\$665,000	\$332,500
Year 6	FY 30	\$685,000	\$342,500
Year 7	FY 31	\$705,000	\$352,500

Note: FY 25 funds will be available July 1, 2024. Expenses incurred before this date will not be eligible for reimbursement.

Project Participation Categories

Transit needs may differ from one location to the next, and projects pursued under this program have significant latitude on how the challenge of providing community-based transit will be delivered. However, emphasis upon program 2024 call objectives is highly encouraged. The program categories listed below identify key project elements that can be pursued through Project V. The program categories eligible for funding through Project V are:

Capital – Eligible Expenditures

- Bus and vehicle leases/purchases for the purposes of providing Traditional Project V transit or microtransit services. If the purchase of vehicles is more cost

³ OCTA uses reported costs per RVH from FY 22-23 to determine annual maximum. Agency to populate proposed operations plan in application.

efficient than a lease, justification and supporting documentation must be provided. Vehicle purchase requests will be evaluated by OCTA for approval on the basis of cost effectiveness.

- Equipment for the deployment, implementation and use of Project V-funded services, including but not limited to:
 - Bike racks
 - Dispatch/routing software
 - Communications/passenger information equipment
 - Fare collection equipment
 - Reasonable passenger amenities, generally consistent with Chapter 3 (Project W eligible items)
 - ADA equipment for vehicles
- Major revenue service vehicle maintenance and repairs (e.g., replacement of transmission, engine, etc.).
- Maintenance facilities and fueling stations required for new and/or substantially revised or modified transit service and directly related to Project V service.
- Reasonable stop improvements and amenities (generally including signage, furniture and shelters and consistent with Chapter 3 Project W eligible items) for Project V-funded service stops only.
- Service vehicle wraps (including replacement).

If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items will be used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset[s]), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.

Initial/Start-up Marketing Costs to Establish Service – Eligible Expenditures

- Print copy, digital artwork and identity creation associated with publication, marketing, and initial deployment of service.
- Initial/start-up marketing costs to establish and publicize new and/or expanded services will be capped at \$80,000 (total).

Initial/Start-up Marketing costs will not be considered in the calculation of the O&M cost per boarding subsidy limitations outlined below. However, costs submitted for reimbursement would still require a minimum local match of ten percent (10%). OCTA will provide M2 (OC Go) logo decals for all Traditional Project V transit and microtransit service vehicles, as needed.

Operations and Maintenance (O&M) – Eligible Expenditures (Costs to Perform Service)

- Fixed route and deviated fixed route local circulator and trolley services.
- Special event shuttle services for events that will create significant congestion.
- Approved On-Demand services (contingent on proposed service plan, anticipated service performance, consistency with 2024 call objectives, and demonstration that ADA requirements can be met). Additional information on On-Demand services provided in subsequent paragraphs.
- Transportation services with prescribed periods (i.e., daily, weekend, seasonal, and/or special event) and spans (timeframes) of operations.
- Transportation services provided must be operated non-OCTA service providers.
- Expansion of existing services will only be considered if the existing service has clearly met minimum performance standards and will expire within the current call period.
- Ongoing vehicle maintenance (does not include capital replacement. e.g., engines, transmissions, etc.).
- Temporary off-site parking for special events subject to agreement with the property owner and approved by OCTA.
- Parking leases and vehicle storage fees for service operating fleet. Proportional reimbursement for vehicle storage at agency facility or property, with OCTA approval.
- Regular and ongoing marketing efforts, including expenditures related to seasonal or special event service schedules, marketing materials such as flyers, brochures and community outreach efforts.

O&M costs are subject to OCTA cost per boarding subsidy limitations discussed in subsequent sections. Reimbursement for regular and ongoing marketing efforts will be capped at \$25,000 annually and are included as part of the O&M cost.

Agencies using a contracted service provider are required to competitively procure.

Additional Information (On-Demand Services):

- Microtransit services may provide passenger pickup and drop-off at exclusively designated locations; or include door-to-door service within the proposed service area boundary.
- Ride-hailing services primarily consist of operators who are independent contractors providing door-to-door service within the service area boundary.
 - May have implications on contracts, cost, insurance, liability, performance, operations, etc.
- Some mobility providers for shared ride-hailing services may have age restrictions for youth travel.

- Considerations for microtransit service scalability and flexible deployment are required to right-size fleet to the desired service area and travel demand volumes/patterns.
- Agencies proposing shared ride-hailing services are encouraged to consider demand management options.
- Agencies using a contracted service provider are required to competitively procure.

Ineligible Categories

Project V funds may not be used for the following:

- Planning for new service (NOT AVAILABLE FOR 2024 CALL)
- Micromobility services (e.g., shared bicycle, scooters)
- Right-of-way (ROW) acquisition
- Services that duplicate or compete with existing transit services
 - In order to justify transit service is not being supplanted, local agencies must document and explain how their proposal will not compete with the existing transit services. Final determination of duplication of or competing with existing transit service will be determined by OCTA staff on a case-by-case basis.
- Fare subsidies (free shuttles are not considered subsidized fare for this program)
- Indirect costs

Project Requirements

All projects funded through Project V must comply with the CTFP Guidelines, unless specifically noted in the agreement with the local agency, and must comply with applicable state and federal laws, including ADA requirements for transit services.

Capital – Project Requirements

Project V funding is available to offset the costs of purchasing or leasing vehicles, equipment and other appropriate and reasonable capital amenities as described in Chapter 3, under eligible costs. Progress on capital projects must be reported to OCTA through the CTFP semi-annual review process. Agencies must inspect vehicle(s) to ensure they meet specifications prior to final acceptance and withhold retention until warranty issues and/or final acceptance is met and approved by the local agency.

If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items will be used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant

term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset[s]), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.

O&M – Project Requirements

OCTA has established an operating reserve as part of this program that may be used to support the costs of O&M for Traditional Project V transit and On-Demand services. The operating reserve is subject to the following requirements:

- The OCTA subsidy allows awarded agencies to be reimbursed on a pro-rata basis, but not to exceed \$10.81 per boarding/user or 90 percent (90%) of net operating and maintenance costs⁴ for Traditional services and fifty percent (50%) of net operating costs for On-Demand services (after deducting fares and non-OCTA subsidies), whichever is less⁵.
- Project V service shall meet the minimum performance standard, which is a maximum cost per boarding of twice the per boarding subsidy. Should the service's cost per boarding exceed twice the per boarding subsidy as reported quarterly, OCTA will provide written notice to the local agency and request a City Council/ Board of Supervisor's response with direction to continue, restructure, or cancel the service. Only one written notification per fiscal year will be sent to allow sufficient time for the agency to make its decision. Performance standards for On-Demand shared ride-hailing or TNC services will be determined specifically for each service and may be based on cost per user, cost per mile, cost per hour, or other applicable performance measure.
- As part of the Project V service, local agencies must develop methods to measure ridership satisfaction and customer satisfaction (CS) based on customer surveys and on-time performance (OTP) based upon local service objectives. OCTA will work with agencies to establish appropriate OTP and CS performance metrics.
- Awarded agencies must submit monthly O&M costs and ridership and fare performance data to OCTA on a quarterly basis. This information will be used to provide a report to the OCTA Transit Committee and Board, which is anticipated to be provided on a semi-annual basis.
- Consistent with Federal law, ADA complementary paratransit or ADA comparable service is required for certain types of Project V funded services.

⁴ Net Operating Costs include regular and ongoing marketing expenses for reimbursement purposes.

⁵ Note: Reimbursement for Planning for New Service, Capital, and Initial Marketing Costs to Establish Service are not subject to OCTA cost per boarding subsidy limitations and may be reimbursed at up to 90% of total eligible phase costs, depending upon the local agencies' match commitment.

- For Project V-funded fixed-route services within the existing OC Access paratransit service areas, OC Access paratransit services will be provided independently with Project V-funds through OCTA Board policy.
- For Project V-funded non-fixed route services (i.e., on-demand, ride-hailing) or fixed route services that do not meet the criteria listed above, the local agency will be required to provide ADA comparable services and include cost for service or a funding plan as part of the project application.
- Agencies receiving Project V funds may be required to adopt a paratransit plan prior to starting operations.
- Agencies receiving Project V funds for scheduled fixed route services are required to provide scheduling information in the required format for General Transit Feed Specification (GTFS).
- In order to allow for market competition, new, ongoing, or continuing services must re-bid for a service contractor or service provider as soon as the current term expires or by June 30, 2026, whichever is earlier, unless the agency can provide documentation that they have gone through a competitive procurement process in FY 2022-23 or later. Project V services should be rebid through competitive procurement every three to seven years to ensure the agency is receiving the best rates. This requirement would not apply to services that are being provided by local agency staff.

Agency Match Requirements

Agencies are required to provide a minimum ten percent (10%) non-OCTA local match (net any fares collected) for Traditional Project V transit services O&M and capital. A minimum match of fifty percent (50%) is required for new or continuing On-Demand services funded through the 2024 call. The match may be comprised of any combination of private contributions, advertising revenues, and local discretionary funds. The match must be a local agency contribution and may not be made up of in-kind services. Capital match funding commitments in excess of ten percent (10%) are eligible for additional points. Traditional Project V transit services O&M match funding commitments in excess of twenty percent (20%) and On-Demand services O&M match funding commitments in excess of sixty percent (60%) are eligible for additional points in the application. The OCTA contribution for O&M will not exceed \$10.81 per boarding/user. Therefore, the actual match provided by the local agency may be greater than ten percent (10%) or fifty percent (50%) depending upon service type and ridership. Agency match commitments will be incorporated into cooperative agreements.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent and effective manner. There is no guarantee that funding will be approved during a particular call. If no acceptable project is identified during a funding cycle, a subsequent call may be scheduled at an appropriate time.

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program.
- Support recommendations from OC Transit Vision, local transit planning efforts and goals of the Sustainable Communities Strategy, and 2024 call objectives.
- Supplement existing transit services (and commitments) and emphasize service to areas not served by transit.
- Proposed services may not duplicate or compete with existing transit services.
- Demonstrate availability of local share of O&M funding for the application's specific time horizon.
- Demonstration of cost reasonableness.
- Agency must have a financial plan outlining a funding strategy for ongoing O&M (maximum of seven years).
- Local agency will be required to enter into a cooperative funding agreement with OCTA.
- The project description must include information on how service is meeting ADA complementary or comparable service requirements noted under O&M in the Project Requirements section above, and these costs must be included in the project application.
- Complete applications must be approved by the City Council/Board of Supervisors and partner jurisdictions, if applicable, as part of the submittal to OCTA to demonstrate adequate community and elected official support, consistent with the resolution submittal deadline, for eligibility consideration.
- Local agencies will be required to submit National Transit Database data to OCTA, or local agency's operator must submit directly to the National Transit Database, if applicable.
- Proposed vehicle types must have appropriate specifications and safety equipment for service type and anticipated passenger loads.
- Must demonstrate that project meets competitive procurement requirement previously noted under the O&M – Project Requirements section.

Reimbursements

The initial marketing costs to establish service, capital, and O&M phases will be administered on a reimbursement basis. Initial marketing costs to establish service,

capital, and O&M reimbursements will be disbursed upon review and approval of a complete invoice and accompanying expense reports uploaded to OCFundtracker, performance report, and consistent with cooperative funding agreement requirements and specifications.

OCTA’s operating subsidy for O&M will be no more than Ten Dollars and Eighty-One cents (\$10.81) per boarding/user or Ninety Percent (90%) of net O&M costs, whichever is lower for Traditional Project V transit services and Fifty Percent (50%) of net costs for On-Demand services (after deducting fares and non-OCTA subsidies), whichever is less. Local agency matching commitment to OCTA for ongoing operating assistance will be in accordance with terms identified in the cooperative funding agreement.

Calculation of Payment

OCTA’s operating subsidy will be no more than Ten Dollars and Eighty-One cents (\$10.81) per boarding/user OR Ninety Percent (90%) of net O&M costs for Traditional Project V transit services, whichever is lower. An example of a payment calculation to differentiate between the two scenarios is provided as follows:

SAMPLE PAYMENT CALCULATION	
ASSUMPTIONS: 10% MATCH and 1,500 BOARDINGS	
Operating Cost	\$23,000
Fare Revenue (deduct)	-\$ 3,000
Net Operating Cost	\$20,000
Agency Match (10%)	\$ 2,000
Agency Reimbursement (90% of net O&M)	\$18,000
or	
Operating Cost	\$23,000
Fare Revenue (deduct)	-\$ 3,000
Net Operating Cost	\$20,000
\$10.81 x Boardings (\$10.81 x 1,500)	\$16,215
Agency Match	\$ 3,785
Agency Reimbursement (\$10.81 per boarding/user)	\$16,215

Note: In this case, the local agency would be reimbursed for the **lower**, \$10.81 per boarding/user amount.

Scope Reductions/Modifications and Cost Savings

Agencies may request a scope change so long as the overall project benefits committed to in the Board-approved application can still be delivered. Any requests for scope

modifications of an approved project must be submitted to OCTA staff in advance of the change to ensure consistency with the program requirements. Requests must include the status of the Project V grant, detailed description of the modification, rationale for the proposed modification, and potential impacts to the community and funding. Note: Requests to change the category of service (i.e., Traditional and On-Demand) will not be considered.

For scope changes that do not have significant impacts to Project V service operations, such as changes to stop locations along the same route or adjustments to operating hours on regularly scheduled days, OCTA staff will review and provide notification to the local agency of either approval or rejection of the scope change or if the modification warrants Board approval.

For all other scope changes, OCTA staff will review the modification against the original project scoring criteria, ensure that the proposed change delivers comparable or better benefits to the public, and confirm consistency with Project V Program requirements. Contingent on staff's evaluation, the scope modification will be presented to the Board for review and approval.

Factors that may be considered in determining when a scope change may be presented to the Board may also include the following from OCTA's service and fare change policy. This primarily applies to fixed route or seasonal services but may be adapted as applicable to other service types:

A Major Service or Scope Change is defined as a numerical standard, as expressed by the distribution of routes as measured against the existing level of service. The following is considered a major service change:

1. Route Alignment Reduction or Elimination – Reducing an existing route by more than 50 percent (50%) of directional route miles or reducing an existing route by more than 50 percent (50%) of bus stops.
2. Route Alignment Extension or New Route – Adding a new route or a route segment that increases directional route miles of an existing route by more than 50 percent (50%) and when more than 50 percent (50%) of the new service bus stops are along currently unserved street segments.
3. Route Level Service Hour Change – Increase or decrease of the following levels of service on a route within 12 months: Weekday service increase or decrease of 25 percent (25%) or more annualized vehicle revenue hours, or weekend service increase or decrease of 25 percent (25%) or more annualized vehicle revenue hours.
4. Systemwide Service Hour Change – Increase or decrease of 25 percent (25%) of annualized vehicle revenue hours for all routes within 12 months.

If the proposed scope modification is approved by OCTA, any cost savings will be proportionally shared between OCTA and the grantee; for example, a reduction in Project V funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Project V Program for reallocation for subsequent calls.

Project Cancellation

Projects deemed infeasible during the planning or implementation process will be cancelled and further expenditures will be prohibited except where necessitated to bring the current phase to a logical conclusion.

For vehicles or capital equipment owned by local agencies that were funded through Project V, if the service is discontinued, agencies shall repay OCTA for the vehicles or capital equipment at the same percentage of the sale price, or estimated value based on straight line depreciation of the asset(s) consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service/asset life, where applicable.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination. Cancellation by the local agency does not require OCTA approval but the local agency must notify OCTA as soon as possible.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by the OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board.

Project V Branding

Projects awarded Project V funding are required to place M2 (OC Go) decals on the vehicles used for fixed-route, community shuttles, seasonal services and regular microtransit. Local agencies will coordinate with OCTA in regard to the sizing, placement, and furnishing of decals. The implementing agency will be required to certify actual placement and visibility on a reasonable basis.

For all awarded services, local agencies are required to place M2 logos on marketing and related service publication materials, including software applications.

Promotion of the OC Go logo is not intended to overpower or take away from the service operated by the local agency but is intended to ensure transparency regarding the local sales tax measure expenditures.

An example of the M2 OC Go logo is shown as follows:



**Table 6-2
Community-Based Transit/Circulators (Project V)
Scoring Criteria**

Category	Points Possible	Percent
Financial Commitment		15%
Matching Funds	15	
Cost Effectiveness		10%
Estimated Operating Cost per Boarding and per RVH	7	
Supporting Documentation for Projected Costs	3	
Project Readiness		10%
Project Implementation Schedule and Service Startup Plan	7	
Project Feasibility or Planning Study Completed	3	
Operations Plan/Service Type		25%
Service Type	10	
Draft Timetable, Frequencies, Headways, and Round-Trip Cycle Times	3	
Fleet Size, Vehicle Types & Specifications	3	
Route Map and KMZ file w/ Existing Transit Service and Stop Locations	3	
Estimation of Revenue Service Hours	2	
ADA Service Plan / Paratransit Plan	2	
Contingency Plan for Revenue Shortfalls	2	
Ridership Projection		5%
Funding Plan		10%
Partnership Arrangements	4	
Service Coordination Plan	3	
Cost of ADA Services Considered/Addressed	3	
Community Benefit		25%
Local and Regional Benefits	20	
Documented Outreach and Community Support	5	
Total	100	100%

2025 Call for Projects

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As of 8/12/2024

Exhibit 6-1

Point Breakdown & Application Checklist for Community-Based Transit/Circulators (Project V)

Scoring Criteria									
Financial Commitment <i>Overall Match Rates</i>									
<table border="1"> <thead> <tr> <th>Traditional Service</th> <th>On-Demand Service</th> </tr> </thead> <tbody> <tr> <td>≥ 30%</td> <td>≥ 70%</td> </tr> <tr> <td>20-29%</td> <td>60%-69%</td> </tr> <tr> <td>10-19%</td> <td>50-59%</td> </tr> </tbody> </table>	Traditional Service	On-Demand Service	≥ 30%	≥ 70%	20-29%	60%-69%	10-19%	50-59%	15 Points Max <input type="checkbox"/> 15 <input type="checkbox"/> 10 <input type="checkbox"/> 5
Traditional Service	On-Demand Service								
≥ 30%	≥ 70%								
20-29%	60%-69%								
10-19%	50-59%								
Cost Effectiveness Estimated Operating Cost per Boarding (CPB threshold - \$21.63) and Boardings per Revenue Vehicle Hour (RVH) Documentation Supporting Projected Costs (<i>Vendor Operations, Capital Lease and Amenity, and User Fee Schedule, etc.</i>) Documentation Supporting Projected Ridership									
	10 Points Max <input type="checkbox"/> 7 <input type="checkbox"/> 2 <input type="checkbox"/> 1								
Project Readiness Procurement, Initial Startup, Mobilization and Demobilization Approach Project Implementation Schedule Project Feasibility or Planning Study Complete									
	10 Points Max <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 3								
Operations Plan and Service Type Status of Proposed Services (<i>Continuation, Expansion or Modification of Existing; OR New</i>) Project V Service Type (<i>Traditional Transit or On-Demand</i>) Operations Plan-Draft Timetable, Frequencies, Round-Trip Cycle Times (by Time Period), Shared Ride Capabilities and Capacity, etc. Fleet Size, Vehicle Types and Specifications, Maintenance Facilities and Needs Identified Route Map and KMZ file w/ Existing Transit Service and Stop Locations Identified ADA Service Plan / Paratransit Plan Estimation of Revenue Service Hours Contingency Plan for Revenue Shortfalls									
	25 Points Max <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 3 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 2 <input type="checkbox"/> 2								
Ridership Projection Projected Averaged Daily Boardings (Opening Year) > 1,000 801-1,000 501-800 151-500 50-150									
	5 Points Max <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1								
Funding Plan Partnership Arrangements Service Coordination Plan Cost of ADA Service Considered/Addressed									
	10 Points Max <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 3								

Comprehensive Transportation Funding Programs



Community Benefit	25 Points Max
Activity Centers Connections (<i>Key Destinations, Community/Cultural Centers, Tourist Attractions/Event Venues, Affordable and/or High-Density Housing, Other Regional Trip Generators</i>)	<input type="checkbox"/> 10
Local and Regional Fixed-Route Bus/Rail Connections	<input type="checkbox"/> 5
Documented Community Outreach and Support (<i>e.g., Surveys, Letters of Support, Outreach Events and Feedback Received</i>)	<input type="checkbox"/> 5
Agency Experience and Recent History Operating Relevant Transportation Services	<input type="checkbox"/> 3
Population Density (relative)	<input type="checkbox"/> 2
Total Points	100 Points

2025 Call for Projects

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As of 8/12/2024

Exhibit 6-2

**Sample Resolution for Community-Based Transit/Circulators Program
(Project V)**

RESOLUTION NO. XXXX

A Resolution of the _____ City Council or the Orange County Board of Supervisors approving the submittal of (PROJECT NAME (s)) application to the Orange County Transportation Authority for funding under the Project V Community-Based Transit/Circulators Program

The City Council of the City of _____ or Orange County Board of Supervisors hereby resolves, determines and orders as follows that:

- (a) Whereas, the Orange County Transportation Authority Community-Based Transit/Circulators program (Project V under Measure M2) establishes a competitive funding program to enable local jurisdictions to develop, test and provide community-based local transit services that complement regional transit services and meets needs in areas not adequately serviced by regional transit; and,
- (b) Whereas, the Orange County Transportation Authority intends to allocate Project V funds to the incorporated cities and the County of Orange, as applicable; and
- (c) Whereas, the Orange County Transportation Authority has established the procedures and criteria for selecting projects for funding through a competitive process as identified in the Comprehensive Transportation Funding Program (CTFP) Project V Guidelines; and
- (d) Whereas, the City of _____ or the County of Orange desires to provide local community based transit services;
- (e) Whereas, the City of _____ or the County of Orange authorizes the nomination of (PROJECT NAME or PROJECT NAMES), including all understanding and assurances contained therein; and,
- (f) Whereas, the City of _____ or the County of Orange has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive Measure M2 funds, including Project V funds; and,
- (g) Whereas, the City of _____ or the County of Orange must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part

of the Measure M2 Ordinance eligibility requirement; and

- (h) Whereas, the City of _____ or County of Orange authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors; and
- (i) Whereas, the City of _____ or County of Orange Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and
- (j) Whereas, the City of _____ or County of Orange will comply where applicable with provisions of the Americans with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and
- (k) Whereas, the City of _____ or County of Orange will consult with Orange County Transportation Authority regarding the need for ADA/paratransit services and/or plan prior to starting operations; and
- (l) Whereas, the City of _____ or County of Orange will provide a minimum ____% in matching funds, excluding non-Project V subsidies or net fares collected, as required by the Project V CTFP Guidelines and shall fund its share of the project costs and any additional costs over the identified programmed amount ; and
- (m) Whereas, the City of _____ or County of Orange will not use Measure M funds to supplant Developer Fees or other commitments; and
- (n) Whereas, the City of _____ or County of Orange will give the Orange County Transportation Authority’s representatives access to and the right to examine all data, records, books, papers or documents related to the Project(s); and

NOW, THEREFORE, BE IT RESOLVED THAT:

The City of _____ or County of Orange hereby requests that the Orange County Transportation Authority allocate Project V funds in the amounts specified in the City or County’s application to said City or County from the Project V Community-Based Transit/Circulators program through the Comprehensive Transportation Funding Program (CTFP). Said funds shall be matched by funds from the City of _____ or County of Orange as required and shall be used as supplemental funding to aid the City of _____ or County of Orange in the implementation of the proposed transit service.

PASSED, APPROVED AND ADOPTED THIS [Insert Day] day of [Insert Month], [Insert Year].

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Chapter 7 – Regional Capacity Program (Project O)

Overview

The RCP (Project O) is a competitive program that will provide more than \$1 billion over a thirty-year period. The RCP replaces the Measure M local and regional streets and roads competitive programs (1991-2011).

Although each improvement category described in this chapter has specific eligible activities, the use of RCP funding is restricted to and must be consistent with the provisions outlined in Article XIX and the California State Controller’s [Guidelines Relating to Gas Tax Expenditures](#) (March 2019). These Guidelines are available at the following link: https://www.sco.ca.gov/Files-AUD/Gas_Tax_Fund_Guidelines.pdf.

The MPAH serves as the backbone of Orange County’s arterial street network. Improvements to the network are required to meet existing needs and address future demand. The RCP is made up of three (3) individual program categories which provide improvements to the network:

- The ACE improvement category complements freeway improvement initiatives underway and supplements development mitigation opportunities on arterials throughout the MPAH.
- The ICE improvement category provides funding for operational and capacity improvements at intersecting MPAH roadways.
- The FAST focuses upon street to freeway interchanges and includes added emphasis upon arterial transitions to interchanges.

Projects in the arterial, intersection, and interchange improvement categories are selected on a competitive basis. All projects must meet specific criteria in order to compete for funding through this program.

Also included under the RCP is the Regional Grade Separation Program (RGSP), which is meant to address vehicle delays and safety issues related to at-grade rail crossings. Seven rail crossing projects along the MPAH network were identified by the California Transportation Commission (CTC) to receive TCIF. TCIF allocations required an additional local funding commitment. The RGSP captures these prior funding commitments. Future calls for projects for grade separations are not anticipated.

Funding Estimates

Funding will be provided on a pay-as-you-go basis. The RCP will make an estimated \$1.5 billion (in 2022 dollars) available during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is shared with intersection, interchange and grade separation improvement categories. No predetermined funding has been set aside or established for street widening.

Programming Approach

Programming decisions are based upon project prioritization ranking, feasibility and readiness. Each round of funding has resulted in a diverse range of activities, cost and competitive score. Funding applications may seek financial assistance for planning, engineering, ROW, construction or a combination of these activities. Effective grant programs include a combination of project development as well as implementation projects. In order to ensure continued distribution of funding opportunities between small and large-scale projects, a tiered funding approach will be used.

Typically, OCTA has made approximately \$32 million available for each RCP (Project O) programming cycle. Category 1 projects are limited to those projects requesting \$5 million or less. Category 2 projects are defined as those requesting more than \$5 million in Measure M2 funds.

Tiered Funding Approach: The two-tiered funding (Tier 1 and Tier 2) approach will only be applicable to the RCP. This approach is proposed to prioritize high scoring projects while providing a balanced program with funding availability for small and large projects. The first tier is for projects scoring 50 points or higher, and the second tier is for all projects after first satisfying the Tier 1 ranking. Within Tier 1, two categories would be established with 60 percent (60%) (Category 1) of the M2 funds available for smaller projects (requesting \$5 million or less), and 40 percent (40%) (Category 2) of the M2 funds available for larger projects (requesting \$5 million or more). This approach is intended to broaden the distribution of M2 funds to higher scoring/lower cost projects and retain the ability to fund larger projects without placing formal funding caps on allocations. Any M2 funds not programmed in Tier 1 will be designated for Tier 2 allocation. A funding split between small and large projects is not recommended for Tier 2.

Applications may be for any project phase provided it represents a meaningful, logical terminus and is consistent with scoping from a previously funded project if applicable (i.e., if engineering was previously funded, the ROW and/or construction request must be for the same project scope).

	Category 1 (60%)	Category 2 (40%)
Tier 1 >=50	<ul style="list-style-type: none"> • \$0 - \$5 million • Score at least 50 points • Logical, standalone project • Unallocated balance shifts to Tier 2 for programming 	<ul style="list-style-type: none"> • \$5+ million request • Score at least 50 points • Logical, standalone project • Unallocated balance shifts to Tier 2 for programming
Tier 2	<ul style="list-style-type: none"> • Balance of unallocated funds from Tier 1 prioritization • Request can be of any dollar value to compete in Tier 2 • Multiple segments of the same project cannot be submitted under both categories. 	

2025 Call for Projects

Funding will be provided for the three RCP funding programs: ACE, ICE, and FAST. Chapter 7 details the specific program’s intent, eligible project expenditures, ineligible project expenditures, and additional information that may be needed when applying for funds. Each section should be read thoroughly before applying for funding. Application should be prepared for the program that best fits the proposed project.

For this call, OCTA shall program projects for a three-year period (FY 25/26 – 27/28), based upon the current estimate of available funds. For specifics on the funding policies that apply to this call, refer to the Program Precepts as found in Section V of these guidelines.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the lead agency. A separate application package must be completed for each individual project. Multiple variations of the same project (i.e. with different local match rates) will not be considered. If funding is requested under multiple program components for a single project (i.e. arterials and intersections) a separate application must be prepared for each request. OCTA shall require agencies to submit both online and hardcopy applications for the 2025 call for projects by **5:00 p.m. on Thursday, October 24, 2024. Late and/or incomplete submittals will not be accepted.**

Since each funding program has slightly different application requirements, an "Internal Application Checklist Guide" has been provided for the three programs under the RCP

(Exhibits 7-1, 7-2, and 7-3). The checklist guide identifies the basic forms and documentation required for each of the program components. In addition, items required at the time of project submittal are differentiated from supplemental items due later. The appropriate **checklist must be provided as a cover sheet for each application submitted**. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application. In addition to this checklist guide, please review the **Attachments/Additional Information** section of each program component for a description of supplementary documentation which may be required to support your agency's project application in specific cases.

Additionally, **one (1) unbound hardcopy and one electronic copy on a USB, thumb drive, memory stick, or via electronic file upload and/or email** of the application and any supporting documentation must be submitted to OCTA by the application deadline. Please note, hardcopies of the supporting plans, drawings and/or specifications are to be in a minimum size of 11 x 17 inches.

Hardcopy application packages shall be mailed or delivered in person to:

By mail:

Orange County Transportation Authority
Attn: Charvalen Alacar
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Tel: (714) 560-5401

In person:

Orange County Transportation Authority
600 South Main Street
Orange, CA 92868

Electronic application copies may be emailed to: calacar@octa.net

Exhibit 7-1

Arterial Capacity Enhancement (ACE)

CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- ADT Counts and LOS Calculations
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses)*
- General Application Sample Resolution
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*
- ADT and LOS Calculations

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report *
- Approved Project Final Design (100% PS&E) Plans*
- ADT and LOS Calculations

NOTE: To qualify for the 10 percent (10%) local match discount for measurable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

**Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information. If final engineering is underway, final design (100% PS&E) must be submitted prior to encumbrance/contract award.*

Exhibit 7-2

Intersection Capacity Enhancement (ICE)

CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses) *
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS/ICU Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report *
- Approved Project Final Design (100% PS&E) Plans*

NOTE: To qualify for the 10 percent (10%) local match discount for measurable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

**Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information. If final engineering is underway, final design (100% PS&E) must be submitted prior to encumbrance/contract award.*

Exhibit 7-3

Freeway Arterial/Streets Transition (FAST)

CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, ADT for arterial and ramp exit volumes
- Caltrans Letter of Support
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses) *
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report*
- Approved Project Final Design (100% PS&E) Plans*
- Appropriate agreements between Caltrans and the project lead agency need to be in draft form and/or in place.

NOTE: To qualify for the 10 percent (10%) local match discount for measurable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

**Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information. If final engineering is underway, final design (100% PS&E) must be submitted prior to encumbrance/contract award.*

Attachments

OCFundtracker Application

Agencies must submit a copy of the OCFundtracker application and scoring information with all application submittals. This document is created within the OCFundtracker web-based application.

"Project Cost Estimate" Form

Include a separate attachment listing all expenditures and costs for the project using the Revised Cost Estimate Form 10-3 provided by OCTA and available for download at <https://ocfundtracker.octa.net>. Another attachment may be included in addition if desired. Accurate unit prices and a detailed description of work, including design, will be critical when the candidate project is reviewed. For example, design applications should include major tasks that will be performed. ROW cost estimate should include parcel information (including project area needed), improvements taken, severance damages, easements, ROW engineering, appraisal and legal costs. Construction should include a listing of all bid items including a maximum 10 percent (10%) allowance for contingencies and a maximum 20 percent (20%) of M2 grant allowance for construction support, subject to match requirements. The anticipated disbursement of costs (e.g., Agency, Other, Non-Eligible) must also be completed. Agencies should reference the program from which funding is expected to be allocated when completing this portion of the form. Each of the funding programs described in these guidelines may have differing matching fund requirements.

If more than one project phase is requested to be funded, a separate project cost estimate form is to be completed for each phase, or each phase must be clearly indicated, and a subtotal prepared on this form. Separate forms should also be prepared if funding for project phases is being requested over multiple fiscal years.

"Sample Resolution" Form

A resolution or minute action must be approved by the local jurisdiction's governing body prior to the Board approval of grant funds. A sample resolution is included as Exhibit 7-4. Local agencies, at a minimum, must include items a-h. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency, if necessary. All project requests must be included in this action. **If a draft copy of the resolution is provided, the local jurisdiction must also provide the date the resolution will be finalized by the local jurisdiction's governing body.**

ROW Acquisition/Disposal Plan

For all projects requesting ROW phase funding, a detailed plan for acquisition/disposal of excess right-of-way, along with any reasonable labor costs expected, must be included. The ROW acquisition/disposal plan and labor cost estimate must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.

Project Summary Information

For each application that is recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Pavement Management Supporting Documentation

The M2 Ordinance provides for a 10 percent (10%) reduction in the required local match if the agency can either:

- a. Show measurable improvement of paved road conditions during the previous reporting period defined as an overall weighted (by area) average system improvement of one Pavement Condition Index (PCI) point with no reduction in the overall weighted (by area) average PCI in the MPAH or local street categories;

or

- b. Road pavement conditions during the previous reporting period within the highest 20% (20 percent) of the scale for road pavement conditions in conformance with OCTA Ordinance No. 3, defined as a PCI of 75 or higher, otherwise defined as in "good condition".

If an agency is electing to take the 10 percent (10%) local match reduction, **supporting documentation indicating either the PCI improvement or PCI scale must be provided.**

Additional Information

The following documentation should be included with your completed project application:

If a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as lead agency and must provide a resolution of support from the other agency.

1. Letters of support for the candidate project (optional). As part of the application submittal projects that require Caltrans consent, review, or approval must have a letter of support or acknowledgement.
2. Geotechnical/materials reports for all applicable candidate projects (e.g., widening, intersection improvement, new roadway). The reports should contain sufficient detail for an accurate assessment of improvements needed and costs, since funding will be jeopardized if a project is unable to meet proposed schedule and costs.
3. Preliminary plans, if available for the project. The plans (1"=40' preferred) should be included in hard copy attachments at a minimum size of 11 x 17 inches and include:
 - a. Existing and proposed ROW (include plat maps and legal descriptions for proposed acquisitions).
 - b. Agency boundaries, dimensions and station numbers.
 - c. Existing and proposed project features such as: pavement width and edge of pavement, curb, gutter and sidewalk, raised median, driveway reconstruction, signal pole locations, etc.
 - d. Typical cross sections.
 - e. Proposed striping.
 - f. Structural sections per the materials report.
 - g. Proposed traffic signals, storm drains, bridges, railroad crossing improvements, safety lighting, etc.
 - h. If requesting funds for traffic signals, include traffic signal warrant(s) prepared by the City Traffic Engineer or City Engineer.
 - i. If the project includes construction, relocation, alteration or widening of any railroad crossing or facility, include a copy of the letter of intent sent to the railroad, a copy of which must be sent to the Public Utilities Commission (PUC). Any project including work of interest to a railroad will not be considered for eligibility until the railroad and PUC have been notified.
 - j. If the project is proposed as a staged project and additional funds will be necessary in subsequent calls for projects, the preliminary project statement should be accompanied with a complete preliminary estimate and schedule for the completion of the entire project.
 - k. If the project is proposed as a safety improvement, provide justifying accident data for the past three years and show the expected decrease in intersection or mid-block accident rate.

4. Current 24-hour traffic counts (taken for a typical mid-week period within the preceding 12-month period) for the proposed segment. Projects submitted without “current counts” will be considered incomplete and non-responsive. Counts taken no more than 36 months prior to the application due date may be accepted.

Exhibit 7-4

Sample Resolution for Candidate Orange County

Comprehensive Transportation Funding Programs Projects

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the Comprehensive Transportation Program

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

- (a) WHEREAS, the City of _____ desires to implement the transportation improvements listed below; and
- (b) WHEREAS, the City of _____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive M2 "Fair Share" funds; and
- (c) WHEREAS, the City's Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and
- (d) WHEREAS, the City of _____ will not use M2 funds to supplant Developer Fees or other commitments;
- (e) WHEREAS, the City/County must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Measure M2 Ordinance eligibility requirement.
- (f) WHEREAS, the City of _____ will provide a minimum in __% in matching funds for the _____ project as required by the Orange County Comprehensive Transportation Funding Programs Guidelines; and
- (g) WHEREAS, the Orange County Transportation Authority intends to allocate funds for transportation improvement projects, if approved, within the incorporated cities and the County; and
- (h) WHEREAS, the City/County authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Comprehensive Transportation Funding Programs. Said funds, if approved, shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in the improvement of the following street(s):

ADOPTED BY THE CITY COUNCIL on _____, 20____.

SIGNED AND APPROVED on _____, 20____.

City Clerk

Mayor

*Required language a-h

Application Review Process

OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, request supplemental information (i.e., plans, aerial/strip maps, CEQA forms) for projects that appear to rank well during initial staff evaluations, and prepare a recommended program for the TSC. In addition, OCTA may hire a consultant(s) to verify information within individual applications such as, but not limited to, project scope, cost estimates, ADT and LOS. These applications will be selected through a random process.

The following guidelines will be used in reviewing project applications. Any application that does not meet these minimum guidelines must include an explanation of why the guidelines were not met:

1. The travel lane width should be no less than 11 feet (12 feet if adjacent to a raised median or other obstruction) for all arterial highways.
2. For divided roadways, the minimum median width should be no less than 10 feet to allow for turning movements. Divided roadways are defined as those with either a painted or raised median.
3. Arterial highways that are designated for uses in addition to automobile travel (e.g., bicycle, pedestrian, parking) shall provide additional ROW consistent with local jurisdiction standards to facilitate such uses.
4. An eight-lane roadway should provide for a continuous median, protected dual or single left-turn pockets as warranted at signalized intersections, single left-turn pockets at non-signalized intersections, and a right-turn lane at signalized intersections where determined necessary by traffic volumes. ROW for a free right-turn lane should be provided at locations warranted by traffic demand.
5. A six-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets as warranted by existing traffic at all signalized intersections, and single left-turn pockets at non-signalized intersections. A right-turn option lane should also be provided as warranted by traffic demand.
6. A four-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets at all signalized intersections, and a left-turn pocket at all non-signalized intersections. A right-turn lane should also be provided as warranted by traffic demand.
7. A four-lane undivided roadway shall provide for a single left-turn pocket at all intersections as warranted by traffic demand.

Applications will be reviewed by OCTA for consistency, accuracy and concurrence. Applications determined complete in accordance with the program requirements will be scored, ranked and submitted to the TSC, TAC and Board for consideration and funding approval.

Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:

Board authorization to issue call: August 12, 2024

Application submittal deadline: October 24, 2024

TSC/TAC Review: February/March 2025

Committee/Board approval: April/May 2025

Funding

M2 RCP (Project O) funding will be used for this call.

The CTFP Guidelines include a provision that allows applicants to request ROW and/or construction funding prior to completion of the planning phase (including final design) provided that the phase is underway, substantially complete and the agency will complete the activities within six months of the start of the new phase programmed year.

A thorough review of eligible activities is not always possible during the call for projects evaluation period. As a result, it is possible that cost elements contained within an application and included in a funding recommendation may ultimately be deemed ineligible for program participation. The applicant is responsible for ensuring projects are implemented according to eligible activities contained within the program guidelines.

In order to make certain that local agencies are aware of ineligible activities and/or potentially ineligible elements within a funded project, OCTA staff is available to review elements of the project design at any time through the duration of the M2 grant. It is highly recommended that grantees engage in the design review process with OCTA staff **prior to initiating project implementation** (i.e., commencing ROW acquisitions, executing construction contract) to allow for design changes by the local agencies, as needed.

Arterial Capacity Enhancements (ACE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Improvements to the network are required to meet existing needs and address future traffic demand. The ACE improvement category complements freeway improvement initiatives underway, supplements development mitigation activities and enables improvements based upon existing deficiencies.

Projects in the ACE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Complete MPAH network through gap closures and construction of missing segments
- Relieve congestion by providing additional roadway capacity where needed
- Provide timely investment of M2 Revenues
- Leverage funding from other sources

Project Participation Categories

The ACE category provides capital improvement funding (including planning, design, ROW acquisition and construction) for capacity enhancements on the MPAH for the following:

- Gap closures – the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.
- Roadway widening where additional capacity is needed
- New roads / extension of existing MPAH facility

Eligible Activities

- Planning, environmental clearance
- Design
- ROW acquisition
- Construction (including curb-to-curb, lighting, drainage, etc.)
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section).

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs.

Application review and approval does not guarantee the eligibility of all items.

- Direct environmental mitigation for projects funded by ACE (subject to limitations identified in precepts)
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices
- Sound walls (in conjunction with roadway improvement mitigation measures)
- Aesthetic improvements including landscaping within the project ROW (eligible improvements up to 10 percent (10%) of construction costs, provided costs are reasonable for the transportation benefit)
- ITS infrastructure (advance placement in anticipation of future project)
- Rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible but shall not exceed 10 percent (10%) of the M2 construction grant, subject to match requirements.
- Improvements to private property if part of a ROW settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document
- Roadway grading within the ROW (inclusive of any TCE and/or ROW agreement related improvements) should not exceed a depth for normal roadway excavation (e.g., structural section). Additional grading will be considered on a case-by-case basis. Agencies shall provide supporting documentation (e.g., soils reports, ROW agreements) to justify the additional grading.
- Additional ROW and CON to accommodate pedestrian or bike improvements (including Class II and Class IV bike lanes) **as a complementary feature to the MPAH project** are eligible. Construction of eligible bike facilities shall not exceed 25 percent (25%) of M2 construction grant, subject to match requirements.
- Installation of a pedestrian activated traffic signal where necessitated by pedestrian traffic warrants or other engineering criteria.

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent (25%) of the total eligible construction costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent (25%) of the total eligible construction

cost) of an eligible improvement. Program participation shall not exceed 10 percent (10%) of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ACE Program funding. Storm drains outside standard MPAH ROW widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g., within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin designated by aforementioned criteria.

The relocation of detention basins/bioswales are potentially eligible dependent on prior rights and will be given consideration on a case-by-case basis (see Utility Relocations below).

Soundwalls are eligible only if they are required as part of the environmental mitigation for the proposed project and the Measure M contribution to the cost of soundwalls shall not exceed 25 percent (25%) of the total eligible construction costs. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are subject to limitations described in this section above.

Roadway grading is eligible for structural sections if within the standard MPAH cross section for the facility (inclusive of any TCEs). Rough grading can be considered eligible, so long as it supports MPAH improvement(s) within the ROW and does not supplant developer (or any other project obligations). Any proposed rough grading outside of the MPAH ROW will be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when all conditions listed below have been met:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted at the time of a payment request (see Chapter 9). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the ROW phase costs

and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g., water valves, manhole frames and covers), due to new roadway cross sections are either eligible or not eligible in the construction phase subject to the limitations previously described (e.g., prior rights). New or relocated fire hydrants are ineligible.

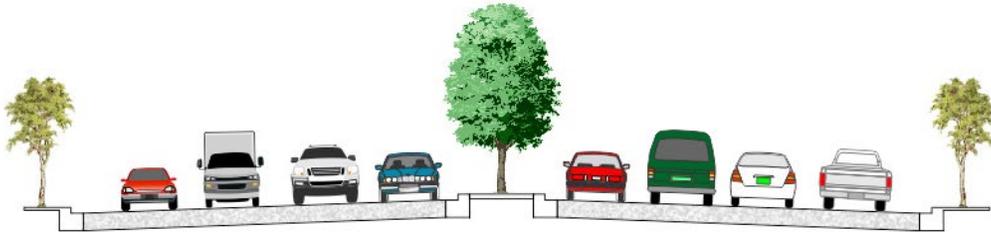
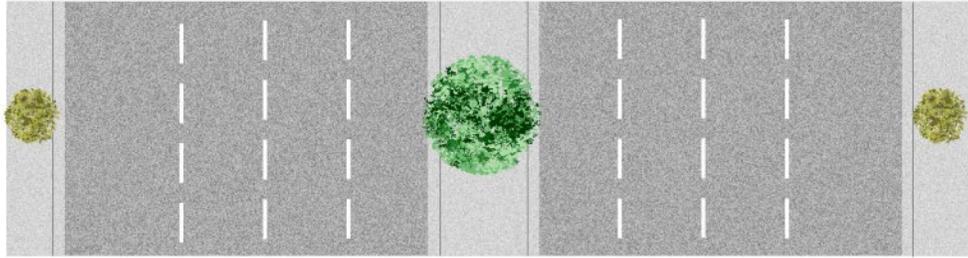
In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must include any salvage credits received.

Ineligible Expenditures

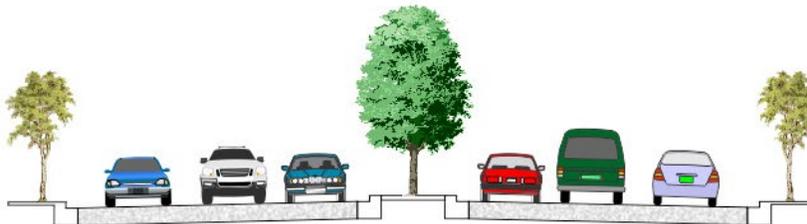
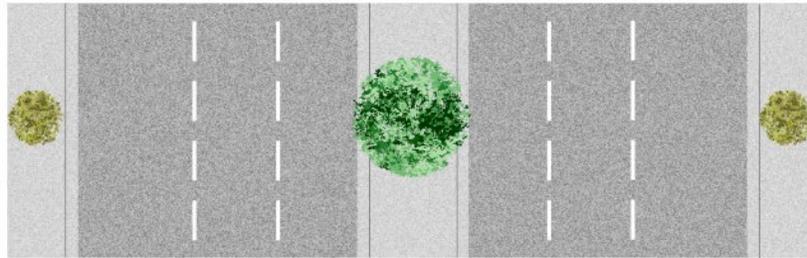
Items that are not eligible under the ACE Program are:

- Grading outside of the roadway ROW not related to a TCE or ROW agreement is generally considered ineligible but can be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).
- Rehabilitation, unless there is a change in profile and cross section
- Reconstruction (unless in ROW agreement or within project scope)
- New Railroad Grade Separation Projects
- Enhanced landscaping, aesthetics and gateway treatments (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape)
- ROW acquisition and construction costs for improvements greater than the typical ROW width for the applicable MPAH Roadway Classification (See standard MPAH cross sections in Exhibit 7-5), unless required by Class II or Class IV bike facilities. Where full parcel acquisitions are necessary to meet typical ROW requirements for the MPAH classification, any excess parcels shall be disposed of in accordance with the provisions of these guidelines, State statutes as outlined in Article XIX and the California State Controllers Guidelines Relating to Gas Tax Expenditures.
- Construction and/or ROW for separated Class I bike facilities, unless a connection into the MPAH roadway is required.
- Utility Betterments
- Construction of new utilities

Exhibit 7-5
Standard MPAH Cross Sections

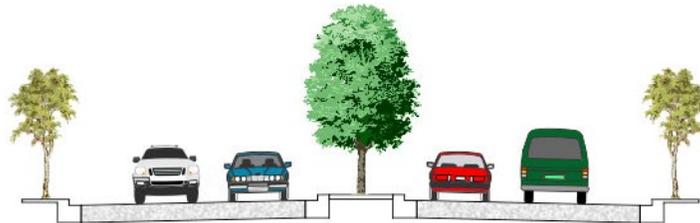
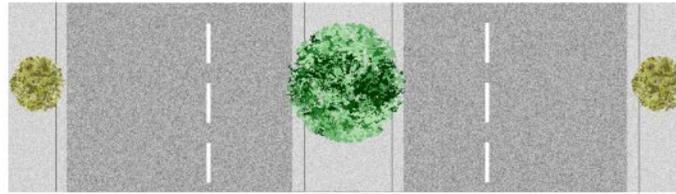


PRINCIPAL
144 FT
(8 LANES, DIVIDED)

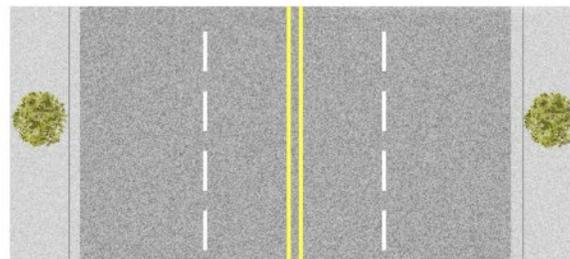


MAJOR
120FT
(6 LANES, DIVIDED)

Exhibit 7-5 *continued*
Standard MPAH Cross Sections

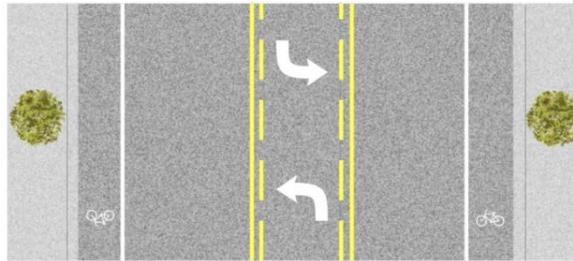


PRIMARY
100 FT
(4 LANES, DIVIDED)

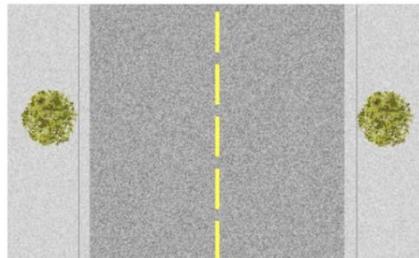


SECONDARY
80 FT
(4 LANES, UNDIVIDED)

Exhibit 7-5 *continued*
Standard MPAH Cross Sections



DIVIDED COLLECTOR
80 FT
(2 LANES, DIVIDED)



COLLECTOR
56 FT
(2 LANES, UNDIVIDED)

Master Plan of Arterial Highway Capacities

Below are the approximate roadway capacities that will be used in the determination of LOS:

<u>Type of Arterial</u>	<u>Level of Service (LOS)</u>				
	A .51 - .60 v/c	B .61 - .70 v/c	C .71 - .80 v/c	D .81 - .90 v/c	E .91 - 1.00 v/c
8 Lanes Divided	45,000	52,500	60,000	67,500	75,000
6 Lanes Divided	33,900	39,400	45,000	50,600	56,300
4 Lanes Divided	22,500	26,300	30,000	33,800	37,500
4 Lanes (Undivided)	15,000	17,500	20,000	22,500	25,000
2 Lanes Divided	9,000	12,000	15,000	20,000	22,000
2 Lanes (Undivided)	7,500	8,800	10,000	11,300	12,500

Note: Values are maximum Average Daily Traffic

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, proposed Vehicle Miles Traveled (VMT), level of services benefits, local match rate funding and overall facility importance. Technical categories and point values are shown on Tables 7-1 and 7-2. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project’s projected ADT, current ADT, the delta, and justification of the increase. Regarding “current” counts, these are defined as those taken for a typical mid-week period within the preceding 12-months. Projects submitted without “current counts” will be considered incomplete and non-responsive. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the 36 months preceding the release date of the current call. **Note:** New facilities must be modeled through OCTAM and requests should be submitted to OCTA a minimum of six (6) weeks prior to application submittal deadline. **The OCTAM modeling request**

deadline is September 12, 2024 for the 2025 Call for Projects. If modeling requests are not submitted six (6) weeks prior to the application submittal deadline, the application will not be considered. For agencies where event, weekend, or seasonal traffic presents a significant issue, Average Annual Daily Traffic (AADT) counts can be used, provided the agency gives sufficient justification for the use of AADT.

VMT: Centerline length of segment proposed for improvement multiplied by the existing ADT for the proposed segment length. Measurements must be taken proximate to capacity increase. VMT for improvements covering multiple discrete count segments are calculated on a weighted average basis.

Current Project Readiness: This category is additive. **Points are earned for the highest qualifying designation at the time applications are submitted.** Local agency should select the most current phase of the project.

- Environmental Approvals – applies where all environmental clearances have been obtained on the project.
- Preliminary design (35 percent (35%) level) – will require certification from the City Engineer and is subject to verification.
- Final Design (PS&E) – applies where the jurisdiction’s City Engineer or other authorized person has approved the final design.
- ROW (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction. Documentation of ROW possession will be required with application submittal.
- ROW (all easements and titles) – applies where no ROW is needed for the project or where all ROW has been acquired/dedicated.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction’s minimum local match rate requirement. M2 requires a 50 percent (50%) local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction’s minimum match target is 30 percent (30%) and a local match of 45 percent (45%) is pledged, points are earned for the 15 percent (15%) over-match differential. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Transportation Significance: Roadway classification as shown in the current MPAH.

Operational Attributes (within the roadway): This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed project. Only one feature can be selected for any qualifying category. For example,

installation of a bike lane that is identified in an adopted ATP plan can be awarded points under "Bike Facilities" or "Active Transportation Focused Plan Elements," but not both.

- Pedestrian Facilities: Placement of a new sidewalk where **none currently exists** along an entire segment of proposed project.
- Meets MPAH configuration: Improvement of roadway to full MPAH standard for the segment classification.
- Active Transit Route(s): Segments served by fixed route public transit service.
- Bus Turnouts: Construction of bus turnouts.
- Bike Facilities: Installation of new bike facilities (Class II or Class IV bike lanes) **as a complementary feature to the MPAH project**. Class I is not eligible. All proposed bike facilities must be included in an approved transportation plan or circulation element. For bonus points (max 5 total), Class II and Class IV facilities may also describe how improvements will help improve street operations and reduce congestion including how the project will connect a diversity of land-uses, fill gap(s) in existing bicycle facilities, and contribute to the broader bicycling infrastructure network AND/OR a quantitative analysis showing congestion reduction/reduction in vehicle miles traveled. Potential methodology includes the California Air Resources Board (CARB) VMT reduction or alternative quantification method, see CARB link: https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/bicycle%20facilities_summary_032519.pdf
- Median (Raised): Installation of a mid-block raised median where none exists today. Can be provided in conjunction with meeting MPAH standards.
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: median barriers, curb extensions, residential traffic diverters, pedestrian crossing islands, pedestrian activated signals, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case-by-case basis.
- Elements of Approved Active Transportation Plan/Active Transportation Focused Sections of other Types of Mobility Plans: Incorporate project features that are approved in an active transportation plan or if very focused, in active transportation focused sections of other types of plans that improve mobility. These elements can include bike infrastructure and pedestrian elements. Other elements of an active transportation plan may be considered on a case-by-case basis. Documentation of approved plan will be required with application submittal and assignment of points for active transportation focused sections of other types of plans will be considered on a case-by-case basis.
- Sustainability Elements: Includes the use of multiple complete street elements, the installation of solar lighting within the roadway cross section, or water conservation elements that reduce water consumption, compared to current usage within

project limits; such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist. Other elements of sustainability may be considered on a case-by-case basis. Points are awarded at construction phase only.

- Other (e.g., Golf cart paths in conformance with California Vehicle Code and which are demonstrated to remove vehicle trips from roadway).

Improvement Characteristics: Select one characteristic which best describes the project:

- Gap Closures: the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.
- New Facility/Extensions: Construction of new roadways.
- Bridge crossing: Widening of bridge crossing within the project limits to full MPAH width. Widening beyond MPAH shall not qualify for Project O funding.
- Adds capacity: Addition of through traffic lanes.
- Improves traffic flow: Installation of a median, restricting cross street traffic, adding midblock turn lanes, or elimination of driveways.

LOS Improvement: This category is a product of the existing or projected LOS based upon volume/capacity -- or v/c -- and LOS improvement "with project". **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) "without project" condition to qualify for priority consideration for funding.** Existing LOS is determined using current 24-hour traffic counts for the proposed segment. However, for projects where traffic volumes follow unconventional patterns, unidirectional volumes may be proposed as an acceptable alternate methodology for determining LOS. If unidirectional volumes are used for LOS calculations, ADT for the proposed direction of improvement shall serve as the basis for ADT, cost benefit and vehicle miles travelled (VMT) scoring categories. Projects that do not meet the minimum LOS "D" can be submitted but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with a LOS better than "C" (.70 v/c) will not be considered.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting

documentation that will be used to evaluate the project proposal as outlined below. Detailed instructions and checklists are provided in this chapter.

Complete application

- Funding needs by phase and fiscal year
- Local committed match funding source, confirmed through city council resolution or minute order
- Supporting technical information (including current traffic counts)
- Project development and implementation schedule
- ROW status and detailed plan for acquisition/disposal of excess right-of-way. The ROW acquisition/disposal plan must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.
- Any additional information deemed relevant by the applicant
- Grants subject to Master Funding Agreement

Calls are expected to be issued on an annual basis, or as determined by the Board. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program.

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

New Facilities

New facilities must be modeled through OCTAM. A local agency planning on submitting a request for funding for a new facility must submit a modeling request a minimum of six (6) weeks prior to the application submittal deadline. If modeling requests are not submitted six (6) weeks prior to the application submittal deadline, the application associated with the related project will not be considered. Any request for modeling **must be submitted to OCTA no later than September 12, 2024** for the 2025 call.

Facility Modeling: For consistency purposes, all proposed new facilities will be modeled by OCTA using the most current version of OCTAM. Applicants may supplement their application with a locally-derived model with OCTAM used for validation purposes. The facility will be modeled with the lane capacity reflected in the application.

Average Daily Trips Determination: OCTAM will provide an “existing” ADT using a “with project” model run under current conditions. The ADT for the proposed segment will serve as the ADT value to be considered in the application.

LOS Improvement: LOS on existing facilities may be positively or negatively affected by a proposed new roadway segment through trip redistribution. A current condition model run is generated “with” and “without” the proposed project. The intent is to test the efficacy of the proposed segment. A comparison of these before and after project runs (using current traffic volumes) yields potential discernable changes in LOS. The greatest benefit is generally on a parallel facility directly adjacent to the proposed project. Trip distribution changes generally dissipate farther from the project. For evaluation purposes, the segment LOS (determined through a simple volume / capacity calculation) for the “with” and “without project” will be used for the existing LOS and LOS improvement calculations.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, the minimum local match requirement is 50 percent (50%) with potential to reduce this amount if certain eligibility requirements are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency’s governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA’s Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-

stamped site plan, or other summary information to demonstrate completion or planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information if necessary, to adequately evaluate the project application.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and ROW acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report, and consistency with Master Funding Agreement or cooperative agreement if federal funds are awarded. The reimbursement process is more fully described in Chapter 9 of this manual.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. All ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. All construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible to reapply upon resolution of issues that led to original project termination. Agencies can resubmit an application for funding consideration once either the cancellation of the existing funding grant has been approved by the OCTA Board or is in the process of approval through the semi-annual review. In the event the OCTA Board does not approve the cancellation, the lead agency will be required to withdraw the application.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation, which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through

the normal annual process or on a schedule to be determined by the Board (see Chapter 10).

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in Chapter 9 and the Master Funding Agreement.

**Table 7-1
Regional Capacity Program
Street Widening Selection Criteria**

Category	Points Possible	Percentage
Facility Usage		25%
Existing ADT & VMT	15	15%
Current Project Readiness	10	10%
Economic Effectiveness		15%
Cost Benefit	10	10%
Funding Over-Match	5	5%
Facility Importance		25%
Transportation Significance	10	10%
Operational Efficiency	15	15%
Benefit		35%
Improvement Characteristics	10	10%
Level of Improvement and Service	25	25%
Total	100	100%
Bonus: Additional details and analysis for Class II or Class IV bike facility as complementary feature to the MPAH project, as applicable.	5	

Table 7-2 Street Widening Point Breakdown

ACE SCORING CRITERIA Point Breakdown for Arterial Capacity Enhancement Projects Maximum Points = 100

Facility Usage Points: 25 Existing ADT & VMT Max Points: 15			Facility Importance Points: 25 Transportation Significance Range Points																																												
<table border="1"> <thead> <tr> <th colspan="2">Existing ADT Range</th> <th>Points</th> </tr> </thead> <tbody> <tr><td>45+</td><td>thousand</td><td>10</td></tr> <tr><td>40 – 44</td><td>thousand</td><td>8</td></tr> <tr><td>35 – 39</td><td>thousand</td><td>6</td></tr> <tr><td>30 – 34</td><td>thousand</td><td>5</td></tr> <tr><td>25 – 29</td><td>thousand</td><td>4</td></tr> <tr><td>20 – 24</td><td>thousand</td><td>3</td></tr> <tr><td>15 – 19</td><td>thousand</td><td>2</td></tr> <tr><td>10 – 14</td><td>thousand</td><td>1</td></tr> <tr><td><10</td><td>thousand</td><td>0</td></tr> </tbody> </table>			Existing ADT Range		Points	45+	thousand	10	40 – 44	thousand	8	35 – 39	thousand	6	30 – 34	thousand	5	25 – 29	thousand	4	20 – 24	thousand	3	15 – 19	thousand	2	10 – 14	thousand	1	<10	thousand	0	<table border="1"> <tbody> <tr><td>Principal or CMP Route</td><td>10</td></tr> <tr><td>Major</td><td>8</td></tr> <tr><td>Primary</td><td>6</td></tr> <tr><td>Secondary</td><td>4</td></tr> <tr><td>Collector</td><td>2</td></tr> </tbody> </table>			Principal or CMP Route	10	Major	8	Primary	6	Secondary	4	Collector	2		
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Intersection Capacity Enhancements (ICE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Intersections at each intersecting MPAH arterial throughout the County will continue to require improvements to mitigate current and future needs. The ICE improvement category complements roadway improvement initiatives underway and supplements development mitigation opportunities.

Projects in the ICE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

For the purposes of the ICE improvement category, the limits of an intersection shall be defined as the area that includes all necessary (or planned) through lanes, turn pockets, and associated transitions required for the intersection. Project limits of up to a maximum of 600 feet for each intersection leg are allowable. Projects that, due to special circumstances, must exceed the 600-foot limit, shall include in their application the request for a technical variance. The project shall be presented to the TSC by the local agency to request approval of the variance.

Objectives

- Improve MPAH network capacity and throughput along MPAH facilities
- Relieve congestion at MPAH intersections by providing additional turn and through lane capacity
- Improve connectivity between neighboring jurisdictions by improving operations
- Provide timely investment of M2 revenues

Project Participation Categories

The ICE category provides capital improvement funding (including planning, design, ROW acquisition and construction) for intersection improvements on the MPAH network for the following:

- Intersection widening – constructing additional through lanes and turn lanes, extending turn lanes where appropriate, and signal equipment
- Street to street grade separation projects

Eligible Activities

- Planning, environmental clearance
- Design (plans, specifications, and estimates)
- ROW acquisition
- Construction (including bus turnouts, curb ramps, median, and striping)

- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section).

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs.

Application review and approval does not guarantee the eligibility of all items.

- Required environmental mitigation for projects funded by ICE
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices
- Sound walls (in conjunction with roadway improvement mitigation measures)
- Aesthetic improvements including landscaping within the project ROW (eligible improvements up to 10 percent (10%) of construction costs, provided costs are reasonable for the transportation benefit)
- Signal equipment (as incidental component of program), including the installation or upgrade of pedestrian countdown heads
- Bicycle detection systems
- Rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible but shall not exceed 10 percent (10%) of the M2 construction grant, subject to match requirements.
- Improvements to private property if part of a ROW settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document and are located within the roadway right-of-way.
- Roadway grading within the ROW (inclusive of any TCEs and/or ROW agreement related improvements) should not exceed a depth for normal roadway excavation (e.g., structural section). Additional grading will be considered on a case-by-case basis. Agencies shall provide supporting documentation (e.g., soils reports, ROW agreements) to justify the additional grading.
- Additional ROW and CON to accommodate pedestrian or bike improvements (including Class II and Class IV bike lanes) **as a complementary feature to the MPAH project** are eligible. Construction of eligible bike facilities shall not exceed 25 percent (25%) of M2 construction grant, subject to match requirements.

Ineligible Items

- Grading outside of the roadway ROW not related to a TCE or ROW agreement is generally assumed to be ineligible but can be evaluated by OCTA on a case-by-

case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).

- ROW acquisition greater than the typical ROW width for the applicable MPAH Roadway Classification, unless required by Class II or Class IV bike facilities. Additional turn lanes not exceeding 12 feet in width needed to maintain an intersection LOS D requiring ROW in excess of the typical ROW width for the applicable MPAH classification shall be fully eligible. Where full parcel acquisitions are necessary to meet typical ROW requirements for the MPAH classification any excess parcels shall be disposed of in accordance with State statutes and the acquisition/disposal plan submitted in accordance with these guidelines.
- Enhanced landscaping and aesthetic improvements (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape).
- ROW and/or construction for separated Class I bike facilities, unless a connection into the MPAH roadway is required.

Environmental mitigation will be allowed only as required for the proposed roadway improvement and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent (25%) of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent (25%) of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 10 percent (10%) of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ICE improvement category funding. Storm drains outside standard MPAH ROW widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g., within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin.

Soundwalls are eligible only if they are required as part of the environmental clearance for the proposed project and shall not exceed 25 percent (25%) of the total eligible project costs. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are subject to limitations described in the "Potentially Eligible Item" section above.

The relocation of detention basins/bioswales/other pollutant discharge mitigation devices are potentially eligible dependent on who has prior rights and will be given consideration on a case-by-case basis (see utility relocations below).

Roadway grading is eligible for structural sections if within the standard MPAH cross section for the facility (inclusive of any TCEs). Rough grading can be considered eligible,

so long as it supports MPAH improvement(s) within the ROW and does not supplant developer (or any other project obligations). Any proposed rough grading outside of the MPAH ROW will be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when all conditions listed below have been met:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted at the time of a payment request (see Chapter 9). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the ROW phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g., water valves, manhole frames and covers), due to new roadway cross sections are either eligible or not eligible in the construction phase subject to the limitations previously described (e.g., prior rights). New or relocated fire hydrants are ineligible.

In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must include any salvage credits received.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, LOS benefits, local match funding, and overall facility importance. Technical categories and point values are shown on Tables 7-3 and 7-4. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts projected to the year of opening for the

project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project's projected ADT, current ADT, the delta, and justification of the increase. Regarding "current" counts, these are defined as those taken for a typical mid-week period within the preceding 12-months. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the preceding 36 months. Project applications without "current" counts will be deemed incomplete and non-responsive. Average ADT for the east and west legs of the intersection will be added to the average ADT for the north and south legs.

For agencies where event or seasonal traffic presents a significant issue, AADT counts can be used, provided the agency gives sufficient justification for the use of AADT.

Current Project Readiness: This category is additive. **Points are earned for each satisfied readiness stage at the time applications are submitted.** Local agency should select the most current phase of the project.

- Environmental Approvals – applies where all environmental clearances have been obtained on the project.
- Preliminary design (35 percent (35%) level) – will require certification from the City Engineer and is subject to verification.
- Final Design (100 percent (100%) PS&E) – applies where the jurisdiction's City Engineer or other authorized person has approved the final design.
- ROW (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction. Documentation of ROW possession will be required with application submittal.
- ROW (all easements and titles) – applies where no ROW is needed for the project or where all ROW has been acquired/dedicated.

Cost Benefit: Total project cost (included unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction's minimum match rate requirement. M2 requires a 50 percent (50%) local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction's minimum match target is 30 percent (30%) and a local match of 45 percent (45%) is pledged, points are earned for the 15 percent (15%) over-match. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Coordination with Contiguous project: Projects that complement a proposed arterial improvement project with a similar implementation schedule earn points in this category. This category is intended to recognize large projects that segregate intersection components from arterial components for funding purposes.

Transportation Significance: Roadway classification as shown in the current MPAH.

Operational Attributes (within the roadway): This category is additive. Each category must be a new feature added as a part of the proposed project. Only one feature can be selected for any qualifying category. For example, installation of a bike lane that is identified in an adopted ATP plan can be awarded points under "Bike Facilities" or "Active Transportation Focused Plan Elements," but not both.

- **Bike Facilities**: Extension of bike facilities through an intersection (Class II or Class IV) **as a complementary feature to the MPAH project**. Class I is not eligible. All proposed bike facilities must be included in an approved transportation plan or circulation element. For bonus points (max 5 total), Class II and Class IV facilities may also describe how improvements will help improve street operations and reduce congestion including how the project will connect a diversity of land-uses, fill gap(s) in existing bicycle facilities, and contribute to the broader bicycling infrastructure network AND/OR a quantitative analysis showing congestion reduction/reduction in vehicle miles traveled. Potential methodology includes the CARB VMT reduction or alternative quantification method, see https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/bicycle%20facilities_summary_032519.pdf
- **Bus Turnouts**: Construction of a bus turnout as a new feature.
- **Lowers density**: Addition of through travel lanes.
- **Channels traffic**: Addition and/or extension of turn pockets (other than free right turn).
- **Free right turn**: installation of new free right or conversion of an existing right turn to free right
- **Protected/permissive left turn**: Convert from protected to protected/permissive
- **Pedestrian Facilities**: Placement of a new sidewalk if none currently exists.
- **Grade separations**: Street to street grade separations and do not apply to rail grade separation projects which are covered by the grade separation program category.
- **Safety Improvements**: Project features that increase the safety of pedestrians. These elements can include the new installation of: median barriers, curb extensions, residential traffic diverters, pedestrian crossing islands, pedestrian activated signals, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case-by-case basis.
- **Elements of Approved Active Transportation Plan/Active Transportation Focused Sections of other Types of Mobility Plans**: Incorporate project features that are

approved in an active transportation plan or if very focused, in active transportation focused sections of other types of plans that improve mobility. These elements can include bike infrastructure and pedestrian elements. Other elements of an active transportation plan may be considered on a case-by-case basis. Documentation of approved plan will be required with application submittal and assignment of points for active transportation focused sections of other types of plans will be considered on a case-by-case basis.

- **Sustainability Elements:** Includes the use of multiple complete street elements, the installation of solar lighting within the roadway cross section, or water conservation elements that reduce water consumption, compared to current usage within project limits; such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist. Other elements of sustainability may be considered on a case-by-case basis. Points are awarded at construction phase only.

LOS Improvement: This category is a product of the existing or projected LOS based upon v/c and LOS improvement "with project" using ICU calculation with 1,700 vehicles per lane per hour and a .05 clearance interval. Calculations will be based upon "current" arterial link and turning movement counts projected to opening year. **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) to qualify for priority consideration for funding.** Existing LOS is determined using peak hour traffic counts/turning movements AM/PM peak periods for the proposed segment utilizing ICU methodology and using 1,700 vehicles per lane/per hour and a .05 clearance interval.

For projects where traffic volumes follow unconventional patterns (e.g. unidirectional congestion, large disparity between AM and PM peaks, etc.) HCM 2010 may be proposed as an alternate methodology for determining LOS. HCM calculations must use SYNCHRO and be supported with complete calculation documentation using standard industry approaches and current signal timing plans. If an alternative methodology is proposed, all analysis **must be submitted to OCTA for review no later than September 12, 2024** for the 2025 Call for Projects. OCTA will contract with an independent third-party firm to review the technical analysis. The cost for the review will be charged to the applicant.

Projects that do not meet the minimum LOS "D" can be submitted but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with a LOS better than "C" (.70 v/c) will not be considered.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Detailed instructions and checklists are provided in this chapter.

Complete application

- Funding needs by phase and fiscal year
- Local match funding source, confirmed through city council resolution or minute order
- Supporting technical information (including current arterial link and turning movement counts)
- Project development and implementation schedule
- ROW status and a detailed plan for acquisition/disposal of excess right-of-way. The ROW acquisition/disposal plan must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.
- Any additional information deemed relevant by the applicant
- Grants subject to master funding agreement

Calls for projects are expected to be issued on an annual basis, or as determined by the Board. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program.

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, the minimum local match requirement is 50 percent (50%) with potential to reduce this amount if certain eligibility requirements are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a *draft* copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information only if necessary, to adequately evaluate the project application.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and ROW acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report and consistency with Master Funding Agreement or cooperative agreement. The reimbursement process is more fully described in Chapter 9 of this manual.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been

acquired. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 10).

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in Chapter 9 and the Master Funding Agreement.

**Table 7-3
Regional Capacity Program
Intersection Improvement Selection Criteria**

Category	Points Possible	Percentage
Facility Usage		25%
Existing ADT	15	15%
Current Project Readiness	10	10%
Economic Effectiveness		20%
Cost Benefit	10	10%
Funding Over-Match	5	5%
Coordination with Contiguous Project	5	5%
Facility Importance		30%
Transportation Significance	10	10%
Operational Efficiency	20	20%
Benefit		25%
LOS Improvement	25	25%
Total	100	100%
Bonus: Additional details and analysis for Class II or Class IV bike facility as complementary feature to the MPAH project, as applicable.	5	

Table 7-4 Intersection Widening Point Breakdown

ICE SCORING CRITERIA Point Breakdown for Intersection Capacity Enhancement Projects Maximum Points = 100

Facility Usage		Points: 25	Facility Importance		Points: 30
ADT Range*		Points	Transportation Significance Range		Points
60+	thousand	15	Principal or CMP Route		10
55 – 59	thousand	13	Major		8
50 – 54	thousand	11	Primary		6
45 – 49	thousand	9	Secondary		4
40 – 44	thousand	7	Collector		2
35 – 39	thousand	5	Operational Attributes		
30 – 34	thousand	3	(within the roadway)		Max Points: 20
25 – 29	thousand	1	Grade Separations		10
*AVG ADT for east and west legs plus AVG ADT for north and south legs of intersection.			Bike Facilities		5
Current Project Readiness			Max Points: 10	Pedestrian Facilities (New)	5
ROW (All Easement and Titles)		5	Bus Turnouts		4
Final Design (PS&E)		4	Free Right		4
Environmental Approvals		2	Lowers Density		3
Preliminary Design (35%)		2	Channels Traffic		3
ROW (All Offers Issued)		2	Protected/Permissive Left Turn		2
Points are additive. Design and ROW limited to highest qualifying designation.			Safety Improvements		3
Economic Effectiveness			Max Points: 20	Active Transportation Focused Plan Elements	2
Cost Benefit (Total \$/ADT)		Points	Sustainability Elements		2
Range*		Points	Benefit		
< 20		10	LOS Improvement		Max Points: 25
21 – 30		9	Calculation: LOS Imp x LOS Starting Point		
31 – 50		7	Existing LOS (Peak Hour) Range		Points
51 – 75		5	1.01+		5
76 – 100		3	.96 – 1.00		4
>100		1	.91 – .95		3
*= Total Cost/Average ADT			.86 – .90		2
Funding Over-Match (local match/project cost) minus minimum local match requirement.			.81 – .85		1
Range*		Points	<.81		0
25+%		5	LOS Reduction w/ Project (existing Volume) Range		Points
20 – 24%		4	.20+		5
15 – 19%		3	.16 – .20		4
10 – 14%		2	.10 – .15		3
5 – 9%		1	.05 – .09		2
0 – 4%		0	.01 – .04		1
Coordination with Contiguous Project Range			<.01		0
Yes		5	Bonus		
No		0	Points: 5		
Coordination with ACE Project with similar implementation schedule.			Additional details and quantitative analysis for Class II and Class IV bike facilities as a complementary feature to the MPAH project, as applicable.		

Freeway Arterial/Streets Transitions (FAST)

Overview

The MPAH serves as the backbone of Orange County’s arterial street network. Current and future needs at existing interchanges along MPAH highways and freeways will need to be addressed in order to improve connectivity between freeways and MPAH arterials. The interchange improvement program complements roadway improvement initiatives underway as well, and supplements development mitigation opportunities.

Projects in the FAST improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Improve transition to and from Orange County freeways with emphasis on MPAH performance
- Provide timely investment of M2 revenues

Project Participation Categories

The FAST category provides capital improvement funding (including planning, design, ROW acquisition and construction) for interchange improvements on the MPAH network for the following:

- MPAH facility interchange connections to Orange County freeways (including on-ramp, off-ramp and arterial improvements)

Eligible Activities

- Planning, environmental clearance
- Design
- ROW acquisition
- Construction (including ramps, intersection and structural improvements/reconstruction incidental to project)
- Signal equipment (as incidental component of the program)
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section)

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs.

Application review and approval does not guarantee the eligibility of all items.

2025 Call for Projects

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As of 8/12/2024

- Direct environmental mitigation for projects funded by FAST (details below)
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices (details below)
- Aesthetic improvements including landscaping within the project ROW (eligible improvements up to 10 percent (10%) of construction costs, provided costs are reasonable for the transportation benefit)
- Rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible but shall not exceed 10 percent (10%) of the M2 construction grant, subject to match requirements.
- Improvements to private property if part of a ROW settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document
- Roadway grading within the ROW shall not exceed a depth for normal roadway excavation (e.g. structural section) or as required by TCEs, and/or ROW agreement related improvements. Additional grading will be considered on a case-by-case basis. Agencies shall provide supporting documentation (e.g. soils reports, ROW agreements) to justify the additional grading.
- Additional ROW and CON to accommodate pedestrian or bike improvements (including Class II and Class IV bike lanes) **as a complementary feature to the MPAH project** are eligible. Construction of eligible bike facilities shall not exceed 25 percent (25%) of M2 construction grant, subject to match requirements.
- Auxiliary lanes if necessitated by interchange improvements
- Soundwalls (in conjunction with roadway improvement mitigation measures)

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent (25%) of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent (25%) of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 10 percent (10%) of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in FAST improvement category funding. Storm drains outside standard MPAH ROW widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g. within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin.

Soundwalls are eligible only if they are required as part of the environmental mitigation for the proposed project and shall not exceed 25 percent (25%) of the total eligible

project cost. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are eligible at up to 10 percent (10%) of the total eligible construction costs, provided costs are reasonable for the transportation benefit.

The relocation of detention basins/bioswales are potentially eligible dependent on prior rights and will be given consideration on a case-by-case basis (see Utility Relocations below).

Roadway grading is eligible for structural sections if within the standard MPAH cross section for the facility (inclusive of any TCEs). Rough grading can be considered eligible, so long as it supports MPAH improvement(s) within the ROW and does not supplant developer (or any other project obligations). Any proposed rough grading outside of the MPAH ROW, will be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted at the time of a payment request (see Chapter 9). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the ROW phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g. water valves, manhole frames and covers), due to new roadway cross sections are either eligible or not eligible in the construction phase subject to the limitations previously described (e.g. prior rights). New or relocated fire hydrants are ineligible.

In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must be reduced by any salvage credits received.

Ineligible Projects

- Seismic retrofit projects (unless combined with eligible capacity enhancements)
- Grading outside of the roadway ROW not related to a TCE or ROW agreement is generally assumed to be ineligible but can be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).
- Enhanced landscaping, aesthetics and gateway treatments (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape).
- ROW and/or construction for separated Class I bike facilities, unless a connection into the MPAH roadway is required.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, level of services benefits, local match funding and overall facility importance. Technical categories and point values are shown on Tables 7-5 and 7-6. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts and ramp volumes projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project's projected ADT, current ADT, the delta, and justification of the increase. Regarding "current" counts, these are defined as those taken for a typical mid-week period within the preceding 12 months. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the preceding 36 months. Project applications without "current" counts will be deemed incomplete and non-responsive. Average ramp intersection volume for each interchange ramp will be used for the current counts. New facilities will rely on projected ramp volume based upon Caltrans approved projection.

For agencies where event or seasonal traffic presents a significant issue, AADT counts can be used, provided the agency gives sufficient justification for the use of AADT.

Current Project Readiness: This category is additive. **Points are earned for each satisfied readiness stage at the time applications are submitted.** Local agency should select the most current phase of the project.

- Environmental Approvals – applies where all environmental clearances have been obtained on the project.
- Preliminary design (35 percent (35%) level) – will require certification from the City Engineer and is subject to verification.

- Final Design (PS&E) – applies where the jurisdiction’s City Engineer or other authorized person has approved the final design.
- ROW (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction. Documentation of ROW possession will be required with application submittal.
- ROW (all easements and titles) – applies where no ROW is needed for the project or where all ROW has been acquired/dedicated.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction’s minimum local match requirement. M2 requires a 50 percent (50%) local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction’s minimum match target is 30 percent (30%) and a local match of 45 percent (45%) is pledged, points are earned for the 15 percent (15%) over-match. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Coordination with Freeway Project: Interchanges planned to coincide with or accommodate programmed freeway improvements receive points in this category.

Transportation Significance: Roadway classification as shown in the current MPAH.

Operational Attributes (within the roadway): This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed project. Only one feature can be selected for any qualifying category. For example, installation of a bike lane that is identified in an adopted ATP plan can be awarded points under "Bike Facilities" or "Active Transportation Focused Plan Elements," but not both.

- Eliminate left turn conflicts: Ramp intersection reconfiguration which does not permit left turns onto ramps.
- Coordinated signal: Ramp intersections within a coordinated corridor where coordination did not previously exist.
- Add turn lanes: Increase in number of turn lanes on arterial.
- Add traffic control: Signalization of ramp intersection.
- Enhanced ramp storage: Extension or widening of existing ramp to improve off-street storage capacity.
- Pedestrian facilities: Add crosswalk and/or sidewalk to ramp or bridge crossing within context of interchange improvements.
- Bike Facilities: Installation of new bike facilities (Class II or Class IV) **as a complementary feature to the MPAH project**. Class I facilities are not eligible.

All proposed bike facilities must be included in an approved transportation plan or circulation element. For bonus points (max 5 total), Class II and Class IV facilities may also describe how improvements will help improve street operations and reduce congestion including how the project will connect a diversity of land-uses, fill gap(s) in existing bicycle facilities, and contribute to the broader bicycling infrastructure network AND/OR a quantitative analysis showing congestion reduction/reduction in vehicle miles traveled. Potential methodology includes the CARB VMT reduction or alternative quantification method, see https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/bicycle%20facilities_summary_032519.pdf

- Active Transit Route: facility contains a currently active OCTA transit route
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: intersection median barriers, curb extensions, pedestrian crossing islands, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case-by-case basis.
- Elements of Approved Active Transportation Plan/Active Transportation Focused Sections of other Types of Mobility Plans: Incorporate project features that are approved in an active transportation plan or if very focused, in active transportation focused sections of other types of plans that improve mobility. These elements can include bike infrastructure and pedestrian elements. Other elements of an active transportation plan may be considered on a case-by-case basis. Documentation of approved plan will be required with application submittal and assignment of points for active transportation focused sections of other types of plans will be considered on a case-by-case basis.
- Sustainability Elements: Includes the use of multiple complete street elements, the installation of solar lighting within the roadway cross section, or water conservation elements that reduce water consumption, compared to current usage within project limits; such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist. Other elements of sustainability may be considered on a case-by-case basis. Points are awarded at construction phase only.

LOS Improvement: This category is a product of the existing or projected LOS based upon v/c and LOS improvement "with project" for arterial based improvements and ICU for intersection-based improvements. **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) to qualify for priority consideration for funding.** Existing LOS is determined using current 24-hour traffic counts for arterials and peak hour turning movements at intersections for the proposed segment. However, for projects where traffic volumes follow unconventional patterns (e.g. unidirectional congestion,

large disparity between AM and PM peaks, etc.) alternate methodologies for determining LOS can be proposed. If HCM 2010 is proposed for intersections as an alternative methodology, all analysis **must be submitted to OCTA no later than September 12, 2024** and the cost for independent review shall be reimbursed by the applicant. Projects that do not meet the minimum LOS "D" can be submitted but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with a LOS better than "C" (.70 v/c) will not be considered.

Improvement Characteristics: Select the attribute that best fits your project definition.

- New facility: New interchange where none exists.
- Partial facility: New interchange which does not provide full access.
- Interchange reconstruction: improvement of existing interchange to provide additional arterial capacity (widening of overcrossing or undercrossing).
- Ramp reconfiguration: Widening of ramp or arterial to improve turning movements or other operational efficiencies.
- Ramp metering: Installation of metering on ramp.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below.

Complete application

- Funding needs by phase and fiscal year
- Local match funding source
- Supporting technical information
- Project development and implementation schedule
- ROW status and a detailed plan for acquisition/disposal of excess right-of-way. The ROW acquisition/disposal plan must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.
- Any additional information deemed relevant by the applicant
 - Grants subject to a Master Funding Agreement or cooperative agreement if federal funds are awarded

Calls for projects are expected to be issued on an annual basis, or as determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program. Worst peak hour period is used for this evaluation and eligibility purposes.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, a 50 percent (50%) minimum local match is required. A lower local match may be permitted if certain eligibility criteria are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and ROW acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report and consistency with Master Funding Agreement. The reimbursement process is described in Chapter 9.

Caltrans Coordination

Caltrans is not eligible to submit applications or receive payment under this program. Only eligible cities or the County of Orange may submit applications and receive funds. This program was designed to benefit local agencies.

Coordination with Caltrans will be essential for most, if not all, of the projects submitted for this program. Local agencies should therefore establish contacts with the Caltrans District 12 Office (Project Development Branch) to ensure that candidate projects have been reviewed and approved by Caltrans. All other affected agencies should be consulted as well.

Agencies submitting projects for this program must have confirmation from Caltrans that the proposed improvement is consistent with other freeway improvements as evidenced by an agreement or other formal document.

Applications should be submitted so that interchange projects are done in conjunction with construction of other freeway improvements whenever possible. However, if the interchange project can be done in advance of the freeway project, verification and/or supporting documentation must be submitted showing the interchange improvement has merit for advanced construction and that it will be compatible with the freeway design and operation. Additionally, the interchange improvements should take into account the ultimate freeway improvements if the interchange is to be improved in advance.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 10).

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in Chapter 9 and Master Funding Agreement.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or minute order authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's**

governing body. A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion of planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information only if necessary, to adequately evaluate the project application.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

**Table 7-5
Freeway/Arterial Street Transitions
Interchange Improvement Selection Criteria**

Category		Points Possible	Percentage
Facility Usage			20%
	Existing ADT	10	10%
	Current Project Readiness	10	10%
Economic Effectiveness			25%
	Cost Benefit	10	10%
	Matching Funds	10	10%
	Coordination with Freeway Project	5	5%
Facility Importance			25%
	Transportation Significance	10	10%
	Operational Attributes	15	15%
Benefit			30%
	Existing LOS	10	10%
	LOS Reduction w/ Project	10	10%
	Improvement Characteristics	10	10%
		Total	100
			100%
Bonus: Additional details and analysis for Class II or Class IV bike facility as complementary feature to MPAH project, as applicable.		5	

Regional Grade Separation Program (RGSP)

Background

Seven rail crossing projects along the MPAH network were identified by the CTC to receive Trade Corridors Improvement Funds (TCIF). These TCIF allocations required an additional local funding commitment. To meet this need, the Board approved the commitment of \$160 million in RCP (Project O) funds to be allocated from M2. The RGSP captures these prior funding commitments.

Future calls for projects for grade separations are not anticipated.

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Chapter 8 – Regional Traffic Signal Synchronization Program (Project P)

Overview

The RTSSP (Project P) includes competitive funding for the coordination of traffic signals across jurisdictional boundaries including project based operational and maintenance funding. OCTA will provide funding priority to programs and projects, which are multi-jurisdictional in nature.

The RTSSP is based on the Regional Traffic Signal Synchronization Master Plan (RTSSMP). The Board adopted the RTSSMP as an element of the MPAH on July 26, 2010. The RTSSMP defines the foundation of the RTSSP. The RTSSMP consists of the following components:

- Regional signal synchronization network
- Priority corridors for accelerated signal synchronization
- Definition of Traffic Forums
- Model agreements presenting roles and responsibilities for Project P
- Signal synchronization regional assessment every three years
 - NOTE: For Call for Projects 2025, Priority Corridors are an eligible inclusion, but no additional points will be awarded. A Priority Corridor is on the Signal Synchronization Network.

The RTSSMP will be reviewed and updated by OCTA. Local agencies are required to adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the RTSSMP and shall issue a report on the status and performance of its traffic signal synchronization activities. Details on both the RTSSMP and requirements for Local Plan development are available in the [Guidelines for the Preparation of Local Signal Synchronization Plans](#) (updated April 2023). These guidelines are available at the following link: <https://www.octa.net/pdf/Guidelines-Preparation-LSSP.pdf>.

The remainder of this chapter details the key components of the RTSSP:

- Funding guidelines for the competitive call for projects
- 2025 Call for Projects

Projects compete for funding as part of the RTSSP. Projects submitted by local agencies as part of the call must meet specific criteria. Projects are rated based on scoring criteria and are selected based on their competitive ratings.

Objectives

- Synchronize traffic signals across jurisdictions.
 - Monitor and regularly improve the synchronization.
 - Synchronize signals on a corridor, intersecting crossing arterial and/or route basis reflecting existing traffic patterns in contiguous zones or road segments that have common operations.

2025 Call for Projects

The following information provides an overview of the 2025 RTSSP (Project P) Call for Projects:

1. Projects must result in new, optimized, and field-implemented coordination timing.
2. Project shall be a single contiguous corridor or set of contiguous corridors related to each other. Multiple corridors and related systems of corridors that form a “grid” or “route” may be submitted as a single optimized timing project. However, the total number of corridors per project will be limited to three (3).
3. Projects selected will be programmed after July 1 of the programmed year (July 1 – June 30).
4. Project delays resulting in a time extension request will fall within the process outlined in the CTFP Guidelines.
5. Projects are funded for a grant period of three (3) years and are divided into two phases:
 - a. Primary Implementation (PI) – includes the required implementation of optimized signal timing as well as any signal improvements proposed as part of a project. A report is required at the conclusion of this phase to document work completed during the PI phase. This PI Report shall be submitted with the final report.
 - b. Ongoing Operations and Maintenance (O&M) – includes the required monitoring and improving optimized signal timing in addition to any optional communications and/or detection support. O&M will begin after the optimized signal timing is implemented and be required for the remainder of the project (typically 2 years). An O&M Report is required at the conclusion of this phase to document work completed during the O&M phase and shall be submitted with the final report.
6. Projects shall include a Before and After Study. This study shall collect morning, mid-day, and evening peak periods using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor synchronization performance index (CSPI) metric. This information shall be collected both before and after signal timing changes have been implemented and approved by all agencies. The study shall compare the information collected both before and after the timing changes. Comparisons should identify the absolute and percent differences for the entire

corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.). The Before and After study shall also include field inventory, count data, modeling data, and Greenhouse Gas calculations. The Before and After Study shall be submitted as part of the PI Report.

7. Any corridor or portion of a corridor funded through this call cannot re-apply for funding until the three-year grant period is completed and a final report for both phases have been submitted to OCTA.
8. This chapter identifies the selection criteria for projects, eligible activities, minimum project requirements, data compatibility required as part of any funded project, and other key information.
9. Applications with full participation of agencies and signals in the OCTA Countywide Signal Synchronization Baseline Project (Baseline Project) may elect to waive data collection, timing development, and timing implementation tasks in their application. A waiver will only be accepted if all participating agencies (excluding Caltrans) execute a cooperative agreement with OCTA by no later than the date the funding recommendations are presented to the TSC, as these tasks will be covered in the Baseline Project. Note that "Before" and "After" studies and tasks in the O&M phase will still be required as part of Project P.

Additional details of the specific program's intent, eligible project expenditures, ineligible project expenditures, and additional information that may be needed when applying for funds are included in this chapter. Each section should be read thoroughly before applying for funding. Applications should be prepared for the program that best fits the proposed project.

For specifics on the funding policies that apply to this call, refer to the Program Precepts in Section V of these guidelines.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project application. OCTA shall require agencies to submit applications for the call for projects by **5:00 p.m. on Thursday, October 24, 2024**. Late and/or incomplete submittals will not be reviewed or considered. The local agency responsible for the project application must submit the application and any supporting documentation via OCFundtracker as outlined below.

A separate application package must be completed for each individual project and uploaded to OCFundtracker. **One (1) unbound printed hardcopy and one electronic copy on a USB, thumb drive, memory stick, or via electronic file upload and/or email** of each complete application shall also be mailed or delivered to:

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, California 92863-1584
Attn: Charvalen Alacar
Email: calacar@octa.net

Application Process

Project grants are determined through a competitive application process administered by OCTA. Agencies seeking funding must complete an online application, a supplemental application in the latest format, and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Key information to be provided as part of the application process includes:

- Funding needs by phase and fiscal year
- Percent match rate per phase including funds type, source, and description (minimum 20 percent (20%))
- Lead agency (default – local agency)
- Lead and supporting agencies' contact information
- Supporting technical information
- Project development and implementation schedule
- Environmental clearances and other permits
- Any additional information deemed relevant by the applicant
- Complete photographic field review (including cabinet interiors and communication facilities) for all projects that request OCTA to lead. Original photos shall be uploaded to OCFundtracker as a single file or included with electronic copy of application.

A call for projects for the funding cycle will be issued as determined by the Board. Complete project applications must be submitted by the established due dates to be considered eligible for consideration.

An application should be submitted for a single corridor or route corridor project. Multiple corridors that form a "grid" may be submitted as separate or single project(s). However, the total number of corridors per route or grid corridor projects will be limited to three (3). The following instructions should be used in developing project applications.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Once applications have been completed in accordance with the Program requirements, the projects will be scored, ranked, and submitted to the TSC, TAC, and the Board for consideration and funding approval. OCTA reserves the right to evaluate submitted project costs for reasonableness as part of the review and selection process and suggest

potential revisions to make the cost more appropriate. Grants will be subject to funding agreements with OCTA.

Other Application Materials

Supporting documentation is required to fully consider each project application. A Supplemental Application (available on the OCTA website and OCFundtracker) is required to be completed for each project application and included in the electronic submittal. **Any Supplemental Application not submitted in the 2025 format will NOT be considered.** The template is distributed with other application materials at the issuance of the Call for Projects. In addition to the funding plan described above, local agencies will be required to submit additional materials.

Lead Agency: Eligible jurisdictions consistent with Measure M2 Ordinance definitions and requirements.

Participating Agencies: All participating agencies must be identified and adopted City Council resolutions or Minute Order actions authorizing the participating agency's support of the project under the lead agency must be included. If the application claims Caltrans as a participant, then it shall contain a letter of support from Caltrans for the specific project and letters of support from all applicable agencies pledging to sign a cooperative agreement with Caltrans at the start of the project. The lead agency shall also pledge this commitment in the cover letter of the application. The required Caltrans fee will be a line item in the improvements list. The applicable agencies will be required to cover the required 20 percent (20%) match for the Caltrans line items. All agencies that have a Caltrans intersection/ramp in their jurisdiction are required to sign a cooperative agreement with Caltrans in order for the entire project to claim Caltrans as a participant.

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of project local match funding must be provided with the project application from all participating agencies. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Lead Agency

This Program is administered through a single lead agency: See Lead Agency definition above.

Local Agency Lead: Only the lead agency will receive payments in accordance with the CTFP Guidelines regarding payment for costs related to project for optimized signal timing development, capital improvements, planning, and related design. Payments will be disbursed consistent with Chapter 9. The lead agency is responsible for reimbursing other

agencies as part of the effort. Additionally, the lead agency is also responsible for ensuring that all agencies participating in the project provide the local match proposed in the project application.

OCTA Lead (NOT AVAILABLE FOR 2025 CALL FOR PROJECTS): OCTA may, at the request of the involved local agencies, act as the lead agency for RTSSP projects. If the involved local agencies would like OCTA to implement a project on the signal synchronization network, the local agency shall work cooperatively with OCTA to develop the scope of work and cost elements of the project. For example, accounting for OCTA's administrative and project management efforts by incorporating an additional 10 percent (10%) of the total project cost when calculating the Cost Benefit of the project. The lead local agency shall contact OCTA with **a written request at least four weeks prior to deadline for submittal of the project grant application**. Applications must be prepared by a designated local agency acting in a lead capacity during grant preparation. Applications must include a complete photographic field review (as outlined above) when submitted. The application will be scored using the criteria outlined in the following sections. Based on local agency interest and OCTA resource availability, a limited number of projects can be developed and implemented by OCTA.

If any projects that are designated as OCTA led are awarded funding, OCTA will then be responsible for implementation of the project, including optimized signal timing development, capital improvements, planning, and related design. OCTA will implement the project based on the cost estimates developed in the application. Project elements may be modified based on final costs with the agreement of all participating agencies. OCTA will be responsible for ensuring that all agencies participating in the project provide the local match as identified in the project application (minimum 20 percent (20%)).

OCFundtracker Application Components

Final applications **MUST** be submitted via OCFundtracker and in hard copy format. Selection criteria must be inputted as part of the OCFundtracker online application and includes the following categories of information:

Transportation Significance, Number of Jurisdictions, Project Scale, Economic Effectiveness, Project Characteristics, Current Project Status, and Funding Match Rate.

Application Review and Program Adoption

OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, may request supplemental information for projects during initial staff evaluations, and prepare a recommended program of projects to the TSC and TAC. In addition, OCTA may hire a consultant(s) to verify information within individual applications including, but not limited to, project scope, cost estimates, vehicle miles traveled, and average daily traffic.

Final programming recommendations will be provided to the TSC and TAC for approval. Recommendations will be presented to the Board, who will approve projects for funding under the CTFP.

Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:

Board authorization to issue call: August 12, 2024

Application submittal deadline: October 24, 2024

TSC/TAC Review: February/March 2025

Committee/Board approval: April/May 2025

Checklist Guide

The "Project P Regional Traffic Signal Synchronization Program Application Checklist" has been provided for the RTSSP (Exhibit 8-1). The checklist identifies the basic documentation required for the program. In addition to items required at the time of project submittal, additional items that are not specified may be requested later. The checklist should be provided as a table of contents for **each** application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application.

Sample Resolution Form

A resolution or minute action must be approved by the local agency's governing body. A sample resolution is included as Exhibit 8-2. Local agencies, at a minimum, must include items a-h from the sample resolution. The mechanism selected shall serve as a formal request for RTSSP funds and will state that matching funds will be provided by the agency, if necessary. All project requests (i.e., multiple corridors proposed for RTSSP funds) must be included in this action.

Project Definition

Local agencies are required to submit complete projects that, at minimum, result in field-implemented coordinated timing. Project tasks that are eligible for funding can consist of design, engineering, construction, and construction management. Partial projects that include design improvements, but do not field implement the improvements are ineligible.

Projects must consist of a corridor along the priority corridor network, signal synchronization network, or the MPAH. Projects previously awarded RTSSP funding must be complete with a Final Report for both phases submitted to OCTA. Projects can be the

full length of the corridor or a segment that complies with the minimum project requirements identified later in the chapter.

All participating agencies (except Caltrans) and their respective project signals in the application must be participants of the OCTA Baseline Project in order to be eligible to waive the data collection, timing development, and timing implementation tasks of the Project P project. Offset signal improvements are also only available to applications that have full Baseline Project participation (excluding Caltrans).

Per the RTSSMP, the Project P projects are corridor-based. The applicant agency and owning agencies submitting a “route” project must provide evidence, including actual vehicle counts and a description of the proposed route to demonstrate that the interconnected corridors do form a coherent route. A “route” project shall meet the Minimum Eligibility Requirements as described on Page 8-19.

For route projects encompassing more than two (2) corridors, current Origin-Destination (OD) count data (field or third-party crowdsourcing accepted), shall be provided. This data shall include a detailed depiction of the route and clearly highlight the OD points using the collected vehicle data. Discussion with OCTA staff regarding OD data gathering prior to collection for the application is highly encouraged. The analysis must illustrate how the route offers a coherent and logical path, detail the expected benefits, and explain the rationale behind drivers' choice of this particular route. Additionally, routes must maintain the integrity of eligible and/or previously synchronized corridors, avoiding any disruption to established routes to ensure seamless connectivity. The provided data should be recent, preferably within the last 12 months, and collected during peak traffic hours. Include maps and diagrams that illustrate the OD points and the flow of the route. A draft application must be submitted **at least four (4) weeks** prior to the application deadline. **Failure to submit a draft application by September 26, 2024 will result in automatic disqualification of the project.** By adhering to these guidelines, applicants will ensure their projects align with the objectives of Project P.

A “grid” project shall consist of one main corridor that is specifically identified in the application with a maximum of two crossing corridors to make a grid. Grid projects shall also be multijurisdictional with a minimum of two local agencies, excluding Caltrans. For a grid project, applicant agency and owning agency must demonstrate through simulation or actual vehicle counts the following:

- Show that timing changes on the main corridor will greatly impact the crossing corridor(s)
- Crossing corridors shall have closely spaced signals in close proximity to the main corridor with timing changes along these crossings impacting the operation of the main corridor

All corridors in the grid shall individually meet the Minimum Eligibility Requirements and, as part of the project, travel time studies shall also be collected along all corridors making the grid.

Multimodal consideration of bicyclists and pedestrians along or crossing the intersection or roadway may enhance overall circulation. Therefore, active transportation elements may be included as part of the project as outlined in the following section.

Eligible Activities

The primary purpose of Project P is to provide funding for projects that develop and maintain corridor-based, multi-jurisdictional signal synchronization along corridors throughout Orange County. All projects funded by Project P must be corridor-based and have a signal coordination component that includes the following:

- Developing and implementing new signal synchronization timing parameters based on current travel patterns, and federal and state traffic signal timing mandates and guidance, including but not limited to the Manual on Uniform Traffic Control Devices (MUTCD). These tasks may be waived if **ALL** the applicants (excluding Caltrans) and all of their respective project signals are participating in the Baseline Project. All timing development (including data collection) and implementation for Caltrans intersection(s) included in the project will be the responsibility of the applicant. Funding/effort is allowed as part of the application.
- Monitor, maintain (minimum quarterly/maximum monthly) and/or regularly improve the newly implemented signal synchronization timing and parameters for the remainder of the project. As part of the closeout process, an O&M Report is required to document activities of the O&M phase. This is required regardless of Baseline participation.
- “Before” and “after” studies for the project comparing travel times, average speeds, ratio of green lights passed to red lights stopped (greens per red), average stops per mile, and emissions of greenhouse gases. The results of the “before” and “after” studies shall be included in the PI Report. This is required regardless of Baseline participation.

In addition to developing optimized signal timing, a project may include other improvements, as long as they contribute to the goal of multi-agency signal synchronization of corridors throughout Orange County. These improvements are restricted to the signal synchronization project limits (main corridor) but may include synchronization with traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor. These offset signals; however, will not be counted towards the total number of signals on the project (for implementation of timing plans only). Projects waiving the development of optimized signal timing through the participation of the Baseline Project are eligible to include signal

improvements at offset signals, as the Baseline Project will be evaluating timing countywide. As a reminder, the waiver for the development and implementation of timing will only be considered if **ALL** participating agencies and all of their respective project signals are part of the Baseline Project. No additional funds will be allocated for offset signals. All offset signal improvements must adhere to the CTFP Guidelines for eligibility. All improvements must be designed to enhance the specific project. Expenditures related to the design of systems, permitting, and environmental clearance are eligible for funding.

Caltrans encroachment permits and agency to Caltrans Cooperative Agreement fees are eligible activities. This includes Caltrans labor, such as expenses for reviewing signal timing plans, providing signal timing parameters, and providing existing timing sheets, etc. Applicant must specify how the project intends to handle Caltrans intersections.

Ineligible Expenditures

- Isolated traffic signal improvements
- Traffic hardware (pole, mast arms, lights, electrical, signs, etc.)
- Regular signal operation and maintenance (such as replacement of light bulbs or communication repairs)
- Field display equipment (Traffic signal heads other than pedestrian countdown, or special bicycle, or Transit Vehicle signal heads)
- Feasibility studies
- Relocation of utilities except for electrical service requirements
- Right-of-way
- Rewiring of complete intersection because of age or isolated mitigation

Funding Estimates

The streets and roads component of M2 is to receive 32 percent (32%) of net revenues, 4 percent (4%) of which are allocated for the RTSSP. The RTSSP will make an estimated \$270 million (2009 dollars) available over the course of the 30-year M2 Program. Programming estimates are developed in conjunction with a call for projects cycle corresponding to concurrent funding agreements with all local agencies.

The RTSSP targets over 2,000 intersections across Orange County for coordinated operations. Because of the limited amount of funds available for the RTSSP, a project cap of \$75,000 per signal or \$250,000 per project corridor mile included as part of each project (whichever is higher) has been established for this call for projects. Note that offset signals will not be counted towards the total number of signals on the project for purposes of calculating the project cap.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on furthering the overall goal of multi-jurisdictional, corridor-based signal synchronization.

Transportation Significance: Points are awarded for projects that include offset signals along the project corridor, route, or grid. These offset signals do not count towards the project cap; however, are in relatively close proximity to affect the operation of the corridor(s). The applicant shall identify the number of offset signals on the corridor and the percentage of those offset signals that will be included in the project. The applicant is encouraged to verify offset signals numbers with OCTA prior to application submission as changes are not allowed after submission.

Vehicle miles traveled (VMT) is calculated as the centerline length of segment(s) on the corridor, route, or grid proposed for synchronization multiplied by the existing average daily traffic (ADT) for the proposed segment(s) length. For instance, for a three-mile segment with one-mile interval ADT data at of 200 vehicles, 300 vehicles, and 400 vehicles, the VMT would be calculated as:

$$200 \text{ vehicles} * 1 \text{ mile} + 300 \text{ vehicles} * 1 \text{ mile} + 400 \text{ vehicles} * 1 \text{ mile} = 900 \text{ vehicle miles.}$$

VMT should be calculated by the smallest segmentation on which the city typically collects ADT data. ADT must be based upon actual count information taken within 36 months preceding the application date and include 24-hour, midweek, bi-directional counts for each segment. All supporting data shall be organized in order in which they appear for the calculation of the VMT. Data from the OCTA Traffic Flow Map may not be used. Furthermore, outdated and/or non-compliant counts may result in project ineligibility (maximum: 25 points).

Economic Effectiveness: Total project cost divided by Existing VMT. If the applicant is electing OCTA to be the lead agency, the total project cost in this calculation must also include an additional 10 percent (10%) of the total project for OCTA administrative and project management efforts. This additional 10% is used to determine the project effectiveness only and is not counted towards the overall project budget cap (maximum: 10 points).

Project Characteristics: Points are awarded based on the project's average improvement score. Eligible improvements for each intersection are assigned an improvement score based on factors, such as priority for overall signal operations and existing conditions. Intersection improvement scores are then averaged together, and the average project score is used in the point breakdown table in Project Characteristics. For instance, a maximum score of fifty (50) is awarded to projects that are timing only without any capital improvements or average scores accumulate if a signal synchronization project is

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combined with eligible improvements. The following improvements and requirements only apply to signalized intersections that are part of the application, including offset signal improvements for eligible applications.

Eligible Improvements		Score Based on Status	
Signal Timing (No Capital)		Online	Offline
	Timing Only	50	30
	Timing + Traffic Responsive (license only)	50	15
	Timing + Peer-to-Peer (configuration only)	50	40
	Timing + Traffic Adaptive (license only)	40	1
Signal Communication		No Time Source	Time Source
	Above ground (e.g., wireless, cellular, etc.)	50	30
	Fiber Optic underground	25	15
	All other (e.g., copper, aerial fiber, GPS, etc.)	5	1
Field Elements		None/5+ Years	Within 5 years
	ATC signal controller	50	10
	Signal cabinet on existing foundation	30	10
	Signal cabinet on new foundation	15	5
	BBS/USP (attached)	20	10
	BBS/UPS on existing foundation	10	5
	BBS/UPS on new foundation	5	1
	CCTV	30	10
	Vehicle detection (ATSPM inputs + counts)	50	30
	Vehicle detection (ATSPM inputs)	40	20
	Vehicle detection + bicycle detection	30	15
	Vehicle detection	30	15
	Bicycle detection	30	15
	Pedestrian detection (audible)	50	30
	Pedestrian detection	30	15
	Active transportation/pedestrian safety	50	30
	Transit Signal Priority	30	10
	EVP (hybrid or GPS)	40	10
	EVP (infrared)	30	10
	Speed feedback signs (existing post)	40	10
	Speed feedback signs (new post)	20	10
	Corridor Performance Monitoring	40	10
Minor Signal Operational Improvements		None/5+ Years	Within 5 years
	Channelization	40	20
	Signal phasing improvement	50	25

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Eligible Improvements		Score Based on Status	
TMC/TOC		None/10+ Years	Within 10 years
	Central System (server, licenses, workstations)	40	20
	Display (video wall, VMS, etc.)	30	10
	UPS	20	5
Caltrans		Participation	No Participation
	Cooperative Agreement	50	25

Signal Timing (No Capital). Improvements in this category can only be selected if the entire project is a timing only project without any field improvements. Scores for this improvement category can be claimed for any one of the following depending on the status of the signal, whether is it online (connected to a central system and active) or offline (either connected and not active or not connected to a central system):

- Traffic Responsive only if all signals, in at least one agency on the project, are included in the system.
- Peer-to-Peer program on traffic control devices that have existing connectivity.
- Adaptive traffic signal systems only if all signals, in at least one agency on the project, are included in the system.

Signal Communication. Scores for this improvement category varies depending on the type of improvement coupled with the existing status of the signal, whether there is an existing reliable time source (e.g., GPS, master controller, direct connection to central system, etc.) that will keep the signal in synchronization along the corridor:

- Above ground communication installations, such as wireless radios and cellular devices, that are quick to build are the preferred medium to ensure all signals are online and operating. This should not include any construction between signalized intersections.
- New or upgraded fiber optic communication systems
 - New contemporary communication system improvements (e.g., Ethernet) including all conduits, pull boxes, fiber optic and/or copper cabling (not to exceed 120 strands), network switches and distribution systems. These systems should be sufficiently sized for the needs/capacity of the Intelligent Transportation System (ITS) network. Excess capacity is deemed non-participating and also, cannot be used as part of the required project match.
 - Software and hardware for system traffic control.
 - Control and monitoring interconnect conduit (including upgrades or replacement of existing systems).
 - Communication closure systems of conduit, cable, and associated equipment that are outside of project limits but complete a designated

communications link to an existing network for the Advanced Transportation Management System (ATMS) for an agency or agencies. Only communication links that are installed from a central location and/or communications hub to the project corridor that does not currently have a fiber connection to a central location are eligible.

- All other communication mediums, such as GPS clocks, copper twisted pair or aerial interconnect between signalized intersections, are eligible to ensure signals are online and in operation but are not encouraged.

Field Elements. This improvement category is focused on the field equipment/devices that will ensure the signals are enhanced to support advanced signal operations. Scores for this improvement category will vary depending on the existing lifespan of equipment/devices being upgraded. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation.

- Traffic signal controller replacement of antiquated units with Advanced Transportation controller (ATC) units. ATC shall comply with latest industry standards.
- Controller cabinet (assemblies) replacements that can be shown to enhance signal synchronization.
- Traffic signal Battery Backup System (BBS) or Uninterruptible Power Supply (UPS) that includes cabinet, batteries, and necessary configurations.
- Closed Circuit Television (CCTV). Intelligent cameras that include analytics, such as automated continuous counts are the preferred solution. If implemented, these cameras may require a data sharing agreement with OCTA in the future.
- Vehicle Detection System (VDS)
 - The ideal implementation for signal operations is a detection system that will increase the number of inputs, including separate bicycle and pedestrian detection inputs, into the signal controller for the purpose of signal performance measures, such as Automated Traffic Signal Performance Measures (ATSPM). Additionally, inputs that are specifically set to capture turning movement counts at the intersection.
 - Inductive loops, video detection, radar, sonar, thermal, hybrids thereof, and other types of vehicle detection systems that can distinguish bicycles. This includes implementing a separate bicycle minimum and/or clearance parameter in the traffic signal controller.
- Installation of new and/or improved traffic control devices to improve the accessibility, mobility, and safety of the facility for pedestrians and bicyclists. Americans with Disabilities Act (ADA) compliant pedestrian signals include, but not limited to, tactile and audible buttons in countdown signal heads.

- Active Transportation/Pedestrian Safety related elements
 - High-Intensity Activated crosswalk signaling systems (HAWK)
 - Pedestrian detection modules
 - Bicycle detection modules.
 - Rectangular Rapid Flashing Beacon Systems (RRFB) including striping, legends, and signage.
- Transit Signal Priority (TSP) intersection control equipment only.
- Emergency Vehicle Preempt (EVP) intersection control equipment only.
- Corridor Performance Monitoring implementations, such as Bluetooth and/or connected vehicle roadside units for signals on the project. If implemented, these items will require a data sharing agreement with OCTA.

Minor Signal Operational Improvements. Scores for this improvement category will vary depending on the existing lifespan. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation.

- Channelization (signing, striping, raised pavement markers, in lane flashing guidance or warning marking systems, and legends) improvements required for traffic signal phasing.
- Traffic signal phasing improvements that will improve traffic flow and system performance including protected permissive left turn phasing and shared pedestrian phasing, excluding display equipment and other ineligible activities as mentioned in these guidelines.

Traffic Management Center (TMC)/Traffic Operations Center (TOC). Scores for this improvement category will vary depending on the existing lifespan of equipment or software being upgraded. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation. Applicants shall include a breakdown of TMC/TOC improvements as an appendix to the Supplemental Application.

- Central system
 - New TMCs or TOCs, such as a new Advanced Traffic Management System (ATMS). Any project funded under this category should plan for center-to-center communication (C2C) with nearby agencies and/or OCTA.
 - Upgrades to existing TMCs or TOCs. Any project funded under this category should plan for C2C with nearby agencies and/or OCTA.
 - Motorist information systems (up to 10 percent (10%) of total project costs for PI phase only).
 - Automated Traffic Signal Performance Measures (ATSPM) system can only be implemented if all signals, in at least one agency on the project, are included in

the system, which will also be used during the O&M phase of the project. If implemented, these items will require a data sharing agreement with OCTA.

- Video display equipment, including wall monitors, screens, mounting cabinets, and optical engines (up to 10 percent (10%) of total construction costs for PI phase only).
- Uninterruptible Power Supply (UPS) for ATMS shall solely provide electrical power for ATMS Server(s), one dedicated workstation station (console terminal) and related communications devices. UPS for ATMS is not intended to provide power to entire TMC, and approval of request for UPS is at the sole discretion of OCTA.

Caltrans. Scores for this category will depend on the commitment of a cooperative agreement with Caltrans that results in active Caltrans participation and inclusion of Caltrans as a partnering agency. The associated timing fee is an eligible expense. Note that if a cooperative agreement with Caltrans will not be executed, the participating agencies will still be responsible for modeling any Caltrans signalized intersections within the project limits.

Each project intersection that has proposed improvements will receive an average score per the specific improvements noted above and the project's score will be an average of all intersection averages (maximum: 20 points).

Project Scale: Points are earned for including more intersections along the signal synchronization network. For a grid, the number of signals and percent of signals being retimed will only be calculated for the corridor that is designated as the Main Corridor. For routes, the percent of signals being retimed will be calculated as the average of total project signals to total possible signals on each corridor that are part of the route (maximum: 20 points).

Note: Due to the length of Pacific Coast Highway (PCH) and the fact that broad portions of it are a Caltrans' owned facility, for CTFP project scoring purposes only, the "Percent of Main Corridor Being Retimed" scoring criteria (identified in Table 8-1) can be divided into the four following segments.

1. San Gabriel River (Los Angeles County Line) to North of Goldenwest Street
2. Goldenwest Street to School/State Park
3. South of School State Park to Doheny Park Road
4. South of Doheny Park Road to County Line

If an application is proposed to span two or more segments of PCH the "Percent of Main Corridor Being Retimed" calculation will be based upon the number of signals in the project application divided by total number of signals in the applicable segments.

Number of Jurisdictions: Points are earned for including multiple local agencies as part of the project (maximum: 15 points).

Current Project Status: Points are earned based on the current status of the project development. Points for re-timing of a corridor can be claimed only if at least 75% of the previous project (RTSSP or Measure M Signal Improvement Program) is part of the new application **OR** at least 75% of the corridor (on MPAH) has never been funded. All corridors within a "route" or "grid" project must satisfy the 75% requirement to qualify for points. (maximum: 5 points).

Funding Match: The percentages shown in Table 8-1 apply to overall match rates. M2 requires a 20 percent (20%) local match for RTSSP projects. Project match rates above 20 percent (20%) are limited to dollar match only (maximum: 5 points).

Table 8-1 Point Breakdown

RTSSP SCORING CRITERIA Point Breakdown for Regional Traffic Signal Synchronization Program Projects Maximum Points = 100

<p>Transportation Significance Points: 25</p> <table border="1"> <thead> <tr> <th>Inclusion of offset signals within 2700'</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90% or above</td> <td>10</td> </tr> <tr> <td>50 - 89%</td> <td>5</td> </tr> <tr> <td>< 50%</td> <td>0</td> </tr> </tbody> </table> <p>OR</p> <table border="1"> <tbody> <tr> <td>Participation in the Baseline Project</td> <td>10</td> </tr> </tbody> </table> <p style="text-align: center;">AND</p> <p>Vehicle Miles Traveled (VMT)</p> <table border="1"> <thead> <tr> <th>Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>250+ thousand</td> <td>15</td> </tr> <tr> <td>200 - 249 thousand</td> <td>10</td> </tr> <tr> <td>150 - 199 thousand</td> <td>6</td> </tr> <tr> <td>100 - 149 thousand</td> <td>3</td> </tr> <tr> <td>0 - 99 thousand</td> <td>1</td> </tr> </tbody> </table> <p><u>Calculation:</u> ADT x segment length (Applies only to coordinated segments of project)</p>	Inclusion of offset signals within 2700'	Points	90% or above	10	50 - 89%	5	< 50%	0	Participation in the Baseline Project	10	Range	Points	250+ thousand	15	200 - 249 thousand	10	150 - 199 thousand	6	100 - 149 thousand	3	0 - 99 thousand	1	<p>Project Scale Points: 20</p> <p>Number of Signals on Main Corridor Coordinated by Project</p> <table border="1"> <thead> <tr> <th>Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>50+</td> <td>10</td> </tr> <tr> <td>40 - 49</td> <td>8</td> </tr> <tr> <td>30 - 39</td> <td>6</td> </tr> <tr> <td>20 - 29</td> <td>4</td> </tr> <tr> <td>10 - 19</td> <td>2</td> </tr> <tr> <td>< 10</td> <td>0</td> </tr> </tbody> </table> <p style="text-align: center;">AND</p> <p>Percent of Main Corridor Signals Being Retimed</p> <table border="1"> <thead> <tr> <th>Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90% or above</td> <td>10</td> </tr> <tr> <td>80 - 89%</td> <td>8</td> </tr> <tr> <td>70 - 79%</td> <td>6</td> </tr> <tr> <td>60 - 69%</td> <td>4</td> </tr> <tr> <td>50 - 59%</td> <td>2</td> </tr> <tr> <td>< 50%</td> <td>0</td> </tr> </tbody> </table> <p><u>Calculation:</u> Number of signals in project divided by total signals in full corridor length.</p>	Range	Points	50+	10	40 - 49	8	30 - 39	6	20 - 29	4	10 - 19	2	< 10	0	Range	Points	90% or above	10	80 - 89%	8	70 - 79%	6	60 - 69%	4	50 - 59%	2	< 50%	0
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Minimum Eligibility Requirements

All eligible local agencies may participate in the RTSSP. Caltrans facilities are eligible for the RTSSP, but Caltrans cannot act as the lead agency. Local agencies will be required to provide a minimum of 20 percent (20%) matching funds for eligible projects (see definition of matching funds below).

The goal of the RTSSP is to provide regional signal synchronization that crosses jurisdictional, geographical, or physical boundaries. To be eligible for RTSSP funding, a project must meet the following requirements:

1. Be on a street segment that is part of the signal synchronization network, or the MPAH. The project must be consistent with Local Signal Synchronization Plans and support the RTSSMP goals.
2. Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum of 20 signals.

or

Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum distance of five miles.

or

Include at minimum three local agencies, have documented support from all participating local agencies (cities, County, or Caltrans), and have a minimum intersection density of four intersections per mile with a minimum of eight signals.

or

Include the full length of the signal synchronization network corridor, or MPAH corridor.

Matching Funds

Local agencies along the corridor are required to provide a minimum local match funding of 20 percent (20%) for each phase of the project. As prescribed by the M2 Ordinance, this includes local sources, M2 Fair Share, and other public or private sources (herein referred to as a “cash match”). Projects can designate local matching funds as cash match, in-kind match provided by local agency staff and equipment, or a combination of both.

“In-kind match” is defined as those actions that local agencies will do in support of the project including staffing commitment and/or new eligible signal system investment related to improved signal synchronization. Examples of staffing commitment include, but are not limited to, implementation of intersection or system timing parameters, review of timing documentation, meeting participation, conducting or assisting in before/after

studies, and other similar efforts that directly enhance the signal synchronization project. Please note, any over-match commitment is subject to the same audit and requirements as in-kind match.

Administrative staff time for documentation of in-kind services is ineligible. Staff time charged to a project is limited to the caps as described in these guidelines. Allowable signal system investment would be improvements that are “eligible activities” per the funding guidelines, which can be shown to improve signal synchronization and would not include any prior investments made by the agency. For OCTA-led projects, match for equipment shall be in cash except when an agency elects to purchase equipment per the application. Project match beyond 20 percent (20%) is limited to cash match only.

In-kind match must be defined for each local agency as part of the supplemental application. In-kind match must be identified as staffing commitment and/or new signal system investment. The supplemental application template will include a section to input in-kind match type as well as additional data related to the match:

- Staffing commitment
 - Staff position
 - Number of hours
 - Hourly (fully burdened) rate
 - Total cost
- New signal system investment (limited to eligible activities)
 - Cost of any signal system investment
 - Description of work

For OCTA-led projects, O&M activities will be permitted in-kind match only for local agency oversight functions. Contract activities will require cash match. Local agency contributions identified as cash match in the application cannot be converted into in-kind match.

OCTA staff will review in detail the presented cash and in-kind match by local agency for reasonableness.

Additionally, for projects designating OCTA as lead agency, a consultant traffic engineering firm may be contracted to provide staff and services to implement the project. Therefore, in-kind match designated as staffing commitment under an OCTA-led agency option shall be limited. The following will be used as a guide for staffing commitment, when the local agency develops the application:

- Primary Implementation (PI) (12 months)
 - Project Administration - Each local agency traffic engineer or equivalent participates in approximately 10-15 hours per month of project administration (meetings, review of reports, minutes, and other administration).

- Signal Synchronization Timing - Each local agency traffic engineer or equivalent reviews consultant developed draft and final timing plans for intersections within the local agency, approximately 2-4 hours per local agency intersection.
- Before and After Study - Each local agency traffic engineer or equivalent reviews consultant developed draft and final project Before and After Study, approximately 2-5 hours per local agency.
- Engineering design/review - Each local agency traffic engineer or equivalent reviews consultant developed engineer design within the local agency, approximately 2-4 hours per affected local agency intersection.
- System integration - Each local agency traffic engineer or equivalent provides support for this function (hours vary depending on improvements).
- Construction management - Each local agency traffic engineer or equivalent provides construction management support including inspection (hours vary depending on improvements).
- Ongoing O&M (24 months) - Each local agency traffic engineer or equivalent participates in 2-5 hours per local agency per month to review consultant traffic engineering progress. In addition, each local agency traffic engineer or equivalent reviews consultant developed draft and O&M Report.

For projects designating a local agency as lead, the above may be used as a guide with additional local match related to implementation, development, design, monitoring and other costs that the local agency may choose to include as local match. For instance, O&M may be performed by in-house staff and be calculated using a different formula (e.g., 2-5 hours per local agency signal for 24 months).

Participating agencies pledging in-kind services shall be responsible for keeping track of said hours and/or improvements. In-kind services are part of the total project cost. As indicated in the Precepts, construction support shall not exceed 20 percent (20%) of the M2 grant, subject to the match requirement. For OCTA-led projects, an in-kind services match report will be requested throughout the project to ensure agencies meet their promised in-kind match. All submissions shall include backup documentation, such as accounting/payroll detailed summaries, third-party invoices (consultant, contractor, and equipment) and are subject to Audit.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

If a lead agency decides to cancel a project before completion of the entire project, for whatever reason, the agency shall notify OCTA as soon as possible. It is the responsibility of the project lead agency to repay OCTA for any funds received.

Project Extensions

Local agencies are provided at least 36 months to expend the funds from the date of encumbrance. Agencies can request timely-use of funds extensions through the SAR in accordance with the CTFP guidelines. Local agencies should issue a separate NTP when combining contracts for both the PI and O&M phases. NTP requirement should be identified in the initial contract/agreement to avoid obligation of both phases at the same time. If this procedure is followed by the local agency the NTP date will be considered the date of encumbrance for the O&M phase.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board.

Data Compatibility

All count data, including average daily traffic (ADT) and intersection turning movement (ITM), collected as part of any funded project shall be provided to OCTA in Microsoft Excel format. Any data files containing numeric intersection or node identifiers shall use the same node identification (ID) numbers as is stored and maintained by OCTA. OCTA will provide a listing of intersections and corresponding unique node ID numbers upon request. Each count data filename shall describe the year the counts were collected, agency, type of count file, intersection name, and OCTA node ID number. As an example, an ITM file recently collected for the intersection of Harbor Boulevard and Wilson Street in the City of Costa Mesa would be given the filename 2020_CostaMesa_ITM_Harbor-Wilson_4534.xls.

All traffic signal synchronization data collected and compiled as part of any funded project for both existing (before) and final optimized (after) conditions shall be provided to OCTA in Synchro version 10 or later format. This data shall include validated network layout, node, link, lane, volume, timing, and phase data for all coordinated times. The nodes for these files shall also correspond to the OCTA node ID numbers.

Project Summary Information

For each application that is recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Exhibit 8-1

Project P – Regional Traffic Signal Synchronization Program Application Checklist

Project P Application Checklist	Page
<p>RTSSP Online Application – submitted through OCFundTracker</p> <ul style="list-style-type: none"> a. Transportation Significance b. Economic Effectiveness c. Project Characteristics d. Project Scale e. Number of Jurisdictions f. Current Project Status g. Funding Over-Match h. Cabinet photos, equipment specifications, as-built drawings, cabinet drawings, etc. 	Online
<p>Section 1: Key Technical Information</p> <ul style="list-style-type: none"> a. Name of Project Corridor/Grid/Route b. Project Limits c. Project Length d. Number of Signalized Intersections Along Corridor e. Participating Agencies/Traffic Forum Members f. Lead Agency g. Designation of the corridor to synchronize h. Project start and end date i. Previous funding j. Contact Information k. Signalized intersections that are part of the project l. Offset signalized intersections that are part of the project m. Project Map Depicting the Project Limits 	
Section 2: Regional Significance	
Section 3: Acknowledgement of Required Tasks	
<p>Section 4: Funding Needs/Costs for Proposed Project by Task</p> <ul style="list-style-type: none"> a. Summary of Project Cost b. Summary of Cost by Agency c. Summary of Intersection Improvement Costs 	
Section 5: Detailed Local Match Commitment	
<p>Section 6: Project Schedule for the 3 Year Grant Period by Task</p> <ul style="list-style-type: none"> a. Project State and End Dates b. Project Schedule by Task 	
<p>Appendices</p> <ul style="list-style-type: none"> a. Calculations and Estimated Points b. Agency Improvement Calculations c. Vehicle Miles Traveled (VMT) d. Agency Resolutions and Letters of Support e. Additional Information (Optional) 	

Exhibit 8-2

Sample Resolution for Orange County Regional Traffic Signal Synchronization Program Projects

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Traffic Signal Synchronization Program.

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

- a) WHEREAS, the Measure M2 Regional Traffic Signal Synchronization Program targets over 2,000 signalized intersections across Orange County to maintain traffic signal synchronization, improve traffic flow, and reduce congestion across jurisdictions; and
- b) WHEREAS, the City of _____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive revenues as part of Measure M2;
 - c) WHEREAS, the CITY must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement.
- d) WHEREAS, the CITY authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary.
- e) WHEREAS, the City of _____ has currently adopted a Local Signal Synchronization Plan consistent with the Regional Traffic Signal Synchronization Master Plan as a key component of local agencies' efforts to synchronizing traffic signals across local agencies' boundaries; and
 - f) WHEREAS, the City of _____ will provide matching funds for each project as required by the Comprehensive Transportation Funding Programs Procedures Manual; and
- g) WHEREAS, the City of _____ will not use Renewed Measure M funds to supplant Developer Fees or other commitments; and
- h) WHEREAS, the City of _____ desires to implement multi-jurisdictional signal synchronization listed below;
and

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Regional Traffic Signal Synchronization Program. Said funds, if approved, shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in signal synchronization along the following street(s):

*Required language a-h

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Chapter 9 – Reimbursements and Reporting

Procedures for Receiving Funds

An implementing agency must encumber funds OCTA awards to a project phase within the fiscal year the grant is programmed (July 1-June 30). Prior to the encumbrance of funds, an agency must have a fully executed letter agreement with OCTA. An agency encumbers funds by awarding a contract, completing the appraisal or issuing an offer letter for one parcel of right-of-way, or by providing expense reports with supporting documentation to prove an agency's workforce costs (provided that the agency intends to complete the phase with agency staff). OCTA shall consider the primary contract(s) or the contract with the largest dollar amount, associated with the phase's tasks, when an agency uses a contract to show encumbrance of CTFP funds. Once an agency encumbers CTFP funds for a phase, it can begin the process for receiving payment of the funds.¹⁰

OCTA will release funds through two payments. The initial payment will provide up to 75 percent (75%) of the CTFP grant share of the contract award or grant amount, whichever is less. OCTA will disburse the final payment, 25 percent (25%) of eligible funds, after it approves the final report (See Precept 35).

For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached (See Precept 36).

Agencies shall submit payment requests to OCTA in a timely fashion. The M2 Ordinance requires the submittal of a final report within 180 days of the project phase completion date (See M2 Ordinance/definitions/Precept 37). Failure to submit a final report within the 180-day time frame will result in an agency being found ineligible to receive net revenues. Per the M2 Ordinance, no provision for extension is allowed. The term "project phase completion" refers to the date that the local agency has paid the final contractor/consultant invoice (including retention) for work performed and any pending litigation has been adjudicated for the engineering phase or for the ROW phase, and all liens/claims have been settled for the construction phase.

OCTA will provide a separate CTFP payment supplement that includes sample forms and instructions for payment submittals and can be downloaded from the OCFundtracker

¹⁰ Funds from state and federal sources funds will undertake a separate process. Local agencies must contact Caltrans local assistance for reimbursement.

database. Payment submittals are described in this chapter and must be submitted through OCTA's online database, OCFundtracker: <http://ocfundtracker.octa.net>. Detailed instructions for OCFundtracker are available online at the previously mentioned website. Staff is also available to assist agencies with this process. Agencies must upload appropriate backup documentation to the database. OCTA may request hardcopy payment requests.

Availability of Funds

The funds granted by OCTA for each phase will be available on July 1, the first day of the fiscal year in which the funds are programmed and upon implementation of the letter agreement for the specific project.

Cancellation of Project

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation, regardless of whether property has been purchased or not. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Project O - Regional Capacity Program Initial Payment

Payment Requests

Payment requirements are located in the Guidelines. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The checklists and interactive electronic versions of all payment forms can be downloaded via OCFundtracker at <http://ocfundtracker.octa.net>.

OCTA usually releases funds through two payments. The initial payment will constitute 75 percent (75%) of the eligible contract award or allocation amount, whichever is less. In addition to the bid abstract, OCTA will require local agencies to submit appropriate backup documentation for all project phases to support the initial payment request. OCTA will release the final payment of remaining balance, usually the final 25 percent (25%) of CTFP grant funds, when the project is complete and OCTA accepts the final report. The balance is determined based on final costs for CTFP eligible program expenditures. Prior to submitting the report, review the program specific section in these guidelines that addresses the final report process.

OCTA will reimburse costs associated with the Measure M informational signs (fabrication, installation, and removal) and do not count against a project's grant. Measure M informational "Funded By" sign removal costs should be requested in the Final Report.

Prior to submitting an initial payment request, a local agency may request a meeting with OCTA staff to determine eligible/ineligible items prior to requesting reimbursement.

Below is additional information regarding the documentation requirements of initial payment requests:

1. Invoice – For initial payments, an agency shall invoice for 75 percent (75%) of the CTFP grant share of the primary contract(s) amount or grant amount, whichever is less. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached (See Precept 36). Agencies seeking initial payment for the planning, environmental and preliminary engineering work performed by local agency forces, must submit payroll records and City Council budget allocation with the initial payment request. The payroll records should identify the project name, date of expenditures, amount, and employee position. It is recommended that a unique project key be created for each project and all project charges be billed under that job code. OCTA staff can provide a sample of acceptable form of payroll report upon local agency request.

2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2. This will include the certification that the project being reimbursed has met the signage requirements laid out in Precept 22.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants shall submit a purchase order or Notice to Proceed (NTP) that includes the project-specific scope of work for the contractor.
4. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate Form 10-3 separating eligible and ineligible items.
5. Work Schedule – OCTA prefers a complete project schedule, but an agency may provide as little as the expected start and completion dates for preliminary engineering, final engineering, right-of-way, and construction phases on the Engineering & Construction Phase Initial Report Form 10-1A.
6. ROW Documents – Each parcel shall include an appraiser’s report, written offer letter, legal description with map, square footage of parcel(s), plat map (where applicable), and parcel map (where applicable). Agencies may submit equivalent documentation for OCTA’s consideration on a case-by-case basis. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map. Initial payments for ROW will be considered after submittal of documentation of an issuance of an offer.
7. Plans, Specifications, & Estimate (PS&E) Certification – Agencies shall submit a PS&E certification using the PS&E Certification Form 10-4. The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
8. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches.
9. Documentation of Decision to Use Local Agency Forces – For all project phases, for any work performed by local agency forces in lieu of a primary contract, local agency must document that local agency forces could perform the work more cost effectively or timely than a contractor; and documentation of this decision can be supplied in case of audit.
10. Documentation Supporting Local Agency Liability for Utility Relocation Costs – Local agency liability can be supported by the documentation of property rights, franchise

rights/agreements, state and local statutes/ordinances, permits, or a finding by the local agency’s counsel.

Reimbursement

OCTA shall not reimburse for a project prior to the beginning of the fiscal year of the grant. If an agency receives an advancement and begins work prior to the start of the fiscal year of the grant, the agency may request an initial payment against the grant. If an agency receives an advancement and completes a project prior to the start of the fiscal year of the grant, OCTA shall disburse the grant in a single payment. OCTA must accept the final report prior to issuing a payment.

Calculation of Payment

Once an agency encumbers Measure M funds, the agency may request a maximum of 75 percent (75%) of the CTFP share of the contract award amount or grant amount, whichever is less. For situations where a grant exceeds \$2 million, (See Precept 36). An example of calculating the initial funding request for a standard 75/25 payment is described below.

Example:

CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate
\$200,000	80%	20%

Step 1

$$\text{Eligible Expenses} \times \text{OCTA Match Rate} = \text{Product}$$

$$\$ 225,000.00 \times 80\% = \$ 180,000.00$$

Step 2

Check if Product is greater than or less than
CTFP Allocation Amount: **\$200,000**

Step 3

Use the lower of the **Product** or **Allocation** **\$ 180,000.00**
 In this case the \$180,000 amount is less

Step 4

Then multiply the **\$180,000** amount by 75% (Initial Payment Percentage)

\$180,000	X	75%	=	\$135,000.00
				Invoice Amount

Project O - Regional Capacity Program Final Report and Payment Process

The remaining CTFP funds are reimbursed to the lead agency following completion of the final reporting process. This final payment is calculated by considering the grant allocation amount, the minimum local agency match rate, how much has been previously reimbursed as part of the initial payment, and the total eligible costs that can be applied to the grant (see program specific eligibility sections). M2 funds are applied proportionally to all eligible project expenses. Prior to submitting the Final Report, review the following section which includes items important to the final reporting process. The CTFP Payment Supplement provides additional instructions and sample forms to complete payment requests. Payment requirements are located in this chapter.

Project Cost Changes

If the contract price is lower than the amount programmed, and the agency requested additional items and/or change orders during construction/study, OCTA may approve the additional costs during the review of the final report. OCTA will review these reports to:

1. Determine that the agency submitted proper justification for the change order(s)
2. Determine if the items are eligible for reimbursement
3. Confirm that expenses are within the project's original scope of work
4. The lead agency should provide information supporting the need for the change orders in the final report. Changes in project limits for construction projects are not eligible for reimbursement.

Final Payment Documentation Requirements

The items listed below are to be submitted to complete the final reporting process.

1. Invoice - For final payments, an agency shall invoice for the remaining balance of the OCTA share of eligible costs or up to the grant amount, Final payment request invoices shall normally be approximately 25 percent (25%) of the eligible funds. Interest earned by an agency for initial payments received shall be applied to and deducted from the final payment balance amount.
2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2. This will include the certification that the project being reimbursed has met the signage requirements laid out in Precept 22.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name,

contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants would need to submit a purchase order or NTP that includes the scope of work for the contractor.

4. PS&E Certification – Agencies shall submit a PS&E certification using the PS&E Certification Form 10-4. The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
5. Final Report Form – The local agency shall prepare a final report form using the Engineering & Construction Phase Final Report Form 10-5A.
6. Division of Costs –Supportive material shall equal the Division of Costs Form 10-6 totals that are located in the final report form separating eligible and ineligible items.
7. Where ineligible costs are twenty percent (20%) or greater of the overall project cost, indicating considerable work outside of the goal and purpose of Project O, shared project costs that cannot be directly attributed to the eligible or ineligible work, will be prorated based on the share of the project that is eligible compared to ineligible.
8. Proof of Project Payment – The required documentation that will be submitted includes approved contract invoices and may also include, but is not limited to, supportive material for agency work forces, equipment, material, and corresponding proof of payment. Additional records are required to be maintained as outlined in the Audit (Chapter 10).
9. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches (where applicable). Agencies shall submit the most recently updated final design plans or “as-built” plans.
10. Documentation of Decision to Use Local Agency Forces or Agency Workforce – For all project phases, for any work performed by local agency forces or agency workforce in lieu of a primary contract for that phase, local agency must document that local agency forces could perform the work more cost effectively, more timely than a contractor or provide other appropriate justification. Documentation of this decision would also be required for audit.
11. Documentation Supporting Local Agency Liability for Utility Relocation Costs – Local agency liability can be supported by the documentation of property rights, franchise rights/agreements, state and local statutes/ordinances, permits, or a finding by the local agency’s counsel.

12. ROW Documents – Each parcel shall include an appraiser’s report, written offer letter, legal description with map, square footage of parcel(s), plat map (where applicable), and parcel map (where applicable). Agencies may submit equivalent documentation for OCTA’s considerations on a case-by-case basis. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map.
13. Summary of ROW Acquisition – Agencies shall submit a summary of ROW acquisition as described in the Summary of ROW acquisition Form 10-5B.
14. Notice of Completion – An agency shall submit The Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 26 for phase completion date.
15. Before and After Project Photos (implementation and construction phases) – photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats.

Electronic copies of all payment forms can be downloaded from OCFundtracker.

Timely Final Reports

OCTA will work with local agencies to ensure the timeliness of final reports by utilizing the following procedures:

1. Local agencies should notify OCTA of the project phase completion date within 30 days of completion.
2. Local agencies to file a final report within 180 days of project phase completion date.
3. OCTA to issue a notification to the project manager, public works directors or TAC representative(s) 90 days after the project completion date, as reported in OCFundtracker, to remind local agencies that the final report is due in 90 days. OCTA staff will provide guidance to assist in preparation of the final report.
4. OCTA may issue a final notice letter to the project manager, public works directors or TAC representative(s) with a copy to the agency’s management and finance director if OCTA does not receive the final report within 180 days of the project completion date. The final notice letter will inform the local agencies that if OCTA does not receive a response to the final notice letter and the final report within 180 days, then the funds will be unencumbered and OCTA shall request that the agency return disbursed funds, plus interest.
5. OCTA to issue the final payment to local agencies within 60 days of receiving the complete final report and all supporting documentation.

Failure to Submit Final Report

Agencies who fail to submit a Final Report will be required to repay applicable M2 funds received for the project in a manner consistent with the Master Funding Agreement and/or will be found ineligible to receive M2 Net Revenues.

Excess Right-of-Way

Agencies that use Net Revenues (through CTFP or LFS programs) to acquire project ROW shall dispose of land deemed in excess of the proposed transportation use. Excess land sold by the lead agency will be disposed of in accordance with the process established in Government Code, Article 8, Surplus Land, Section 54220-54232, etc. Seq. and the ROW acquisition/disposal plan submitted as part of the application process. The agency shall return proceeds from the sale to OCTA. OCTA shall return the funds to the program of origin for future use.

Proceeds from the sale of excess ROW shall be returned to OCTA in proportion to the amount of M2 funds used in the purchase.

Agencies shall submit ROW documents for all parcels utilizing M2 Net Revenues. Agencies must submit the following documents:

- Summary of the ROW required for the project
- Plat maps and legal descriptions for ROW acquisitions
- Parcel location map
- Identification of anticipated excess right-of-way, if any
- Appraisal reports for excess right-of-way
- ROW acquisition/disposal plan

OCTA shall consider excess ROW with a value of \$10,000 or less as an uneconomic remnant. OCTA shall determine if excess ROW is considered an uneconomic remnant.

The agency shall submit a fair market value appraisal report for the excess land of each parcel. Appraisers must conduct appraisals in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). If an agency suspects that the excess ROW has a value of \$10,000 or less, the agency may conduct a limited fair market value appraisal to confirm the value of the excess right-of-way. The agency shall submit the appraisals with the ROW final report.

OCTA shall retain from the final payment the value of excess ROW that is proportional to OCTA's percentage match rate to the project up to OCTA's match rate of ROW grant. However, if the local agency provided additional funds beyond what was originally estimated, OCTA will be reimbursed based on its proportional share of the cost of right-of-way.

An agency may include incidental expenditures from the disposal of property in their final report for the ROW grant.

An agency shall begin the process to sell excess ROW within 60 days after acceptance of the construction improvements.

OCTA shall not close out the ROW grant or construction grant until the agency and OCTA resolve questions regarding excess right-of-way.

Example:

OCTA’s ROW grant:	\$500,000
OCTA grant match rate	75%
Parcel Costs:	
Cost – Parcel 1:	\$300,000
Cost – Parcel 2:	\$380,000
Cost – Parcel 3:	\$120,000
Cost – Parcel 4:	<u>\$100,000</u>
Total ROW Costs:	\$900,000
Payment with no excess ROW:	\$500,000

Excess right-of-way

Value of excess ROW for parcel 1:	\$200,000
Value of excess ROW for parcel 2:	\$105,000
Value of excess ROW for parcel 3:	\$ 0
Value of excess ROW for parcel 4:	<u>\$ 0</u>
Total Value of excess ROW:	\$305,000

OCTA contribution to ROW acquisition:

CTFP ROW contribution ÷ Agency total cost of right-of-way

$$\$500,000 \div \$900,000 = 56\%$$

OCTA’s shall reduce the final ROW payment by:

Parcel 1:	\$200,000 x 56% =	\$112,000
Parcel 2:	\$105,000 x 56% =	+ <u>\$58,800</u>
Total:		\$170,800
Payment (incorporating excess right-of-way):		\$500,000
	-	<u>\$170,800</u>
		\$329,200

Agency Workforce and Equipment Rental

An agency must provide supporting documentation for work completed by agency staff or the use of agency workforce. The decision or justification that local agency forces could perform the work more cost effectively, more timely than a contractor or other justification must be documented. It is recommended that a unique project job key be created for each project and all project charges be billed under that job code. The agency shall multiply the fully burdened labor rate by the number of hours for each staff person assigned to the project. An agency may add overhead costs at an allowable rate up to 30 percent (30%) of payroll and fringe benefits.

An agency must provide supporting documentation for equipment used by local agency staff. An agency may use local agency or Caltrans surcharge and equipment rental rates.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP Guidelines and may conduct a technical and/or field review. As part of the technical/field review of a CTFP project, OCTA may:

- review ROW acquisitions and the potential for excess right-of-way
- compare hourly breakdown of staff time compared to staff time sheets
- conduct a project field review – ensure improvements are within scope
- review items that agencies self-certify
- verification of the reasonableness of project costs

OCTA may review all phases of the project.

OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. OCTA will only reimburse eligible CTFP items listed on the cost estimate. The implementing agency is expected to complete the entire scope of work as presented in the original application.

See Chapter 10 for independent audit requirements beyond the technical/field review.

Reporting of Local Fair Share (LFS)

For the purposes of reporting non-project work (maintenance, repair, and other non-project related costs) funded by Measure M LFS funds, the Measure M2 expenditure report cited M2 Ordinance, Section III(B)(8) shall satisfy reporting requirements. If LFS funds are used for projects, the local agency shall also include those projects and the utilized LFS funds and/or other Measure M2 funds in the Measure M2 expenditure report.

Project P - Regional Traffic Signal Synchronization Program Reimbursements and Reporting Requirements

The previous sections of this chapter outline the process and requirements regarding reimbursements and reporting for all competitive programs that are part of Measure M2. A lead agency shall also use the following additional reporting and documentation requirements specific to any competitive project funded through RTSSP (Project P) as part of the reimbursement process.

Procedures for Receiving Funds

RTSSP funds projects with a three (3) year grant. Projects are divided into two components for the purposes of reimbursements and reporting: PI and Ongoing O&M.

Primary Implementation (PI) includes the following:

- Project administration (required)
- Developing and implementing optimized signal synchronization timing (required)
- Producing a PI Report, which includes the Before and After Study for the proposed project (required)
- Engineering design of signal improvements for the project (optional)
- System integration (optional)
- Proposed signal improvements, construction support, and contingency (optional):
 - New or upgraded detection
 - New or upgraded communication systems
 - Intersection/field system modernization and replacement
 - Minor signal operation improvements
 - Traffic management centers
 - Real-time traffic actuated operations and demonstration projects

Note: Equipment and quantity must be consistent with the project application.

- Contingencies (optional)
- Construction management (optional)

Ongoing Operation and Maintenance (O&M) includes the following:

- Monitoring and improving optimized signal timing (required)
- Communications support (optional)
- Detection support (optional)
- O&M report (required)

A lead agency must encumber funds OCTA allocates to a project within the fiscal year of the grant and after funding agreements with OCTA are executed. A lead agency

encumbers funds by awarding a contract or providing expense reports to prove the lead or a participating agency's workforce costs, provided that the lead agency intends to complete the PI with lead agency or participating agency staff. Once an agency encumbers RTSSP (Project P) funds for PI, it can begin the process for receiving payment of the funds. Note that only the lead agency will receive payment of funds from OCTA. Any funds that are due to other participating agencies are the responsibility of the lead agency and not OCTA.

The project lead agency must submit payment requests through OCTA's online database, [OCFundtracker](#). Additional details about the retention caps, timely payment requests, project closeout, and payment are available in Chapter 9.

Availability of Funds

The funds allocated for projects will be available to project lead agencies July 1st of the programmed year and after funding agreements with OCTA are executed.

Initial Payment Requests for Primary Implementation

The initial payment will provide up to 75 percent (75%) of funds for the PI of the project. The following information specific to the RTSSP (Project P) Project is provided regarding the documentation requirements for initial payment of PI after an agency encumbers funds for the project.

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker.

The final report has been provided so a lead agency can determine the reporting and documentation required for an initial payment request. Staff may request additional documentation that is not listed on the PI Report prior to approving the request. The checklist and electronic versions of the forms are available through OCFundtracker.

Below is additional information regarding documentation requirements for RTSSP payment requests..

- Invoice - For initial payments, the lead agency shall invoice for 75 percent (75%) of the CTFP grant share of the contract amount or grant amount of the project's PI, whichever is less. For final payments of the PI, the lead agency shall invoice the remaining balance of the project's PI phase contract amount or programmed amount, whichever is less
- Project Certification Letter (initial and final)
- Revised Cost Estimate (initial)
- PS&E Certification (initial and final)
- Certification of Phase (initial)

- Report Submission
- Division of Cost Schedule (final)
- Work Schedule - OCTA requires a complete project schedule, including expected start and completion dates for tasks in the PI and Ongoing O&M phases (initial and final)
- ROW Documents - No requirements as ROW is not a part of RTSSP
- Before and After Project Photos (PI phase) – photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats (final).

Details on other aspects on Initial Payment Requests for PI including project advancement and reimbursement is available in this chapter.

Example of Initial Reimbursement for Primary Implementation (PI):

CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate
\$960,000.00	80%	20%

Step 1

$$\text{Eligible Expenses} \times \text{OCTA Match Rate} = \text{Product}$$

$$\$1,000,000.00 \times 80\% = \$800,000.00$$

Step 2

Check if **Product** is greater than or less than **CTFP Grant Allocation Amount**:
\$800,000 vs **\$960,000**

Step 3

Use the lower of the **Product** or **CTFP Grant Allocation**
 In this case, the **\$800,000.00** amount is lower

Step 4

Then multiply the amount by **75%** (Initial Payment Percentage)

\$800,000.00	x	75%	=	\$600,000.00
				Invoice Amount

Final Payment Requests for Primary Implementation

OCTA will release the remaining balance to the lead agency, approximately 25 percent (25%) of funds for the PI, when the project's PI phase is complete and OCTA receives the project Before and After Study. The balance is determined based on the final costs for the eligible RTSSP expenditures. The Before and After Study is defined as the following:

This study shall at minimum collect morning and evening peak period using travel times, average speeds, green lights to red lights, stops per mile, and the derived CSPI metric. In addition, greenhouse gas and gasoline savings should be identified. This information shall be developed both before any signal timing changes have been made and after the PI. The study shall compare the information collected both before and after the timing changes. Comparisons shall identify the absolute and percent differences for the entire corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.).

The PI Report, which includes the Before and After Study for RTSSP, shall be included as a requirement at the end of the Primary Implementation phase and as part of the Final Report as required by the M2 Ordinance, Attachment B, Section III.A.9.

Payment Requests for Ongoing Operations and Maintenance

The payments for the Ongoing O&M portion of the project award will cover the remainder of the grant period after the PI phase is completed and will be paid as a reimbursement upon proof of work/payment and receipt of invoice. The invoice should include the Final O&M report with details on the ongoing O&M work done including the required (1) work monitoring and improving optimized signal timing; and optional (2) communications and detection support.

O&M Report

The O&M Report shall be completed in accordance with all CTFP Guidelines upon the end of the O&M phase. In addition, the O&M Report shall summarize the O&M period, documenting the O&M efforts and procedures for continuing maintenance. At a minimum, the O&M Report shall include when travel runs were conducted and issues and solutions throughout the phase. The report shall document all planned and programmed improvements on the study corridor as well as recommendations for further infrastructure improvements that would likely enhance the corridor signal coordination project results.

Project X - Environmental Cleanup Program Reimbursements & Reporting Requirements

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker. These processes are applicable to the Tier 1 and Tier 2 Grant Programs:

Initial payments:

1. Invoice – For initial payments, an agency shall invoice for 75 percent (75%) of the CTFP grant share of the contract amount or grant amount, whichever is less. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase; but, shall in no case be less than 10 percent (10%) of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached (See Precept 36).
2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants shall submit a purchase order that includes the scope of work for the contractor.
4. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate Form 10-3 separating eligible and ineligible items.
5. PS&E Certification – The agency shall provide PS&E certification using the PS&E Certification Form 10-4. The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
6. ECP (Project X) Initial Payment - The agency shall prepare an initial payment report form using the ECP Initial Payment Report 10-5A.
7. Location Maps of Installation – The agency shall provide a map that shows the specific locations Best Management Practices (BMP) devices were installed with catch basin identification numbers, as applicable.

Final Reporting Process:

The items listed below are to be submitted to complete the final reporting process. A final report must be filed within 180 days of the project phase completion. Additionally, an exception to Precept 40: agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the approving bodies for this program.

1. Invoice – For final payments, an agency shall invoice for the remaining balance of the OCTA share of eligible costs up to the grant amount. Final payment request invoices shall normally be approximately 25 percent (25%) of the eligible funds. Interest earned by an agency for initial payments received shall be applied to and deducted from the final payment balance amount.
2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants would need to submit a purchase order or NTP that includes the scope of work for the contractor.
4. PS&E Certification – Agencies shall submit a PS&E certification using the PS&E Certification Form 10-4.
5. Final Report Division of Costs Schedule – The agency shall use the format provided in Form 10-6.
6. Certification of Phase Completion – The agency shall certify the phase completion date using the Form 10-7. See definition 26 for phase completion date.
7. ECP (Project X) Final Report Form 10-16 – The agency shall prepare a final report form using the ECP Final Report Form 10-16.
8. Location Maps of Installation – The agency shall provide a map that shows the specific locations BMP devices were installed with catch basin identification numbers, as applicable.
9. Proof of Project Payment – The required documentation that will be submitted includes approved contract invoices and may also include, but is not limited to, supportive material for agency work forces, equipment, material, and corresponding

proof of payment. Additional records are required to be maintained as outlined in the Audit chapter.

10. Form 10-17 (where applicable) Supporting documentation for O&M costs (if used as local match).

For Tier 1 of the ECP (Project X), where ongoing O&M of the project were pledged as a local match, as part of the semi-annual review reporting process, OCTA will verify local agency O&M expenditures to ensure local match commitments are being met. Local agencies must complete the In-Kind O&M Report Form 10-17 for each ECP (Project X) grant as part of their semi-annual review updates.

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Chapter 10 – Audits

Independent Audit Process Overview

Independent audits of CTFP projects may be initiated by OCTA’s Internal Audit Department (or agent thereof). The project information on file at OCTA will serve as the primary source of information for each audit. However, additional information may be requested of local agencies.

Accurate records detailing specific expenditures for each CTFP project must be maintained by local agencies. These records must show that proper accounting and cash management procedures were followed, the project was completed in accordance with the application and the CTFP guidelines, and that all records and documentation related to the project were adequately maintained. Consistent with the M2 Ordinance, local agencies must also establish a separate fund accounting system for Measure M funds transactions and expenditures.

Local agencies must maintain a complete set of records in accordance with generally accepted accounting principles, and with reasonable notice, shall permit the authorized representatives of OCTA to inspect and audit all work, materials, payroll, contracts, books, accounts, and other data and for a period of five (5) years after final payment by OCTA for CTFP projects. For the LFS program, it shall be for a period of five (5) years after expenditure of funds or five (5) years after final payment of debt service where LFS revenues were pledged, whichever is longer. OCTA has the right to reproduce any such books, records, and accounts. The provision with respect to audits should be extended to/and included in contracts with the local agency’s contractor(s).

Record Requirements to Demonstrate Compliance

A description of the required records is given below.

Contracts

For all contract expenses the following records must be maintained:

1. The original executed contract
2. Evidence the procurement of contracted public works and architectural and engineering services followed applicable state laws and local agency procurement requirements
3. All contractor invoices received
4. All contract change order documents
5. Proof of payment to contractors
6. Project “as built” or other final plans

7. Sign-off on completion by Local Agency (letter of acceptance)

Materials and other

For all materials and other miscellaneous expenses charged to the Comprehensive Transportation Programs project, the following records must be maintained:

1. Original invoice and purchase order
2. Proof of delivery
3. Evidence of reasonableness of price, if total cost of purchase is over \$5,000.
4. Proof of payment

Direct labor

For all direct labor charged to a project, including engineering labor, the following records must be maintained:

1. Summary time sheets showing total time charged to the project by the different individuals working on it
2. Individual time sheets or timecards showing the total time worked by the individual for each period (day, week, etc.) and the different tasks to which the individual's time was charged
3. Personnel files showing the individuals' pay rates
4. Payroll reports showing the computations of paychecks for the applicable periods

Equipment

Equipment rental charges related to a project shall be documented by the following records:

1. Vendor's or local agency's invoice showing hours, rate, and type of equipment and location of rented equipment
2. Evidence of quotes obtained to determine best rate (documented phone quotes are acceptable)
3. Documentation of project need for equipment

Local agency workforce

For all construction work performed by local agency workforces, the decision that local agency forces could perform the work more cost effectively, more timely than a contractor or other justification must be documented.

Chapter 11 – Environmental Cleanup Program (Project X)

Overview

The ECP, herein referred to as Project X, provides M2 revenues to improve overall water quality in Orange County from transportation-generated pollution. Specifically, OCTA's Ordinance No. 3 (Ordinance), dated July 24, 2006, provides that 2 percent (2%) of gross M2 revenues be dedicated to protecting Orange County beaches and waterways from the conveyance of urban runoff associated with transportation-generated pollution. Project X ensures that funds will be used on a countywide competitive basis to meet federal Clean Water Act standards for controlling transportation-generated pollution by funding nationally recognized Best Management Practices (BMPs).

As required by the Ordinance, an Environmental Cleanup Allocation Committee (ECAC), representing a broad cross-section of the water quality community, was formed in October 2007 to provide guidance on program design and funding. The goal of Project X is to fund projects on a countywide, competitive basis. This will assist the County of Orange and Orange County cities in reducing transportation-related water quality pollution by meeting Clean Water Act standards for local waterways and beaches.

Proposed projects must demonstrate a direct nexus (connection) to a reduction of transportation-related pollution as developed and defined by the ECAC in conformity with the Ordinance. All proposing agencies must demonstrate an understanding of how their proposed projects meet the following transportation pollution nexus definition:

- Transportation-related activities can be a contributor of pollutants and/or impairments to receiving waters via aerial deposition, storm, and non-storm water discharges. Transportation-related activities are associated with the operation, construction, and maintenance of public roads, highways, and other ground transportation systems.
- The conveyance of transportation-related pollutants to surface and groundwater can occur from precipitation, runoff, and leachate entering or discharging from public roads, highways, and other ground transportation systems via drainage systems, such as catch basins, curbs, gutters, ditches, manmade channels, retention basins, or storm drains. The quality and quantity of these discharges vary considerably and are affected by hydrology, geology, land use, season, and sequence and discharge of hydrologic events.
- Pollutant sources can encompass right-of-way, properties, facilities, and activities related to motor vehicles, highway maintenance, construction site runoff, maintenance facility runoff, illegal dumping, spills, and landscaping care. Pollutant categories include but are not limited to metals (such as copper, lead, and zinc), organic chemicals and compounds (hydrocarbons), pesticides, sediment, nutrients (nitrogen and phosphorus), litter, oxygen demanding substances (decaying

vegetation, animal waste, and other organic matter), groundwater dewatering discharges, and pathogenic material.

Project X funds are designed to supplement, not supplant, existing water quality programs. Proposed projects must improve and not replace existing pollution reduction efforts by an eligible party. Funds will be awarded to the most competitive projects with the highest benefit to water quality.

The intent of Project X is to provide funding for water quality projects that do not replace existing transportation water quality expenditures. In other words, if a project has components which would replace features already in place or which would fulfill project specific mitigation, those components would not be eligible for funding consideration. Some upgrades and expansions may be eligible with appropriate supporting justification.

Proposed projects, which support compliance with the 2015 adopted Trash Provisions, are eligible for Project X funding provided the funds do not replace established and programmed funds and the funds are not applied to any mandated project design features or required mitigation measures.

The eligibility of the project and its components will be determined during the evaluation process. Contact Adrian Salazar at (714) 560-5363, or asalazar@octa.net with questions.

Tier 1 Grant Program

Overview

The Tier 1 Grant Program is designed to mitigate the more visible forms of pollutants, such as litter and debris, which collect on roadways and in the catch basins (storm drains) prior to being deposited in waterways and the ocean. It consists of grant funding for Orange County local governments to purchase equipment and upgrades for existing catch basins and other related BMPs (i.e., “street-scale” low flow diversion projects). Examples include screens, filters, and inserts for catch basins, as well as other devices designed to remove the above-mentioned pollutants. To date, 13 Tier 1 calls for projects have been held. Through this process, many of the opportunities for street-scale BMPs have been fulfilled. Water quality projects, regardless of technology, are eligible for Tier 1 funding provided they have a verifiable benefit to water quality and fall within the maximum per project programming cap. The intent of this funding program is for project applicants to complete the work generally within one year from the letter agreement execution date.

Tier 1 Project Types

Tier 1 projects funded in the past include the following types. A description of each project type is provided below:

- 1) Automatic Retractable Screen and other debris screens or inserts: screen or insert units prevent debris from entering the storm drain system.
- 2) Irrigation system retrofits with non-spraying heads to reduce runoff: these projects decrease runoff from highway medians by using more efficient irrigation systems and/or replacing existing landscape to reduce the amount of water used in irrigation.
- 3) Continuous Deflection Separator (CDS): CDS units screen, separate, and trap debris, sediment, oil, and grease from storm water runoff.
- 4) Linear Radial Gross Solid Removal Device (GSRD): GSRDs are certified full capture systems which efficiently remove large solids from runoff water flows.
- 5) Marina Trash Skimmer: these devices draw in floating debris, such as plastics, bottles, paper, oil sheen, and driftwood. The installation of marina trash skimmers will reduce the amount of trash and debris reaching the open ocean.
- 6) Bioswales and Bioretention systems: pollutants and sediments are captured and subsequently removed from stormwater runoff.
- 7) Trash Boom: a floating boom placed across a channel captures trash and debris that have reached flood channels from being further conveyed to downstream receiving waters.

Pre-Application Process

In order to ensure the best use of M2 funds and assist eligible jurisdictions with the Tier 1 Grant Program, applicants may engage in a pre-application process with OCTA staff in project planning, cost estimate development, and determination of likely projected competitiveness. Specific meeting times will be established once the call is initiated. After the call for projects deadline and submittal of the grant application, applicants will not be able to change the content of the application or scope of the project.

Eligible Applicants

Project X funds can be used to implement transportation-related water quality improvement projects to assist Orange County cities and the County of Orange to meet federal Clean Water Act standards for urban runoff and State Water Resources Control Board requirements for trash capture. Applicants eligible for Project X funds include the 34 Orange County cities plus the County of Orange. Eligible applicants must meet the transportation requirements discussed in the M2 Ordinance.

Third parties, such as water and wastewater public entities, environmental resource organizations, nonprofit 501(c) environmental institutions, and homeowners' associations cannot act as the lead agency for a proposed project; however, these agencies can coordinate with an eligible Orange County city and/or the County of Orange.

Two or more agencies may participate in a project. If a joint application among agencies and/or third-party entities is submitted, a preliminary agreement with joint or third-party entities must be provided as part of the application. In order to meet Ordinance requirements, an eligible applicant must be the lead agency for the funding application. If a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as lead agency and must provide a resolution of support from all joint applicants.

Each eligible jurisdiction must meet the eligibility criteria as set forth in Chapter 1 of these guidelines.

Project Programming

The Tier 1 Grant Program approach is designed to be consistent with Chapter 2 of the CTFP Guidelines regarding the provisions below:

- Program Consolidation
- Funding Projections
- Project Cost Escalation
- Programming Adjustments
- Programming Policies

- Schedule Change Requests
- Timely use of Funds
- Project Advancements
- Semi-Annual Review

Refer to Chapter 2 for explanations of the above provisions.

Funding Estimates

Approximately \$3.5 million is available for the 2024 Tier 1 call for projects.

The maximum amount for the Tier 1 Grant Program is \$600,000 per project. The maximum amount that an eligible local agency can receive in this funding period is \$600,000.

Matching Funds

For the Tier 1 Grant Program, a minimum local match of 20 percent (20%) of the eligible project cost is required. The matching funds shall be provided as a cash contribution.

Retroactive expenditures cannot be credited towards the matching fund threshold or project expenditures.

Overmatch

For the Tier 1 Grant Program, administering agencies may “overmatch” Project X projects; that is, additional cash match may be provided for the project. Applicants will receive additional points in the evaluation process for matching with cash above the minimum requirement. Proposals that exceed the 20 percent (20%) minimum funding match will be given an additional one-half point for every five percent (5%) over the minimum cash match (up to five bonus points).

Additionally, administering agencies must commit to cover any future cost overruns if the project is underfunded. Any work not eligible for Project X reimbursement must be funded by other means by the project applicant and cannot count as match. These non-eligible items should not be included in the cost estimate breakdown in the application.

Reimbursements

For the Tier 1 Grant Program, OCTA will release funds through two payments. The initial payment will constitute 75 percent (75%) of the CTFP grant share of the contract award or grant amount at contract award, whichever is less. OCTA will disburse the final payment, approximately 25 percent (25%) of eligible funds, after approval of the final report. Further information on reimbursements can be located within Chapter 9 of the CTFP Guidelines.

Scope Reductions/Modifications and Cost Savings

Any proposed scope modifications, such as a change in BMP device quantities and/or the adjustment of device locations of an approved project must be submitted to OCTA staff for review and approval in advance of the change to ensure consistency with Tier 1 Grant

Program requirements. The proposed modifications must mitigate the same pollutants, affect the same waterways, and meet all other provisions as stipulated in these guidelines.

OCTA staff will review and provide notification to the local agency of either approval or rejection of the scope change or if the modification warrants Board approval. If the proposed scope modification is approved by OCTA, any cost savings will be proportionally shared between OCTA and the grantee; for example, a reduction in Project X funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Tier 1 Grant Program for reallocation for subsequent calls for projects.

2024 Tier 1 Call for Projects

The Tier 1 call will be open for 60 days. 2024 Tier 1 Call for Projects applications must be received by OCTA **no later than 5:00 p.m. on Thursday, April 25, 2024**. OCTA allocates funds on July 1 of each year. **Tier 1 projects are not eligible for delay requests**; please refer to Precept 17 for additional information. Funds will become available upon execution of a letter agreement. Projects that do not award construction contracts by December 31, 2025 will not be considered.

After Tier 1 applications are reviewed by OCTA, an advisory panel will review and rank projects. Following a review by the ECAC, a recommended priority list of projects will be forwarded to the OCTA Board for approval in fall 2024. Funds allocated for projects are final once approved by the OCTA Board. No additional funds will be allocated to the project. Grantees are responsible for any costs exceeding the allocated amount.

Tier 1 Selection Criteria

OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit 11-1) with the following categories:

- Project Need, Transportation Nexus, and Water Quality Benefits (15 points)
- Cost/Benefit (16 points)
- Pollutant Reduction Benefits (12 points)
- Effectiveness Against More Visible Forms of Pollutants (10 points)
- Justification for Project Devices Considered and Proposed (5 points)
- Proposed Device Performance Efficiency and/or Effectiveness (6 points)
- Project Readiness (6 points)
- Secondary attributes* (5 points)
- Methodology for Measuring Pollutant Reduction Before and After Implementation (10 points)
- Operations and Maintenance Plan (15 points)

**Note: Project elements which may qualify for points under the "secondary attributes" category do not need to be eligible expenditures. See Eligible Expenditures and Ineligible Expenditures sections for further information.*

Each proposal can receive a maximum of 100 points, exclusive of five bonus points for cash overmatch. See Exhibit 11-1 for scoring categories and point distribution.

Exhibit 11-1 (Tier 1 Scoring Criteria)

Scoring Criteria	Points Possible												
1. Describe the need for the selected BMP(s), including nexus to transportation pollutants, and detail the benefits to water quality the BMP(s) will achieve. (up to 15 Points)	15												
2. Cost/Benefit (Up to 16 points): Based on information provided by the applicant, a cost/benefit calculation will be conducted to compare the total project cost to the area of priority land uses treated by the proposed BMP(s). Applicant is required to provide ¹ : <ul style="list-style-type: none"> • Types(s) of BMP(s) proposed • Number of each BMP type • Total drainage area(s) contributing to each BMP type • Percent of drainage area(s) that is/are considered priority land uses (i.e., high density residential, industrial, commercial, mixed urban, public transportation stations) The applicant must also provide geospatial information (through ArcGIS and/or Google Earth) that identifies the drainage area(s) and BMP location(s) for the project.	16												
3. Pollutant Reduction Benefits: Based on treatment capacity and BMP type, project benefit will be calculated using the scoring equation: $(A \times 3) + (B \times 3) + (C \times 6) =$ (up to 12 points) ¹	12												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Line</th> <th style="width: 60%;">Factor</th> <th style="width: 30%;">Points Available</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Fractional percent of 1 year, 1-hour event flowrate discharging from priority land uses to the BMP(s)</td> <td style="text-align: center;">0 to 1</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Fractional percent of 85th percentile, 24-hr design event that is treated by a low-impact development (LID) or treatment control BMP²</td> <td style="text-align: center;">0 to 1.5</td> </tr> <tr> <td style="text-align: center;">C</td> <td> BMP Multiplier: <ul style="list-style-type: none"> ▪ 1/3 point for high capacity systems ▪ 2/3 point for filters/biofilters ▪ 1 point for zero-discharge BMPs </td> <td style="text-align: center;">0 to 1</td> </tr> </tbody> </table>		Line	Factor	Points Available	A	Fractional percent of 1 year, 1-hour event flowrate discharging from priority land uses to the BMP(s)	0 to 1	B	Fractional percent of 85th percentile, 24-hr design event that is treated by a low-impact development (LID) or treatment control BMP ²	0 to 1.5	C	BMP Multiplier: <ul style="list-style-type: none"> ▪ 1/3 point for high capacity systems ▪ 2/3 point for filters/biofilters ▪ 1 point for zero-discharge BMPs 	0 to 1
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¹ Applicants are not expected to calculate the score for question 2 and question 3. OCTA's technical consultant will provide the analysis for these questions based on the application materials provided by the applicant.													
² Examples include high-capacity systems (i.e., hydrodynamic separators), filters/biofilters, or zero-discharge BMPs (i.e., retention/infiltration).													
4. How effective will the proposed project be in dealing with the more visible forms of pollutants, such as a litter and debris? (up to 10 points)	10												
5. What other BMP types were considered for this project? Why was the proposed BMP chosen? (5 points)	5												
6. Provide information on proposed BMP performance efficiency and/or effectiveness, including pollutant capture, storage capacity, flow capacity, etc. (up to 6 points)	6												
7. Project Readiness: The project schedule will be reviewed by the evaluation committee to determine when the proposed BMP will be operational following OCTA Board of Directors approval. (up to 6 points):	6												
Less than 4 Months (6 points)	8 - 12 months (2 points)												
4 - 8 months (4 points)	More than 12 months (1 point)												

Comprehensive Transportation Funding Programs



8. Secondary Attributes: Will the proposed project provide any benefits beyond water quality improvement (i.e., water use efficiency, public awareness, flooding control, recreation, habitat, sustainability)? (up to 5 points)	5
9. What is the methodology for measuring pollutant reduction before and after the BMP is implemented? How frequently will monitoring and performance assessment occur? (up to 10 points)	10
10. Provide an O&M plan for the lifespan of the proposed project. Include schedule of inspections, cleaning, removal and disposal of pollutants, repairs, etc. (up to 15 points)	15
<hr/>	
	100
11. BONUS: Are local matching funds in excess of the 20% minimum cash being proposed? If yes, at what percentage? (.5 point for each 5% cash overmatch, up to 5 points)	5
<hr/>	
	105

Application Process

The following information, which is to be completed within the Tier 1 Grant Application Form, available electronically from OCTA, is required to evaluate and select projects. A checklist is included in the Tier 1 Grant Application Form to assist eligible agencies in assembling project proposals. The following project information will be necessary as part of the application process:

- Project Title
- Lead Agency Information
- Proposed Schedule
- Project Management
- Description and Scope of Proposed Project
- Integrated Regional Water Management Plan (IRWMP) identification (if applicable)
- Project Readiness
- Performance Metrics
- Detailed Project Estimate
- Minimum 20% Local Match (cash match only)
- Joint-Application (if applicable)

In addition to the completed Tier 1 Grant Application, the following documentation is required as part of the application process:

- Project design or concept drawings, including preliminary design calculations, of proposed BMPs.
- Precise maps to show tributary drainage area and proposed location(s) for BMP installation including geospatial information (through ArcGIS and/or Google Earth)
- Digital project site photos
- Preliminary agreements with joint and/or third-party entities if part of the funding application (if applicable)
- A city council resolution specific to each proposed project and funding commitment must be approved by the local jurisdiction's governing body prior to the Board approval of grant funds. A sample resolution is included as Exhibit 11-2. **Local agencies, at a minimum, must include items a-l.** The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency. A final resolution authorizing a request for funding consideration with a commitment of local match funding must be provided with the project application. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** For a project to be considered for funding the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the programming recommendations being presented to OCTA's Board.

One unbound original hardcopy and one electronic copy of the complete application form and supporting documentation materials must be submitted to OCTA by the application deadline. Electronic application materials can be submitted via email as an attachment, or via a link to an online storage device site, such as DropBox or OneDrive. Submittal via USB drive is also allowed. CD/DVD files will not be accepted. There is no maximum length for proposals. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Use separate sheets of paper if necessary. Maps and drawings can be included on 11 x 17 sheets, folded into the proposal. The original proposal should be left unbound for reproduction purposes.

Application materials are to be submitted by the call for projects deadline to the following OCTA staff email and via hardcopy by mail or in person:

Adrian Salazar
Orange County Transportation Authority
asalazar@octa.net

By mail:
Adrian Salazar
Orange County Transportation Authority
P.O. Box 14184
Orange, CA 92863-1584
Tel: (714) 560-5363

In person:
Orange County Transportation Authority
600 South Main Street
Orange, CA 92863-1584

Note: if submitting via email, please note that certain attachments may be subject to file size or file type restrictions, which may prevent emails from being successfully sent to OCTA. OCTA staff will provide a confirmation email that the application was successfully received by the deadline.

Applications are considered final once the electronic application has been submitted. OCTA will document the submittal date and time and download the files for storage and application review. Any applications that do not contain all required information and documentation will be disqualified. Revisions may be allowed if changes are made prior to the application deadline.

Exhibit 11-2 (Tier 1 Sample Resolution)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL/BOARD OF THE CITY/COUNTY OF _____

AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR (PROJECT NAME).

- (a) WHEREAS, Orange County Local Transportation Ordinance No. 3, dated July 24, 2006, and is known and cited as the Renewed Measure M Transportation Ordinance and Investment Plan makes funds available through the Environmental Cleanup Program to help protect Orange County beaches and waterways from transportation-generated pollution (urban runoff) and improve overall water quality; and
 - (b) WHEREAS, the Environmental Cleanup, Tier 1 Grant Program consists of funding purchases and installation to catch basins with Best Management Practices, such as screens, filters, inserts, and other "street-scale" low flow diversion projects; and
 - (c) WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and
 - (d) WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate water quality improvement projects that have a transportation pollution nexus to finance and construct the proposed project; and
 - (e) WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (PROJECT NAME), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (ADMINISTERING AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and
 - (f) WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the equipment acquired and installed; and
 - (g) WHEREAS, the (ADMINISTERING AGENCY) will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the funded Tier 1 Grant Project; and
 - (h) WHEREAS, the (ADMINISTERING AGENCY) will cause work on the project to be commenced within a reasonable time after receipt of notification from OCTA and that the project will be carried to completion with reasonable diligence; and
 - (i) WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and
 - (j) WHEREAS, the (ADMINISTERING AGENCY) must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and
 - (k) WHEREAS, the (ADMINISTERING AGENCY) authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors; and
 - (l) WHEREAS, the City/County of _____ will provide a minimum of 20% in matching funds for the (PROJECT NAME) as required by the Orange County Comprehensive Transportation Funding Programs Guidelines.
- NOW, THEREFORE, BE IT RESOLVED that the City/County of _____ hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to accept funds for the Environmental Cleanup, Tier 1 Grant Program for (PROJECT NAME).
- BE IT FURTHER RESOLVED that the City/County of _____ agrees to fund its share of the project costs and any additional costs over the identified programmed amount.

Eligible Expenditures

- Tier 1 projects must meet the transportation nexus as outlined previously in this chapter.
- Project X funds must be for capital improvements.
- For Tier 1, construction support cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.
- Project X funds can only be used for facilities that are in public ownership for public use; however, water quality improvements on private property, which are connected to municipal separate storm sewer systems, are eligible if part of a right of way agreement (For example, a homeowner association can coordinate through an eligible agency for funding if the proposed project is connected to a public facility). Administering agencies shall provide supporting documentation to justify improvements on private property.
- Reducing volume of surface flows is an integral factor of improving water quality, therefore, projects that have water-saving features (i.e., drip systems) are eligible for funding consideration.

Ineligible Expenditures

- O&M costs are not eligible expenditures. O&M costs cannot be utilized as a source of matching funds.
- Project X funds are not to be used for planning but can be used for final design, subject to the restrictions above.
- Expenditures prior to the grantee executed letter agreement date cannot be considered eligible for funding or match.
- Landscaping installation and replacement are not eligible for funding consideration.
- Replacement of equipment funded with Project X funds that is still within its anticipated useful life (based on manufacturer's specifications).
- Capital equipment purchases related to regular on-going street maintenance efforts, including, but not limited to: trash receptacles, vacuum trucks and/or equipment, street sweepers, signage, etc.

Reporting and Reimbursement

A final report must be filed within 180 days of the project being completed with information as shown in Form 10-16. See Chapter 9 for the process and requirements regarding reimbursements and reporting for the Tier 1 Grant Program.

Additionally, an exception to Precept #40: Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the reviewing and approving bodies, respectively, for this program.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP guidelines and may conduct a field review. OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. Only CTFP eligible items listed on a project's cost estimate form will be reimbursed. See Chapter 10 for independent audit requirements beyond the technical and/or field review.

Additional Information

Questions regarding these procedures and criteria should be directed to:

By mail:

Adrian Salazar
Orange County Transportation Authority
P.O. Box 14184
Orange, CA 92863-1584
Tel: (714) 560-5363

In person:

Orange County Transportation Authority
600 South Main Street
Orange, CA 92863-1584

Via email:

asalazar@octa.net

Tier 2 Grant Program

The Tier 2 Grant Program consists of funding larger scale, potentially multi-jurisdictional, capital-intensive structural treatment BMP projects. Proposed projects will be evaluated based on their water quality improvement benefits and cost-effectiveness under the scoring criteria guidelines. Examples of large-scale BMPs include constructed wetlands, detention/infiltration basins and other large BMPs that mitigate litter and debris, heavy metals, organic chemicals, sediment, nutrients, and other transportation-related pollutants. Funds will be awarded through a competitive grant process geared towards awarding funds to the highest scoring, most cost-effective projects.

For the 2024 call for projects (call), applicants will use a web-based platform called OC Stormwater Tools (OCST) as part of the application process. The OCST platform was originally developed by Orange County Public Works (OCPW). The OCST platform has been in use for over five years supporting Orange County cities and the County of Orange in managing stormwater BMP inventories, establishing facility delineations, and modeling the performance of the BMPs. It is maintained by OCPW. In 2022, OCTA and OCPW partnered to develop the Planning Module in OCST. The OCST Planning Module allows users to access mapping layers to view priority areas, evaluate the performance of candidate BMPs, and submit selected projects for consideration in the Tier 2 Grant Program, in combination with traditional application forms. Use of the OCST Planning Module to submit the project drainage area and facility design information is a requirement for Tier 2 funding applicants.

Pre-Application Process

In order to facilitate a jurisdiction's best use of Project X funds, Tier 2 applicants may engage in a pre-application process with OCTA staff to assist jurisdictions in project planning, proposal and cost estimate development, and determination of likely projected competitiveness in the scoring criteria. The pre-application timeframe is defined as the time between the initiation of the call and one week prior to the application deadline date. After the call deadline and submittal of the grant application, applicants will not be able to change the content of their application or scope of the project.

Eligible Applicants

Project X funds can be used to implement transportation-related water quality improvement projects to assist Orange County cities and the County of Orange meet federal Clean Water Act standards for urban runoff. Applicants eligible for Project X funds include the 34 Orange County cities plus the County of Orange. Eligible applicants must meet the transportation requirements discussed in the M2 Ordinance.

For Tier 2 multi-agency collaborations, eligible jurisdictions may partner with other entities such as special districts and non-profits, but the lead agency must be an M2 eligible jurisdiction.

Third parties, such as water and wastewater public entities, environmental resource organizations, non-profit 501(c) environmental institutions, and homeowners' associations cannot act as the lead agency for a proposed project, however; these agencies can coordinate with an M2 eligible Orange County city and/or the County of Orange to submit a project application. All project partners must contribute to the project in some capacity (i.e., monetary contribution, time contribution, etc.).

Two or more agencies may participate in a project. If a joint application among agencies and/or an application is submitted for the benefit of third-party entities is submitted, a preliminary agreement with joint or third-party entities must be provided as part of the application. In order to meet M2 Ordinance requirements, an eligible applicant must be the lead agency for the funding application. If a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as the lead agency and must provide a resolution of support from the partnering agency. In addition, the applicant shall provide a schedule by which the lead agency will obtain a final agreement with a third party. The final agreement must be executed prior to contract award date.

Each eligible jurisdiction must meet the eligibility criteria as set forth in Chapter 1 of the Comprehensive Transportation Funding Program (CTFP) Guidelines. For example, to apply for CTFP funding, local agencies must fulfill an annual eligibility process. Eligibility packages are due to OCTA by June 30 of each year. The M2 Eligibility Preparation Manual outlines the eligibility requirements in detail.

In order for an applicant to accept Project X funding for their proposed project, OCTA has certain requirements that must be met. These requirements include adhering to the OCTA CTFP Guidelines; meeting a ten-year BMP Operations and Maintenance (O&M) commitment; and commitment to maintain and monitor the project commensurate with the design life.

Project Programming

The Tier 2 Grant Program is designed to be consistent with Chapter 2 of the CTFP Guidelines regarding the provisions below:

- Program Consolidation
- Sequential Programming Process
- Funding Projections
- Project Cost Escalation
- Programming Adjustments
- Project Readiness
- Programming Policies
- Schedule Change Requests
- Timely use of Funds

- Project Advancements
- Semi-Annual Review

Refer to Chapter 2 for explanations of the above provisions.

Funding Estimates

Approximately \$15 million is available for the 2024 Tier 2 call. The maximum amount for the Tier 2 Grant Program is \$2.5 million per project. The maximum amount that an eligible local agency can receive in this funding period is \$2.5 million.

2024 Tier 2 Call Implementation Timeline

The Tier 2 call will be open for 90 days. 2024 Tier 2 call applications must be received by OCTA **no later than 5:00 PM on Thursday, May 16, 2024**. OCTA is seeking applications for projects, which can be awarded no later than December 31, 2025. Funds will become available upon execution of a letter agreement. Projects that do not award construction contracts by December 31, 2025 will not be considered.

After Tier 2 applications are reviewed by OCTA staff for completeness and accuracy, an evaluation panel will review and rank projects. Following review and recommendation by the ECAC, a recommended priority list of projects will be presented to the OCTA Board for approval. Funding amounts allocated for projects are final once approved by the OCTA Board. No additional funds will be allocated to the project. Grantees are responsible for any costs exceeding the allocated amount.

Matching Funds

For the Tier 2 Grant Program, a minimum local match of fifty percent (50%) of the eligible project phase cost is required. The matching funds shall be provided by cash contributions. Previously completed phases of a project may not be attributed to the match. Prior expenditures cannot be used as matching funds. There is a potential to reduce matching funds up to 15 percent (15%) for project readiness (at time of application submittal) as follows:

- Environmental (5%): The environmental document has been completed and certified.
- Design (5%): The project has completed 100% design plans.
- Right of Way (5%): This reduction applies to only those projects that require right of way acquisition, and acquisition has been completed.

If a joint application among agencies and/or third-party project partners is submitted, matching funds documentation must clearly identify the entity providing the funds for each line item in the matching funds description. Additionally, preliminary agreements are required to be submitted with the grant application that contains the matching funds commitments from a supporting agency.

Matching rate commitments identified in the project grant application shall remain constant throughout the project. Match rate commitments may not be reduced for any reason.

Operations and Maintenance

Applicants must submit a draft BMP O&M Plan covering a minimum of ten years after project completion. The BMP O&M Plan must document (through the resolution) project O&M financial commitment and sustainability for ten years. Applicants must include project assessment and monitoring of performance as part of the O&M Plan. OCTA may request to review this plan from time to time.

For guidance, please refer to Section 2.8 and Appendix G of the Technical Guidance Document for the Preparation of Conceptual/Preliminary and/or Project Water Quality Management Plans at:

<https://ocgov.app.box.com/v/SDR-WQIP-Clearinghouse/file/252490400944>

Eligible Expenditures

- Tier 2 projects must meet the transportation nexus as outlined previously in this chapter.
- Project X funds are designed to fund capital improvements. Tier 2 funds are designed to be strictly used for project construction costs, although up to ten percent (10%) of the total grant may be used for preliminary project design, environmental, and engineering costs.
- For Tier 2, construction support cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.
- Project X funds can only be used for facilities that are in public ownership for public use; however, water quality improvements on private property, which are connected to municipal separate storm sewer systems, are eligible if part of a right of way agreement (For example, a homeowner's association coordinate through an eligible agency for funding if the proposed project is connected to a public facility). Agencies shall provide supporting documentation to justify improvements on private property.

Ineligible Expenditures (including, but not limited to)

- Non-capital expenses for enhancements such as education, recreation, etc.
- Expenditures prior to letter agreement execution
- Amenities such as benches, lighting, signage, waste receptacles, etc.
- Landscaping and vegetation not directly related to improving water quality (i.e., ornamental shrubs, trees)

- Irrigation (sprinklers or drip systems) not directly related to plant establishment of water quality features
- Trails/sidewalks, unless contributing to water quality improvement
- O&M
- Planning activities beyond ten percent (10%) of grant
- Replacement of existing water quality features still within anticipated useful life (based on manufacturer's specifications).

Reimbursements

For the Tier 2 Grant Program, OCTA will typically release funds through two payments. The initial payment will constitute 75 percent (75%) of the CFTP grant share of the contract award or grant amount at time of award, whichever is lower. OCTA will disburse the final payment, approximately 25 percent (25%) of eligible funds, after approval of the final report. Further information on reimbursements can be found within Chapter 9 of the CFTP Guidelines.

Additionally, administering agencies must commit to cover any future cost overruns if the project is underfunded. Any work not eligible for Project X reimbursement must be funded through other means by the project applicant and cannot count as match. These non-eligible items should not be included in the cost estimate breakdown in the application.

Scope Reductions and Cost Savings

Any proposed scope reductions of an approved project must be submitted to OCTA to ensure consistency with the Tier 2 Grant Program requirements. If the proposed scope reduction is approved by OCTA, cost savings will be proportionally shared between OCTA and the grantee. A reduction in Project X funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Tier 2 Grant Program for reallocation to subsequent calls.

Tier 2 Selection Criteria

OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit 11-3) with the following categories:

- Problem and source identification
- Project design
- Project implementation and readiness
- Project benefits
- Performance metrics

Each proposal can receive a maximum of 100 points. Tier 2 selection criteria include both technical scoring criteria –70 percent (70%) weighting – and non-technical scoring criteria –30 percent (30%) weighting.

A focus on several overarching concepts is emphasized in the funding guidelines and scoring criteria:

- Focus on a clear and measurable transportation nexus, defined as total lane miles in the project catchment area, as defined by the MPAH
- Priority in the scoring criteria is given to projects in areas of highest water quality need, as established by predicted pollutant loading, receiving water monitoring, and the extent of impairment of receiving waters (i.e., higher priority given to 303(d) listed water bodies or project in a water quality plan)
- Quantification of project benefits where possible in terms of a load reduction metric (pollutants or water volumes)
- Emphasis on cost beneficial projects
- Emphasis on project readiness, and ability to leverage funding
- Emphasis on other regional and environmental benefits
- Emphasis on multi-jurisdictional and public benefits

Application Process

The technical scoring will be calculated wholly within the OCST Planning Module. The Tier 2 Grant Application Form (available electronically from OCTA) is required to evaluate general project information, funding, and to score non-technical project components. See Exhibit 11-3 for Tier 2 Scoring Criteria.

The applicant will be required to enter the technical project information into the OCST Planning Module (<https://planning.ocstormwatertools.org/>), populate the project with attributes necessary to quantify performance, and elect to share the project with OCTA within the Planning Module.

OCST Planning Module Project Entry

Complete the workflow for adding the project in the OCST Planning Module. The Planning Module Project workflow includes the following steps:

1. Log in to <https://planning.ocstormwatertools.org/>. If a user is not yet registered in this system, use the "Create Account" button to set username and password; permission to act on behalf of a city or the County will be assigned by the system administrators.
2. Under "Quick Actions", select "Add a Project".
3. Complete the Project Basics form using the same project name as in the Application Form. Enter project information such as Project Name, Description, and Primary Contact Person. Check the box to compute metrics for the OCTA M2 Tier 2 Grant Program.

4. Select "OCTA M2 Tier 2 Grant Program" to view scores (this does not enable sharing with OCTA, it will just calculate scoring metrics for the project for applicant review).
5. On the "Stormwater Treatments / Proposed Treatment BMPs" page, enter BMP type and location, and modeling attributes (a set of key design parameters used to estimate performance). More than one BMP can be entered within a project.
6. On the "Stormwater Treatments / Delineations" page, define the upstream delineation using the web map.
7. On the "Stormwater Treatments / Modeled Performance and Grant Metrics" page, select "Calculate" to review modeling results and preliminary grant scoring metrics for the project.
8. Review results.
9. On the "Review and Share" page, click the button to "Share" the project with the OCTA M2 Tier 2 Grant Program. This will add the project to the grant application reviewers dashboard. While a project is being shared it cannot be edited.

If an applicant believes an edit is needed, or if a change is requested by OCTA, the applicant may "Revoke" the project sharing status, make the edit, and re-share the project. Projects must be shared with the OCTA M2 Tier 2 Grant Program before the call for projects closes in order for the application to be considered eligible for funding.

Important Note: All Tier 2 score metrics computed by the Planning Module are preliminary. Final project scores will be calculated by OCTA after the call is closed, including comparisons between submitted projects.

In addition to entering project information into the OCST Planning Module and the Tier 2 Grant Application Form, the following items are required to be included within the submitted proposal:

- Project design or concept drawings, including preliminary design calculations, of proposed BMP. This should clearly justify the modeling attributes entered into the OCST Planning Module.
- Environmental Document (if applicable)
- Preliminary Cooperative Agreement(s) with joint and/or third-party entities (if applicable)
- Project Cost Estimate
- Maps
- Project site photos
- Project master schedule
- City Council resolution specific to the project and funding commitment must be approved by the local jurisdiction's governing body prior to the Board approval of grant funds. A sample resolution is included as Exhibit 11-4. **Local agencies, at**

a minimum, must include items a-l. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency. A final resolution authorizing a request for funding consideration with a commitment of local match funding must be provided with the project application. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board.

- 10-year draft BMP O&M Plan

For the Tier 2 Grant Program, one unbound original and one electronic copy of the complete application form and supporting documentation materials must be submitted to OCTA by the application deadline. Electronic application materials can be submitted via email as an attachment, or via a link to an online storage device site, such as DropBox or OneDrive. Submittal via USB drive is allowed. CD/DVD files will not be accepted.

There is no maximum length for proposals. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Use separate sheets of paper if necessary. Maps and drawings can be included on 11 x 17 sheets, folded into the proposal. *The original proposal should be left unbound for reproduction purposes.*

Application materials are to be submitted by the call for projects deadline to the following OCTA staff email and via hardcopy by mail or in person:

Adrian Salazar

Orange County Transportation Authority

asalazar@octa.net

By mail:

Adrian Salazar

Orange County Transportation Authority

P.O. Box 14184

Orange, CA 92863-1584

Tel: (714) 560-5363

In person:

Orange County Transportation Authority

600 South Main Street

Orange, CA 92863-1584

Note: if submitting via email, please note that certain attachments may be subject to file size or file type restrictions, which may prevent emails from being successfully sent to OCTA. OCTA staff will provide a confirmation email that the application was successfully received by the deadline.

Applications are considered final once the electronic application has been submitted. OCTA will document the submittal date and time and download the files for storage and application review. Any applications that do not contain all required information and documentation will be disqualified. Revisions may be allowed if changes are made prior to the application deadline.

Reporting and Reimbursement

The Tier 2 Grant Program is consistent with Chapter 9 of the CTFP Guidelines regarding the process and requirements of reimbursements and reporting including semi-annual reviews. Upon completion of project construction, a 10-year final BMP O&M Plan is required to be submitted along with the final report.

Additionally, an exception to Precept #40: Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP Guidelines and may conduct a field review. OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. Only CTFP eligible items listed on a project's cost estimate form will be reimbursed. See Chapter 10 for independent audit requirements beyond the technical and/or field review.

**Exhibit 11-3
Tier 2 Scoring Criteria**

Technical Scoring – 70 points (Points awarded based on scoring metrics computed within OCST Planning Module)		
Scoring Metric	Description	Points
Transportation Priority Index (TPI)	The TPI is developed based on density of roadway lane miles within pre-defined catchment areas.	5
WQ Need Analysis	WQ Need is based on the presence of TMDLs and 303(d) list impairments, as well as receiving water quality monitoring data.	40
BMP Performance	BMP performance is a normalized score based on the total inflow volume, Water Quality Load Reduction Index, the ratio of wet to dry weather pollutant load reduction, and project cost.	25
Non-technical Scoring – 30 points (Points awarded based upon information provided by applicant)		
Multiple Benefits <ul style="list-style-type: none"> • Drainage • Recreation • Habitat • Water Resources 	Describe the benefits of the proposed project above and beyond water quality improvement (load reduction benefit).	10
Cost/Benefit	Describe how the project is designed to maximize benefits while reducing costs, such as by aligning with parallel project efforts in the region and/or obtaining additional sources of funding beyond the minimum required match.	10
Regional Benefit	Describe how the proposed project would provide a regional benefit.	5
Project Readiness	Describe the proposed project’s readiness with regard to concept development, cost estimates, design, environmental compliance, and construction documents.	5
Total		100

Exhibit 11-4
SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR PROPOSED PROJECT

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL/BOARD OF THE CITY/COUNTY OF _____
AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 2 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR
(NAME OF PROPOSAL) PROJECT.

(a) WHEREAS, Orange County Local Transportation Ordinance No. 3, dated July 24, 2006, and is known and cited as the Renewed Measure M Transportation Ordinance and Investment Plan makes funds available through the Environmental Cleanup Program to help protect Orange County beaches and waterways from transportation-generated pollution (urban runoff) and improve overall water quality; and

(b) WHEREAS, the Environmental Cleanup, Tier 2 Grant Program consists of funding regional, potentially multi-jurisdictional, capital-intensive projects, such as constructed wetlands, detention/infiltration basins and bioswales, which mitigate pollutants including litter and debris, heavy metals, organic chemicals, sediment, and nutrients; and

(c) WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and

(d) WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate water quality improvement projects that have a transportation pollution nexus to finance and construct the proposed project; and

(e) WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (NAME OF PROPOSAL), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (ADMINISTERING AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and

(f) WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the equipment acquired and installed; and

(g) WHEREAS, the (ADMINISTERING AGENCY) will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the funded Tier 2 Grant Project; and

(h) WHEREAS, the (ADMINISTERING AGENCY) will cause work on the project to be commenced within a reasonable time after receipt of notification from OCTA and that the project will be carried to completion with reasonable diligence; and

(i) WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and

(j) WHEREAS, the (ADMINISTERING AGENCY) must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and

Comprehensive Transportation Funding Programs



(k) WHEREAS, the (ADMINISTERING AGENCY) authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors; and

(l) WHEREAS, the City/County of _____ is committing to a minimum match of up to 50% for the (PROJECT NAME) as required by the Orange County Comprehensive Transportation Funding Programs Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____, hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to accept funds for the Environmental Cleanup, Tier 2 Grant Program for (NAME OF PROPOSAL).

BE IT FURTHER RESOLVED that the City/County of _____, agrees to fund its share of the project costs and support any additional costs over the grant funding.

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ATTACHMENT C

Chapter 8 of OCTA's Comprehensive Transportation Funding Programs Guidelines
2025 Call for Projects (Regional Traffic Signal Synchronization Program (Project P))

Chapter 8 – Regional Traffic Signal Synchronization Program (Project P)

Overview

The RTSSP (Project P) includes competitive funding for the coordination of traffic signals across jurisdictional boundaries including project based operational and maintenance funding. OCTA will provide funding priority to programs and projects, which are multi-jurisdictional in nature.

The RTSSP is based on the Regional Traffic Signal Synchronization Master Plan (RTSSMP). The Board adopted the RTSSMP as an element of the MPAH on July 26, 2010. The RTSSMP defines the foundation of the RTSSP. The RTSSMP consists of the following components:

- Regional signal synchronization network
- Priority corridors for accelerated signal synchronization
- Definition of Traffic Forums
- Model agreements presenting roles and responsibilities for Project P
- Signal synchronization regional assessment every three years
 - NOTE: For Call for Projects 2025, Priority Corridors are an eligible inclusion, but no additional points will be awarded. A Priority Corridor is on the Signal Synchronization Network.

The RTSSMP will be reviewed and updated by OCTA. Local agencies are required to adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the RTSSMP and shall issue a report on the status and performance of its traffic signal synchronization activities. Details on both the RTSSMP and requirements for Local Plan development are available in the [Guidelines for the Preparation of Local Signal Synchronization Plans](#) (updated April 2023). These guidelines are available at the following link: <https://www.octa.net/pdf/Guidelines-Preparation-LSSP.pdf>.

The remainder of this chapter details the key components of the RTSSP:

- Funding guidelines for the competitive call for projects
- 2025 Call for Projects

Projects compete for funding as part of the RTSSP. Projects submitted by local agencies as part of the call must meet specific criteria. Projects are rated based on scoring criteria and are selected based on their competitive ratings.

Objectives

- Synchronize traffic signals across jurisdictions.
 - Monitor and regularly improve the synchronization.
 - Synchronize signals on a corridor, intersecting crossing arterial and/or route basis reflecting existing traffic patterns in contiguous zones or road segments that have common operations.

2025 Call for Projects

The following information provides an overview of the 2025 RTSSP (Project P) Call for Projects:

1. Projects must result in new, optimized, and field-implemented coordination timing.
2. Project shall be a single contiguous corridor or set of contiguous corridors related to each other. Multiple corridors and related systems of corridors that form a “grid” or “route” may be submitted as a single optimized timing project. However, the total number of corridors per project will be limited to three (3).
3. Projects selected will be programmed after July 1 of the programmed year (July 1 – June 30).
4. Project delays resulting in a time extension request will fall within the process outlined in the CTFP Guidelines.
5. Projects are funded for a grant period of three (3) years and are divided into two phases:
 - a. Primary Implementation (PI) – includes the required implementation of optimized signal timing as well as any signal improvements proposed as part of a project. A report is required at the conclusion of this phase to document work completed during the PI phase. This PI Report shall be submitted with the final report.
 - b. Ongoing Operations and Maintenance (O&M) – includes the required monitoring and improving optimized signal timing in addition to any optional communications and/or detection support. O&M will begin after the optimized signal timing is implemented and be required for the remainder of the project (typically 2 years). An O&M Report is required at the conclusion of this phase to document work completed during the O&M phase and shall be submitted with the final report.
6. Projects shall include a Before and After Study. This study shall collect morning, mid-day, and evening peak periods using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor synchronization performance index (CSPI) metric. This information shall be collected both before and after signal timing changes have been implemented and approved by all agencies. The study shall compare the information collected both before and after the timing changes. Comparisons should identify the absolute and percent differences for the entire

corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.). The Before and After study shall also include field inventory, count data, modeling data, and Greenhouse Gas calculations. The Before and After Study shall be submitted as part of the PI Report.

7. Any corridor or portion of a corridor funded through this call cannot re-apply for funding until the three-year grant period is completed and a final report for both phases have been submitted to OCTA.
8. This chapter identifies the selection criteria for projects, eligible activities, minimum project requirements, data compatibility required as part of any funded project, and other key information.
9. Applications with full participation of agencies and signals in the OCTA Countywide Signal Synchronization Baseline Project (Baseline Project) may elect to waive data collection, timing development, and timing implementation tasks in their application. A waiver will only be accepted if all participating agencies (excluding Caltrans) execute a cooperative agreement with OCTA by no later than the date the funding recommendations are presented to the TSC, as these tasks will be covered in the Baseline Project. Note that "Before" and "After" studies and tasks in the O&M phase will still be required as part of Project P.

Additional details of the specific program's intent, eligible project expenditures, ineligible project expenditures, and additional information that may be needed when applying for funds are included in this chapter. Each section should be read thoroughly before applying for funding. Applications should be prepared for the program that best fits the proposed project.

For specifics on the funding policies that apply to this call, refer to the Program Precepts in Section V of these guidelines.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project application. OCTA shall require agencies to submit applications for the call for projects by **5:00 p.m. on Thursday, October 24, 2024**. Late and/or incomplete submittals will not be reviewed or considered. The local agency responsible for the project application must submit the application and any supporting documentation via OCFundtracker as outlined below.

A separate application package must be completed for each individual project and uploaded to OCFundtracker. **One (1) unbound printed hardcopy and one electronic copy on a USB, thumb drive, memory stick, or via electronic file upload and/or email** of each complete application shall also be mailed or delivered to:

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, California 92863-1584
Attn: Charvalen Alacar
Email: calacar@octa.net

Application Process

Project grants are determined through a competitive application process administered by OCTA. Agencies seeking funding must complete an online application, a supplemental application in the latest format, and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Key information to be provided as part of the application process includes:

- Funding needs by phase and fiscal year
- Percent match rate per phase including funds type, source, and description (minimum 20 percent (20%))
- Lead agency (default – local agency)
- Lead and supporting agencies' contact information
- Supporting technical information
- Project development and implementation schedule
- Environmental clearances and other permits
- Any additional information deemed relevant by the applicant
- Complete photographic field review (including cabinet interiors and communication facilities) for all projects that request OCTA to lead. Original photos shall be uploaded to OCFundtracker as a single file or included with electronic copy of application.

A call for projects for the funding cycle will be issued as determined by the Board. Complete project applications must be submitted by the established due dates to be considered eligible for consideration.

An application should be submitted for a single corridor or route corridor project. Multiple corridors that form a "grid" may be submitted as separate or single project(s). However, the total number of corridors per route or grid corridor projects will be limited to three (3). The following instructions should be used in developing project applications.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Once applications have been completed in accordance with the Program requirements, the projects will be scored, ranked, and submitted to the TSC, TAC, and the Board for consideration and funding approval. OCTA reserves the right to evaluate submitted project costs for reasonableness as part of the review and selection process and suggest

potential revisions to make the cost more appropriate. Grants will be subject to funding agreements with OCTA.

Other Application Materials

Supporting documentation is required to fully consider each project application. A Supplemental Application (available on the OCTA website and OCFundtracker) is required to be completed for each project application and included in the electronic submittal. **Any Supplemental Application not submitted in the 2025 format will NOT be considered.** The template is distributed with other application materials at the issuance of the Call for Projects. In addition to the funding plan described above, local agencies will be required to submit additional materials.

Lead Agency: Eligible jurisdictions consistent with Measure M2 Ordinance definitions and requirements.

Participating Agencies: All participating agencies must be identified and adopted City Council resolutions or Minute Order actions authorizing the participating agency's support of the project under the lead agency must be included. If the application claims Caltrans as a participant, then it shall contain a letter of support from Caltrans for the specific project and letters of support from all applicable agencies pledging to sign a cooperative agreement with Caltrans at the start of the project. The lead agency shall also pledge this commitment in the cover letter of the application. The required Caltrans fee will be a line item in the improvements list. The applicable agencies will be required to cover the required 20 percent (20%) match for the Caltrans line items. All agencies that have a Caltrans intersection/ramp in their jurisdiction are required to sign a cooperative agreement with Caltrans in order for the entire project to claim Caltrans as a participant.

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of project local match funding must be provided with the project application from all participating agencies. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Lead Agency

This Program is administered through a single lead agency: See Lead Agency definition above.

Local Agency Lead: Only the lead agency will receive payments in accordance with the CTFP Guidelines regarding payment for costs related to project for optimized signal timing development, capital improvements, planning, and related design. Payments will be disbursed consistent with Chapter 9. The lead agency is responsible for reimbursing other

agencies as part of the effort. Additionally, the lead agency is also responsible for ensuring that all agencies participating in the project provide the local match proposed in the project application.

OCTA Lead (NOT AVAILABLE FOR 2025 CALL FOR PROJECTS): OCTA may, at the request of the involved local agencies, act as the lead agency for RTSSP projects. If the involved local agencies would like OCTA to implement a project on the signal synchronization network, the local agency shall work cooperatively with OCTA to develop the scope of work and cost elements of the project. For example, accounting for OCTA's administrative and project management efforts by incorporating an additional 10 percent (10%) of the total project cost when calculating the Cost Benefit of the project. The lead local agency shall contact OCTA with **a written request at least four weeks prior to deadline for submittal of the project grant application**. Applications must be prepared by a designated local agency acting in a lead capacity during grant preparation. Applications must include a complete photographic field review (as outlined above) when submitted. The application will be scored using the criteria outlined in the following sections. Based on local agency interest and OCTA resource availability, a limited number of projects can be developed and implemented by OCTA.

If any projects that are designated as OCTA led are awarded funding, OCTA will then be responsible for implementation of the project, including optimized signal timing development, capital improvements, planning, and related design. OCTA will implement the project based on the cost estimates developed in the application. Project elements may be modified based on final costs with the agreement of all participating agencies. OCTA will be responsible for ensuring that all agencies participating in the project provide the local match as identified in the project application (minimum 20 percent (20%)).

OCFundtracker Application Components

Final applications MUST be submitted via OCFundtracker and in hard copy format. Selection criteria must be inputted as part of the OCFundtracker online application and includes the following categories of information:

Transportation Significance, Number of Jurisdictions, Project Scale, Economic Effectiveness, Project Characteristics, Current Project Status, and Funding Match Rate.

Application Review and Program Adoption

OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, may request supplemental information for projects during initial staff evaluations, and prepare a recommended program of projects to the TSC and TAC. In addition, OCTA may hire a consultant(s) to verify information within individual applications including, but not limited to, project scope, cost estimates, vehicle miles traveled, and average daily traffic.

Final programming recommendations will be provided to the TSC and TAC for approval. Recommendations will be presented to the Board, who will approve projects for funding under the CTFP.

Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:

Board authorization to issue call: August 12, 2024

Application submittal deadline: October 24, 2024

TSC/TAC Review: February/March 2025

Committee/Board approval: April/May 2025

Checklist Guide

The "Project P Regional Traffic Signal Synchronization Program Application Checklist" has been provided for the RTSSP (Exhibit 8-1). The checklist identifies the basic documentation required for the program. In addition to items required at the time of project submittal, additional items that are not specified may be requested later. The checklist should be provided as a table of contents for **each** application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application.

Sample Resolution Form

A resolution or minute action must be approved by the local agency's governing body. A sample resolution is included as Exhibit 8-2. Local agencies, at a minimum, must include items a-h from the sample resolution. The mechanism selected shall serve as a formal request for RTSSP funds and will state that matching funds will be provided by the agency, if necessary. All project requests (i.e., multiple corridors proposed for RTSSP funds) must be included in this action.

Project Definition

Local agencies are required to submit complete projects that, at minimum, result in field-implemented coordinated timing. Project tasks that are eligible for funding can consist of design, engineering, construction, and construction management. Partial projects that include design improvements, but do not field implement the improvements are ineligible.

Projects must consist of a corridor along the priority corridor network, signal synchronization network, or the MPAH. Projects previously awarded RTSSP funding must be complete with a Final Report for both phases submitted to OCTA. Projects can be the

full length of the corridor or a segment that complies with the minimum project requirements identified later in the chapter.

All participating agencies (except Caltrans) and their respective project signals in the application must be participants of the OCTA Baseline Project in order to be eligible to waive the data collection, timing development, and timing implementation tasks of the Project P project. Offset signal improvements are also only available to applications that have full Baseline Project participation (excluding Caltrans).

Per the RTSSMP, the Project P projects are corridor-based. The applicant agency and owning agencies submitting a “route” project must provide evidence, including actual vehicle counts and a description of the proposed route to demonstrate that the interconnected corridors do form a coherent route. A “route” project shall meet the Minimum Eligibility Requirements as described on Page 8-19.

For route projects encompassing more than two (2) corridors, current Origin-Destination (OD) count data (field or third-party crowdsourcing accepted), shall be provided. This data shall include a detailed depiction of the route and clearly highlight the OD points using the collected vehicle data. Discussion with OCTA staff regarding OD data gathering prior to collection for the application is highly encouraged. The analysis must illustrate how the route offers a coherent and logical path, detail the expected benefits, and explain the rationale behind drivers' choice of this particular route. Additionally, routes must maintain the integrity of eligible and/or previously synchronized corridors, avoiding any disruption to established routes to ensure seamless connectivity. The provided data should be recent, preferably within the last 12 months, and collected during peak traffic hours. Include maps and diagrams that illustrate the OD points and the flow of the route. A draft application must be submitted **at least four (4) weeks** prior to the application deadline. **Failure to submit a draft application by September 26, 2024 will result in automatic disqualification of the project.** By adhering to these guidelines, applicants will ensure their projects align with the objectives of Project P.

A “grid” project shall consist of one main corridor that is specifically identified in the application with a maximum of two crossing corridors to make a grid. Grid projects shall also be multijurisdictional with a minimum of two local agencies, excluding Caltrans. For a grid project, applicant agency and owning agency must demonstrate through simulation or actual vehicle counts the following:

- Show that timing changes on the main corridor will greatly impact the crossing corridor(s)
- Crossing corridors shall have closely spaced signals in close proximity to the main corridor with timing changes along these crossings impacting the operation of the main corridor

All corridors in the grid shall individually meet the Minimum Eligibility Requirements and, as part of the project, travel time studies shall also be collected along all corridors making the grid.

Multimodal consideration of bicyclists and pedestrians along or crossing the intersection or roadway may enhance overall circulation. Therefore, active transportation elements may be included as part of the project as outlined in the following section.

Eligible Activities

The primary purpose of Project P is to provide funding for projects that develop and maintain corridor-based, multi-jurisdictional signal synchronization along corridors throughout Orange County. All projects funded by Project P must be corridor-based and have a signal coordination component that includes the following:

- Developing and implementing new signal synchronization timing parameters based on current travel patterns, and federal and state traffic signal timing mandates and guidance, including but not limited to the Manual on Uniform Traffic Control Devices (MUTCD). These tasks may be waived if **ALL** the applicants (excluding Caltrans) and all of their respective project signals are participating in the Baseline Project. All timing development (including data collection) and implementation for Caltrans intersection(s) included in the project will be the responsibility of the applicant. Funding/effort is allowed as part of the application.
- Monitor, maintain (minimum quarterly/maximum monthly) and/or regularly improve the newly implemented signal synchronization timing and parameters for the remainder of the project. As part of the closeout process, an O&M Report is required to document activities of the O&M phase. This is required regardless of Baseline participation.
- “Before” and “after” studies for the project comparing travel times, average speeds, ratio of green lights passed to red lights stopped (greens per red), average stops per mile, and emissions of greenhouse gases. The results of the “before” and “after” studies shall be included in the PI Report. This is required regardless of Baseline participation.

In addition to developing optimized signal timing, a project may include other improvements, as long as they contribute to the goal of multi-agency signal synchronization of corridors throughout Orange County. These improvements are restricted to the signal synchronization project limits (main corridor) but may include synchronization with traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor. These offset signals; however, will not be counted towards the total number of signals on the project (for implementation of timing plans only). Projects waiving the development of optimized signal timing through the participation of the Baseline Project are eligible to include signal

improvements at offset signals, as the Baseline Project will be evaluating timing countywide. As a reminder, the waiver for the development and implementation of timing will only be considered if **ALL** participating agencies and all of their respective project signals are part of the Baseline Project. No additional funds will be allocated for offset signals. All offset signal improvements must adhere to the CTFP Guidelines for eligibility. All improvements must be designed to enhance the specific project. Expenditures related to the design of systems, permitting, and environmental clearance are eligible for funding.

Caltrans encroachment permits and agency to Caltrans Cooperative Agreement fees are eligible activities. This includes Caltrans labor, such as expenses for reviewing signal timing plans, providing signal timing parameters, and providing existing timing sheets, etc. Applicant must specify how the project intends to handle Caltrans intersections.

Ineligible Expenditures

- Isolated traffic signal improvements
- Traffic hardware (pole, mast arms, lights, electrical, signs, etc.)
- Regular signal operation and maintenance (such as replacement of light bulbs or communication repairs)
- Field display equipment (Traffic signal heads other than pedestrian countdown, or special bicycle, or Transit Vehicle signal heads)
- Feasibility studies
- Relocation of utilities except for electrical service requirements
- Right-of-way
- Rewiring of complete intersection because of age or isolated mitigation

Funding Estimates

The streets and roads component of M2 is to receive 32 percent (32%) of net revenues, 4 percent (4%) of which are allocated for the RTSSP. The RTSSP will make an estimated \$270 million (2009 dollars) available over the course of the 30-year M2 Program. Programming estimates are developed in conjunction with a call for projects cycle corresponding to concurrent funding agreements with all local agencies.

The RTSSP targets over 2,000 intersections across Orange County for coordinated operations. Because of the limited amount of funds available for the RTSSP, a project cap of \$75,000 per signal or \$250,000 per project corridor mile included as part of each project (whichever is higher) has been established for this call for projects. Note that offset signals will not be counted towards the total number of signals on the project for purposes of calculating the project cap.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on furthering the overall goal of multi-jurisdictional, corridor-based signal synchronization.

Transportation Significance: Points are awarded for projects that include offset signals along the project corridor, route, or grid. These offset signals do not count towards the project cap; however, are in relatively close proximity to affect the operation of the corridor(s). The applicant shall identify the number of offset signals on the corridor and the percentage of those offset signals that will be included in the project. The applicant is encouraged to verify offset signals numbers with OCTA prior to application submission as changes are not allowed after submission.

Vehicle miles traveled (VMT) is calculated as the centerline length of segment(s) on the corridor, route, or grid proposed for synchronization multiplied by the existing average daily traffic (ADT) for the proposed segment(s) length. For instance, for a three-mile segment with one-mile interval ADT data at of 200 vehicles, 300 vehicles, and 400 vehicles, the VMT would be calculated as:

$$200 \text{ vehicles} * 1 \text{ mile} + 300 \text{ vehicles} * 1 \text{ mile} + 400 \text{ vehicles} * 1 \text{ mile} = 900 \text{ vehicle miles.}$$

VMT should be calculated by the smallest segmentation on which the city typically collects ADT data. ADT must be based upon actual count information taken within 36 months preceding the application date and include 24-hour, midweek, bi-directional counts for each segment. All supporting data shall be organized in order in which they appear for the calculation of the VMT. Data from the OCTA Traffic Flow Map may not be used. Furthermore, outdated and/or non-compliant counts may result in project ineligibility (maximum: 25 points).

Economic Effectiveness: Total project cost divided by Existing VMT. If the applicant is electing OCTA to be the lead agency, the total project cost in this calculation must also include an additional 10 percent (10%) of the total project for OCTA administrative and project management efforts. This additional 10% is used to determine the project effectiveness only and is not counted towards the overall project budget cap (maximum: 10 points).

Project Characteristics: Points are awarded based on the project's average improvement score. Eligible improvements for each intersection are assigned an improvement score based on factors, such as priority for overall signal operations and existing conditions. Intersection improvement scores are then averaged together, and the average project score is used in the point breakdown table in Project Characteristics. For instance, a maximum score of fifty (50) is awarded to projects that are timing only without any capital improvements or average scores accumulate if a signal synchronization project is

Comprehensive Transportation Funding Programs



combined with eligible improvements. The following improvements and requirements only apply to signalized intersections that are part of the application, including offset signal improvements for eligible applications.

Eligible Improvements		Score Based on Status	
Signal Timing (No Capital)		Online	Offline
	Timing Only	50	30
	Timing + Traffic Responsive (license only)	50	15
	Timing + Peer-to-Peer (configuration only)	50	40
	Timing + Traffic Adaptive (license only)	40	1
Signal Communication		No Time Source	Time Source
	Above ground (e.g., wireless, cellular, etc.)	50	30
	Fiber Optic underground	25	15
	All other (e.g., copper, aerial fiber, GPS, etc.)	5	1
Field Elements		None/5+ Years	Within 5 years
	ATC signal controller	50	10
	Signal cabinet on existing foundation	30	10
	Signal cabinet on new foundation	15	5
	BBS/USP (attached)	20	10
	BBS/UPS on existing foundation	10	5
	BBS/UPS on new foundation	5	1
	CCTV	30	10
	Vehicle detection (ATSPM inputs + counts)	50	30
	Vehicle detection (ATSPM inputs)	40	20
	Vehicle detection + bicycle detection	30	15
	Vehicle detection	30	15
	Bicycle detection	30	15
	Pedestrian detection (audible)	50	30
	Pedestrian detection	30	15
	Active transportation/pedestrian safety	50	30
	Transit Signal Priority	30	10
	EVP (hybrid or GPS)	40	10
	EVP (infrared)	30	10
	Speed feedback signs (existing post)	40	10
	Speed feedback signs (new post)	20	10
	Corridor Performance Monitoring	40	10
Minor Signal Operational Improvements		None/5+ Years	Within 5 years
	Channelization	40	20
	Signal phasing improvement	50	25

2025 Call for Projects

8-12

As of 8/12/2024

Eligible Improvements		Score Based on Status	
TMC/TOC		None/10+ Years	Within 10 years
	Central System (server, licenses, workstations)	40	20
	Display (video wall, VMS, etc.)	30	10
	UPS	20	5
Caltrans		Participation	No Participation
	Cooperative Agreement	50	25

Signal Timing (No Capital). Improvements in this category can only be selected if the entire project is a timing only project without any field improvements. Scores for this improvement category can be claimed for any one of the following depending on the status of the signal, whether is it online (connected to a central system and active) or offline (either connected and not active or not connected to a central system):

- Traffic Responsive only if all signals, in at least one agency on the project, are included in the system.
- Peer-to-Peer program on traffic control devices that have existing connectivity.
- Adaptive traffic signal systems only if all signals, in at least one agency on the project, are included in the system.

Signal Communication. Scores for this improvement category varies depending on the type of improvement coupled with the existing status of the signal, whether there is an existing reliable time source (e.g., GPS, master controller, direct connection to central system, etc.) that will keep the signal in synchronization along the corridor:

- Above ground communication installations, such as wireless radios and cellular devices, that are quick to build are the preferred medium to ensure all signals are online and operating. This should not include any construction between signalized intersections.
- New or upgraded fiber optic communication systems
 - New contemporary communication system improvements (e.g., Ethernet) including all conduits, pull boxes, fiber optic and/or copper cabling (not to exceed 120 strands), network switches and distribution systems. These systems should be sufficiently sized for the needs/capacity of the Intelligent Transportation System (ITS) network. Excess capacity is deemed non-participating and also, cannot be used as part of the required project match.
 - Software and hardware for system traffic control.
 - Control and monitoring interconnect conduit (including upgrades or replacement of existing systems).
 - Communication closure systems of conduit, cable, and associated equipment that are outside of project limits but complete a designated

communications link to an existing network for the Advanced Transportation Management System (ATMS) for an agency or agencies. Only communication links that are installed from a central location and/or communications hub to the project corridor that does not currently have a fiber connection to a central location are eligible.

- All other communication mediums, such as GPS clocks, copper twisted pair or aerial interconnect between signalized intersections, are eligible to ensure signals are online and in operation but are not encouraged.

Field Elements. This improvement category is focused on the field equipment/devices that will ensure the signals are enhanced to support advanced signal operations. Scores for this improvement category will vary depending on the existing lifespan of equipment/devices being upgraded. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation.

- Traffic signal controller replacement of antiquated units with Advanced Transportation controller (ATC) units. ATC shall comply with latest industry standards.
- Controller cabinet (assemblies) replacements that can be shown to enhance signal synchronization.
- Traffic signal Battery Backup System (BBS) or Uninterruptible Power Supply (UPS) that includes cabinet, batteries, and necessary configurations.
- Closed Circuit Television (CCTV). Intelligent cameras that include analytics, such as automated continuous counts are the preferred solution. If implemented, these cameras may require a data sharing agreement with OCTA in the future.
- Vehicle Detection System (VDS)
 - The ideal implementation for signal operations is a detection system that will increase the number of inputs, including separate bicycle and pedestrian detection inputs, into the signal controller for the purpose of signal performance measures, such as Automated Traffic Signal Performance Measures (ATSPM). Additionally, inputs that are specifically set to capture turning movement counts at the intersection.
 - Inductive loops, video detection, radar, sonar, thermal, hybrids thereof, and other types of vehicle detection systems that can distinguish bicycles. This includes implementing a separate bicycle minimum and/or clearance parameter in the traffic signal controller.
- Installation of new and/or improved traffic control devices to improve the accessibility, mobility, and safety of the facility for pedestrians and bicyclists. Americans with Disabilities Act (ADA) compliant pedestrian signals include, but not limited to, tactile and audible buttons in countdown signal heads.

- Active Transportation/Pedestrian Safety related elements
 - High-Intensity Activated crosswalk signaling systems (HAWK)
 - Pedestrian detection modules
 - Bicycle detection modules.
 - Rectangular Rapid Flashing Beacon Systems (RRFB) including striping, legends, and signage.
- Transit Signal Priority (TSP) intersection control equipment only.
- Emergency Vehicle Preempt (EVP) intersection control equipment only.
- Corridor Performance Monitoring implementations, such as Bluetooth and/or connected vehicle roadside units for signals on the project. If implemented, these items will require a data sharing agreement with OCTA.

Minor Signal Operational Improvements. Scores for this improvement category will vary depending on the existing lifespan. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation.

- Channelization (signing, striping, raised pavement markers, in lane flashing guidance or warning marking systems, and legends) improvements required for traffic signal phasing.
- Traffic signal phasing improvements that will improve traffic flow and system performance including protected permissive left turn phasing and shared pedestrian phasing, excluding display equipment and other ineligible activities as mentioned in these guidelines.

Traffic Management Center (TMC)/Traffic Operations Center (TOC). Scores for this improvement category will vary depending on the existing lifespan of equipment or software being upgraded. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation. Applicants shall include a breakdown of TMC/TOC improvements as an appendix to the Supplemental Application.

- Central system
 - New TMCs or TOCs, such as a new Advanced Traffic Management System (ATMS). Any project funded under this category should plan for center-to-center communication (C2C) with nearby agencies and/or OCTA.
 - Upgrades to existing TMCs or TOCs. Any project funded under this category should plan for C2C with nearby agencies and/or OCTA.
 - Motorist information systems (up to 10 percent (10%) of total project costs for PI phase only).
 - Automated Traffic Signal Performance Measures (ATSPM) system can only be implemented if all signals, in at least one agency on the project, are included in

the system, which will also be used during the O&M phase of the project. If implemented, these items will require a data sharing agreement with OCTA.

- Video display equipment, including wall monitors, screens, mounting cabinets, and optical engines (up to 10 percent (10%) of total construction costs for PI phase only).
- Uninterruptible Power Supply (UPS) for ATMS shall solely provide electrical power for ATMS Server(s), one dedicated workstation station (console terminal) and related communications devices. UPS for ATMS is not intended to provide power to entire TMC, and approval of request for UPS is at the sole discretion of OCTA.

Caltrans. Scores for this category will depend on the commitment of a cooperative agreement with Caltrans that results in active Caltrans participation and inclusion of Caltrans as a partnering agency. The associated timing fee is an eligible expense. Note that if a cooperative agreement with Caltrans will not be executed, the participating agencies will still be responsible for modeling any Caltrans signalized intersections within the project limits.

Each project intersection that has proposed improvements will receive an average score per the specific improvements noted above and the project's score will be an average of all intersection averages (maximum: 20 points).

Project Scale: Points are earned for including more intersections along the signal synchronization network. For a grid, the number of signals and percent of signals being retimed will only be calculated for the corridor that is designated as the Main Corridor. For routes, the percent of signals being retimed will be calculated as the average of total project signals to total possible signals on each corridor that are part of the route (maximum: 20 points).

Note: Due to the length of Pacific Coast Highway (PCH) and the fact that broad portions of it are a Caltrans' owned facility, for CTFP project scoring purposes only, the "Percent of Main Corridor Being Retimed" scoring criteria (identified in Table 8-1) can be divided into the four following segments.

1. San Gabriel River (Los Angeles County Line) to North of Goldenwest Street
2. Goldenwest Street to School/State Park
3. South of School State Park to Doheny Park Road
4. South of Doheny Park Road to County Line

If an application is proposed to span two or more segments of PCH the "Percent of Main Corridor Being Retimed" calculation will be based upon the number of signals in the project application divided by total number of signals in the applicable segments.

Number of Jurisdictions: Points are earned for including multiple local agencies as part of the project (maximum: 15 points).

Current Project Status: Points are earned based on the current status of the project development. Points for re-timing of a corridor can be claimed only if at least 75% of the previous project (RTSSP or Measure M Signal Improvement Program) is part of the new application **OR** at least 75% of the corridor (on MPAH) has never been funded. All corridors within a "route" or "grid" project must satisfy the 75% requirement to qualify for points. (maximum: 5 points).

Funding Match: The percentages shown in Table 8-1 apply to overall match rates. M2 requires a 20 percent (20%) local match for RTSSP projects. Project match rates above 20 percent (20%) are limited to dollar match only (maximum: 5 points).

Table 8-1 Point Breakdown

RTSSP SCORING CRITERIA Point Breakdown for Regional Traffic Signal Synchronization Program Projects Maximum Points = 100

<p>Transportation Significance Points: 25</p> <table border="1"> <thead> <tr> <th>Inclusion of offset signals within 2700'</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90% or above</td> <td>10</td> </tr> <tr> <td>50 - 89%</td> <td>5</td> </tr> <tr> <td>< 50%</td> <td>0</td> </tr> </tbody> </table> <p>OR</p> <table border="1"> <tbody> <tr> <td>Participation in the Baseline Project</td> <td>10</td> </tr> </tbody> </table> <p style="text-align: center;">AND</p> <p>Vehicle Miles Traveled (VMT)</p> <table border="1"> <thead> <tr> <th>Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>250+ thousand</td> <td>15</td> </tr> <tr> <td>200 - 249 thousand</td> <td>10</td> </tr> <tr> <td>150 - 199 thousand</td> <td>6</td> </tr> <tr> <td>100 - 149 thousand</td> <td>3</td> </tr> <tr> <td>0 - 99 thousand</td> <td>1</td> </tr> </tbody> </table> <p><u>Calculation:</u> ADT x segment length (Applies only to coordinated segments of project)</p>	Inclusion of offset signals within 2700'	Points	90% or above	10	50 - 89%	5	< 50%	0	Participation in the Baseline Project	10	Range	Points	250+ thousand	15	200 - 249 thousand	10	150 - 199 thousand	6	100 - 149 thousand	3	0 - 99 thousand	1	<p>Project Scale Points: 20</p> <p>Number of Signals on Main Corridor Coordinated by Project</p> <table border="1"> <thead> <tr> <th>Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>50+</td> <td>10</td> </tr> <tr> <td>40 - 49</td> <td>8</td> </tr> <tr> <td>30 - 39</td> <td>6</td> </tr> <tr> <td>20 - 29</td> <td>4</td> </tr> <tr> <td>10 - 19</td> <td>2</td> </tr> <tr> <td>< 10</td> <td>0</td> </tr> </tbody> </table> <p style="text-align: center;">AND</p> <p>Percent of Main Corridor Signals Being Retimed</p> <table border="1"> <thead> <tr> <th>Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90% or above</td> <td>10</td> </tr> <tr> <td>80 - 89%</td> <td>8</td> </tr> <tr> <td>70 - 79%</td> <td>6</td> </tr> <tr> <td>60 - 69%</td> <td>4</td> </tr> <tr> <td>50 - 59%</td> <td>2</td> </tr> <tr> <td>< 50%</td> <td>0</td> </tr> </tbody> </table> <p><u>Calculation:</u> Number of signals in project divided by total signals in full corridor length.</p>	Range	Points	50+	10	40 - 49	8	30 - 39	6	20 - 29	4	10 - 19	2	< 10	0	Range	Points	90% or above	10	80 - 89%	8	70 - 79%	6	60 - 69%	4	50 - 59%	2	< 50%	0
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Minimum Eligibility Requirements

All eligible local agencies may participate in the RTSSP. Caltrans facilities are eligible for the RTSSP, but Caltrans cannot act as the lead agency. Local agencies will be required to provide a minimum of 20 percent (20%) matching funds for eligible projects (see definition of matching funds below).

The goal of the RTSSP is to provide regional signal synchronization that crosses jurisdictional, geographical, or physical boundaries. To be eligible for RTSSP funding, a project must meet the following requirements:

1. Be on a street segment that is part of the signal synchronization network, or the MPAH. The project must be consistent with Local Signal Synchronization Plans and support the RTSSMP goals.
2. Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum of 20 signals.

or

Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum distance of five miles.

or

Include at minimum three local agencies, have documented support from all participating local agencies (cities, County, or Caltrans), and have a minimum intersection density of four intersections per mile with a minimum of eight signals.

or

Include the full length of the signal synchronization network corridor, or MPAH corridor.

Matching Funds

Local agencies along the corridor are required to provide a minimum local match funding of 20 percent (20%) for each phase of the project. As prescribed by the M2 Ordinance, this includes local sources, M2 Fair Share, and other public or private sources (herein referred to as a “cash match”). Projects can designate local matching funds as cash match, in-kind match provided by local agency staff and equipment, or a combination of both.

“In-kind match” is defined as those actions that local agencies will do in support of the project including staffing commitment and/or new eligible signal system investment related to improved signal synchronization. Examples of staffing commitment include, but are not limited to, implementation of intersection or system timing parameters, review of timing documentation, meeting participation, conducting or assisting in before/after

studies, and other similar efforts that directly enhance the signal synchronization project. Please note, any over-match commitment is subject to the same audit and requirements as in-kind match.

Administrative staff time for documentation of in-kind services is ineligible. Staff time charged to a project is limited to the caps as described in these guidelines. Allowable signal system investment would be improvements that are “eligible activities” per the funding guidelines, which can be shown to improve signal synchronization and would not include any prior investments made by the agency. For OCTA-led projects, match for equipment shall be in cash except when an agency elects to purchase equipment per the application. Project match beyond 20 percent (20%) is limited to cash match only.

In-kind match must be defined for each local agency as part of the supplemental application. In-kind match must be identified as staffing commitment and/or new signal system investment. The supplemental application template will include a section to input in-kind match type as well as additional data related to the match:

- Staffing commitment
 - Staff position
 - Number of hours
 - Hourly (fully burdened) rate
 - Total cost
- New signal system investment (limited to eligible activities)
 - Cost of any signal system investment
 - Description of work

For OCTA-led projects, O&M activities will be permitted in-kind match only for local agency oversight functions. Contract activities will require cash match. Local agency contributions identified as cash match in the application cannot be converted into in-kind match.

OCTA staff will review in detail the presented cash and in-kind match by local agency for reasonableness.

Additionally, for projects designating OCTA as lead agency, a consultant traffic engineering firm may be contracted to provide staff and services to implement the project. Therefore, in-kind match designated as staffing commitment under an OCTA-led agency option shall be limited. The following will be used as a guide for staffing commitment, when the local agency develops the application:

- Primary Implementation (PI) (12 months)
 - Project Administration - Each local agency traffic engineer or equivalent participates in approximately 10-15 hours per month of project administration (meetings, review of reports, minutes, and other administration).

- Signal Synchronization Timing - Each local agency traffic engineer or equivalent reviews consultant developed draft and final timing plans for intersections within the local agency, approximately 2-4 hours per local agency intersection.
- Before and After Study - Each local agency traffic engineer or equivalent reviews consultant developed draft and final project Before and After Study, approximately 2-5 hours per local agency.
- Engineering design/review - Each local agency traffic engineer or equivalent reviews consultant developed engineer design within the local agency, approximately 2-4 hours per affected local agency intersection.
- System integration - Each local agency traffic engineer or equivalent provides support for this function (hours vary depending on improvements).
- Construction management - Each local agency traffic engineer or equivalent provides construction management support including inspection (hours vary depending on improvements).
- Ongoing O&M (24 months) - Each local agency traffic engineer or equivalent participates in 2-5 hours per local agency per month to review consultant traffic engineering progress. In addition, each local agency traffic engineer or equivalent reviews consultant developed draft and O&M Report.

For projects designating a local agency as lead, the above may be used as a guide with additional local match related to implementation, development, design, monitoring and other costs that the local agency may choose to include as local match. For instance, O&M may be performed by in-house staff and be calculated using a different formula (e.g., 2-5 hours per local agency signal for 24 months).

Participating agencies pledging in-kind services shall be responsible for keeping track of said hours and/or improvements. In-kind services are part of the total project cost. As indicated in the Precepts, construction support shall not exceed 20 percent (20%) of the M2 grant, subject to the match requirement. For OCTA-led projects, an in-kind services match report will be requested throughout the project to ensure agencies meet their promised in-kind match. All submissions shall include backup documentation, such as accounting/payroll detailed summaries, third-party invoices (consultant, contractor, and equipment) and are subject to Audit.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

If a lead agency decides to cancel a project before completion of the entire project, for whatever reason, the agency shall notify OCTA as soon as possible. It is the responsibility of the project lead agency to repay OCTA for any funds received.

Project Extensions

Local agencies are provided at least 36 months to expend the funds from the date of encumbrance. Agencies can request timely-use of funds extensions through the SAR in accordance with the CTFP guidelines. Local agencies should issue a separate NTP when combining contracts for both the PI and O&M phases. NTP requirement should be identified in the initial contract/agreement to avoid obligation of both phases at the same time. If this procedure is followed by the local agency the NTP date will be considered the date of encumbrance for the O&M phase.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board.

Data Compatibility

All count data, including average daily traffic (ADT) and intersection turning movement (ITM), collected as part of any funded project shall be provided to OCTA in Microsoft Excel format. Any data files containing numeric intersection or node identifiers shall use the same node identification (ID) numbers as is stored and maintained by OCTA. OCTA will provide a listing of intersections and corresponding unique node ID numbers upon request. Each count data filename shall describe the year the counts were collected, agency, type of count file, intersection name, and OCTA node ID number. As an example, an ITM file recently collected for the intersection of Harbor Boulevard and Wilson Street in the City of Costa Mesa would be given the filename 2020_CostaMesa_ITM_Harbor-Wilson_4534.xls.

All traffic signal synchronization data collected and compiled as part of any funded project for both existing (before) and final optimized (after) conditions shall be provided to OCTA in Synchro version 10 or later format. This data shall include validated network layout, node, link, lane, volume, timing, and phase data for all coordinated times. The nodes for these files shall also correspond to the OCTA node ID numbers.

Project Summary Information

For each application that is recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Exhibit 8-1

Project P – Regional Traffic Signal Synchronization Program Application Checklist

Project P Application Checklist	Page
<p>RTSSP Online Application – submitted through OCFundTracker</p> <ul style="list-style-type: none"> a. Transportation Significance b. Economic Effectiveness c. Project Characteristics d. Project Scale e. Number of Jurisdictions f. Current Project Status g. Funding Over-Match h. Cabinet photos, equipment specifications, as-built drawings, cabinet drawings, etc. 	Online
<p>Section 1: Key Technical Information</p> <ul style="list-style-type: none"> a. Name of Project Corridor/Grid/Route b. Project Limits c. Project Length d. Number of Signalized Intersections Along Corridor e. Participating Agencies/Traffic Forum Members f. Lead Agency g. Designation of the corridor to synchronize h. Project start and end date i. Previous funding j. Contact Information k. Signalized intersections that are part of the project l. Offset signalized intersections that are part of the project m. Project Map Depicting the Project Limits 	
<p>Section 2: Regional Significance</p>	
<p>Section 3: Acknowledgement of Required Tasks</p>	
<p>Section 4: Funding Needs/Costs for Proposed Project by Task</p> <ul style="list-style-type: none"> a. Summary of Project Cost b. Summary of Cost by Agency c. Summary of Intersection Improvement Costs 	
<p>Section 5: Detailed Local Match Commitment</p>	
<p>Section 6: Project Schedule for the 3 Year Grant Period by Task</p> <ul style="list-style-type: none"> a. Project State and End Dates b. Project Schedule by Task 	
<p>Appendices</p> <ul style="list-style-type: none"> a. Calculations and Estimated Points b. Agency Improvement Calculations c. Vehicle Miles Traveled (VMT) d. Agency Resolutions and Letters of Support e. Additional Information (Optional) 	

Exhibit 8-2

Sample Resolution for Orange County Regional Traffic Signal Synchronization Program Projects

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Traffic Signal Synchronization Program.

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

- a) WHEREAS, the Measure M2 Regional Traffic Signal Synchronization Program targets over 2,000 signalized intersections across Orange County to maintain traffic signal synchronization, improve traffic flow, and reduce congestion across jurisdictions; and
- b) WHEREAS, the City of ____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive revenues as part of Measure M2;
 - c) WHEREAS, the CITY must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement.
- d) WHEREAS, the CITY authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary.
- e) WHEREAS, the City of _____ has currently adopted a Local Signal Synchronization Plan consistent with the Regional Traffic Signal Synchronization Master Plan as a key component of local agencies' efforts to synchronizing traffic signals across local agencies' boundaries; and
 - f) WHEREAS, the City of _____ will provide matching funds for each project as required by the Comprehensive Transportation Funding Programs Procedures Manual; and
- g) WHEREAS, the City of _____ will not use Renewed Measure M funds to supplant Developer Fees or other commitments; and
- h) WHEREAS, the City of _____ desires to implement multi-jurisdictional signal synchronization listed below;
and

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Regional Traffic Signal Synchronization Program. Said funds, if approved, shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in signal synchronization along the following street(s):

*Required language a-h

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ATTACHMENT D

A Sample Cooperative Agreement Between SBCTA and one of the SBVCTSS
Participating Agencies

COOPERATIVE AGREEMENT NO. [REDACTED]

BETWEEN

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY

AND

THE CITY OF [REDACTED]

FOR

**SAN BERNARDINO VALLEY COORDINATED TRAFFIC SIGNAL SYSTEM
Operation and Maintenance
(AUTHORITY RETIMING)**

THIS Cooperative Agreement (hereinafter "AGREEMENT") is made and entered into by and between the San Bernardino County Transportation Authority (hereinafter referred to as "AUTHORITY") and the City of [REDACTED] (hereinafter "CITY"). CITY and AUTHORITY may be referred to herein as a "PARTY" and collectively "PARTIES".

I. RECITALS

- A. WHEREAS, on September 1, 1999, the AUTHORITY approved development of the San Bernardino Valley Coordinated Traffic Signal System (SBVCTSS) to be implemented over a 10-year period. AUTHORITY worked with CITY, California Department of Transportation ("Caltrans"), and other local agencies to implement a multijurisdictional plan for interconnecting and coordinating traffic signals in the San Bernardino Valley. The goal of the SBVCTSS is to decrease arterial travel times, congestion and pollution;
- B. WHEREAS, in 2002 starting with the SBVCTSS Master Plan, PARTIES, Caltrans and the other local agencies implemented signal coordination on major arterial corridors on a valley-wide scale in various phases designated as Tiers 1, 2, 3 and 4, and included over 1,250 signalized intersections controlled by fifteen (15) cities, the County of San Bernardino and Caltrans. Both the Tiers 1 and 2 phase (completed in 2008) and Tiers 3 and 4 phase (completed in 2012), at system "turn-on", showed significant improvements in arterial travel times and reductions in stops and delays;
- C. WHEREAS, in July 2011 the AUTHORITY entered into individual Memorandums of Understanding (MOU) with the CITY, and other local agencies, which define the roles and responsibilities for the continual operation and maintenance of the SBVCTSS; these MOUs are collectively known as AUTHORITY's MOU C11223;
- D. WHEREAS, the PARTIES desire that this Cooperative Agreement supersede MOU [REDACTED];
- E. WHEREAS the SBVCTSS is an intricate system requiring constant monitoring and maintenance to ensure maximum benefits;
- F. WHEREAS, to obtain maximum benefit of the systems, the PARTIES would like to enter into this Agreement to ensure the SBVCTSS continues to operate in an efficient manner, including maintaining traffic signal coordinated timing across jurisdictional boundaries, in

a continual effort to reduce delays and improve travel times, mobility and air quality in the San Bernardino Valley;

- G. WHEREAS, to assist in obtaining the maximum benefit of the system, the PARTIES wish to work in partnership to maintain the system corridors listed in Table 1 attached hereto, by conducting a periodic assessment (hereinafter referred to as "Assessment Program");
- H. WHEREAS, industry standards recommend timing to be updated every 3 to 5 years depending on changes in traffic volumes and patterns and roadway geometric improvements, and without updating the coordinated timing the benefits of SBVCTSS diminish;
- I. WHEREAS, to obtain the benefit of updated coordinated timing, the PARTIES propose updating and implementing revised timing plans for the SBVCTSS corridors listed in Table 2 attached hereto, including Caltrans owned signals on these corridors (hereinafter referred to as "Timing Project");
- J. WHEREAS the SBVCTSS may require unique support services not normally provided by CITY to address major SBVCTSS coordination issues (hereinafter referred to as "Support Services");
- K. WHEREAS, PARTIES want to continue operation and maintenance of the SBVCTSS for another three (3) years with an option to extend two (2) more to ensure the SBVCTSS continues to operate as planned in an efficient manner, with communication and cooperation among AUTHORITY and CITY, to maintain the benefits the system affords to the traveling public; and
- L. WHEREAS, this AGREEMENT does not transfer ownership nor does it transfer any legal responsibilities associated with ownership, operation and maintenance of the existing and future improvements from current owners unless specifically stated below.

NOW, THEREFORE, the PARTIES agree as follows:

II. EFFECTIVE DATE/TERM

THIS AGREEMENT shall be effective as of the date executed by AUTHORITY and shall terminate when the AUTHORITY's annual reimbursement as described in Section III, Subsection C is complete or three (3) years after date of execution whichever is earlier, unless earlier terminated in accordance with this Agreement or by mutual agreement. The indemnification and defense obligations and any other terms that contemplate obligations lasting beyond the termination date shall survive termination of this Agreement.

III. AUTHORITY RESPONSIBILITIES:

AUTHORITY agrees:

- A. To be the lead agency for the Timing Project, Assessment Program and Support Services, including the selection and retention of consultants, contractors, and coordination with other Local Agencies. Performance of services under these consultant and/or contractor contracts shall be subject to the technical direction of the AUTHORITY's Director of Project Delivery, or his designee, with input and consultation from CITY.

- B. As the lead of the Timing Project, to:
 - i. Develop revised timing plans for the corridors listed in Table 2.
 - ii. Implement revised timing plans under the oversight of the CITY.
 - iii. Provide the CITY with a schedule to complete the Timing Project.
 - iv. Seek grants such as Mobile Source Air Pollution Reduction Review Committee (MSRC) grants to fund AUTHORITY's 50% of the Timing Project costs as described by Attachment A. The AUTHORITY's funding of the Timing Project will be limited to the extent of available grant funding.
 - v. Develop a SBVCTSS network corridor priority list for San Bernardino Valley sub-areas, taking into consideration Local Agency boundaries, established on travel delay data from the AUTHORITY's iPeMS monitoring tool.
- C. To administer the Assessment Program, to:
 - i. Provide a \$500 annual reimbursement to the CITY for each CITY signal on the SBVCTSS corridors listed in Table 1 found to be coordinated as described in Attachment A during AUTHORITY's semi-annual assessment. The AUTHORITY will provide the annual reimbursement for three years, with an option, at AUTHORITY's sole discretion, to extend the period by an additional two years, from the date AUTHORITY deems the corridor coordinated. For a corridor found not coordinated as described in Attachment A for two consecutive assessments, the CITY will not receive the annual reimbursement for the corridor and will not have the annual reimbursement reinstated until the corridor is found to be coordinated in a subsequent assessment.
 - ii. Perform and fund 100% of the semi-annual assessment as described by Attachment A.
- D. As the lead of the Support Services, to:
 - i. Provide and fund 100% of the cost for on-call Support Services to assist the CITY on a case-by-case basis to address major traffic signal coordination and related communication system issues on the SBVCTSS corridors listed in Table 1 that cannot be resolved by the CITY. Support Services include training, a maximum of once per year, for CITY staff in the use and maintenance of coordinated traffic signal system equipment and software. These extra Support Services will be considered upon written request from the CITY to AUTHORITY, and if granted at the discretion of the AUTHORITY, will not alleviate the CITY's responsibility for daily operations and maintenance of the signal timing equipment and communications.
- E. To designate a Project Manager to represent AUTHORITY through whom all communications with the CITY shall be channeled.
- F. To perform the services in accordance with State and Federal standards and practices as applicable.
- G. Assist in responding to public inquiries regarding the signal timing plans for the corridors.
- H. To be responsible for its own administrative and management cost for the Timing Project, Assessment Program and Support Services.

IV. **CITY'S RESPONSIBILITIES**

CITY agrees:

- A. In support of the Timing Project, to;
 - i. Provide timely reviews of Timing Project submittals at no cost to the AUTHORITY.
 - ii. To review and approve revised traffic signal timing plans developed by AUTHORITY for those SBVCTSS coordinated arterials identified in Table 2.
 - iii. Provide oversight of the implementation of the approved traffic signal timing plans by the AUTHORITY as deemed necessary by the CITY.
 - iv. Provide 50% of the Timing Project cost from sources at the discretion of the CITY, such as Local Funds, Measure I Valley Major Street or Measure I Local Street. The CITY's funding of the Timing Project will be limited to the extent of available funding.
 - v. Be the lead on responding to public inquiries regarding the signal timing plans for the corridors within the CITY's jurisdiction.
- B. Assessment Program, to;
 - i. Provide, maintain and operate traffic signal communication equipment between traffic signals, the Traffic Management Center as well as remote access to CITY's Traffic Management Center.
 - ii. Maintain the traffic signal coordination plan for each SBVCTSS corridor.
 - iii. For a corridor found not coordinated as described in Attachment A for two consecutive assessments, the CITY acknowledges it will not receive the annual reimbursement for the corridor and will not have the annual reimbursement reinstated until the corridor is found to be coordinated in a subsequent assessment.
- C. In support of Support Services, to;
 - i. Request in writing to AUTHORITY on-call support services to assist the CITY on a case-by-case basis to address major traffic signal coordination and related communication system issues on SBVCTSS corridors eligible for reimbursement as listed in **Table 1** that cannot be resolved by the CITY. These extra services will be considered upon written request and justification from the City to AUTHORITY, and if granted at the discretion of the AUTHORITY, would not alleviate the CITY's responsibility for daily operations and maintenance of the signal timing equipment and communications.
- D. To provide encroachment, traffic control, or other permits at no cost authorizing entry of AUTHORITY and its consultants and contractors onto CITY right of way to perform activities outlined in Part III Authority Responsibilities of this Agreement.
- E. To be responsible for its own administrative and management cost for the Timing Project, Assessment Program and Support Services.

- F. To provide at no cost, existing as-built plans and CITY's standard plans and specifications.
- G. To maintain a common time source (either a GPS time clock, or other highly accurate time source) at the appropriate local controller system, field master traffic signal controller or centralized control center for its signals along SBVCTSS arterials identified in **Table 1** and shall resynchronize the system clock time at 12:00 midnight each day.
- H. If modifying existing signalized intersection or constructing new signalized intersection on a coordinated signal system corridor, CITY shall be responsible for providing traffic signal control equipment, traffic signal communications equipment and a signal timing plan that is compatible with such corridor.
- I. To be responsible for funding for the on-going monitoring, maintenance and timing adjustments of SBVCTSS signals within CITY's jurisdiction.
- J. To designate a responsible staff member who will be CITY's representative in attending meetings, receiving communication and reviewing the Timing Project and Assessment documents.
- K. To provide read-only remote access to AUTHORITY's consultant to CITY's Central System to assess communication and coordination of SBVCTSS corridors identified in **Table 1**.

V. MUTUAL RESPONSIBILITIES

- A. To cooperate and coordinate with all PARTIES, adjacent Cities, Caltrans, County of San Bernardino and other jurisdictions, their staff, contractors, consultants and vendors in providing the services and responsibilities required under this AGREEMENT to the extent practicable with respect to the performance hereunder.
- B. To work together in good faith, using reasonable efforts to resolve any issues, changes or disputes arising out of this AGREEMENT.
- C. The Timing Project can be completed in total or in phases depending on the available funding from both PARTIES.
- D. Neither CITY nor any officer, director, employee or agent thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by AUTHORITY under or in connection with any work, authority or jurisdiction delegated to AUTHORITY under this AGREEMENT. It is understood and agreed that, pursuant to Government Code Section 895.4, AUTHORITY shall fully defend, indemnify and save harmless CITY its officers, directors, employees or agents from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by AUTHORITY under or in connection with any work, authority or jurisdiction delegated to AUTHORITY under this AGREEMENT.
- E. Neither AUTHORITY nor any officer, director, employee or agent thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by CITY under or in connection with any work, authority or jurisdiction delegated to CITY under this AGREEMENT. It is understood and agreed that, pursuant to Government Code Section 895.4, CITY shall fully defend, indemnify and save harmless AUTHORITY its affiliated entities, members officers, directors, employees or agents from

all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by CITY under or in connection with any work, authority or jurisdiction delegated to CITY under this AGREEMENT. "Its affiliated entities" as used herein shall mean the San Bernardino Associated Governments, the San Bernardino County Transportation Commission, the San Bernardino County Service Authority for Freeway Emergencies and the San Bernardino County Congestion Management Agency.

- F. CITY is a public entity with Professional Liability, General Liability and Automobile Liability policies of \$1,000,000 each and Workers' Compensation insurance coverage in the statutory limits, to protect against liabilities arising out of the performance of the terms, conditions or obligations of this AGREEMENT, or through self-insurance in accordance with applicable provisions of California law.
- G. AUTHORITY is a public entity with Professional Liability, General Liability and Automobile Liability policies of \$10,000,000 each and Workers' Compensation insurance coverage in the statutory limits, to protect against liabilities arising out of the performance of the terms, conditions or obligations of this AGREEMENT. AUTHORITY shall contractually require any contractor or consultant retained to perform Timing Project work, Assessments or Support Services to maintain sufficient insurance coverage and to name CITY as an additional insured under its Commercial General Liability and Automobile Liability Insurance Policies.
- H. All PARTIES hereto warrant that they are duly authorized to execute this AGREEMENT on behalf of said PARTIES and that, by so executing this AGREEMENT, the PARTIES hereto are formally bound to this AGREEMENT.
- I. Except on subjects preempted by Federal law, this AGREEMENT shall be governed and construed in accordance with the laws of the State of California. All PARTIES agree to follow all local, state, county and federal laws and ordinances with respect to performance under this AGREEMENT.
- J. The PARTIES agree that each PARTY and any authorized representative, designated in writing to the PARTIES, and upon reasonable notice, shall have the right during normal business hours to examine all PARTIES' financial books and records with respect to this AGREEMENT. The PARTIES agree to retain their books and records for a period of five (5) years from the later of; (a) the date on which this AGREEMENT terminates; or (b) the date on which such book or record was created.
- K. If any clause or provision of this AGREEMENT is found by a court of competent jurisdiction to be illegal, invalid or unenforceable under applicable present or future laws, then it is the intention of the PARTIES that the remainder of this AGREEMENT shall not be affected but shall remain in full force and effect.
- L. This AGREEMENT can be amended with a written amendment when agreed upon and duly authorized to be executed by all PARTIES. Facsimile signatures will be permitted.
- M. In the event of litigation arising from this AGREEMENT, each PARTY to this AGREEMENT shall bear its own costs, including attorney(s) fees. This paragraph shall not apply to the costs or attorney(s) fees relative to paragraphs C and D of this Section.
- N. This AGREEMENT may be signed in counterparts, each of which shall constitute an original.

- O. Any notice required or authorized to be given hereunder or any other communications between the PARTIES provided for under the terms of this AGREEMENT shall be in writing, unless otherwise provided for herein, and shall be served personally, by reputable courier; by postage-paid and certified United States Mail (return receipt requested) or by facsimile addressed to the relevant party at the address/fax number stated below.
- P. Notice given under or regarding this AGREEMENT shall be deemed given (a) upon actual delivery, if delivery is personally made or by fax or private courier; or (b) upon deposit into the United States Mail, postage paid and certified (return receipt requested), if properly addressed. Notice shall be sent to the respective Party at the address indicated below or to any other address as a Party may designate from time to time by a notice given in accordance with this paragraph.
 - a. If to CITY
City of [REDACTED]
[REDACTED]
Title: Engineering Manager
 - b. If to AUTHORITY:
San Bernardino County Transportation Authority
1170 West 3rd Street, 2nd Floor
San Bernardino, CA 92410
Attention: Garry Cohoe
Director of Project Delivery
- Q. The Recitals stated above are true and correct and are incorporated by this reference into the AGREEMENT.
- R. Tables 1 and 2, and Attachment A are attached to and incorporated into this AGREEMENT.

SIGNATURES ON THE FOLLOWING PAGES:

**SIGNATURE PAGE TO
COOPERATIVE AGREEMENT NO. 16-1001389
BETWEEN
SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
AND
THE CITY OF FONTANA**

CITY OF [REDACTED]

[REDACTED]

City Manager

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

By: [Signature] 1/31/17
Raymond W. Wolfe
Executive Director

Attest:

By: [REDACTED]
[REDACTED], City Clerk

Approved as to form:
By: [Signature] 12/21/16
Eileen Monaghan Teichert
General Counsel

Approved as to form:

[REDACTED]

City Attorney

By: [REDACTED]
Deputy City Manager
Development Services Organization

By: [REDACTED]

NC
Director of Engineering/City Engineer

IN COMPLIANCE WITH INSURANCE ADMINISTRATION POLICIES/PROCEDURES

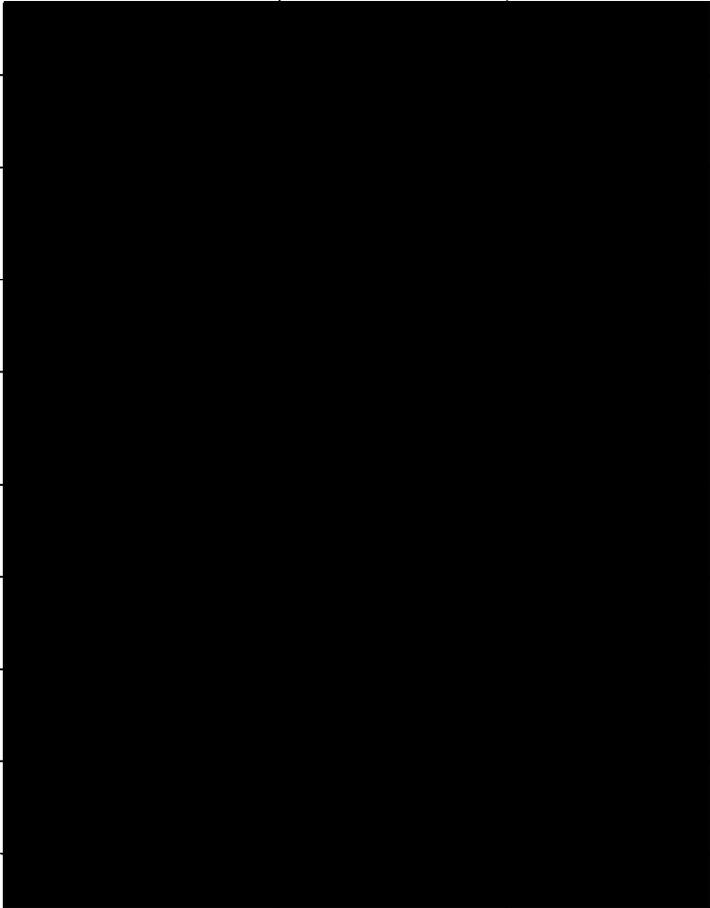
By: [REDACTED]
Director of
Human Resources and Risk Management

**IN COMPLIANCE WITH PURCHASING AND CONTRACT ADMINISTRATION
POLICIES/PROCEDURES**

[REDACTED]
Management Services Director

[Signature]
Purchasing

TABLE 1

Corridors Eligible for Reimbursement				
No.	Arterial Street	Limits		Number of Signals
		From	To	
1				20
2				4
3				17
4				22
5				27
6				8
7				8
8				6
9				6
10				
11				
12				
13				
Total Number of Signals				118

Note: Traffic signals added to an “Arterial Street” within the “Limits” as described by Table 1 after the execution of this Agreement may be added to Table 1 without an amendment.

Table 2

Corridors Receiving Timing Plan Update				
No.	Arterial Street	Limits		Number of Signals
		From	To	
1	[REDACTED]	[REDACTED]	[REDACTED]	20
2	[REDACTED]	[REDACTED]	[REDACTED]	17
3	[REDACTED]	[REDACTED]	[REDACTED]	22
4	[REDACTED]	[REDACTED]	[REDACTED]	27
5	[REDACTED]	[REDACTED]	[REDACTED]	8
6	[REDACTED]	[REDACTED]	[REDACTED]	6
7	[REDACTED]	[REDACTED]	[REDACTED]	4
8				
9				
10				
11				
12				
13				
Total Number of Signals				104

Note: Traffic signals added to an “Arterial Street” within the “Limits” as described by Table 2 after the execution of this agreement may be added to Table 2 without an amendment.

Attachment A
Semi-Annual Assessment Criteria

A corridor is deemed to be coordinated and in compliance to receive the annual reimbursement per signal if the following criteria are met:

- A. Traffic signal communication equipment between traffic signals and the Traffic Management Center, if operational at the completion of SBVCTSS Tiers 1 thru 4, and remote access to CITY's Traffic Management Center are functional.
- B. The traffic signal coordination plan is implemented; the coordination plan cycle length and the timing offset between signals are per the traffic signal coordination plan.

The following issues will be taken into consideration when determining compliance:

- A. Communication failures caused by a third party, such as the communication provider.
- B. When an isolated traffic signal(s) on a corridor is brought in compliance in the following semi-annual assessment, while a different isolated traffic signal(s) is found to be out of compliance in the same semi-annual assessment.



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: TUMF Program Status Overview
Contact: Cameron Brown, Program Manager, cbrown@wrcog.us, (951) 405-6712
Date: August 14, 2025

Recommended Action(s):

1. Receive and file.

Summary:

The TUMF Program funds regional roadway improvements by collecting mitigation fees from new development and staff provides regular updates on collections, reimbursements, and credit agreements. For Fiscal Year (FY) 2024/2025, TUMF collections were \$76.5M and nearly \$19.5M was reimbursed for major infrastructure projects, while also supporting \$7.5M in developer Credit Agreements that fulfilled obligations for over 1,100 housing units. Program highlights include the approval of the FY 2024/2025 Transportation Improvement Programs (TIPs), the implementation of a fee increase on April 1, 2025, and addition of the County of Riverside to the online TUMF collection system.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide an update on the status of the TUMF Program with regards to collections and reimbursements on projects. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #5 (Develop projects and programs that improve infrastructure and sustainable development in our sub-region).

Discussion:

Background

The TUMF Program is designed to provide funding towards capacity enhancing projects on regional arterials and collectors within the WRCOG subregion. Revenue is collected on all residential and non-residential development in the subregion as a mitigation towards additional traffic created. This revenue is used towards capacity enhancing projects within the subregion which is allocated to both public and private infrastructure development.

Present Situation

Collections and project reimbursements occur on a continual basis as developments proceed and

infrastructure work is completed. For FY 2024/2025, the TUMF Program has collected \$76,443,744.89. The largest amount of collections from a city was from Menifee at \$7.8M, while the unincorporated County saw \$16.6M, with the \$6.4M collected in the unincorporated areas of the Southwest Zone. TUMF collections were slightly down from FY 2023/2024 totals of \$87.1M, but up from the FY 2022/2023 levels of \$70.4M.

In FY 2024/2025, WRCOG reimbursed \$19,420,519.48. Large reimbursements were made in the Hemet / San Jacinto Zone for the SR-79 Realignment Project and in the Central Zone for the World Logistics Center / SR-60 Interchange Project in Moreno Valley. Reimbursements are still well below the amount of collections, thereby causing an increasing amount of rollover funds being available in the subsequent TIPs.

WRCOG is also tracking the progress of several developer Credit Agreements that are actively clearing TUMF obligations through credit. There has been \$7.5M of TUMF obligations that have been satisfied via a Credit Agreement. This includes \$2.6M from the Menifee & Pulte Homes Agreement for the Goetz Rd. Project, \$2.2M from the Lake Elsinore & Pulte Homes Agreement for the Lake St / Nichols Rd Project, and \$1.3M from the Beaumont & TriPointe Homes Agreement for SR-60 / Potrero Interchange Project. These Credit Agreements are established so developers may pay off their TUMF obligation through the construction of TUMF eligible facilities that are part of their conditions of approval. Credit agreements have satisfied the TUMF obligation for 588 Single-family homes and 517 Multi-family homes.

The TUMF Program has nearly finished meeting annually with each of the Zone Executive Committees. Four of the five Zone Executive Committees approved its respective draft FY 2025/2026 TUMF 5-year TIP, with the Southwest Zone expected to approve its TIP on August 11, 2025. Once approved, local agencies will be able to create new or amended Reimbursement Agreements based on the new amounts set in the TIPs.

This past fiscal year, WRCOG was able to participate in several project completion ceremonies including the I-15 Auxiliary Lane Project in Temecula, the Limonite Bridge Gap Closure Project in Eastvale, the I-215 / Holland Bridge Project in Menifee, and the I-15 / French Valley Interchange Phase II Project in Temecula. These projects represent over \$60M in TUMF funding spent on critical infrastructure projects. In July 2025, WRCOG released a "150 Projects and Counting" report detailing the history of the Program in helping to build roads and reduce congestion.

Prior Action(s):

None.

Financial Summary:

Funding for TUMF activities is included in the Fiscal Year 2025/2026 budget under the TUMF Program (1148) in the General Fund (110). 4% of all TUMF collections are allocated for administrative purposes.

Attachment(s):

None.



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: Regional Streetlight Program Annual Update
Contact: Daniel Soltero, Program Manager, dsoltero@wrcog.us, (951) 405-6738
Date: August 14, 2025

Recommended Action(s):

1. Receive and file.

Summary:

The Regional Streetlight Program's 2024-2025 report shows a 23% increase in pole knockdowns and a 195% increase in vandalisms, with copper wire theft emerging as a significant and costly issue in several jurisdictions. While program response times for repairs have improved, Southern California Edison's pending General Rate Case proposes a 46% increase in streetlight energy rates, which could substantially raise operating costs for member agencies. The California Streetlight Association (CALSLA) is actively advocating for rate caps and exploring coordinated regional strategies to deter vandalism and theft, but these challenges may require additional local investments and policy measures.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide an update on the Regional Streetlight Program. This Program supports WRCOG's 2022-2027 Strategic Plan Goal #5 (Develop projects and programs that improve infrastructure and sustainable development in our region).

Discussion:

Background

As part of the Regional Streetlight Program, staff provide Annual Streetlight Operations and Maintenance Reports to all agencies participating in the Program. The annual report includes details on the number of work orders, detailed breakdowns of work orders, costs, and average response times. Additionally, staff include a map of locations of pole knockdowns, vandalisms, and other notable or expensive work orders.

WRCOG has been a member of CALSLA since inception of the Program, and continues to engage with CALSLA at its annual conference. This year, CALSLA provided a presentation on the Southern California Edison (SCE) General Rate Case (GRC), which is proposing a 46% increase on streetlight rates and its engagements on the GRC. Additionally, CALSLA provided updates on widespread vandalism incidents on streetlight systems which are affecting public agencies across Southern

California and potential solutions.

Present Situation

For the July 2024 - June 2025 reporting period, staff identified a 23% increase in pole knockdowns and a 195% increase in vandalisms across all participating agencies. Vandalism incidents mostly consisted of wire theft from the streetlight system, but staff also noticed incidences of intentional damage to streetlights such as lamps being shot out and failed attempts at wire theft often leaving pull box lids and hand hole covers damaged and ajar. Wire theft is often occurring in jurisdictions with new development such as new housing or commercial tracts, or where there are newly constructed metered streetlight systems which often use underground copper wire. Agencies participating in the Program have been coordinating with the Program's contractor, Yunex Traffic, to identify locking lids and other strategies to dissuade wire theft such as using aluminum wire instead of copper wire.

Moreover, pole knockdowns and the replacement of felled poles continue to be the leading expenditure in streetlight maintenance. In certain jurisdictions pole knockdowns often occur on the same streets or in certain areas of the city where large commercial or logistics businesses are located. While not available at this time, staff will be coordinating with member agencies to identify how much costs the agencies are incurring as a result of pole knockdowns versus how often costs are being recovered through insurances when the knockdown occurs as a result of a vehicle collision. In 2024-2025, the average replacement time for a pole knockdown was 55.58 business days, which is a decrease from 85 business days in 2023-2024 and an approximately 35% quicker replacement timeline.

For routine streetlight work orders, the Program saw an increase to 605 work orders from 426 in the prior reporting period, representing a 42% increase in routine work orders. Routine work orders consist of warranty replacement of lamps, replacing photocell sensors, replacing fuses, fuse holders, and hand hole covers, troubleshooting, and quarterly night surveys. Despite an increase in routine work orders, the failure rate for streetlight components is still relatively low at 1.8% of all streetlights maintained in the Program. Additionally, routine work order resolution times in 2025 were at 2.95 business days across participating agencies, which represents a significant decrease from 7.34 business days in 2023-2024 and a 60% quicker repair timeline.

In Fiscal Year 2024/2025, staff received multiple requests from various member agencies to add new streetlights to the Program and to the maintenance contract. Jurisdictions with new housing and commercial tracts are often requiring new streetlight systems to be constructed and deeded over to city ownership instead of SCE ownership. This change in ownership can save cities approximately 33% in utility costs due to the difference in rates for city-owned streetlights versus SCE-owned streetlights, and also nominally increases revenues to the Regional Streetlight Program by way of more poles being charged a monthly administrative fee.

On April 10, 2025, staff attended the CALSLA Annual Conference in Alhambra, CA. CALSLA's legal counsel provided an update on the SCE GRC which is proposing an increase in streetlight energy rates from \$.199 per kWh to nearly \$.30 per kWh, which represents a 46% increase in costs per streetlight. Every four years, the California Public Utilities Commission (CPUC) reviews a business plan request from SCE for the next four-year spending cycle, which includes adjustments to rates, spending, and revenues. CALSLA has signed on to SCE's GRC as a party in order to review documents and proposed rate adjustments, and to provide comments and responses to SCE's proposals for the CPUC to review and consider throughout the process. As of April 2025, CALSLA has submitted counter proposals to

SCE to keep caps on rate increases at 5% for facilities charges, 2% for distribution charges, 1.5% for generation charges, and a proposal that excess facility charge revenues be balanced with reduced energy costs.

While CALSLA is engaging in the SCE GRC to advocate on behalf of public agencies that own, operate, and/or maintain streetlights, they are also tracking other aspects of the GRC. Some other notable areas of concern in the GRC are electric rate affordability, the lack of availability of streetlighting equipment such as high-pressure sodium (HPS) lamps despite being widely used by many public agencies and SCE, and updates on streetlight acquisitions by public agencies in Los Angeles County. Additionally, CALSLA learned that a previous pilot program being explored by SCE to test "smart nodes" on streetlights with the capability to provide utility-grade metering did not move forward and has been abandoned.

Finally, CALSLA provided an update on copper wire theft that has been affecting public agencies throughout southern California, including agencies in WRCOG's subregion. One of the solutions that CALSLA has been exploring with public agencies in Los Angeles County includes convening a task force consisting of law enforcement, public works departments, finance departments, risk management, and local recyclers to help address the issue. Local public agencies could encourage adoption of local ordinances that upgrade copper wire theft and related vandalisms to felonies, create decoy theft set-ups to catch thieves, and monitor recyclers and copper resellers in their jurisdictions. There are also short-term solutions that can help with copper wire theft such as locking lids for pull boxes and sealing hand holes with adhesives.

Prior Action(s):

October 7, 2024: The Executive Committee received and filed.

Financial Summary:

Costs associated with the Regional Streetlight Program are included in the approved Fiscal Year 2025/2026 budget (Fund 150).

Attachment(s):

[Attachment 1 - FY 2024/2025 Streetlight Operations and Maintenance Annual Reports](#)

Attachment

FY 2024-2025 Streetlight Operations
and Maintenance Annual Reports



Streetlight O&M Annual Report
July 2024 – June 2025
City of Hemet

Lamp Inventory: 4,318 lamps								
	LED Cobra	LED Decorative	HID Cobra	HID Decorative	Knockdowns	Out of Scope		
Total	4,178	0	4	0	13	123		
Pole Inventory: 4,317 poles								
	Concrete	Wood	Unknown Material	Fiberglass	Decorative	Knocked Down	Retired	Out of Scope
Total	1,745	93	2,342	1	0	13	0	123

Work Orders Completed	
Routine O&M	177
Extraordinary O&M	52

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024-2025.

Work Orders Completed: 177 work orders

Average Resolution Time: 2 days

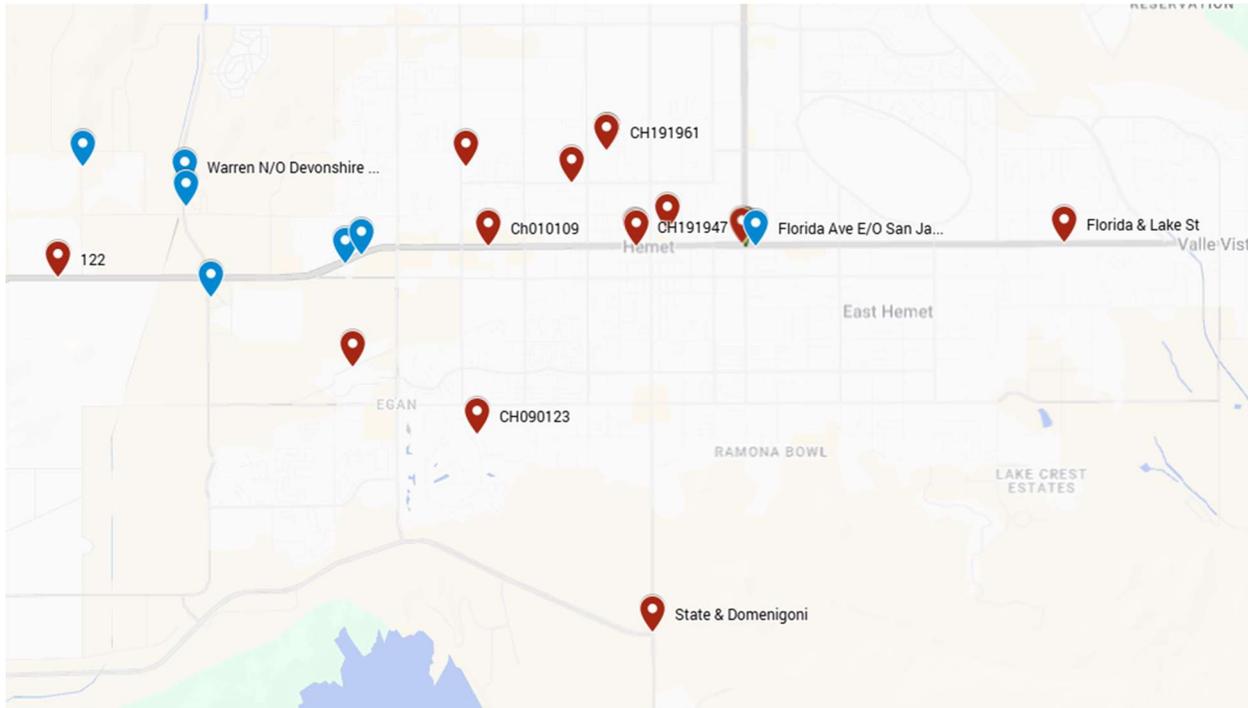
Annual Routine O&M Costs: \$34,937.00

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024-2025.

	No. of Work Orders	Average Resolution Time (Days)	Annual Costs (\$)
Pole Knockdown Response	14	n/a – typical response time is within hours of reporting time	\$28,436.00
Pole Replacement/Installs	10	95 days	\$152,610.00
Vandalism incidents	7	1 day	\$2,205.00
As-needed work	9	2 days	\$5,530.00
Electrical / Wire	9	2 days	\$10,537.08
LED Retrofit	1	n/a	\$6,400.00
Response to SCE/Out of Scope Light	1	1 day	\$160.00
Procure supplies	1	n/a	\$410.00
TOTAL	52	n/a	\$206,288.08

Map of Response to Pole Knockdowns & Vandalism Incidents:



Hemet - Knockdowns - 2025

All items

Hemet 2025 - Vandalisms

All items

Response to Pole Knockdowns

Knockdown Date	Pole Number	Location
6/9/2025	CH090123	1295 Sequoia Cir KD
5/16/2025	Ch010109	Florida w.o Gilmore KD
1/24/2025	n/a	Florida & Lake STL Pole KD
12/13/2024	CH010041	607 San Clemente STL KD
12/4/2024	CH191930	Florida WO San Jacinto KD
11/5/2024	n/a	State & Domenigoni - 1A Pole KD NWC
10/27/2024	CH191961	Menlo & Buchanan STL KD
10/27/2024	CH221237	Menlo & Buchanan STL KD
9/16/2024	n/a	Hamilton/Oakland SWC verify pole damage
9/11/2024	122	Florida WO California STL KD
9/7/2024	CH221327	Wentworth & Airport STL KD
8/28/2024	CH191947	300 W Florida Ave STL Pole KD
8/4/2024	CH160172	THORNTON & PARKER HILL STL KD
8/1/2024	CH192251	Latham & Carmalita STL KD

Vandalism Incidents

Date	Location
12/4/2024	Florida E/O Cawston SS CH221183 BO
11/27/2024	Warren N/O Devonshire CH370024 + 23 BO
11/6/2024	Devonshire n/o Warren all out
10/15/2024	Florida W/O G Village CHH221183
10/7/2024	Warren N/O Auto Blvd CH190510 BO
10/4/2024	California S/O Tres Cerritos CH191718 BO
10/2/2024	Florida E/O San Jacinto CH191922

Old Knockdowns Pending Replacement

Pole Number	Coordinates	Location Description
CH440006	33.72920539, -116.98840545	STETSON AVE S/S, E/O LYON AVE
CH440003	33.72926842, -116.98129935	STETSON AVE S/S, W/O PALM AVE
n/a	33.7420665, -116.98011735	CENTRAL AVE N/S, E/O PALM AVE
n/a	33.71773605, -117.00669705	SANDERSON AVE W/S, S/O MUSTANG WAY
Ch200067	33.71860519, -117.01267805	MUSTANG WAY S/S, E/O CAWSTON AVE
n/a	33.71620732, -117.00664575	SANDERSON AVE W/S, S/O WATERSIDE DR
n/a	33.75400244, -116.98256565	HAMILTON AVE E/S, N/O VALENCIA AVE
n/a	33.74753675, -116.99028565	FLORIDA AVE N/S, W/O LYON AVE
n/a	33.72928484, -116.98367715	STETSON AVE S/S, E/O ELK ST
n/a	33.75071503, -117.05029489	CALIFORNIA AVE W/S, S/O DEVONSHIRE AVE
n/a	33.762127, -116.978032	FRUITVALE AVE N/S, W/O HAVITURE WAY
n/a	33.762045, -116.975143	FRUITVALE AVE S/S, E/O HAVITURE WAY
n/a	33.762163, -116.973947	FRUITVALE AVE N/S, W/O STATE ST

Work Order Detail Sheet

	A	B	C	D	E	F	G	H	I	J	K
1	Reported	Completed Date	Resolution Time	O&M Category	Short description	Invoice #	Cost	Asset name	Status	Priority	Ticket number
2	6/24/2025 13:05	6/24/2025	1	Routine	4465 cove 24/7 ch220082	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-399386-N8G3R3
3	6/24/2025 13:00	6/24/2025	1	Routine	2418 Fritvalle ch221164 24/7	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-399385-B8F9C7
4	6/17/2025 8:37	6/24/2025	6	Routine	CAWSTON N/O FRUITVALE CH230174	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-398737-K2S6C7
5	6/17/2025 8:35	6/24/2025	6	Routine	FRUITVALE BTWN KIRBY/LYON CH221167	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-398736-X1R2Y1
6	6/17/2025 8:33	6/24/2025	6	Routine	SHASTA BLUE PARK CH220072	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-398735-T4Y5G2
7	6/17/2025 8:29	6/24/2025	6	Routine	ELK/CHAMBERS CH150099 MULTIPLE LTS BO	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-398731-P1N6G7
8	6/11/2025 9:22	6/17/2025	5	Extraordinary - As Needed	Domenigoni & State, Install Polara PPBS	5610005774	\$ 640.00	CITY OF HEMET - GENERIC	Closed	Very High	CAS-398152-Y0B0F2
9	5/1/2025 8:20	6/9/2025	28	Extraordinary - Response to Pole Knockdown	1295 Sequoia Cir CH090123 KD	5610005529	\$ 1,920.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-397268-K1B5H1
10	6/2/2025 14:59	6/3/2025	2	Routine	CH221289, Cawston Ave n/o Mustang Way	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-397267-S1T6P8
11	6/2/2025 14:54	6/3/2025	2	Routine	CH090020. 1850 Balsawood Dr. B/O	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-397265-L1F7D9
12	6/2/2025 14:46	6/3/2025	2	Routine	CH191170, 2487 E Devonshire	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-397264-Z6S1P8
13	6/2/2025 14:43	6/3/2025	2	Routine	CH221304, 550 E Latham. Dayburner	5610005774		CITY OF HEMET - GENERIC	Closed	Normal	CAS-392717-X6B0N4
14	5/22/2025 0:00	5/22/2025	1	Routine	1283 Shrerandoah Dr Ch160371	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-392716-J8V2Y5
15	5/22/2025 0:00	5/22/2025	1	Routine	1225 E Latham Ch090305 B.o	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-392506-R6M5Z2
16	5/22/2025 16:49	5/22/2025	1	Routine	3257 Warley ch170195 24/7	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-392326-Z8C1N6
17	5/21/2025 8:11	5/22/2025	2	Routine	SWC JOHNSON/WETHERLY CH260046	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-391963-C9B8B1
18	5/16/2025 19:42	5/16/2025	1	Routine	Sanderson Ch221250 24/7	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-391765-R2L6N6
19	4/26/2025 6:28	5/16/2025	15	Extraordinary - Response to Pole Knockdown	Florida w.o Giltmore Kd Ch010109	5610005362	\$ 2,106.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-391598-H8F5L4
20	5/15/2025 6:57	5/15/2025	1	Routine	744 BRISBANE ST CH230188 DAYBURN	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-391597-B6N6S1
21	5/14/2025 7:21	5/15/2025	2	Routine	1066 Will Circle. DAYBURN	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-390186-V7R0T9
22	5/14/2025 7:19	5/15/2025	2	Routine	CH221187. 3880 Wentworth Dr. DAYBURN	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-389247-H4W6V9
23	5/5/2025 11:12	5/7/2025	3	Routine	5097 VIA BAJAMAR CH470068 B/O	90004617		CITY OF HEMET - GENERIC	Closed	Normal	CAS-385533-Y0Q6J7
24	4/30/2025 18:37	4/30/2025	1	Routine	959 Ivy Ch170255 24/7 burn	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-385532-Y4H3T5
25	4/30/2025 18:35	4/30/2025	1	Routine	1026 Ivy x wildflower x carnation b.o	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-385531-P0F9B0
26	4/30/2025 18:33	4/30/2025	1	Routine	Drop off materials to city yard	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-385048-H9F1Z9
27	4/21/2025 7:56	4/24/2025	4	Routine	FLORIDA W/O SANDERSON 2 LTS B/O	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-384438-Y9Q8T6
28	4/18/2025 13:56	4/18/2025	1	Routine	Ch160481 & Ch160482 24/7 burn	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-384332-H0Z2Z8
29	4/7/2025 15:57	4/7/2025	1	Routine	Warren n.o Devonshire b.o	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-382371-W6F4F0
30	4/7/2025 15:56	4/7/2025	1	Routine	California # 174 b.o	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-382369-X9P4B7
31	4/7/2025 15:51	4/7/2025	1	Routine	Wentworth all b.o	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-382365-Y1X3J5
32	4/3/2025 8:24	4/7/2025	3	Routine	CH191531, Johnston Ave/ LYON DAYBURN	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-381424-G1R7H3
33	4/3/2025 8:19	4/7/2025	3	Routine	CH192202 DAYBURN	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-381423-D9M4J5
34	4/2/2025 19:45	4/2/2025	1	Routine	Florida & State Ch191944 Chk Vac	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-381382-L2R2D9
35	3/31/2025 10:25	4/2/2025	3	Routine	CH191868, On Shadestone DAYBURN	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-381215-L3M1P6
36	3/31/2025 10:22	4/2/2025	3	Routine	CH191436, 5211 Inglegstone Dr. DAYBURN	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377299-D1S0N3
37	3/31/2025 10:20	4/2/2025	3	Routine	CH191476, 1474 Alabaster Ave. DAYBURN	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377298-X6Z6H5
38	4/1/2025 16:15	4/1/2025	1	Routine	Spicestone & Satinstone 24/7 burn	90004419		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377297-Z5X0K8
39	3/31/2025 15:57	3/31/2025	1	Routine	Carriage cir multiple b.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377296-B3X3H6
40	3/31/2025 15:55	3/31/2025	1	Routine	Esplanade ch191452 tilted led	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377295-X4T8L5
41	3/31/2025 15:54	3/31/2025	1	Routine	Auto blvd ch190520 b.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377294-M0Y3F3
42	3/31/2025 15:42	3/31/2025	1	Routine	Florida e.o Sanderson ch193199 b.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377293-N4Y7L4
43	3/31/2025 15:40	3/31/2025	1	Routine	3415 Claremont ch230250 b.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377271-H7T4P2
44	3/31/2025 15:38	3/31/2025	1	Routine	Claremont Ch230249 b.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377270-D3B8D8
45	3/31/2025 15:36	3/31/2025	1	Routine	Kirby N.O Acacia all out	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377269-K7H9T4
46	3/28/2025 17:12	3/28/2025	1	Routine	Florida x Elk Ch190207	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377147-J9Y8K5
47	3/28/2025 17:10	3/28/2025	1	Routine	1340 Florida ch192260 b.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377146-D3V1D4
48	3/28/2025 17:06	3/28/2025	1	Routine	853 Colorado ch192218	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377143-D2Q4P1
49	3/28/2025 16:58	3/28/2025	1	Routine	4371 Washington ch193183	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377140-J8L6B8
50	3/28/2025 16:57	3/28/2025	1	Routine	Florida w.o San Jacinto poles missing	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377138-W1H4C4
51	3/28/2025 10:21	3/28/2025	1	Extraordinary - As Needed	PCR ON FLORIDA SECURE 2 POLES & RPL LIDS	5610004963	\$ 535.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-377096-Y7D7L3
52	3/27/2025 9:22	3/28/2025	2	Routine	326 NEWPORT CH360031 & Ch360033	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377022-S6G3M9

Work Order Detail Sheet

	A	B	C	D	E	F	G	H	I	J	K
53	3/27/2025 14:19	3/27/2025	1	Routine	1620 Elmbridge b.o Ch160415	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-377011-S0Y0J6
54	3/27/2025 11:27	3/27/2025	1	Routine	Fisher ch160343 24/7 burn	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-376990-N4S2S2
55	3/27/2025 9:20	3/27/2025	1	Routine	FISHER ST CH160111 OR CH160112	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-376989-H7D0J6
56	3/26/2025 19:37	3/26/2025	1	Routine	Parker hill Ch193048 B.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-376944-S8Z8X1
57	3/26/2025 19:29	3/26/2025	1	Routine	Florida / Cawston Ch221216 B.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-376942-N3Y5Y7
58	3/26/2025 19:27	3/26/2025	1	Routine	513 Stockholm Ch190347 24/7	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-376941-X6P3B9
59	3/26/2025 19:25	3/26/2025	1	Routine	3702 Sydney Ch190674 24/7 burn	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-376940-W8N3T3
60	3/25/2025 11:48	3/26/2025	2	Routine	537 Nashville Ct CH190704	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-376640-R0G3D3
61	3/12/2025 19:09	3/12/2025	1	Routine	Aria dr x fruitvalle Ch250004 b.o	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-375289-H3C5Y8
62	3/11/2025 13:46	3/11/2025	1	Routine	642 Colorado Ch440001 24/7	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-375104-G8S7D6
63	3/10/2025 13:34	3/11/2025	2	Routine	ACROSS FROM 860 Colorado Drive STL B/O	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-374966-H9J3N8
64	3/10/2025 10:02	3/11/2025	2	Routine	HEMET ST/L NIGHT SURVEY	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-374944-T2N6Z6
65	3/10/2025 18:25	3/10/2025	1	Routine	Fisher / Thornton ch221101 24/7	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-374908-P1J7S6
66	3/4/2025 9:26	3/10/2025	5	Routine	FISHER N/O PASEO FAMOSA CH160112	90004183		CITY OF HEMET - GENERIC	Closed	Very High	CAS-374442-Q4S5C9
67	3/3/2025 11:41	3/10/2025	6	Routine	CH191668 - 929 S Elk St DAYBURN	90004183		CITY OF HEMET - GENERIC	Closed	Normal	CAS-374346-M7H8Y6
68	3/4/2025 20:35	3/4/2025	1	Extraordinary - As Needed	DOMENIGONI/STATE POLARA WARRANTY REPAIR.	5610004963	\$ 1,140.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-374083-V2S8N9
69	2/28/2025 11:28	2/28/2025	1	Routine	251 Fieldrush Ch360197 24/7 burn	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-366516-R1X4Q2
70	2/6/2025 7:22	2/10/2025	3	Routine	589 POOLEY DR ST/L B/O	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-364195-W7P8P0
71	2/4/2025 10:11	2/5/2025	2	Extraordinary - Electrical/Wire	PCR Stetson & Elk conduit repair	5610004657	\$ 2,759.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-364037-D0Q7N4
72	2/3/2025 11:28	2/5/2025	3	Extraordinary - Electrical/Wire	Airway & Wentworth Rpr Conduit CH221327	5610004878	\$ 1,495.33	CITY OF HEMET - GENERIC	Closed	Normal	CAS-363965-H7T0W9
73	2/4/2025 19:43	2/4/2025	1	Routine	961 Battersea 24/7 burn	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-363946-K1F4W6
74	2/4/2025 8:13	2/4/2025	1	Routine	4199 W THORNTON CH160130 B/O	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-363945-Z4J3X3
75	2/4/2025 8:05	2/4/2025	1	Extraordinary - Response to SCE/Out of Scope Lights	PALM S/O THORNTON CH150150	5610004657	\$ 160.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-363697-Z7F5X7
76	1/29/2025 9:15	2/4/2025	5	Routine	346 BROOKSHIRE RD ST/L DAYBURN	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-359151-F6P0F7
77	1/29/2025 9:14	2/4/2025	5	Routine	942 DONNER ST ST/L DAYBURN	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-359150-B7Y6Z2
78	1/29/2025 9:13	2/4/2025	5	Routine	289 BRISTOLWOOD ST/L DAYBURN	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-359149-P2S6B3
79	1/29/2025 9:11	2/4/2025	5	Routine	320 BRITANNIA ST/L DAYBURN	90003934		CITY OF HEMET - GENERIC	Closed	Normal	CAS-359147-Y3N0W6
80	1/28/2025 9:29	2/4/2025	6	Extraordinary - Electrical/Wire	600 Britannia Rd ST/L B/O	5610004657	\$ 160.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-358983-Y6Q4N4
81	11/22/2024 9:22	2/4/2025	53	Extraordinary - Pole Install/Replacement	1299 Lucerne Dr Fnd_STL Install CH192117	5610005704	\$ 7,920.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-358934-Q0F4S5
82	1/27/2025 19:14	1/27/2025	1	Routine	Sante fe Ch192074 24/7 burn	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-358337-S4N6S7
83	1/21/2025 13:55	1/27/2025	5	Routine	410 N TAYLOR E/S ST/L B/O	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-358309-K5M7J9
84	1/21/2025 13:49	1/27/2025	5	Routine	PARKER HILL/MORRO HILL CH160171	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-358308-C1N5Z6
85	1/21/2025 13:48	1/27/2025	5	Routine	EATON/SUNSET CLIFFS CH230248 DAYBURN	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-358307-J3S2X9
86	1/21/2025 21:12	1/24/2025	4	Extraordinary - Response to Pole Knockdown	Florida & Lake STL Pole KD	5610004876	\$ 2,106.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-358261-F3Z5W6
87	1/21/2025 9:38	1/21/2025	1	Routine	Cawston NO Fruitvale Dayburner	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-358260-R3F8T4
88	1/21/2025 9:37	1/21/2025	1	Routine	Cawston NO Menlo Dayburners	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-358254-Q0D7T8
89	1/21/2025 8:50	1/21/2025	1	Routine	Menlo EO Sanderson Dayburners	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-357849-B8S3M8
90	1/15/2025 19:54	1/15/2025	1	Extraordinary - As Needed	Go over jobs	5610004484	\$ 80.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-357752-N8Q3G3
91	1/10/2025 12:15	1/10/2025	1	Routine	WARRANTY REPAIR	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-357214-C6L5B3
92	1/8/2025 12:47	1/8/2025	1	Routine	Las Brisas Ch190437 x Ch190413 24/7 burn	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-356797-G2F8Q0
93	1/8/2025 10:57	1/8/2025	1	Routine	235 s Lyon 3 lights b.o	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-356783-F9H9F8
94	1/7/2025 9:59	1/8/2025	2	Routine	McSweeney Parkway ROUND A BOUT ST/L NWC	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-356650-F3M5X4
95	1/7/2025 9:58	1/8/2025	2	Routine	Cortez Dr & La Paloma Dr. ST/L B/O	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-356649-M1Y2V0
96	1/7/2025 17:35	1/7/2025	1	Routine	On Cawston SO Fruitvalw WS SL DB	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-356582-S5K0N6
97	1/7/2025 17:34	1/7/2025	1	Routine	Cawston SO Esplanade SL DB	90003788		CITY OF HEMET - GENERIC	Closed	Normal	CAS-356580-W4K8M1
98	12/30/2024 14:17	1/2/2025	4	Routine	CH160186. Mustang Way E/O Rexford Dr	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-350840-P2V9G3
99	12/30/2024 14:15	1/2/2025	4	Routine	SANDERSON 5TH LT S/O ACACIA	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-350839-C1N5M5
100	12/30/2024 13:45	1/2/2025	4	Routine	CH470099. Warren Rd, N/O Corte Del Mar	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-350838-S5C7F7
101	12/12/2024 8:49	12/17/2024	4	Routine	CH221004. 1729 Wrentree Wy	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-349739-X3F6J6
102	12/16/2024 16:00	12/16/2024	1	Routine	1200 Riverstone CH191407 B.O	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-349517-Z1K9V8
103	12/12/2024 8:43	12/16/2024	3	Routine	CH190071. 551 N Santa Fe st	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-349445-V4Y7D0
104	11/26/2024 9:37	12/13/2024	14	Extraordinary - Response to Pole Knockdown	607 San Clemente STL KD # CH010041	5610003987	\$ 1,600.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-349377-M2R0J0

Work Order Detail Sheet

	A	B	C	D	E	F	G	H	I	J	K
105	12/12/2024 16:50	12/12/2024	1	Extraordinary - As Needed	607 San Clemente break out cap	5610004119	\$ 160.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-349375-G1R5C6
106	12/12/2024 7:29	12/12/2024	1	Extraordinary - Electrical/Wire	Stetson & Elk wire damage	5610004119	\$ 320.00	CITY OF HEMET - GENERIC	Closed	Very High	CAS-349355-R6S1B0
107	12/10/2024 12:41	12/10/2024	1	Routine	Airway Pl NO Wentworth 5 SLs BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-349138-Q2F7S9
108	12/10/2024 12:39	12/10/2024	1	Routine	Stetson EO Lyon CH150047 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-349136-G8N6L3
109	12/5/2024 13:29	12/5/2024	1	Routine	Florida EO Sanderson SS CH193199 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-348651-N3B9M9
110	12/5/2024 7:18	12/5/2024	1	Extraordinary - Electrical/Wire	Carriage NO Auto B ES CH190522 BO	5610004119	\$ 800.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-348573-Q9F7S3
111	12/5/2024 7:16	12/5/2024	1	Extraordinary - Electrical/Wire	Auto B EO Motor Wy SS CH190520 BO	5610004119	\$ 382.75	CITY OF HEMET - GENERIC	Closed	Normal	CAS-348572-J4L9M5
112	12/4/2024 17:44	12/4/2024	1	Routine	Wentworth WO Scarmila NS CH221327 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-348534-F2D8J8
113	12/4/2024 17:43	12/4/2024	1	Routine	California SO Tres Cerritos CH191174 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-348533-W9Q2K3
114	12/4/2024 17:38	12/4/2024	1	Extraordinary - Vandalism	Florida EO Cawston SS CH221183 BO	5610004119	\$ 605.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-348532-X4P0J3
115	12/4/2024 17:36	12/4/2024	1	Routine	Florida WO Elk NS CH 192260 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-348531-B0S4L5
116	12/4/2024 16:28	12/4/2024	1	Routine	Florida EO State SS CH191904 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-348527-B0C9S2
117	12/4/2024 16:23	12/4/2024	1	Routine	Florida EO Inez SS CH1221321 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-348526-P5H3L8
118	12/4/2024 16:11	12/4/2024	1	Extraordinary - Response to Pole Knockdown	Florida WO San Jacinto CH191930 KD	5610004119	\$ 80.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-348525-K2F0Q4
119	12/2/2024 16:34	12/2/2024	1	Routine	275 Menlo Ave CH192310 BO	90003551		CITY OF HEMET - GENERIC	Closed	Normal	CAS-348174-Z0T2F0
120	11/27/2024 15:33	11/27/2024	1	Extraordinary - Vandalism	Warren NO Devonshire CH370024 + 23 BO	5610003844	\$ 320.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-344359-N4X5M1
121	10/9/2024 15:43	11/26/2024	35	Extraordinary - Pole Install/Replacement	Airway Pl & Wentworth STL Inst CH221327	5610005703	\$ 5,190.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-344204-T2Q3F3
122	11/25/2024 16:43	11/25/2024	1	Routine	1458 Leslie ch190686 24/7 burn	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-344136-T8G0G5
123	11/25/2024 16:40	11/25/2024	1	Routine	San Jacinto ch190689 24/7 burn	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-344134-R4S1D7
124	11/21/2024 14:31	11/21/2024	1	Extraordinary - Pole Install/Replacement	Menlo/Buchanan STL Inst CH221237+191961	5610004223	\$ 5,190.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-343876-Z8X9T4
125	11/18/2024 20:21	11/19/2024	2	Routine	McSweeny led true up	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-343788-H7M9M7
126	11/1/2024 9:42	11/19/2024	13	Routine	HEMET ST/L NIGHT SURVEY	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-343447-G5B9W2
127	11/6/2024 17:42	11/6/2024	1	Extraordinary - Vandalism	Devonshire n.o Warren all out	5610003844	\$ 240.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-342233-T6X8X6
128	11/5/2024 13:11	11/5/2024	1	Extraordinary - Response to Pole Knockdown	State & Domenigoni - 1A Pole KD NWC	5610003713	\$ 2,560.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-342020-V3W3V4
129	10/31/2024 10:23	11/5/2024	4	Routine	JOHNSON AVE/ASTER SEC CH230204 DAYBURN	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-341692-N6J5F0
130	10/31/2024 10:22	11/5/2024	4	Routine	5552 Corte Portico CH470043	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-341562-M8T0X6
131	10/31/2024 10:20	11/5/2024	4	Routine	Johnston Ave /Majela Ln CH040009	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-337721-H6N3W8
132	10/31/2024 10:19	11/5/2024	4	Routine	933 ASTER ST/ROSE CH170257	90003407		CITY OF HEMET - GENERIC	Closed	Normal	CAS-337720-J0Y6S6
133	11/1/2024 13:09	11/1/2024	1	Extraordinary - As Needed	Hemet - Call in multiple USA	5610003844	\$ 2,205.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-337719-Z4C7H2
134		10/30/2024	n/a	Extraordinary - LED Retrofit	PCR Gibble Park Install City Supplied Fixtures	90003106	\$ 6,400.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-337718-F3W2M5
135	10/29/2024 19:23	10/29/2024	1	Routine	24/7 burn various locations	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-337494-P0M5G4
136	10/29/2024 19:21	10/29/2024	1	Extraordinary - As Needed	Met w city job walk various locations	5610003654	\$ 505.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-337493-W8Z1B8
137	10/27/2024 11:47	10/27/2024	1	Extraordinary - Response to Pole Knockdown	Menlo & Buchanan STL KD # CH191961	5610003712	\$ 2,560.00	CITY OF HEMET - GENERIC	Closed	Very High	CAS-337240-Q3Q3S0
138	10/27/2024 10:50	10/27/2024	1	Extraordinary - Response to Pole Knockdown	Menlo & Buchanan STL KD # CH221237	5610003706	\$ 2,676.00	CITY OF HEMET - GENERIC	Closed	Very High	CAS-337239-Z0D4R6
139	10/23/2024 13:57	10/23/2024	1	Routine	Via Linda & Fruitvale SEC DAYBURNER	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-336859-C7M6Q9
140	10/23/2024 13:44	10/23/2024	1	Routine	Florida EO Sizzler Dr Wy Dayburner	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-336856-R8C0H6
141	10/23/2024 13:39	10/23/2024	1	Routine	Frutvale EO Via Linda CH190197 dayburner	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-336855-B0Y7S6
142	10/21/2024 16:14	10/21/2024	1	Routine	Ch191816 24/7 burn	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-336647-D6B3P7
143	10/16/2024 13:17	10/21/2024	4	Routine	8771 Mann Ln, CH191896,	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-336196-N3V4H0
144	10/15/2024 9:26	10/15/2024	1	Extraordinary - Vandalism	Florida WO G Village CHH221183	5610003654	\$ 225.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-336034-M7Y1H8
145	10/11/2024 13:47	10/11/2024	1	Routine	Airway Pl NO Wentworth Multiple BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335776-H5W0Y2
146	10/11/2024 12:26	10/11/2024	1	Extraordinary - Electrical/Wire	PCR Stetson e.o Elk b.o	5610003654	\$ 800.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-335741-T7V8R7
147	10/10/2024 19:50	10/10/2024	1	Routine	Sce pending tickets	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335652-F8P7Y0
148	10/10/2024 12:57	10/10/2024	1	Routine	898 Coral Ave CH193008	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335609-W5J5Z6
149	10/10/2024 12:55	10/10/2024	1	Routine	Stetson Ave WO Palm Multiple BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335606-N1B5R3
150	10/10/2024 12:54	10/10/2024	1	Routine	Stetson Ave WO Elk St Multiple BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335605-Z7B4B3
151	10/10/2024 8:43	10/10/2024	1	Routine	Lyon SO FLORIDA MULIPLE BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335564-H7Q4G4
152	10/10/2024 8:36	10/10/2024	1	Routine	Sanderson SO Eaton ES CH230150 DB	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335563-P9L9G2
153	9/27/2024 7:06	10/10/2024	10	Extraordinary - Pole Install/Replacement	Thornton & Parker Hill STL Inst CH193048	5610003632	\$ 5,190.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-335493-B5X8R5
154	9/27/2024 7:00	10/10/2024	10	Extraordinary - Pole Install/Replacement	Carmalita/Latham STL Pole Inst CH193049	5610003467	\$ 5,190.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-335316-Z7G3W9
155	10/7/2024 0:00	10/7/2024	1	Routine	Wentworth WO Scaramella Cir NS BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335171-S0D2X8
156	10/7/2024 14:58	10/7/2024	1	Routine	Carriage Cir EO Auto CH190525	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335120-Y7K9B7

Work Order Detail Sheet

	A	B	C	D	E	F	G	H	I	J	K
157	10/7/2024 10:50	10/7/2024	1	Routine	Auto Mall Dr EO Motor Wy CH190499	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335118-G4W0C0
158	10/7/2024 10:31	10/7/2024	1	Routine	Auto Mall Dr SO Carriage CH190507 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335117-Z2K4G6
159	10/7/2024 10:30	10/7/2024	1	Routine	Auto Mall Dr SO Carriage CH190505 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335115-D1C6J5
160	10/7/2024 10:27	10/7/2024	1	Routine	Auto Mall Dr NO Auto Mall CH190502 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335114-K2C3T8
161	10/7/2024 10:26	10/7/2024	1	Routine	Auto Mall Dr EO Warren CH190498 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335113-R8X6M2
162	10/7/2024 10:24	10/7/2024	1	Routine	Auto Mall Dr EO Warren CH190500 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335112-L8V5C5
163	10/7/2024 10:22	10/7/2024	1	Routine	Auto Mall Dr WO Auto Mall CH190496 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-335109-D8Z6H5
164	10/7/2024 10:10	10/7/2024	1	Extraordinary - Vandalism	Warren NO Auto Blvd CH190510 BO	5610003654	\$ 445.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-334932-V3W8F2
165	10/4/2024 12:40	10/7/2024	2	Routine	California SO Tres Cerritos CH191721 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334931-J1G2Z7
166	10/4/2024 12:39	10/4/2024	1	Extraordinary - Vandalism	California SO Tres Cerritos CH191718 BO	5610003654	\$ 290.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-334930-Q6Q9V9
167	10/4/2024 12:38	10/4/2024	1	Routine	California SO Tres Cerritos 133 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334929-Z2Q8S9
168	10/4/2024 12:36	10/4/2024	1	Routine	California EO Tres Cerritos CH191174 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334847-N1K2S7
169	10/3/2024 16:32	10/4/2024	2	Extraordinary - Electrical/Wire	Thornton EO Granite NS CH221227 BO	5610003654	\$ 385.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-334842-N2L0R2
170	10/3/2024 19:37	10/3/2024	1	Routine	2901 w Florida ch195036	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334841-N9H3W3
171	10/3/2024 16:31	10/3/2024	1	Routine	Gilbert SO Thornton WS CH191113 BO	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334798-Z7X6B3
172	10/3/2024 10:32	10/3/2024	1	Extraordinary - As Needed	Gilmore SO Devonshire Shoes on Lines	5610003654	\$ 80.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-334785-R2F7Q2
173	10/3/2024 8:29	10/3/2024	1	Routine	288 s Sanderson Ch221335 Nec b.o	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334760-M8Q9R4
174	10/3/2024 6:28	10/3/2024	1	Routine	Sanderson NO Acacia ES 1 CH221335	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334758-T7J7R0
175	10/3/2024 6:24	10/3/2024	1	Routine	Florida EO Sanderson SS 3 CH221222	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334757-Z2B0L5
176	10/3/2024 6:22	10/3/2024	1	Routine	Florida EO Cawston SS 1 CH221183	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334756-R3M4V3
177	10/3/2024 6:20	10/3/2024	1	Routine	Florida WO Sanderson NS 1 CH221343	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334755-N7V7P0
178	10/3/2024 6:17	10/3/2024	1	Routine	Florida WO Elk NS 1 CH192260	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334754-R4B1G1
179	10/3/2024 6:15	10/3/2024	1	Routine	Florida WO Palm SS 4 CH192148	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334725-M3V6F0
180	10/1/2024 9:52	10/3/2024	3	Routine	FLORIDA AVE MULTIPLE LTS B/O	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334724-Y0W4L1
181	10/2/2024 17:27	10/2/2024	1	Routine	2106 w Devonshire sce F/U	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334721-B6K8X4
182	10/2/2024 17:12	10/2/2024	1	Routine	2213 Oakland 24/7 burn	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334720-X7R7V1
183	10/2/2024 16:53	10/2/2024	1	Routine	Johnston WO Wetherly NS BO CH230196	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334719-C9D7V1
184	10/2/2024 16:51	10/2/2024	1	Routine	Johnston EO Gilbert BO CH040009	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334649-W6C8B1
185	10/2/2024 16:49	10/2/2024	1	Routine	Florida WO Inez SS BO CH221321	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334633-R8P7J6
186	10/2/2024 9:10	10/2/2024	1	Extraordinary - Vandalism	Florida E/O San Jacinto CH191922	5610003654	\$ 80.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-334631-L5W9X9
187	10/2/2024 6:44	10/2/2024	1	Extraordinary - As Needed	174 Haley wy NO Menlo CH192201	5610003654	\$ 185.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-334630-C3R9L0
188	10/2/2024 6:42	10/2/2024	1	Routine	Oakland EO Alessandro SS BO CH190470	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334629-Y6J7R8
189	10/2/2024 6:41	10/2/2024	1	Routine	Oakland EO Gilbert SS BO CH190469	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334536-K3N7M5
190	10/2/2024 6:39	10/2/2024	1	Routine	Oakland WO Gilbert NS BO CH192093	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334535-N8Q1R6
191	10/1/2024 9:51	10/2/2024	2	Routine	3575 Morro Hill Rd.	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-334498-D3R1M2
192	10/1/2024 9:48	10/2/2024	2	Routine	1401 Camino Real Circle/ Mariposa Dr	90003272		CITY OF HEMET - GENERIC	Closed	Normal	CAS-330171-S3L0P8
193	9/27/2024 7:05	9/27/2024	1	Extraordinary - Pole Install/Replacement	Hamilton & Oakland - STL Pole Install	5610003631	\$ 5,190.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-330158-D5K4F3
194	9/28/2023 10:54	9/27/2024	262	Extraordinary - Pole Install/Replacement	3677 Menlo ave Fnd + Install Ch110093	5610003466	\$ 7,920.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-330157-T6N2L3
195	9/17/2024 12:25	9/25/2024	7	Routine	INKSTER/STEPHENSON ST/L dayburn	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-330155-K6V0D1
196	9/23/2024 0:00	9/24/2024	2	Routine	Hemet stl outages	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-329765-J1W7C8
197	9/23/2024 20:04	9/23/2024	1	Routine	700 Ashley ch170285 B.o	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-329705-N0K8Q0
198	9/23/2024 9:41	9/23/2024	1	Routine	W/S LYON SB TO ACACIA 3 B/O	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-329704-K8D2X7
199	9/23/2024 9:39	9/23/2024	1	Routine	714 PINEHURST DR CH170284 CYCLE	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-329255-M3R1L6
200	9/16/2024 12:48	9/16/2024	1	Extraordinary - Response to Pole Knockdown	Hamilton/Oakland SWC verify pole damage	5610003419	\$ 640.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-329126-B9R6M7
201	5/8/2024 12:42	9/16/2024	94	Extraordinary - Pole Install/Replacement	Sanderson & Page Plaza STL Inst CH193041	5610003462	\$ 5,190.00	CITY OF HEMET - GENERIC	Closed	Very High	CAS-328770-C4G4P6
202	9/11/2024 14:52	9/11/2024	1	Extraordinary - Response to Pole Knockdown	Florida WO California STL KD # 122	5610003418	\$ 2,428.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-328395-Y9S9D2
203	9/4/2024 12:26	9/9/2024	4	Routine	CH170284. 714 Pinehurst Dr DAYBURN	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-327772-H5P3Y4
204	9/4/2024 12:24	9/9/2024	4	Routine	CH170128. 3040 Hampton Ave ST/L B/O	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-327771-D3P8N7
205	9/4/2024 12:22	9/9/2024	4	Routine	CH191824. 196 Furyk Way ST/L B/O	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-327770-G7F6D2
206	9/7/2024 14:48	9/7/2024	1	Extraordinary - Response to Pole Knockdown	Wentworth & Airport STL KD # CH221327	5610003417	\$ 2,106.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-327579-F7G7D6
207	9/3/2024 15:48	9/4/2024	2	Routine	Warranty Work for TS Project	90003071		CITY OF HEMET - GENERIC	Closed	Normal	CAS-323402-Z3Y3V9
208	8/28/2024 15:03	8/28/2024	1	Extraordinary - Response to Pole Knockdown	300 W Florida Ave STL Pole KD # CH191947	5610003246	\$ 2,552.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-322600-T1X2K6

Work Order Detail Sheet

	A	B	C	D	E	F	G	H	I	J	K
209	8/21/2024 8:24	8/22/2024	2	Routine	CH191024. 805 Fremont Pl	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-322478-W9Y0X0
210	8/20/2024 10:11	8/22/2024	3	Routine	CH160169, 3323 Morro Hill RD.	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-322477-G7W4C3
211	8/20/2024 10:10	8/22/2024	3	Routine	CH230197, Sanderson/ Johnston DAYBURN	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-322475-N9W8Y7
212	8/20/2024 10:08	8/22/2024	3	Routine	CH170260, 1032 Ivy St DAYBURN	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-322042-Z7L4T9
213	8/15/2024 12:24	8/15/2024	1	Routine	3340 MORRO HILL RD 2 LTS B/O	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-321956-W9L2J9
214	8/14/2024 17:00	8/14/2024	1	Routine	Johnson x Kirby x Alne 24/7 Burn	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-321821-G0F0L9
215	8/13/2024 14:37	8/14/2024	2	Routine	485 W. Johnston CH040009	90002932		CITY OF HEMET - GENERIC	Closed	High	CAS-320571-Y5P5J6
216	8/4/2024 16:24	8/4/2024	1	Extraordinary - Response to Pole Knockdown	THORNTON & PARKER HILL STL KD # CH160172	5610003245	\$ 3,122.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-320473-Q7H4R8
217	8/2/2024 13:55	8/2/2024	1	Routine	Commonwealth 24/7 burning lights	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-320218-W4Q9F8
218	8/1/2024 12:20	8/2/2024	2	Routine	SANDERSON BTWN DOMENIGONI/STETSON	90002932		CITY OF HEMET - GENERIC	Closed	Normal	CAS-320174-P3C9L5
219	8/1/2024 13:53	8/1/2024	1	Extraordinary - Response to Pole Knockdown	Latham & Carmalita STL KD #CH192251	5610003244	\$ 1,980.00	CITY OF HEMET - GENERIC	Closed	Normal	CAS-315403-Q0H2N7
220	7/22/2024 15:20	7/22/2024	1	Routine	2664 La Paz Dayburner	90002740		CITY OF HEMET - GENERIC	Closed	Normal	CAS-315401-L1V0Z1
221	7/22/2024 15:16	7/22/2024	1	Routine	Dayburner Esplanade EO Kirby	90002740		CITY OF HEMET - GENERIC	Closed	Normal	CAS-315024-Q5P0Y0
222	7/17/2024 17:11	7/17/2024	1	Routine	488 Memphis Ch190710 24/7 Burn	90002740		CITY OF HEMET - GENERIC	Closed	Normal	CAS-314880-T6B2M2
223	7/16/2024 14:48	7/17/2024	2	Routine	KIRBY N/O JOHNSTON CH221030 DAYBURN	90002740		CITY OF HEMET - GENERIC	Closed	Normal	CAS-314879-C9G6G9
224	7/16/2024 14:46	7/17/2024	2	Routine	Buena Vista/Johnston Ave CH192023	90002740		CITY OF HEMET - GENERIC	Closed	Normal	CAS-314878-V9K1T4
225	7/16/2024 14:45	7/17/2024	2	Routine	8927 Duval Ln/Lopez	90002740		CITY OF HEMET - GENERIC	Closed	Normal	CAS-314877-T4W9N3
226	7/16/2024 14:43	7/17/2024	2	Routine	CH190707. 528 Memphis Ct	90002740		CITY OF HEMET - GENERIC	Closed	Normal	CAS-314100-M2W4Z3
227	7/9/2024 13:36	7/9/2024	1	Extraordinary - Electrical/Wire	PCR Gibble Park pull in wire	5610002931	\$ 3,435.00	CITY OF HEMET - GENERIC	Closed	Normal	
228	7/8/2024		n/a	Extraordinary - Supply Procurement	Supply Pole Tags	5610002563	\$ 410.00	CITY OF HEMET - GENERIC	Closed	Normal	
229	n/a	n/a	n/a	Extraordinary - Pole Install/Replacement	Various Locations - New Foundation and Solar STL Install	90003843	\$ 102,960.00	CITY OF HEMET - GENERIC	Closed	Normal	
230	n/a	n/a	n/a	Extraordinary - Pole Install/Replacement	State & Domenigoni NWC - Replaced 2 Polara PPBs	90003650	\$ 2,670.00	CITY OF HEMET - GENERIC	Closed	Normal	



Streetlight O&M Annual Report
July 2024 – June 2025
Jurupa Community Services District

Lamp Inventory: 1,905 lamps								
	LED Cobra	LED Decorative	HID Cobra	HID Decorative	Retired	Out of Scope		
Total	1,897	1	1	2	4	0		
Pole Inventory: 1,904 poles								
	Concrete	Wood	Steel	Fiberglass	Decorative	Knocked Down	Retired	Out of Scope
Total	1,868	29	0	0	3	0	4	0

Work Orders Completed	
Routine O&M	51
Extraordinary O&M	38

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024 - 25.

Work Orders Completed: 51 work orders

Average Resolution Time: 4.18 days

Annual Routine O&M Costs: \$15,952.45

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024-25.

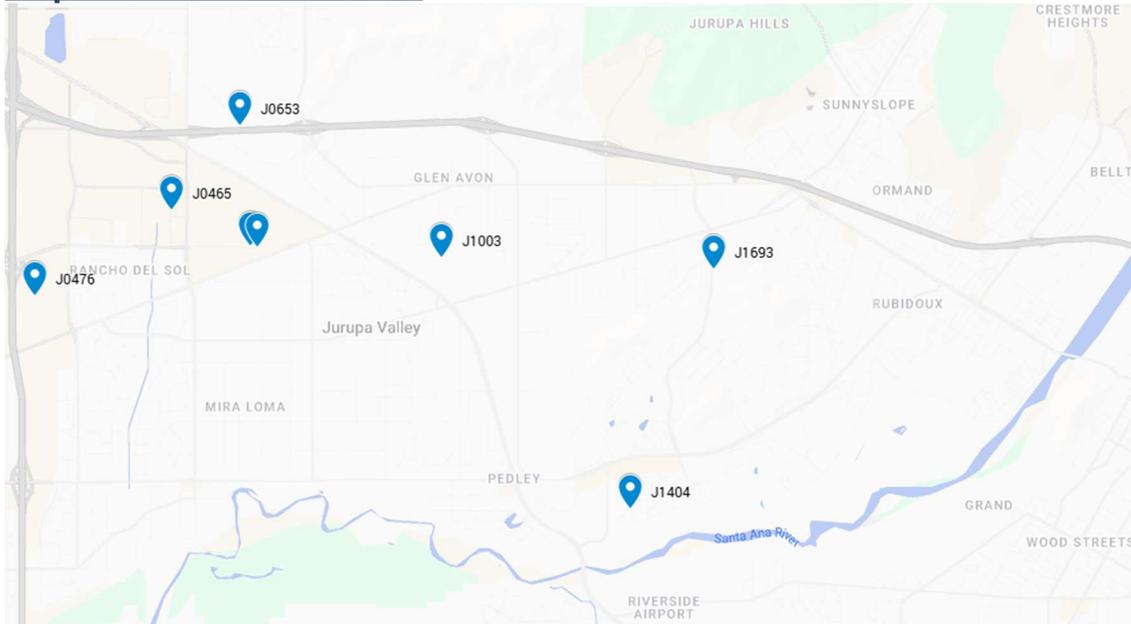
	No. of Work Orders	Average Resolution Time (Days)	Annual Costs (\$)
Pole Replacement/Installs	10	57.83 days	\$49,440.00
Pole Knockdown Response	12	Typically resolved within hours of reporting	\$24,011.00
Vandalism incidents	8	3 days	\$2,022.00
Response to Out of Scope / SCE poles	6	7.67 days	\$1,439.00
As-needed work	1	1 day	\$470.00
LED Retrofits	1	1 day	\$370.00
TOTAL	38	n/a	\$77,752.00

Map of Response to Pole Knockdowns:



Pole Number	Knockdown Date	Location
J0455	7/26/2024	1011 Manitou Ct
J1292	8/1/2024	5752 Baldwin Ave
4406919E	10/11/2024	Limonite Ave and El Palomino
J0542	10/30/2024	San Sevaine Way east of Etiwanda Ave
J0436	12/10/2024	11215 Riverside Dr
J2000	12/11/2024	Sierra Ave & Karen Ln
Out of Scope Pole	12/12/2024	5348 Mission Blvd
J0458	12/13/2024	11650 Venture Dr
J1173	2/15/2025	Clay St & General
J0882	2/11/2025	10888 San Sevaine Way
J1537	6/9/2025	30th St & Donner Way
J1915	6/9/2025	Jurupa Rd and Felspar

Map of Vandalism Incidents



Date	Pole Number	Location
6/4/2025	J0653	DE FOREST CIR. / GRAPEVINE ST.
6/4/2025	J0465	PARKHURST / HARREL ST
6/4/2025	J0476	LANDON / WINEVILLE
5/14/2025	J1003	BROOKHOLLOW CIR.
5/2/2025	J1404	8010 HAVEN VIEW DR.
9/11/2024	J1693	CAMINO REAL & WHITNEY
8/26/2024	J0781	CANTU GALLEANO RANCH RD
7/19/2024	J0780	10550 CANTU GALLEANO RANCH RD

Work Order Detail Sheet

	A	B	C	D	E	F	G	H	I	J	K
1	Reported Date	Completed Date	Resolution Time	O&M Category	Invoice #	Expense	Priority	Ticket number	Short description	Asset name	Status
2	6/24/2025 8:46	6/26/2025 0:00	3.00	Routine	90004877		Normal	CAS-399364-T1V6Q8	WINEVILLE/RIVERSIDE DR J0724	JCSD - WRCOG - GENERIC	Completed
3	6/13/2025 18:23	6/13/2025 0:00	1.00	Routine	90004877		Normal	CAS-398515-W2W5T8	Clay st/Linares J1178	JCSD - WRCOG - GENERIC	Closed
4	6/13/2025 18:12	6/13/2025 0:00	1.00	Routine	90004877		Normal	CAS-398511-D4Z7R4	Clay St/ Linares J1177 b/o	JCSD - WRCOG - GENERIC	Closed
5	6/13/2025 18:07	6/13/2025 0:00	1.00	Routine	90004877		Normal	CAS-398510-T8R3X0	Clay St/ Linares J1810 b/o	JCSD - WRCOG - GENERIC	Closed
6	6/13/2025 17:48	6/13/2025 0:00	1.00	Routine	90004877		Normal	CAS-398504-F0Z0V0	Clay St/Haven View J1171	JCSD - WRCOG - GENERIC	Closed
7	6/13/2025 17:41	6/13/2025 0:00	1.00	Routine	90004877		Normal	CAS-398503-Q8X0W6	Clay st/Haven View J1791 b/o	JCSD - WRCOG - GENERIC	Closed
8	6/13/2025 17:31	6/13/2025 0:00	1.00	Routine	90004877		Normal	CAS-398502-C7T9Z8	Clay St/Haven view J1392 b/o	JCSD - WRCOG - GENERIC	Closed
9	6/13/2025 14:04	6/13/2025 0:00	1.00	Routine	90004877		Normal	CAS-398449-H5J4M4	Camino Real J1162 B/O	JCSD - WRCOG - GENERIC	Closed
10	5/29/2025 13:25	6/9/2025 0:00	8.00	Extraordinary - Knockdown	5610005530	\$ 3,637.00	Normal	CAS-393222-J8J1V5	PCR Felspar wood Pole removal J1915	JCSD - WRCOG - GENERIC	Closed
11	5/24/2025 18:04	6/9/2025 0:00	11.00	Extraordinary - Knockdown	5610005541	\$ 2,552.00	Normal	CAS-392800-F0Q8D9	30th & Donner - STL Pole KD # J1537	JCSD - WRCOG - GENERIC	Closed
12	5/16/2025 23:37	6/9/2025 0:00	17.00	Extraordinary - Response to Out of Scope / SCE poles	5610005542	\$ 384.00	Very High	CAS-391984-T1B0L1	Wineville & Limonite STL Pole KD	JCSD - WRCOG - GENERIC	Closed
13	6/4/2025 13:15	6/4/2025 0:00	1.00	Extraordinary - Vandalism	5610005772	\$ 80.00	Normal	CAS-397513-Z1T9N5	De Forest cir / Grapevine st. #J0653	JCSD - WRCOG - GENERIC	Closed
14	6/4/2025 13:12	6/4/2025 0:00	1.00	Extraordinary - Vandalism	5610005772	\$ 185.75	Normal	CAS-397511-V8Y4R2	Parkhurst / Harrel #J0465	JCSD - WRCOG - GENERIC	Closed
15	6/4/2025 13:05	6/4/2025 0:00	1.00	Extraordinary - Vandalism	5610005772	\$ 185.75	Normal	CAS-397509-J3Z5G0	Landon / Wineville #J0476	JCSD - WRCOG - GENERIC	Closed
16	5/27/2025 18:47	5/27/2025 0:00	1.00	Routine	90004622		Normal	CAS-393019-Z8J8T6	Wabash J0683 B.o	JCSD - WRCOG - GENERIC	Closed
17	5/27/2025 18:45	5/27/2025 0:00	1.00	Routine	90004622		Normal	CAS-393018-L7W7G3	Pats Ranch J0575 B.o	JCSD - WRCOG - GENERIC	Closed
18	5/23/2025 15:04	5/23/2025 0:00	1.00	Routine	90004622		Normal	CAS-392745-T2V2K9	Clay st x linares multiple out	JCSD - WRCOG - GENERIC	Closed
19	5/19/2025 7:11	5/23/2025 0:00	5.00	Routine	90004622		Normal	CAS-392077-L0M6N0	WINEVILLE/LIMONITE ST/LS B/O	JCSD - WRCOG - GENERIC	Closed
20	5/14/2025 19:41	5/14/2025 0:00	1.00	Routine	90004622		Normal	CAS-391713-T7M4S9	Galena / Pedley J1026 b.o	JCSD - WRCOG - GENERIC	Closed
21	5/14/2025 19:38	5/14/2025 0:00	1.00	Extraordinary - Vandalism	5610005502	\$ 332.75	Normal	CAS-391712-D8S5P9	Brookhollow J1003 B.o Vandalism	JCSD - WRCOG - GENERIC	Closed
22	5/13/2025 19:37	5/13/2025 0:00	1.00	Routine	90004622		Normal	CAS-391555-V8K8B1	7591 Whitney J1688 b.o	JCSD - WRCOG - GENERIC	Closed
23	5/13/2025 19:35	5/13/2025 0:00	1.00	Routine	90004622		Normal	CAS-391554-R6L8K8	Camino real J1162 b.o	JCSD - WRCOG - GENERIC	Closed
24	5/1/2025 8:24	5/2/2025 0:00	2.00	Extraordinary - Vandalism	5610005502	\$ 252.75	Normal	CAS-389249-W9C7R5	8010 HAVEN VIEW DR. J1404 VANDALISM	JCSD - WRCOG - GENERIC	Closed
25	4/22/2025 12:59	5/2/2025 0:00	9.00	Routine	90004622		Normal	CAS-384602-K2D7Y3	WHISPERING TREE /GREENS J1282	JCSD - WRCOG - GENERIC	Closed
26	4/24/2025 12:52	4/25/2025 0:00	2.00	Extraordinary - Pole Install	5610005826	\$ 5,190.00	Normal	CAS-384819-C0C0K1	10888 San Sevaine - STL Pole Inst J0882	JCSD - WRCOG - GENERIC	Completed
27	1/15/2025 9:47	4/24/2025 0:00	72.00	Extraordinary - Pole Install	5610005827	\$ 5,190.00	Normal	CAS-357726-Q1M1Q9	Clay & General STL Pole Install # J1173	JCSD - WRCOG - GENERIC	Closed
28	3/26/2025 19:44	3/26/2025 0:00	1.00	Routine	90004184		Normal	CAS-376947-F0R8M7	8455 Wild pony J0974 tilted	JCSD - WRCOG - GENERIC	Closed
29	3/26/2025 19:42	3/26/2025 0:00	1.00	Routine	90004184		Normal	CAS-376946-J3Y6Q5	8571 Wild Pony J0981 B.O	JCSD - WRCOG - GENERIC	Closed
30	3/26/2025 19:41	3/26/2025 0:00	1.00	Routine	90004184		Normal	CAS-376945-V0K4G3	4275 Vernon J1078 B.O	JCSD - WRCOG - GENERIC	Closed
31	3/17/2025 20:06	3/17/2025 0:00	1.00	Routine	90004184		Normal	CAS-375783-Q7S9D8	8216 Cassidy cir J1850	JCSD - WRCOG - GENERIC	Closed
32	3/17/2025 20:03	3/17/2025 0:00	1.00	Routine	90004184		Normal	CAS-375782-F5G3R3	Sierra ave J1572 b.o	JCSD - WRCOG - GENERIC	Closed
33	3/13/2025 15:04	3/13/2025 0:00	1.00	Routine	90004184		Normal	CAS-375366-B5K9M4	4910 Cedar J1707 b.o	JCSD - WRCOG - GENERIC	Closed
34	3/10/2025 10:10	3/13/2025 0:00	4.00	Routine	90004184		Normal	CAS-374915-H0H6H3	4574 Farley Dr J1834	JCSD - WRCOG - GENERIC	Closed
35	3/10/2025 9:02	3/13/2025 0:00	4.00	Routine	90004184		Normal	CAS-374898-X9N2K5	4963 SULPHUR/JURUPA #0003 B/O	JCSD - WRCOG - GENERIC	Closed
36	1/28/2025 9:57	3/8/2025 0:00	29.00	Routine	90003935		Normal	CAS-358991-F2P1S1	1162 CAMINO REAL/RED MOUNTAIN	JCSD - WRCOG - GENERIC	Closed
37	2/20/2025 15:18	2/28/2025 0:00	7.00	Routine	90003935		Normal	CAS-365702-K9G9N5	4910 CEDAR/DERBY J1707	JCSD - WRCOG - GENERIC	Closed
38	1/5/2025 15:37	2/15/2025 0:00	30.00	Extraordinary - Knockdown	5610004879	\$ 2,106.00	Normal	CAS-356421-S7X2F0	Clay St & General STL Pole KD # J1173	JCSD - WRCOG - GENERIC	Closed
39	2/11/2025 11:02	2/11/2025 0:00	1.00	Extraordinary - Knockdown	5610004881	\$ 1,600.00	Normal	CAS-364587-C8G1W2	10888 San Sevaine STL Pole KD # J0882	JCSD - WRCOG - GENERIC	Closed
40	2/3/2025 12:05	2/10/2025 0:00	6.00	Routine	90003935		Normal	CAS-363711-K3H1J7	JCSD ST/L NIGHT SURVEY	JCSD - WRCOG - GENERIC	Closed
41	1/10/2025 17:04	1/10/2025 0:00	1.00	Routine	90003792		Normal	CAS-357291-K3G5G3	Scce follow up multiple lights	JCSD - WRCOG - GENERIC	Closed
42	1/7/2025 8:11	1/10/2025 0:00	4.00	Extraordinary - Response to Out of Scope / SCE poles	5610004490	\$ 415.00	Normal	CAS-356547-C7N7G6	STARLING /VERDIN/Shearwater multi b.o	JCSD - WRCOG - GENERIC	Closed
43	1/3/2025 14:34	1/3/2025 0:00	1.00	Routine	90003792		Normal	CAS-356313-Q1Q9S1	Venture 24/7 burn and Scce F/U	JCSD - WRCOG - GENERIC	Closed
44	1/3/2025 8:15	1/3/2025 0:00	1.00	Routine	90003792		Normal	CAS-356227-J1G8L4	Camino Real & Red Mountain. J1162	JCSD - WRCOG - GENERIC	Closed
45	12/30/2024 17:56	12/30/2024 0:00	1.00	Routine	90003554		Normal	CAS-350882-R2Z3K4	7860 Maria Dr J1247 b.o	JCSD - WRCOG - GENERIC	Closed
46	12/30/2024 14:20	12/30/2024 0:00	1.00	Routine	90003554		Normal	CAS-350841-Z2C0F1	5960 EL PALOMINO DR MULTIPLE STLS BO	JCSD - WRCOG - GENERIC	Closed
47	12/11/2024 12:41	12/20/2024 0:00	8.00	Extraordinary - Pole Install	5610005012	\$ 5,190.00	Normal	CAS-349267-Q0K8Q9	Sierra ave x Karen ln Inst J2000	JCSD - WRCOG - GENERIC	Completed
48	12/11/2024 12:35	12/17/2024 0:00	5.00	Extraordinary - Pole Install			Normal	CAS-349266-P5Y2B4	11215 Riverside Dr Inst J0436	JCSD - WRCOG - GENERIC	Completed
49	12/16/2024 19:00	12/16/2024 0:00	1.00	Extraordinary - Pole Install	5610004229	\$ 5,190.00	Normal	CAS-349756-L8H3S0	11650 Venture dr J0458 INST	JCSD - WRCOG - GENERIC	Closed
50	12/13/2024 17:17	12/13/2024 0:00	1.00	Extraordinary - Knockdown	5610004172	\$ 1,408.00	Normal	CAS-349573-K4S6K9	11650 Venture dr J0458 Pole KD	JCSD - WRCOG - GENERIC	Closed

Work Order Detail Sheet

	A	B	C	D	E	F	G	H	I	J	K
51	12/11/2024 19:14	12/13/2024 0:00	3.00	Routine	90003554		Normal	CAS-349324-Q9T1W6	Sierra ave J1636 wires exposed	JCSD - WRCOG - GENERIC	Closed
52	12/12/2024 2:40	12/12/2024 0:00	1.00	Extraordinary - Knockdown	5610004173	\$ 1,728.00	Normal	CAS-349336-Y2H1G0	ST/L Pole KD 5348 mission BLVD	JCSD - WRCOG - GENERIC	Closed
53	12/11/2024 19:02	12/11/2024 0:00	1.00	Extraordinary - Knockdown	5610004174	\$ 640.00	Normal	CAS-349322-S0S8G6	Sierra & Karen STL KD # J2000	JCSD - WRCOG - GENERIC	Closed
54	12/11/2024 18:52	12/11/2024 0:00	1.00	Routine	90003554		Normal	CAS-349318-S1C0P7	Parkhurst st J0419 B.o	JCSD - WRCOG - GENERIC	Closed
55	12/11/2024 18:45	12/11/2024 0:00	1.00	Routine	90003554		Normal	CAS-349314-G2K0B5	Wrcog meeting at city	JCSD - WRCOG - GENERIC	Closed
56	12/9/2024 9:11	12/11/2024 0:00	3.00	Extraordinary - Response to Out of Scope / SCE poles	5610004122	\$ 160.00	Normal	CAS-349024-H4V1H9	4468 PARKHURST ST J0417	JCSD - WRCOG - GENERIC	Closed
57	12/4/2024 11:31	12/11/2024 0:00	6.00	Routine	90003554		Normal	CAS-348492-B3T3B1	5880 Aurora Ave J0440	JCSD - WRCOG - GENERIC	Closed
58	12/4/2024 11:28	12/11/2024 0:00	6.00	Routine	90003554		Normal	CAS-348491-X7D1T2	5610 Crown Dr J0192	JCSD - WRCOG - GENERIC	Closed
59	12/10/2024 23:01	12/10/2024 0:00	1.00	Extraordinary - Knockdown	5610004175	\$ 2,490.00	Normal	CAS-349204-P3P0Z0	11215 Riverside Dr STL KD # J0436	JCSD - WRCOG - GENERIC	Closed
60	11/18/2024 15:37	11/27/2024 0:00	8.00	Routine	90003408		Normal	CAS-343408-V3Y0J6	11617 Geyser J0184 HHC OPEN	JCSD - WRCOG - GENERIC	Closed
61	11/4/2024 9:24	11/12/2024 0:00	7.00	Routine	90003408		Normal	CAS-341839-P2G1S3	6154 OCASA DR ST/L B/O	JCSD - WRCOG - GENERIC	Closed
62	11/7/2024 16:50	11/7/2024 0:00	1.00	Extraordinary - LED Retrofit	5610003845	\$ 370.00	Normal	CAS-342362-W2M6T3	PCR 7380 Live oak convert to led	JCSD - WRCOG - GENERIC	Closed
63	11/5/2024 13:16	11/7/2024 0:00	3.00	Extraordinary - Response to Out of Scope / SCE poles	5610003845	\$ 160.00	Normal	CAS-342026-N1F2R4	11698 PANSY PL ST/L B/O	JCSD - WRCOG - GENERIC	Closed
64	11/6/2024 14:46	11/6/2024 0:00	1.00	Extraordinary - Pole Install	5610003988	\$ 5,190.00	Normal	CAS-342207-T0B7M7	San Sevaine/Etiwanda STL Pole Inst J0542	JCSD - WRCOG - GENERIC	Closed
65	10/30/2024 8:26	10/30/2024 0:00	1.00	Extraordinary - Knockdown	5610003715	\$ 2,552.00	Normal	CAS-337537-K3Q9C9	San sevaine e.o Etiwanda KD J0542	JCSD - WRCOG - GENERIC	Closed
66	10/28/2024 9:22	10/29/2024 0:00	2.00	Routine	90003273		Normal	CAS-337295-X1J8H3	HARRELL ST J0322 and J0321	JCSD - WRCOG - GENERIC	Closed
67	10/1/2024 9:43	10/28/2024 0:00	20.00	Routine	90003408		Normal	CAS-334308-V7V8M7	JCSD ST/L NIGHT SURVEY	JCSD - WRCOG - GENERIC	Closed
68	10/16/2024 12:57	10/27/2024 0:00	8.00	Extraordinary - Pole Install	5610003637	\$ 5,190.00	Normal	CAS-336190-T3S6H5	5752 Baldwin Ave Replace Pole Only J1292	JCSD - WRCOG - GENERIC	Closed
69	10/16/2024 13:00	10/17/2024 0:00	2.00	Extraordinary - Pole Install	5610003636	\$ 5,190.00	Normal	CAS-336191-J3W2T4	El Palomino & Limonite STL Pole Install	JCSD - WRCOG - GENERIC	Closed
70	7/29/2024 12:01	10/17/2024 0:00	59.00	Extraordinary - Pole Install	5610003635	\$ 5,190.00	Normal	CAS-316130-W9W5H5	1011 Manitou ct St/l Inst J0455	JCSD - WRCOG - GENERIC	Closed
71	10/14/2024 10:01	10/16/2024 0:00	3.00	Routine	90003273		Normal	CAS-335893-M4F2K2	5726 AURORA AVE, MIRA LOMA ST/L B/O	JCSD - WRCOG - GENERIC	Closed
72	10/11/2024 7:12	10/16/2024 0:00	4.00	Routine	90003273		Normal	CAS-335680-C4N1P8	5486 Trail Canyon Dr ST/L B/O	JCSD - WRCOG - GENERIC	Closed
73	10/7/2024 13:03	10/16/2024 0:00	8.00	Routine	90003273		Normal	CAS-335148-K1C9R9	CLAY BTWN LIMONITE/LINARES 8 LTS B/O	JCSD - WRCOG - GENERIC	Closed
74	9/30/2024 10:29	10/16/2024 0:00	13.00	Routine	90003273		Normal	CAS-330358-G5S8X0	CAMINO REAL/LIVE OAK ST/L B/O	JCSD - WRCOG - GENERIC	Closed
75	9/30/2024 10:20	10/16/2024 0:00	13.00	Routine	90003273		Normal	CAS-330355-V0F4V8	5793 AUTUMNWOOD LN	JCSD - WRCOG - GENERIC	Closed
76	3/28/2024 14:35	10/16/2024	145.00	Extraordinary - Pole Install	5610003634	\$ 7,920.00	Normal	CAS-285880-H4K6R8	Armstrong and Sierra - Fnd_STL Pole Install (J1526)	JCSD - WRCOG - GENERIC	Closed
77	10/11/2024 15:10	10/11/2024 0:00	1.00	Routine	90003273		Normal	CAS-335786-N2K8W7	Wrcog Sce JCSD outage status	JCSD - WRCOG - GENERIC	Closed
78	10/11/2024 12:14	10/11/2024 0:00	1.00	Extraordinary - Knockdown	5610003714	\$ 2,552.00	Normal	CAS-335738-N4K8H3	LIMONITE/EL PALOMINO ST/L KD(4406919E)	JCSD - WRCOG - GENERIC	Closed
79	9/9/2024 14:31	9/11/2024 0:00	3.00	Extraordinary - Vandalism	5610003414	\$ 320.00	Normal	CAS-328540-Z3G7F4	CAMINO REAL/WHITNEY J1693	JCSD - WRCOG - GENERIC	Closed
80	8/29/2024 17:33	8/29/2024 0:00	1.00	Routine	90002925		Normal	CAS-323547-C1Z6X0	11875 Confluence dr b.o	JCSD - WRCOG - GENERIC	Closed
81	8/28/2024 9:00	8/28/2024 0:00	1.00	Routine	90002925		Normal	CAS-323353-W6N2B5	4963 Sulphur / JURUPA RD ST/L B/O	JCSD - WRCOG - GENERIC	Closed
82	8/19/2024 9:26	8/26/2024 0:00	6.00	Extraordinary - Vandalism	5610003125	\$ 320.00	Normal	CAS-322360-W2R1H3	CANTU GALLEANO J0781 B/O	JCSD - WRCOG - GENERIC	Closed
83	8/12/2024 8:19	8/13/2024 0:00	2.00	Routine	90002925		Normal	CAS-321543-Q3L6B9	7974 REAGAN RD/EL PALOMINO ST/L DAYBURN	JCSD - WRCOG - GENERIC	Closed
84	8/1/2024 13:02	8/1/2024 0:00	1.00	Extraordinary - Knockdown	5610003248	\$ 640.00	Normal	CAS-320210-S3R1P0	5752 BALDWIN AVE J1292 POLE CRACKED	JCSD - WRCOG - GENERIC	Closed
85	7/1/2024	7/30/2024	22.00	Routine	90002925	\$ -		CAS-334308-V7V8M7	JCSD ST/L NIGHT SURVEY	JCSD - WRCOG - GENERIC	Closed
86	7/26/2024 17:23	7/26/2024 17:23	1.00	Extraordinary - Knockdown	5610003247	\$ 2,106.00	Normal	CAS-315982-R0D1Z0	1011 Manitou ct KD J0455	JCSD - WRCOG - GENERIC	Closed
87	7/9/2024 13:20	7/19/2024 0:00	9.00	Extraordinary - Vandalism	5610002932	\$ 345.00	Normal	CAS-314099-C7R7S2	10550 Cantu-Galleano Ranch Rd J0780	JCSD - WRCOG - GENERIC	Closed
88	7/9/2024 11:20	7/19/2024 0:00	9.00	Extraordinary - Response to Out of Scope / SCE poles	5610002932	\$ 160.00	Normal	CAS-314082-B2D5C9	7537 Canyon Terrace DR ST/L B/O	JCSD - WRCOG - GENERIC	Closed
89	7/8/2024 8:48	7/19/2024 0:00	10.00	Extraordinary - Response to Out of Scope / SCE poles	5610002932	\$ 160.00	Normal	CAS-313933-P7B9R4	5580 AVOCET MULTIPLE LTS B/O	JCSD - WRCOG - GENERIC	Closed
90	7/16/2024 8:26	7/16/2024 0:00	1.00	Extraordinary - As-needed	5610002932	\$ 470.00	Normal	CAS-314809-L2M6Q9	6980 27th st R/R st/l cap J1623	JCSD - WRCOG - GENERIC	Closed



Streetlight O&M Annual Report
July 2024 – June 2025
City of Lake Elsinore

Lamp Inventory: 3,795 lamps						
	LED Cobra	LED Decorative	HID Cobra	HID Decorative	Retired/Removed/Not Found	Out of Scope
Total	3,788	0	4	0	3	0

Pole Inventory: 3,747 poles								
	Concrete	Wood	Steel	Fiberglass	Decorative	Knocked Down	Retired/Removed/Not Found	Out of Scope
Total	3,605	136	2	1	0	0	3	0

Work Orders Completed	
Routine O&M	63
Extraordinary O&M	37

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024-2025.

Work Orders Completed: 63 work orders

Average Resolution Time: 3 days

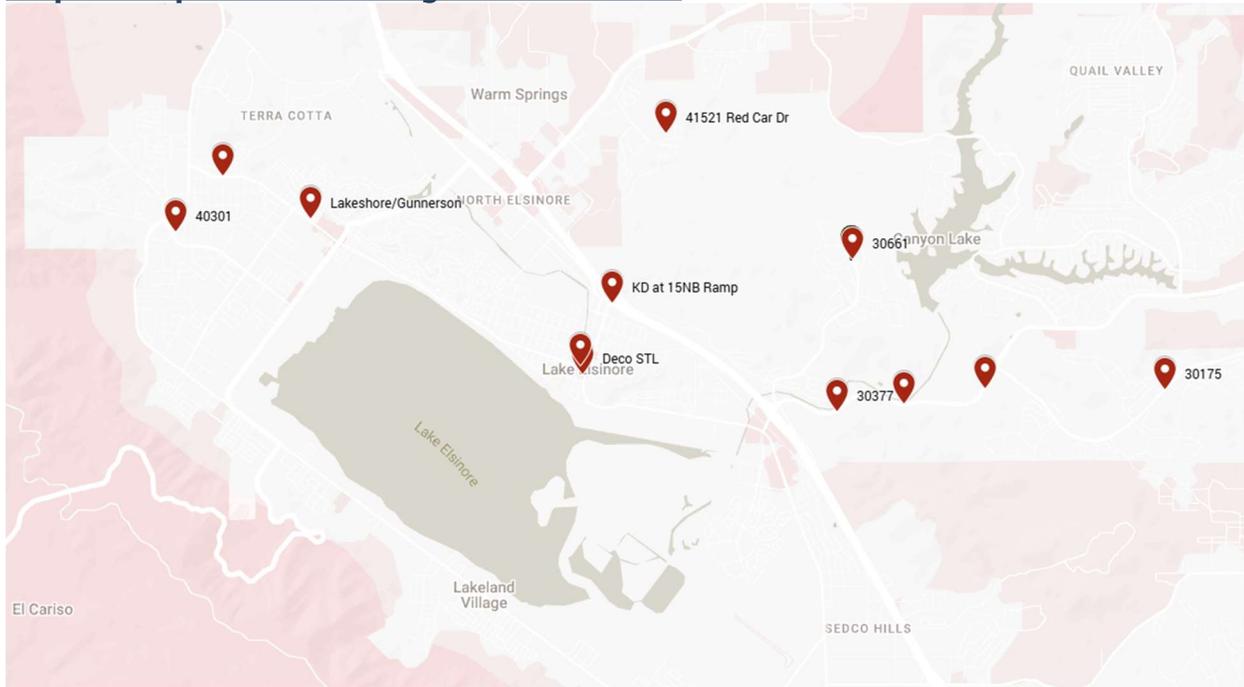
Annual Routine O&M Costs: \$31,818.50

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024-2025.

	No. of Work Orders	Average Resolution Time (Business Days)	Annual Costs (\$)
Response to pole knockdown/pole removal	12	n/a typical response is within hours of reporting	\$21,682.00
Pole Replacement/Installs	4	30 days	\$20,760.00
As-needed work	10	1 day	\$22,389.80
Electrical/Wire	5	1 day	\$4,222.00
Response to SCE/Out of Scope Light	5	2 days	\$800.00
Supply/procurement	1	n/a	\$7,595.10
TOTAL	37	n/a	\$77,448.90

Map of Response to Streetlight Knockdowns:



Knockdown Date	Pole Number	Location
6/6/2025 8:28	40301	15237 & 15233 Windjammer FND CRACKED ()
6/5/2025 2:21	n/a	Deco ST/L KD 119 W Sulphur
5/29/2025 12:53	n/a	PCR 15 NB MAIN off ramp 1A KD
4/17/2025 19:39	n/a	41521 Red Car Dr . ST/L KD
4/15/2025 20:00	30492	Railroad W/O Westridge STL Pole KD
4/4/2025 23:23	30392	Railroad W/O Westridge STL Pole KD
4/14/2025 17:01	n/a	PCR Lakeshore x Gunn remove solar pole
3/15/2025 1:58	30175	Cyn Hills & Angel Falls STL KD #
3/12/2025 3:40	30377	Railroad Cyn & Church STL Pole KD
2/28/2025 21:30	50102	Graham & Spring STL Pole KD #
11/28/2024 19:52	40107	Lakeshore EO Ohio St STL Pole KD #
10/19/2024 20:15	30661	Villa Real & Summerhill STL KD #

Work Order Detail Sheet

Reported Date	Completion Date	Resolution Time	O&M Category	Short description	Invoice Number	Cost	Asset name	Priority	Ticket number	Status
n/a	n/a	n/a	Extraordinary - Supply procurement	Supply 10 149w LED fixtures for City stock	90004840	\$ 7,595.10	CITY OF LAKE ELSINORE - GENERIC	Normal		Closed
6/13/2025 15:05	6/13/2025	1	Extraordinary - Pole Install/Replacement	Railroad CynS/OWestridgePole Inst 30492	5610005705	\$ 5,190.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-398466-C3Q2D3	Closed
6/13/2025 14:58	6/13/2025	1	Extraordinary - Pole Install/Replacement	Railroad Cyn/Church STL Pole Inst 30377	5610005706	\$ 5,190.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-398465-G2B4K5	Closed
6/9/2025 21:02	6/9/2025	1	Routine	Diana ln 20048 24/7 burn	90004896		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-397992-S3S5N7	Closed
6/6/2025 8:28	6/9/2025	2	Extraordinary - Response to Pole Knockdown	15237 & 15233 Windjammer FND CRACKED (40301)	5610005793	\$ 160.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-397773-H8R2B9	Closed
6/6/2025 8:25	6/9/2025	2	Routine	40961 Waterford Street ST/L B/O	90004896		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-397772-F2S3R3	Closed
6/6/2025 8:21	6/9/2025	2	Routine	31580 Canyon View Drive ST/L B/O	90004896		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-397769-F1F6G7	Closed
6/5/2025 2:21	6/9/2025	3	Extraordinary - Response to Pole Knockdown	Deco ST/L KD 119 W Sulphur	5610005544	\$ 960.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-397584-X7Q7B3	Closed
5/29/2025 12:53	6/9/2025	8	Extraordinary - Response to Pole Knockdown	PCR 15 NB MAIN off ramp 1A KD	5610005545	\$ 2,368.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-393221-Z7R7R8	Closed
4/17/2025 19:39	5/16/2025	22	Extraordinary - Response to Pole Knockdown	41521 Red Car Dr . ST/L KD	5610005353	\$ 2,106.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-384236-P4Q0K6	Closed
4/15/2025 20:00	5/16/2025	24	Extraordinary - Response to Pole Knockdown	Railroad W/O Westridge STL Pole KD 30492	5610005364	\$ 1,472.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-383898-Q9B8X2	Closed
4/4/2025 23:23	5/16/2025	31	Extraordinary - Response to Pole Knockdown	Railroad W/O Westridge STL Pole KD 30392	5610005354	\$ 2,106.00	CITY OF LAKE ELSINORE - GENERIC	Very High	CAS-382124-F7C1Y8	Closed
5/13/2025 19:33	5/13/2025	1	Routine	Lincoln 24/7 40160	90004618		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-391553-T8T0Z6	Closed
5/13/2025 7:16	5/13/2025	1	Routine	882 Robin Dr ST/L B/O	90004618		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-391446-R1B4Q8	Closed
5/7/2025 16:15	5/7/2025	1	Routine	Skylark x Mission trail 24/7	90004618		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-390892-H9J5J8	Closed
5/6/2025 19:34	5/6/2025	1	Routine	Meet w Sce to energize circuits	90004618		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-390781-N8P3T9	Closed
5/5/2025 16:20	5/5/2025	1	Routine	Casino Dr Sce Follow up 3 poles	90004618		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-390245-N4K2K8	Closed
5/2/2025 11:27	5/5/2025	2	Routine	LANGSTAFF #50254 DAYBURN	90004618		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-389769-M1N8W7	Closed
5/2/2025 11:24	5/5/2025	2	Routine	DEXTER AVE #20376 DAYBURN	90004618		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-389768-G5Z6X6	Closed
4/28/2025 16:47	4/28/2025	1	Routine	Collier f/u SVC circuit 24/7 burn	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-385248-M4B5G2	Closed
4/25/2025 13:30	4/25/2025	1	Extraordinary - Electrical/Wire	Collier multiple lights out	5610005218	\$ 140.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-384980-Z2X4J3	Closed
4/18/2025 13:51	4/18/2025	1	Extraordinary - As Needed	Write up/Pending jobs	5610005218	\$ 80.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-384330-W8F0Z2	Closed
4/17/2025 15:13	4/17/2025	1	Extraordinary - As Needed	Troubleshoot shoot LED sign	5610005218	\$ 320.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-384208-W3M9R2	Closed
4/14/2025 19:38	4/14/2025	1	Routine	32400 Raquet club 50531	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-383446-H8L2S7	Closed
4/14/2025 19:35	4/14/2025	1	Routine	268 white oak 40056	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-383445-D7F9M7	Closed
4/14/2025 19:22	4/14/2025	1	Routine	15056 Heather pole 10128	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-383444-N5F1H2	Closed
4/14/2025 17:01	4/14/2025	1	Extraordinary - Remove Pole	PCR Lakeshore x Gunn remove solar pole	5610005355	\$ 1,472.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-383439-F0S9S6	Closed
3/15/2025 1:58	4/12/2025	20	Extraordinary - Response to Pole Knockdown	Cyn Hills & Angel Falls STL KD # 30175	5610005363	\$ 2,550.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-375637-M8N2W7	Closed
3/12/2025 3:40	4/12/2025	23	Extraordinary - Response to Pole Knockdown	Railroad Cyn & Church STL Pole KD 30377	5610005352	\$ 2,552.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-375201-Y3D3N1	Closed
4/11/2025 15:05	4/11/2025	1	Routine	1107 Roosevelt dr 10196	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-383276-D2L2R8	Closed
4/11/2025 14:52	4/11/2025	1	Routine	1111 Dawes St. STL B/O	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-383274-C7D4C9	Closed
4/2/2025 19:49	4/2/2025	1	Routine	Casino Dr 3 lights B.o	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-381384-X7L0J1	Closed
4/2/2025 19:47	4/2/2025	1	Routine	Casino dr 50089 24/7 burn	90004421		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-381383-H9H3K7	Closed
3/25/2025 20:39	3/25/2025	1	Routine	Regatta 21020 24/7 burn	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-376813-K1K5J2	Closed
3/25/2025 20:37	3/25/2025	1	Routine	Regatta 21005 24/7 burn	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-376812-K1W9G8	Closed
3/25/2025 20:29	3/25/2025	1	Extraordinary - Electrical/Wire	PCR Railroad Cyn pole 30387 damaged UG	5610005184	\$ 160.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-376811-N7H1T8	Closed
3/21/2025 12:48	3/25/2025	3	Routine	15509 Lanternhill Ln, Pole Number 21032	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-376272-J8N5M5	Closed
3/21/2025 12:46	3/25/2025	3	Routine	29491 Regatta Way, Pole Number 21031	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-376271-R7X9V5	Closed
	3/20/2025	n/a	Extraordinary - As Needed	Supply & Install 22 Solar STL Batteries on Lakeshore Dr	5610005143	\$ 18,081.80	CITY OF LAKE ELSINORE - GENERIC	Normal		Closed
3/20/2025 16:57	3/20/2025	1	Routine	Tuscany day burners 24/7	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-376148-H8G1C3	Closed
3/17/2025 18:43	3/17/2025	1	Routine	Sun blaze 20430 b.o	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-375777-V2L1Q6	Closed
3/14/2025 15:27	3/14/2025	1	Routine	32585 Mission trail B.o	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-375574-Y3Q7B7	Closed
3/14/2025 15:25	3/14/2025	1	Routine	31583 Cyn Estates 20550	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-375572-N7F2F2	Closed
2/28/2025 21:30	3/13/2025	10	Extraordinary - Response to Pole Knockdown	Graham & Spring STL Pole KD # 50102	5610004882	\$ 1,600.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-368231-P9M4G1	Closed
3/12/2025 19:06	3/12/2025	1	Extraordinary - Response to SCE/Out of Scope Light	Laguna x riser all b.o	5610005185	\$ 160.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-375288-D7T0S8	Closed
3/10/2025 9:03	3/10/2025	1	Routine	LAKE SHORE DR/TERRA COTTA ST/L B/O	90004239		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-374899-Y8Y8K9	Closed
3/9/2025 16:23	3/9/2025	1	Extraordinary - Electrical/Wire	Call Remove St/L Wire from Conduit	5610005183	\$ 892.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-374860-C8J2T6	Closed
3/3/2025 18:46	3/3/2025	1	Extraordinary - As Needed	Install LED Carmanah sign	5610005185	\$ 160.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-374278-K8D0D2	Closed
2/24/2025 8:40	2/27/2025	4	Extraordinary - Response to SCE/Out of Scope Light	4598 LA STEVIA LN ST/L B/O	5610004659	\$ 80.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-365986-N4C4W8	Closed
2/24/2025 16:34	2/24/2025	1	Routine	Collier x crane 20003 24/7 burn	90003936		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-366041-L5G0W5	Closed
2/13/2025 16:45	2/13/2025	1	Extraordinary - As Needed	PCR solar lights write up various	5610004659	\$ 880.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-364900-F6V4C9	Closed
2/13/2025 7:58	2/13/2025	1	Routine	Collier pole 20906 flickering	90003936		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-364801-W1D7G9	Closed
2/6/2025 16:40	2/6/2025	1	Extraordinary - Electrical/Wire	Lakeshore 40485 Remove equipment	5610004659	\$ 320.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-364264-G7G1P7	Closed
1/7/2025 15:22	1/31/2025	19	Routine	LAKE ELSINORE ST/L NIGHT SURVEY	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-356637-N5M1R5	Closed
1/28/2025 12:25	1/28/2025	1	Routine	Lakeshore 40106 b.o	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-359018-J9S0M5	Closed
1/28/2025 12:24	1/28/2025	1	Routine	Lincoln st pole 21076 24/7 burn	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-359017-H8J7T4	Closed

Work Order Detail Sheet

1/24/2025 14:02	1/28/2025	3	Routine	STRADA VENEZA/STRADA GABRALLE 2 LTS	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-358694-L9J7L4	Closed
1/7/2025 7:45	1/28/2025	16	Routine	PIEDMONT STREET 3 SOLAR LTS B/O	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-356539-C2V8Z2	Closed
1/9/2025 18:10	1/9/2025	1	Extraordinary - As Needed	PCR Main st 15 Fwy off ramp	5610004491	\$ 1,568.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-357100-N6N9C4	Closed
1/2/2025 16:23	1/2/2025	1	Routine	53197 Trailing rose 20105 b.o	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-356154-Q3N1M3	Closed
12/30/2024 13:36	1/2/2025	4	Routine	1101 Jefferson St. #10083	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-350836-M2X4M4	Closed
12/18/2024 12:07	1/2/2025	12	Routine	41317 Wizard Ct ST/L B/O	90003793		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-349960-C9X3B9	Closed
12/26/2024 11:22	12/26/2024	1	Routine	RAILROAD EO GRAPE 30400 BO	90003555		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-350600-W4K6J7	Closed
12/18/2024 15:54	12/18/2024	1	Extraordinary - As Needed	Troubleshoot Carmanah unit/LED sign	5610004123	\$ 160.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-350003-L1J1G5	Closed
12/17/2024 19:25	12/17/2024	1	Routine	32400 Racquet club 50531 Flickering	90003555		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-349870-Q9K3Q3	Closed
12/17/2024 19:22	12/17/2024	1	Routine	Wrcog meeting	90003555		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-349869-B2K2D4	Closed
12/3/2024 12:07	12/11/2024	7	Extraordinary - Pole Install/Replacement	Lakeshore & Ohio Inst 40107	5610004232	\$ 5,190.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-348266-D2D2Q3	Closed
11/28/2024 19:52	11/28/2024	1	Extraordinary - Response to Pole Knockdown	Lakeshore EO Ohio St STL Pole KD # 40107	5610003989	\$ 2,230.00	CITY OF LAKE ELSINORE - GENERIC	Very High	CAS-344403-V5H7C9	Closed
11/25/2024 11:24	11/26/2024	2	Extraordinary - Response to SCE/Out of Scope Light	LAKESHORE BTWN WISE/BROWN	5610003846	\$ 240.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-344105-H1K7F4	Closed
11/21/2024 14:19	11/21/2024	1	Routine	Village pkwy 50389 B.o	90003409		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-343784-R4D0Q5	Closed
11/20/2024 16:53	11/21/2024	2	Extraordinary - Electrical/Wire	PCR Diamond & summerly conduit repair	5610003846	\$ 2,710.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-343695-P2S9P7	Closed
11/20/2024 10:18	11/21/2024	2	Extraordinary - Response to SCE/Out of Scope Light	NICHOLS/RANCH ST/L B/O	5610003846	\$ 160.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-343619-R7G3W2	Closed
11/18/2024 16:56	11/19/2024	2	Extraordinary - As Needed	LED Carmanah sign RRCnyn E/O 15Fwy	5610003846	\$ 400.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-343425-K9J9S4	Closed
11/13/2024 16:33	11/13/2024	1	Extraordinary - As Needed	32581 mission trail SVC tag sce	5610003846	\$ 185.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-342902-W4Y2W1	Closed
11/7/2024 9:16	11/12/2024	4	Routine	Spectra Dr. pole # 20855	90003409		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-342300-L5C8B9	Closed
11/7/2024 9:11	11/12/2024	4	Routine	266 White Oak Rd. pole #40056	90003409		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-342299-M6F2Z8	Closed
11/7/2024 9:10	11/12/2024	4	Routine	AURORA CT # 30803,30639,30805 B/O	90003409		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-342298-F7D5T7	Closed
11/5/2024 6:56	11/5/2024	1	Extraordinary - Pole Install/Replacement	Villa Real/Summerhill Dr STL Inst 30661	5610004231	\$ 5,190.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-341955-R2J3K7	Closed
11/1/2024 13:45	11/1/2024	1	Routine	Mission Tr SO Hidden Tr WS 3 BO	90003409		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-341703-G7F1V6	Closed
11/1/2024 13:30	11/1/2024	1	Routine	Mission Tr SO Hidden Tr WS 2 BO	90003409		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-341701-K3R8G1	Closed
11/1/2024 13:28	11/1/2024	1	Routine	Cyn Estates SO Cyn Estates ES 1 20550 BO	90003409		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-341700-Q9Y7H5	Closed
10/29/2024 13:30	10/31/2024	3	Extraordinary - As Needed	Battery Replacement	5610003655	\$ 555.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-337452-Z1R2L8	Closed
10/18/2024 10:09	10/22/2024	3	Routine	GRAND/SANDCASTLE POLE # 10053	90003274		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-336419-H2L3T4	Closed
10/19/2024 20:15	10/19/2024	1	Extraordinary - Response to Pole Knockdown	Villa Real & Summerhill STL KD # 30661	5610003716	\$ 2,106.00	CITY OF LAKE ELSINORE - GENERIC	Very High	CAS-336526-X6B4J6	Closed
10/10/2024 20:14	10/10/2024	1	Routine	Sce pending tickets	90003274		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-335657-H4Q9C0	Closed
10/7/2024 10:58	10/7/2024	1	Routine	17 VISTA TUSCANO ST/L B/O	90003274		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-335124-M9J5T7	Closed
8/16/2024 11:36	9/27/2024	31	Routine	LAKE ELSINORE ST/L NIGHT SURVEY	90003073		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-322188-D0R0R7	Closed
9/24/2024 13:10	9/25/2024	2	Routine	1600 BLOCK EVELYN PL ALL LTS B/O	90003073		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-329850-G1V2B6	Closed
9/19/2024 15:15	9/19/2024	1	Routine	Call Street Light Day Burning	90003073		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-329494-D4M9Y1	Closed
9/6/2024 7:42	9/6/2024	1	Routine	Remove shoes OVHD Comm Line	90003073		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-328148-S1T1S6	Closed
9/4/2024 14:37	9/6/2024	3	Routine	36439 TANSY CT/ BARTONA WAY # 30335	90003073		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-327897-N4W2X1	Closed
9/3/2024 9:47	9/3/2024	1	Routine	15056 HEATHER LANE ST/L B/O	90003073		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-327449-M5P4H4	Closed
8/7/2024 9:18	8/7/2024	1	Routine	Beales multi st/l b.o	90002924		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-320951-V7H0T6	Closed
8/7/2024 9:16	8/7/2024	1	Routine	Ambridge multi st/l b.o	90002924		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-320950-W8K7G0	Closed
8/7/2024 9:14	8/7/2024	1	Routine	53195 Monaco 20367 b.o	90002924		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-320947-X0D2F8	Closed
8/6/2024 21:03	8/6/2024	1	Routine	31583 canyon estates 20550 b.o	90002924		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-320909-H3X5K8	Closed
7/24/2024 8:36	7/24/2024	1	Routine	1107 Roosevelt dr b.o	90002746		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-315577-T4V0T4	Closed
7/24/2024 8:35	7/24/2024	1	Routine	Via scenica 31005 b.o	90002746		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-315576-Q2T1K5	Closed
7/18/2024 9:25	7/19/2024	2	Extraordinary - Response to SCE/Out of Scope Light	STRADA BENEZIA/ STRADA GABRILE	5610002933	\$ 160.00	CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-315064-L4M1N8	Closed
7/15/2024 11:24	7/19/2024	5	Routine	LINCOLN STREET #20780	90002746		CITY OF LAKE ELSINORE - GENERIC	Normal	CAS-314685-X4L8S4	Closed



Streetlight O&M Annual Report
July 2024 – June 2025
City of Menifee

Lamp Inventory: 7,413 lamps								
	LED Cobra	LED Decorative	HID Cobra	HID Decorative	Retired	Out of Scope		
Total	7,339	0	56	17	1	0		
Pole Inventory: 7,393 poles								
	Concrete	Wood	Steel	Fiberglass	Decorative	Knocked Down	Retired	Out of Scope
Total	7,318	56	0	1	17	0	1	0

Work Orders Completed	
Routine O&M	68
Extraordinary O&M	54

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024 - 2025.

Work Orders Completed: 68 work orders

Average Resolution Time: 3.42 business days

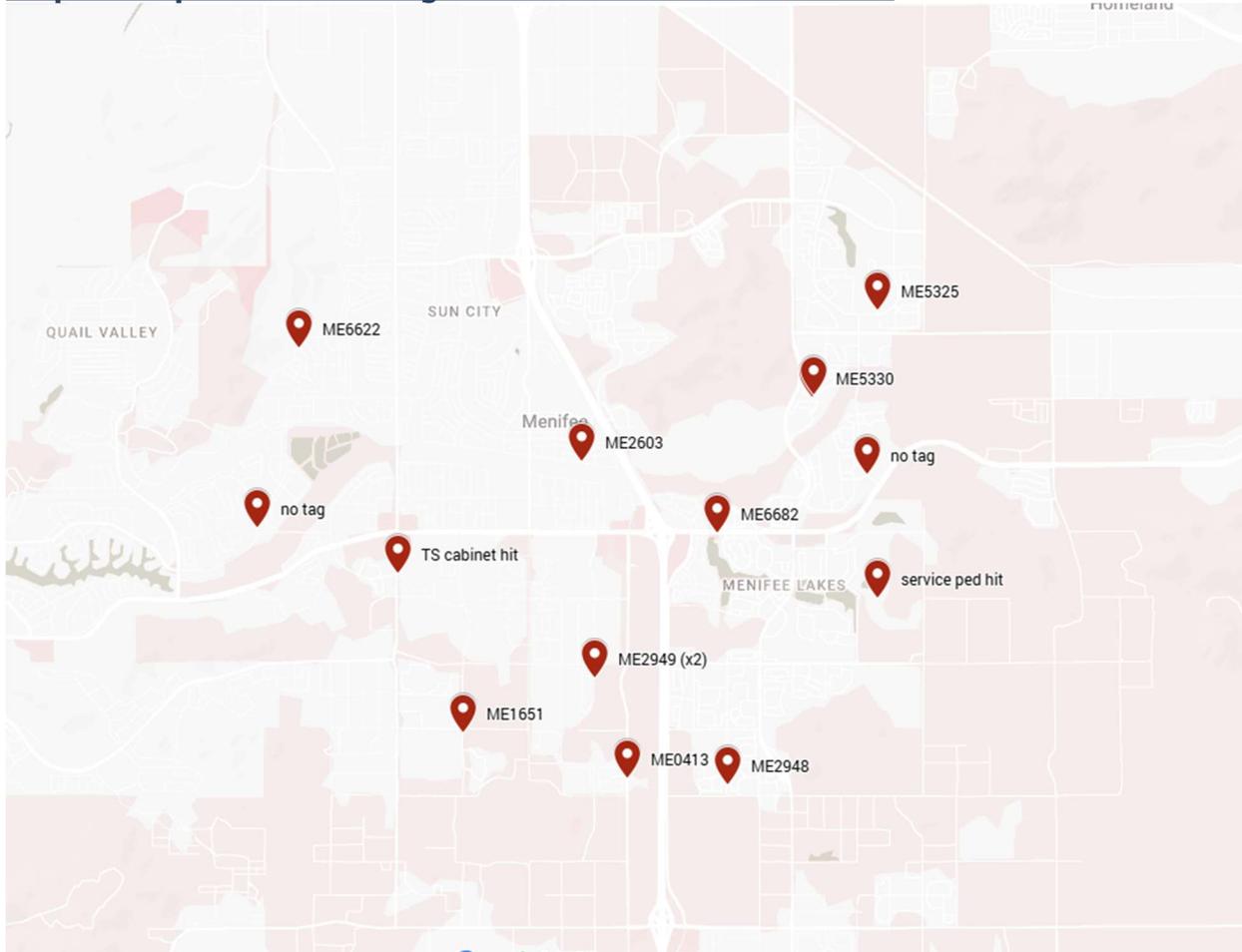
Annual Routine O&M Costs: \$61,077.10

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024 - 2025.

	No. of Work Orders	Average Resolution Time (Days)	Annual Costs (\$)
Pole Replacement/Installs	11	36.4 days	\$62,250.00
Response to Pole Knockdowns	15	N/a – typical response is within hours of reporting	\$28,658.00
Vandalism incidents	17	2.11 days	\$18,521.75
Electrical / Wire	5	1.25 days	\$12,768.09
Install lamps	2	2.5 days	\$963.00
Response to SCE/Out of Scope Lights	2	2.5 days	\$480.00
As-needed work	2	1 day	\$376.66
TOTAL	54	n/a	\$124,017.50

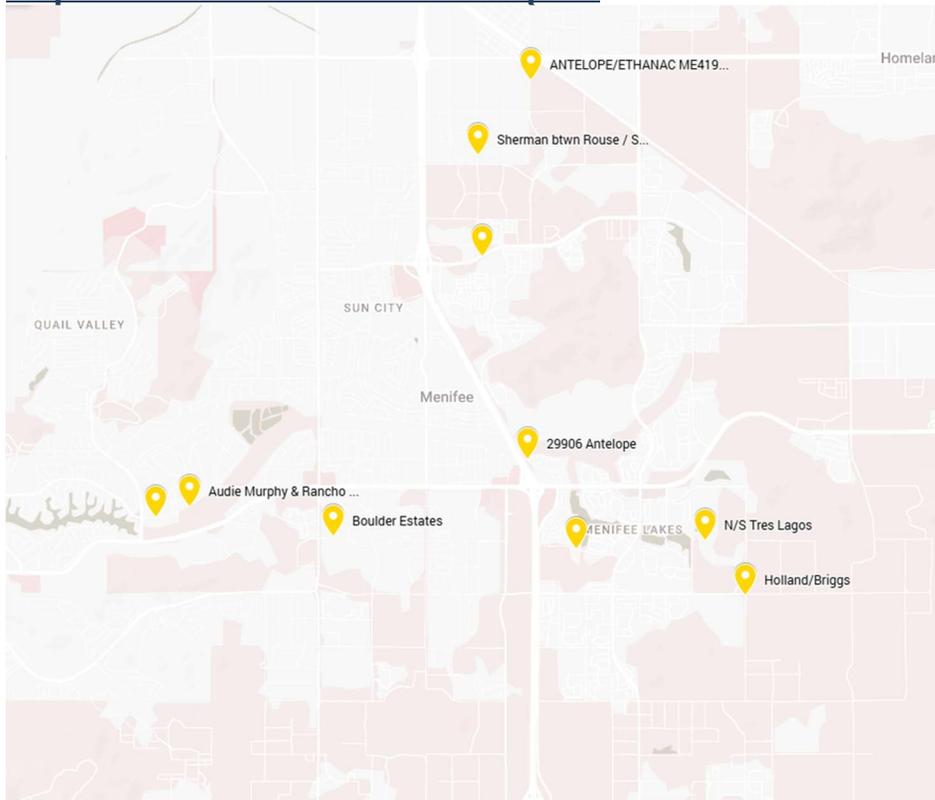
Map of Response to Streetlight Knockdowns & Vandalisms:



Response to Pole Knockdowns / Cabinet hit / Pedestal hit

Knockdown Date	Pole Number	Location
6/23/2025	ME6622	24718 Ganymede Way Pole Damaged
6/9/2025	ME1651	EVANS BTWN GRAIG/QUILT HIT
6/9/2025	ME5325	Calm Horizon x Heritage lake kd
6/9/2025	ME6682	28307 Newport rd Pole Kd
6/9/2025	ME0413	Haun rd x Lacosse Pole Kd
4/18/2025	ME2603	27391 Potomac Dr STL Pole KD #
4/18/2025	ME2949 (ME1622 old pole #)	Sherman & Solitude STL Pole KD #
2/16/2025	ME5330	Cluster & Abelia Glen STL Pole KD
2/2/2025	ME2948 (ME2145 old pole #)	PALOMAR BTWN TUPELO/GARBANI
12/22/2024	No tag	Lindenburger and Falcon hill swc pole Kd
12/6/2024	ME2949 (ME1622 old pole #)	Solitude & Sherman KD
11/30/2024	ME4991	29099 Abelia Glen STL Pole KD #
11/26/2024	n/a – service pedestal	ST/L PEDESTAL KD TRES LAGOS
9/21/2024	No tag	Audie Murphy & Urtica STL KD
9/13/2024	n/a – TS cabinet	Cabinet Hit at Murrieta Rd & Murphy Ranch

Map of Vandalism Incidents and repairs



Response Date	Location
6/27/2025	Menifee vandalism materials check Briggs
6/20/2025	HOLLAND/BRIGGS MULT. STL STOLEN WIRES
4/25/2025	PCR La Pierda x south shore vandalism
4/23/2025	SHERMAN BTWN ROUSE/SYLVIA
4/9/2025	N/S TRES LAGOS MULTIPLE LTS B/O
2/26/2025	ANTELOPE/ETHANAC ME4194 & ME4153
11/8/2024	PCR 27513 McCall blvd vandalism repair
11/7/2024	27513 McCall Boulevard 3 LTS B/O
10/17/2024	29906 Antelope Vandalism all b.o
10/17/2024	Audie Murphy & Rancho del oro B.O
10/9/2024	PCR Audie Murphy Vandalism
10/8/2024	PCR Boulder Estates vandalism repair
9/26/2024	26155 Boulder Ridge Way
9/26/2024	AUDIE MURPHY/STARGAZER ALL ST/LS B/O
9/10/2024	TRES LOGOS/SOUTHSHORE DR ME0989
7/25/2024	PCR La Pierda x Rigely vandalism
7/23/2024	La Pierda Btwn Rigely-Town cntr 5 B.on

Reported	Completion Date	Resolution Time	O&M Category	Short description	Invoice Number	Cost	Asset name	Status	Ticket number	Priority	
6/27/2025 20:13	6/27/2025		1	Extraordinary - Vandalism	Menifee vandalism materials check Briggs	5610005794	\$ 320.00	CITY OF MENIFEE - GENERIC	Closed	CAS-399804-H6H4C3	Normal
6/24/2025 8:24	6/26/2025		3	Routine	24553 Division Dr. ALL LTS B/O	90004897		CITY OF MENIFEE - GENERIC	Closed	CAS-399359-X6Y5W5	Normal
6/17/2025 8:24	6/24/2025		6	Routine	27559 Newport Rd. ME6488	90004897		CITY OF MENIFEE - GENERIC	Closed	CAS-398729-K3T1Y9	Normal
6/23/2025 14:54	6/23/2025		1	Extraordinary - Response to pole knockdown	24718 Ganymede wy Pole Damaged	5610005795	\$2,464.00	CITY OF MENIFEE - GENERIC	Closed	CAS-399274-S4M7P0	Normal
6/20/2025 15:14	6/23/2025		2	Extraordinary - Pole Install/Replacement	Haun Rd & Lacosse STL Pole Inst # ME0413	5610005699	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-399125-K5P3L8	Normal
6/18/2025 11:52	6/20/2025		3	Extraordinary - Vandalism	HOLLAND/BRIGGS MULT. STL STOLEN WIRES	5610005794	\$ 480.00	CITY OF MENIFEE - GENERIC	Closed	CAS-398871-T1L9G1	Normal
6/5/2025 11:33	6/9/2025		3	Extraordinary - Response to pole knockdown	EVANS BTWN GRAIG/QUILT ME1651 HIT	5610005548	\$2,300.00	CITY OF MENIFEE - GENERIC	Closed	CAS-397646-R9X4V0	Normal
6/2/2025 9:28	6/9/2025		6	Extraordinary - Response to pole knockdown	Calm Horizon x Heritage lake kd Me5325	5610005547	\$2,552.00	CITY OF MENIFEE - GENERIC	Closed	CAS-393476-Q4L8V0	Normal
6/2/2025 1:23	6/9/2025		6	Extraordinary - Response to pole knockdown	28307 Newport rd Pole Kd Me6682	5610005546	\$2,676.00	CITY OF MENIFEE - GENERIC	Closed	CAS-393436-X4S6P5	Normal
5/29/2025 4:49	6/9/2025		8	Extraordinary - Response to pole knockdown	Haun rd x Lacosse Pole Kd Me0413	5610005549	\$2,166.00	CITY OF MENIFEE - GENERIC	Closed	CAS-393165-X5Q8Z0	Normal
6/2/2025 9:02	6/4/2025		3	Routine	31828 Sorret Run Ct. ME2377	90004897		CITY OF MENIFEE - GENERIC	Closed	CAS-393474-J5X4Y8	Normal
5/2/2025 11:36	5/27/2025		18	Routine	MENIFEE ST/L NIGHT SURVEY	90004619		CITY OF MENIFEE - GENERIC	Closed	CAS-389774-F5X3L0	Normal
5/19/2025 22:13	5/19/2025		1	Routine	Tres Lagos / Menifee rd chk lights	90004619		CITY OF MENIFEE - GENERIC	Closed	CAS-392147-V0Y0B8	Normal
5/13/2025 7:22	5/14/2025		2	Routine	29149 Salrio Dr. ME1336	90004619		CITY OF MENIFEE - GENERIC	Closed	CAS-391448-P5P6Z3	Normal
4/18/2025 14:45	5/5/2025		12	Extraordinary - Pole Install/Replacement	27391 Potomac Dr STL Pole Inst # ME2603	5610005696	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-384341-V8B1W5	Normal
5/2/2025 7:36	5/2/2025		1	Routine	27530 CONNIE WAY ME6158	90004619		CITY OF MENIFEE - GENERIC	Closed	CAS-389669-K4V7C3	Normal
4/25/2025 13:24	4/25/2025		1	Extraordinary - Vandalism	PCR La Pierda x south shore vandalism	5610005228	\$ 2,196.50	CITY OF MENIFEE - GENERIC	Closed	CAS-384977-N1Q2W2	Normal
4/25/2025 12:10	4/25/2025		1	Routine	27493 Solite Dr ME1622 ST/L B/O	90004426		CITY OF MENIFEE - GENERIC	Closed	CAS-384967-J1W5L0	Normal
4/24/2025 19:15	4/24/2025		1	Extraordinary - As Needed	Menifee bridge tag installation	5610005228	\$ 175.66	CITY OF MENIFEE - GENERIC	Closed	CAS-384880-X3W4Z4	Normal
4/22/2025 9:35	4/23/2025		2	Extraordinary - Vandalism	SHERMAN BTWN ROUSE/SYLVA	5610005228	\$ 265.75	CITY OF MENIFEE - GENERIC	Closed	CAS-384573-B8W8P2	Normal
4/21/2025 18:51	4/21/2025		1	Extraordinary - Electrical/Wire	29570 Menifee rd meet w Sce	5610005228	\$ 160.00	CITY OF MENIFEE - GENERIC	Closed	CAS-384506-G6H3R4	Normal
4/21/2025 18:45	4/21/2025		1	Routine	Menifee rd s.o Moon hill exposed wires	90004426		CITY OF MENIFEE - GENERIC	Closed	CAS-384505-W9R0X3	Normal
3/24/2025 13:09	4/18/2025		20	Extraordinary - Response to pole knockdown	27391 Potomac Dr STL Pole KD # ME2603	5610005032	\$1,792.00	CITY OF MENIFEE - GENERIC	Closed	CAS-376459-V6N0R3	Normal
3/10/2025 0:05	4/18/2025		30	Extraordinary - Response to pole knockdown	Sherman & Solitude STL Pole KD # ME2949	5610005030	\$2,230.00	CITY OF MENIFEE - GENERIC	Closed	CAS-374879-M8S4R7	Normal
4/11/2025 7:13	4/11/2025		1	Extraordinary - Pole Install/Replacement	Laguna Vista/Tres Lagos Rpl Pole ME0778	5610005698	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-383190-C8G7R4	Normal
n/a	4/10/2025	n/a		Extraordinary - Electrical/Wire	Install Type 3 service at Menifee Bridge Rd	90004307	\$7,058.00	CITY OF MENIFEE - GENERIC	Closed		Normal
4/8/2025 9:32	4/9/2025		2	Extraordinary - Vandalism	N/S TRES LAGOS MULTIPLE LTS B/O	5610005228	\$ 345.75	CITY OF MENIFEE - GENERIC	Closed	CAS-382785-G1M3K7	Normal
4/2/2025 8:21	4/2/2025		1	Routine	RIDGEMOOR BTWN PHOENIX/MILKY WAY	90004426		CITY OF MENIFEE - GENERIC	Closed	CAS-381285-V5T2G0	Normal
3/13/2025 10:34	3/25/2025		9	Extraordinary - Pole Install/Replacement	Sherman & Solitude Inst Me2949	5610005713	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-375328-J3W1C6	Normal
2/13/2025 13:49	3/25/2025		29	Extraordinary - Pole Install/Replacement	Cluster dr x Abelia glen Inst Me5330	5610005712	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-364852-N7G2Y5	Normal
2/13/2025 13:57	3/24/2025		28	Extraordinary - Pole Install/Replacement	Palomar rd n.o Garbani rd Inst Me2948	5610005710	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-364855-N2B9Q7	Normal
1/15/2025 9:55	3/24/2025		49	Extraordinary - Pole Install/Replacement	Lindenburger/Falcon Hill STL Inst No Tag	5610005711	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-357730-M1S9P2	Normal
n/a	3/24/2025	n/a		Extraordinary - Pole Install/Replacement	Audie Murphy and Urtica - Replace 2B226 pole	90004018	\$10,350.00	CITY OF MENIFEE - GENERIC	Closed		Normal
3/19/2025 7:51	3/21/2025		3	Routine	LAGUNA VISTA/TRES LAGOS ME0778	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-375970-L4Z0N0	Normal
3/18/2025 11:41	3/21/2025		4	Routine	Champion Ct and Potomac Dr. ME2633	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-375874-W2R2D6	Normal
3/17/2025 13:22	3/18/2025		2	Routine	32849 Silver Charm Ct ALL LTS DAYBURN	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-375744-X4C0Q4	Normal
3/13/2025 8:00	3/14/2025		2	Routine	Ridgemoor BTWN Phoenix Way&Milky Way	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-375305-P5W3X1	Normal
3/11/2025 13:52	3/11/2025		1	Routine	Heritage lake Me5352 b.o	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-375105-J8R6T4	Normal
3/11/2025 9:19	3/11/2025		1	Routine	25593 Mesa Edge Ct. ME5607	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-375053-Q2Y6G1	Normal
3/10/2025 9:19	3/10/2025		1	Routine	Audie Murphy/ Whispering Way/Destry Dr.	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-374903-R6X9P3	Normal
3/7/2025 17:01	3/7/2025		1	Routine	Hwy 74 & Menifee rd check LS Status	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-374830-H5B4T6	Normal
3/4/2025 14:36	3/7/2025		4	Routine	W/S Via Naravilla 1025'N/O Park Ave.	90004185		CITY OF MENIFEE - GENERIC	Closed	CAS-374398-Y5P9T7	Normal
2/20/2025 7:25	2/26/2025		5	Extraordinary - Vandalism	ANTELOPE/ETHANAC ME4194 & ME4153	5610004660	\$ 320.00	CITY OF MENIFEE - GENERIC	Closed	CAS-365637-W5J7X1	Normal
2/18/2025 9:12	2/19/2025		2	Routine	25659 Beth Dr. ME0037	90003937		CITY OF MENIFEE - GENERIC	Closed	CAS-365310-Z2S0C2	Normal
1/26/2025 15:18	2/16/2025		15	Extraordinary - Response to pole knockdown	Cluster & Abelia Glen STL Pole KD ME5330	5610004886	\$2,230.00	CITY OF MENIFEE - GENERIC	Closed	CAS-358821-Q3D8H0	Normal
2/12/2025 16:21	2/12/2025		1	Extraordinary - Response to SCE/Out of Scope Light	PCR McCall & Sun city light hanging	5610004660	\$ 320.00	CITY OF MENIFEE - GENERIC	Closed	CAS-364754-T5Y7R4	Normal
2/11/2025 9:12	2/11/2025		1	Routine	29723 Avenida De Fiesta. ME2983	90003937		CITY OF MENIFEE - GENERIC	Closed	CAS-364568-H4Z4C6	Normal
1/7/2025 15:23	2/4/2025		21	Routine	MENIFEE ST/L NIGHT SURVEY	90003937		CITY OF MENIFEE - GENERIC	Closed	CAS-356638-R6L3J7	Normal
1/30/2025 10:01	2/3/2025		3	Routine	26850 Encanto Dr. ME4076	90003937		CITY OF MENIFEE - GENERIC	Closed	CAS-359492-C9R9X9	Normal
1/16/2025 11:31	2/2/2025		12	Extraordinary - Response to pole knockdown	PALOMAR BTWN TUPELO/GARBANI	5610004887	\$640.00	CITY OF MENIFEE - GENERIC	Closed	CAS-357948-Q4V8X6	Normal
1/23/2025 7:20	1/28/2025		4	Routine	SB LAGUNA VISTA N/O ROCKPORT NWC	90003794		CITY OF MENIFEE - GENERIC	Closed	CAS-358493-H7G2C7	Normal
1/23/2025 7:18	1/28/2025		4	Routine	NB LAGUNA VISTA S/O NEWPORT	90003794		CITY OF MENIFEE - GENERIC	Closed	CAS-358492-J2N1M3	Normal
1/23/2025 7:16	1/28/2025		4	Routine	WB ROCKPORT E/O LAGUNA VISTA NEC	90003794		CITY OF MENIFEE - GENERIC	Closed	CAS-358489-X6Y3V5	Normal
1/16/2025 10:07	1/28/2025		9	Routine	PALOMAR BTWN WATSON/RES APPLE	90003794		CITY OF MENIFEE - GENERIC	Closed	CAS-357932-J7Q7P2	Normal
1/6/2025 10:16	1/9/2025		4	Extraordinary - Install Lamp	TOWN CNTR BTWN CITY HALL/MENIFEE CNTR	5610004492	\$ 240.00	CITY OF MENIFEE - GENERIC	Closed	CAS-356463-H2Q6H9	Normal
12/22/2024 11:29	12/22/2024		1	Extraordinary - Response to pole knockdown	Lindenburger . Falcon hill swc pole Kd	5610004227	\$2,230.00	CITY OF MENIFEE - GENERIC	Closed	CAS-350369-J4D1L0	Normal
12/9/2024 14:31	12/11/2024		3	Extraordinary - Pole Install/Replacement	Solitude x Sherman Inst ME2949	5610005709	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-349055-C7P3M3	Normal
12/2/2024 9:56	12/11/2024		8	Extraordinary - Pole Install/Replacement	29099 Abelia Glen Inst ME4991	5610005708	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-348093-F3M9X2	Normal
12/10/2024 13:52	12/10/2024		1	Extraordinary - Electrical/Wire	Tres Lagos x Southshore SVC Check	5610004124	\$ 240.00	CITY OF MENIFEE - GENERIC	Closed	CAS-349148-P8K0J4	Normal

Work Order Detail Sheet

12/9/2024 9:09	12/10/2024	2	Routine	28180 Spring Creek Way ME4958	90003556		CITY OF MENIFEE - GENERIC	Closed	CAS-349023-J0T2L9	Normal
12/6/2024 16:30	12/6/2024	1	Extraordinary - Response to pole knockdown	Solitude & Sherman ME1622 KD	5610004226	\$1,534.00	CITY OF MENIFEE - GENERIC	Closed	CAS-348835-Y5P0X8	Normal
12/2/2024 8:37	12/6/2024	5	Routine	28891 Brookhill Ct. ME5416	90003556		CITY OF MENIFEE - GENERIC	Closed	CAS-348076-W7N6J2	Normal
12/3/2024 10:32	12/3/2024	1	Extraordinary - As Needed	Goetz Rd. and Reserve Ct. SHEILDS	5610004124	\$ 201.00	CITY OF MENIFEE - GENERIC	Closed	CAS-348250-J6B9F0	Normal
12/2/2024 19:18	12/2/2024	1	Extraordinary - Electrical/Wire	Sce follow up	5610004124	\$ 240.00	CITY OF MENIFEE - GENERIC	Closed	CAS-348187-X0P7N3	Normal
11/30/2024 18:36	11/30/2024	1	Extraordinary - Response to pole knockdown	29099 Abelia Glen STL Pole KD # ME4991	5610003990	\$2,490.00	CITY OF MENIFEE - GENERIC	Closed	CAS-344438-H6V8M7	Very High
11/26/2024 16:39	11/27/2024	2	Extraordinary - Electrical/Wire	PCR Tres Lagos & South shore SVC inst	5610004176	\$5,070.09	CITY OF MENIFEE - GENERIC	Closed	CAS-344246-V2K1Z8	Normal
11/26/2024 10:55	11/26/2024	1	Extraordinary - Response to pole knockdown	ST/L PEDESTAL KD TRES LAGOS	5610004189	\$480.00	CITY OF MENIFEE - GENERIC	Closed	CAS-344208-R9N8R5	Normal
11/18/2024 12:26	11/19/2024	2	Routine	27413 McCall field check	90003410		CITY OF MENIFEE - GENERIC	Closed	CAS-343388-G3X1T0	Normal
11/15/2024 16:10	11/16/2024	1	Routine	27605 Par Dr led R/R	90003410		CITY OF MENIFEE - GENERIC	Closed	CAS-343209-Z6T9Q6	Normal
11/8/2024 7:17	11/8/2024	1	Extraordinary - Vandalism	PCR 27513 McCall blvd vandalism repair	5610003847	\$ 2,679.00	CITY OF MENIFEE - GENERIC	Closed	CAS-342425-G0H3V6	Normal
11/6/2024 11:08	11/7/2024	2	Routine	29137 Bayleaf Circle MULTIPLE LTS B/O	90003410		CITY OF MENIFEE - GENERIC	Closed	CAS-342155-M0J1N4	Normal
11/6/2024 7:03	11/7/2024	2	Extraordinary - Vandalism	27513 McCall Boulevard 3 LTS B/O	5610003847	\$ 138.00	CITY OF MENIFEE - GENERIC	Closed	CAS-342133-B4W1S0	Normal
10/30/2024 12:45	11/7/2024	7	Routine	Antelope Rd/ Palm Villa Dr/ Pampas St.	90003410		CITY OF MENIFEE - GENERIC	Closed	CAS-337570-L9F7Z5	Normal
11/5/2024 14:01	11/5/2024	1	Extraordinary - Install Lamp	Bradley EO Augusta ME6227 BO	5610003847	\$ 723.00	CITY OF MENIFEE - GENERIC	Closed	CAS-342033-Y8W2N4	Normal
11/5/2024 13:59	11/5/2024	1	Routine	Newport EO Pompeii ME1993BO	90003410		CITY OF MENIFEE - GENERIC	Closed	CAS-342031-B1N1P0	Normal
11/5/2024 9:25	11/5/2024	1	Routine	Coastline Ave EO Secret Harbor ME1053 BO	90003410		CITY OF MENIFEE - GENERIC	Closed	CAS-341974-X9N0F0	Normal
11/5/2024 9:21	11/5/2024	1	Routine	Heritage Lake Dr EO Heritage ME5352 BO	90003410		CITY OF MENIFEE - GENERIC	Closed	CAS-341973-C0C1N5	Normal
10/28/2024 19:41	10/28/2024	1	Routine	Wrcog meeting	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-337378-G8L9N1	Normal
10/24/2024 14:49	10/28/2024	3	Routine	COLLIER DRIVE ALL LTS B/O	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-336986-Z6H0K2	Normal
10/23/2024 8:52	10/24/2024	2	Routine	27605 Decatur Way. ME5200	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-336795-R3P2F9	Normal
10/17/2024 8:43	10/23/2024	5	Routine	BOULDER RIDGE WAY MULTIPLE LTS B/O	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-336292-Z6W9M1	Normal
10/16/2024 13:20	10/23/2024	6	Routine	25941 McCall Blvd ME5679	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-336197-W1L6L6	Normal
10/14/2024 11:48	10/23/2024	8	Routine	26700 Par Dr #ME5972	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-335911-X0T1V9	Normal
10/17/2024 15:06	10/17/2024	1	Extraordinary - Vandalism	29906 Antelope Vandalism all b.o	5610003657	\$ 345.75	CITY OF MENIFEE - GENERIC	Closed	CAS-336344-N6M3V8	Normal
10/15/2024 17:14	10/17/2024	3	Extraordinary - Vandalism	Audie Murphy & Rancho del oro B.O	5610003657	\$ 2,291.50	CITY OF MENIFEE - GENERIC	Closed	CAS-336103-K8N4R7	Normal
10/8/2024 14:26	10/14/2024	5	Routine	26230 Sunnywood St- ME5665	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-335304-Q2V3S2	Normal
10/8/2024 14:24	10/14/2024	5	Routine	26169 Spaniel Lane- ME4405	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-335302-T1B5G3	Normal
10/11/2024 15:06	10/11/2024	1	Routine	Wrcog sce menifee outage status	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-335785-L2V3K9	Normal
10/9/2024 16:30	10/9/2024	1	Extraordinary - Vandalism	PCR Audie Murphy Vandalism	5610003657	\$ 3,419.50	CITY OF MENIFEE - GENERIC	Closed	CAS-335501-C5G3Z7	Normal
10/8/2024 14:18	10/8/2024	1	Extraordinary - Vandalism	PCR Boulder Estates vandalism repair	5610003657	\$ 2,170.00	CITY OF MENIFEE - GENERIC	Closed	CAS-335298-P6N7Z8	Normal
10/7/2024 11:00	10/7/2024	1	Routine	29517 STAGELINE CIR/BENSON ALL STLS	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-335125-P3P4H1	Normal
10/1/2024 9:00	10/7/2024	5	Routine	25931 McCall Blvd ME5679	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-334284-T6T4M4	Normal
9/30/2024 14:54	10/7/2024	6	Routine	Antelope Rd/Aldergate Dr/High Gate Ct.	90003275		CITY OF MENIFEE - GENERIC	Closed	CAS-330390-C6N9Q5	Normal
9/25/2024 10:05	9/26/2024	2	Extraordinary - Vandalism	26155 Boulder Ridge Way	5610003415	\$ 320.00	CITY OF MENIFEE - GENERIC	Closed	CAS-329944-H4Y3S8	Normal
9/24/2024 9:17	9/26/2024	3	Extraordinary - Vandalism	AUDIE MURPHY/STARGAZER ALL ST/LS B/O	5610003415	\$ 480.00	CITY OF MENIFEE - GENERIC	Closed	CAS-329814-K4W8F7	Normal
9/23/2024 15:52	9/26/2024	4	Routine	PAR DR/THORNHILL DR # 26700	90003074		CITY OF MENIFEE - GENERIC	Closed	CAS-329748-T4X0N5	Normal
9/21/2024 20:14	9/21/2024	1	Extraordinary - Response to pole knockdown	Audie Murphy & Urtica STL KD	5610003420	\$2,490.00	CITY OF MENIFEE - GENERIC	Closed	CAS-329667-P1D1K5	Normal
8/16/2024 11:32	9/18/2024	24	Routine	MENIFEE ST/L NIGHT SURVEY			CITY OF MENIFEE - GENERIC	Closed	CAS-322186-F0H8C8	Normal
9/13/2024 21:16	9/13/2024	1	Extraordinary - Response to pole knockdown	Cabinet Hit/ Murrieta Rd & Murphy Ranch	5610003415	\$ 384.00	CITY OF MENIFEE - GENERIC	Closed	CAS-329041-G3H3R4	Normal
9/4/2024 12:37	9/10/2024	5	Routine	NEWPORT BTWN MENIFEE RD/MENIFEE LAKES	90003074		CITY OF MENIFEE - GENERIC	Closed	CAS-327776-K7H7X9	Normal
9/4/2024 12:35	9/10/2024	5	Extraordinary - Vandalism	TRES LOGOS/SOUTHSHORE DR ME0989	5610003415	\$ 320.00	CITY OF MENIFEE - GENERIC	Closed	CAS-327775-B4V3V5	Normal
8/29/2024 18:01	8/29/2024	1	Routine	Antelope rd me0585 b.o	90002923		CITY OF MENIFEE - GENERIC	Closed	CAS-323552-R8G8B5	Normal
7/30/2024 15:16	7/30/2024	1	Routine	29585 Caravel dr F/U	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-316287-J3X1K8	Normal
7/29/2024 7:10	7/30/2024	2	Routine	30248 Via Palermo ME2049	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-316076-N2T7Y3	Normal
7/24/2024 8:28	7/29/2024	4	Routine	20286 Murrieta rd Me5699 b.o	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315574-Z5T2J5	Normal
7/25/2024 13:30	7/25/2024	1	Routine	27593 collier b.o	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315801-C6Z3N7	Normal
7/25/2024 11:52	7/25/2024	1	Extraordinary - Vandalism	PCR La Pierda x Rigely vandalism	5610002972	\$ 2,030.00	CITY OF MENIFEE - GENERIC	Closed	CAS-315782-K0T6W8	Normal
7/24/2024 17:19	7/25/2024	2	Routine	27213 Comwell dr b.o	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315666-D6V2X0	Normal
7/24/2024 17:16	7/25/2024	2	Routine	29585 Caravel dr b.o	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315665-Z2R6M5	Normal
7/24/2024 8:26	7/24/2024	1	Routine	26285 Cherry hills Me3894	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315573-K7K9N8	Normal
7/24/2024 8:24	7/24/2024	1	Routine	29187 Deer ck Me2883 b.o	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315572-W4J6Q2	Normal
7/24/2024 8:23	7/24/2024	1	Routine	Valley Blvd Me2724 b.o	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315571-S9Q9Z1	Normal
7/23/2024 16:15	7/23/2024	1	Routine	Heritage lake Me5352	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315522-M3C6M3	Normal
7/23/2024 16:10	7/23/2024	1	Routine	Coastline Ave b.o Me1053	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315521-K3R5F1	Normal
7/23/2024 12:46	7/23/2024	1	Routine	Newport rd me1391	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315491-H1H5W4	Normal
7/23/2024 11:52	7/23/2024	1	Routine	Town Cntr 4 b.o Newport - La Pierda	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315485-D9J5B7	Normal
7/22/2024 12:47	7/23/2024	2	Extraordinary - Vandalism	La Pierda Btwn Rigely-Town cntr 5 B.on	5610002972	\$ 400.00	CITY OF MENIFEE - GENERIC	Closed	CAS-315371-Z0Z4Z4	Normal
7/19/2024 8:36	7/22/2024	2	Routine	MENIFEE RD POLE ME0616	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-315154-W5Y6Y2	Normal
5/29/2024 15:32	7/17/2024	36	Extraordinary - Pole Install/Replacement	Bradley & Chambers STL Pole Inst ME4368	5610005697	\$5,190.00	CITY OF MENIFEE - GENERIC	Closed	CAS-302760-Q1P6F7	Normal

Work Order Detail Sheet

7/16/2024 9:10	7/17/2024	2	Routine	27213 COMWELL ST	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-314815-V5C8G2	Normal
7/16/2024 9:07	7/17/2024	2	Routine	BRADLEY/CHAMBERS ST/L DAYBURN	90002747		CITY OF MENIFEE - GENERIC	Closed	CAS-314814-Z5C0T3	Normal
7/5/2024 10:52	7/10/2024	4	Extraordinary - Response to SCE/Out of Scope Light	27152 LASSO WAY ST/L BEHIND HOME B/O	5610002972	\$ 160.00	CITY OF MENIFEE - GENERIC	Closed	CAS-313752-L6L6D1	Normal



Streetlight O&M Annual Report
July 2024 – June 2025
City of Murrieta

Lamp Inventory: 6,544 lamps								
	LED Cobra	LED Decorative	HID Cobra	HID Decorative	Retired	Out of Scope		
Total	6,320	212	0	0	6	6		
Pole Inventory: 6,499 poles								
	Concrete	Wood	Steel	Fiberglass	Decorative	Knocked Down	Retired	Out of Scope
Total	6,298	1	14	1	173	0	6	6

Work Orders Completed	
Routine O&M	117
Extraordinary O&M	60

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024-2025.

Work Orders Completed: 117 work orders

Average Resolution Time: 2 days

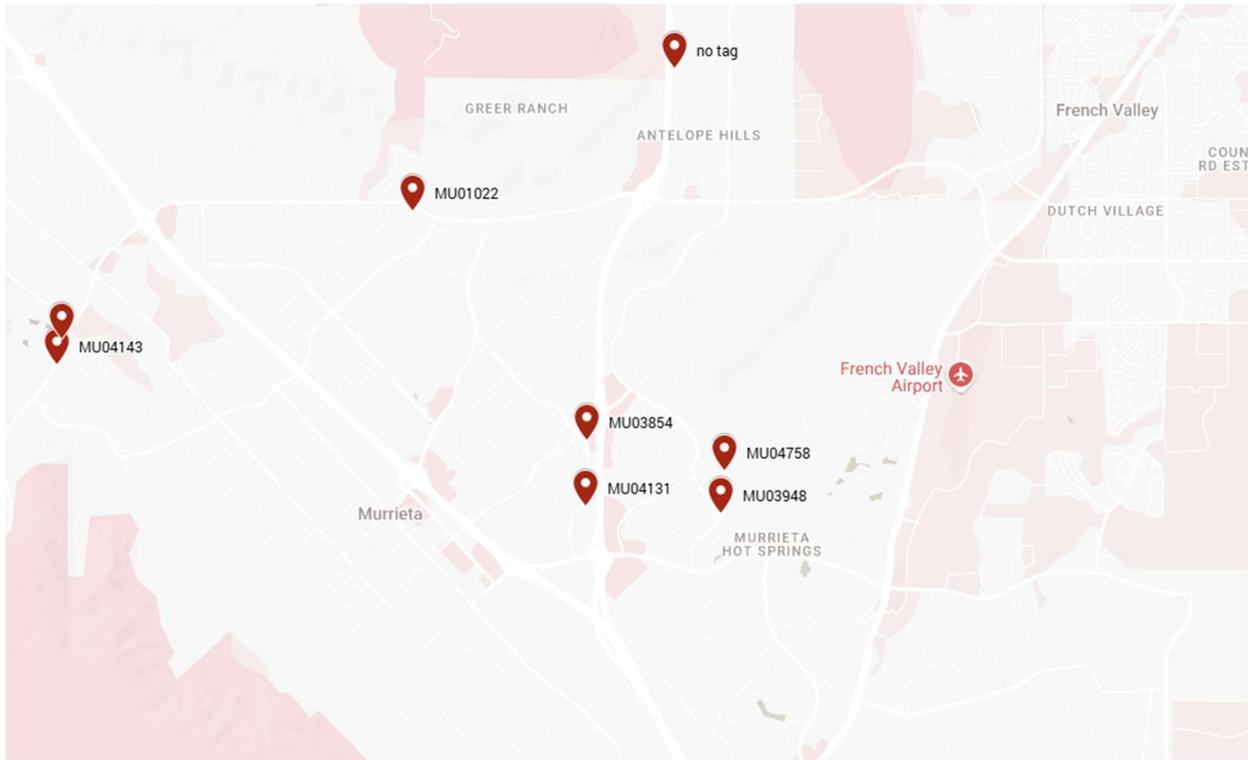
Annual Routine O&M Costs: \$54,336.00

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024-2025.

	No. of Work Orders	Average Resolution Time (Business Days)	Annual Costs (\$)
Pole Knockdown Response	8	n/a – typical response is within hours of reporting	\$11,201.00
Pole Replacement/Installs	7	14.83 days	\$22,982.60
Vandalism incidents	1	1 day	\$240.25
As-needed work	6	4 days	\$960.00
Install Lamps	31	1 day	\$3,988.08
LED Retrofit	2	2 days	\$6,640.00
Response to SCE/Out of Scope Lights	4	1 day	\$240
Supplies/Procurement	1	11 days	\$13,564.10
Total	60	n/a	59,816.03

Map of Response to Streetlight Knockdowns:



Knockdown Date	Pole Number	Location
6/18/2025 7:25	MU03854	Hancock & Calle Yorba STL KD
5/7/2025 10:04	MU01022	ST/L KD 39560 Tinderbox way
3/8/2025 5:23	MU03948	Whitewood & Dove Hollow STL KD
1/14/2025 9:30	NO TAG	Antelope & Baxter SEC – Remove STL Pole
12/23/2024 3:32	MU04131	25220 Hancock pole KD
10/9/2024 0:20	MU04143	Club View/Clinton Keith STL KD
9/12/2024 11:52	MU04146	Clinton Keith & Club View STL KD
7/17/2024 19:08	MU04758	39482 Via Temprano KD

Work Order Detail Sheet

Reported	Completion Date	Resolution Time	O&M Category	Short description	Invoice #	Cost	Asset name	Status	Priority	Ticket number
6/25/2025 23:32	6/26/2025	2	Routine	40101 Belvedere ct 24/7 burn	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-399552-D9F8W0
6/23/2025 18:46	6/23/2025	1	Extraordinary - LED Retrofit	Led retro fit deco lights	5610005796	\$ 960.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-399302-W7V1B2
6/20/2025 16:44	6/20/2025	1	Routine	40696 Corte Albania Mu01144	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-399136-B0P5L4
6/20/2025 16:41	6/20/2025	1	Routine	40117 Colony Mu01316	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-399135-T4K3X3
6/19/2025 9:05	6/20/2025	2	Routine	COLONY DR/AVENIDA FLORITA MU01133	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-398968-V7L2X6
6/18/2025 7:25	6/18/2025	1	Extraordinary - Response to Pole Knockdown	Hancock & Calle Yorba STL KD # MU03854	pending	pending	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-398826-W5J3F8
6/12/2025 7:37	6/12/2025	1	Routine	38326 Members club Mu05279 B.o	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-398288-W1W3Q0
5/7/2025 10:30	6/9/2025	24	Extraordinary - Pole Install / Replacement	39560 Tinderbox way Inst Mu01022	5610005598	\$ 5,190.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-390841-R0LOW1
5/2/2025 11:38	6/9/2025	27	Routine	MURRIETA ST/L NIGHT SURVEY	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-389777-B2K7J9
6/6/2025 18:05	6/6/2025	1	Routine	Couples st Mu05544 24/7	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-397885-K3S9H0
6/3/2025 20:52	6/3/2025	1	Routine	Multiple 24/7 burn	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-397443-M3G8R0
6/3/2025 9:09	6/3/2025	1	Routine	37683 QUINTANA DR ST/L B/O	90004898		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-397366-M0W6D8
5/22/2025 16:47	5/22/2025	1	Extraordinary - Response to SCE/Out of Scope Lights	29130 Via princesa b.o	5610005494	\$ 80.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-392505-Z2N0N8
5/7/2025 10:04	5/7/2025	1	Extraordinary - Response to Pole Knockdown	ST/L KD 39560 Tinderbox way Mu01022	5610005598	\$ 1,280.00	CITY OF MURRIETA – GENERIC	Closed	Very High	CAS-390838-Y9V3T6
5/6/2025 21:18	5/7/2025	2	Routine	39654 Del Val Dr Mu02530 b.o	90004650		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-390789-D5F5H2
5/1/2025 17:24	5/1/2025	1	Routine	Washington Mu04094 24/7	90004650		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-389623-P1M8Y8
5/1/2025 17:22	5/1/2025	1	Extraordinary - As Needed	Ivy st shoes hanging	5610005494	\$ 80.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-389622-R0Z1L0
5/1/2025 8:26	5/1/2025	1	Routine	SUNDROP/SUMMER SWEET #03130	90004650		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-389250-C7F8J1
4/8/2025 20:12	4/24/2025	13	Extraordinary - As Needed	29790 Hazelglen call in USA	5610005229	\$ 120.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-382873-S1G2C1
4/15/2025 20:14	4/15/2025	1	Routine	37626 Sprucewood ln mu06646 b.o	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383903-D8R4V7
4/15/2025 20:12	4/15/2025	1	Routine	39900 via Castana mu04463 b.o	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383901-B7X8M4
4/15/2025 19:53	4/15/2025	1	Routine	41797 Clark way 24/7 burn	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383881-K9N8K9
4/14/2025 10:53	4/15/2025	2	Routine	24197 ADAMS MU01733 DAYBURN	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383395-Q6D1M9
4/14/2025 10:52	4/15/2025	2	Routine	24125 Grafton MU01730 DAYBURN	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383394-W6X8K1
4/14/2025 19:19	4/14/2025	1	Routine	29615 Sawgrass Mu06782	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383443-T9P6L2
4/14/2025 8:27	4/14/2025	1	Routine	37811 cresta del Rey Mu06781	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383378-S5N8N1
4/11/2025 7:58	4/11/2025	1	Routine	23780 Cadenza Dr Mu01544 b.o	90004427		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-383199-S2K5C9
4/2/2025 19:44	4/8/2025	5	Extraordinary - As Needed	29790 Hazel Helen pole leaning Mu04940	5610005356	\$ 320.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-381381-T3N4H0
3/27/2025 11:23	3/27/2025	1	Routine	24930 Washington Mu04097	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-377009-H9Q2T1
3/27/2025 11:20	3/27/2025	1	Routine	38375 Jurupa hills mu05478	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-377008-X3P0G1
3/13/2025 10:56	3/25/2025	9	Extraordinary - Pole Install / Replacement	Whitewood & Dove hollow Inst Mu03948	5610005718	\$ 1,461.31	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375333-D8X0B7
3/19/2025 8:45	3/19/2025	1	Routine	CLINTON KEITH/SPINNING WHEEL ST/L'S B/O	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375986-H5B0W5
3/17/2025 10:02	3/18/2025	2	Routine	38048 CALLE DE AMOR ST/L CYCLE	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375724-S2M2C5
3/17/2025 18:39	3/17/2025	1	Extraordinary - As Needed	Jefferson X Roger Mu03953 Tilted	5610005037	\$ 120.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375776-L6K6R2
3/14/2025 16:12	3/14/2025	1	Routine	36624 Oak Meadows	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375592-V3N5V5
3/14/2025 15:40	3/14/2025	1	Routine	24435 Village walk Mu05728 b.o	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375583-T3P2P9
3/14/2025 15:38	3/14/2025	1	Routine	Jefferson Mu03863 b.o	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375581-F7K2B0
3/14/2025 15:36	3/14/2025	1	Routine	Las Brisa's Mu03247 b.o	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375580-F9L5F8
3/14/2025 15:34	3/14/2025	1	Routine	Keller Mu02968 b.o	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375578-D6P3C8
3/14/2025 15:32	3/14/2025	1	Routine	Clinton Keith Mu03431 b.o	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375577-W9Y1K0
3/14/2025 15:23	3/14/2025	1	Routine	Hunter Mu03335	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375570-H1W3Z8
3/13/2025 18:32	3/13/2025	1	Extraordinary - Response to SCE/Out of Scope Lights	38048 Calle de amor b.o	5610005037	\$ 80.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375395-Q6B0B5
3/12/2025 19:04	3/12/2025	1	Routine	33573 Eugenia Mu02824 b.o	90004240		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375287-D8V1T4
3/11/2025 13:38	3/11/2025	1	Extraordinary - As Needed	Deco globes old town	5610005037	\$ 160.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-375102-V8M3C7
3/8/2025 5:23	3/8/2025	1	Extraordinary - Response to Pole Knockdown	Whitewood & Dove Hollow STL KD # MU03948	5610005550	\$ 1,536.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-374850-P3R2N0
2/20/2025 15:05	2/24/2025	3	Extraordinary - LED Retrofit	PCR Led Retro fit for Deco pole	5610004661	\$ 5,680.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-365699-P8N7M4
2/17/2025 8:50	2/19/2025	3	Routine	23780/23790 Cadenza MU01544	90003948		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-365131-V2F8R0
2/10/2025 11:56	2/11/2025	2	Routine	SYCAMORE/JEFFERSON MU01551	90003948		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-364505-C0P3F6
1/30/2025 12:10	2/3/2025	3	Routine	37207 Santa Rosa Glen Dr #03402	90003948		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-359519-R8B1K7
1/30/2025 20:05	1/30/2025	1	Routine	23708 Cork oak Mu00617	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-359565-S4C9H8
1/29/2025 8:12	1/30/2025	2	Routine	SIERRA OAK/NUTMEG # 23785	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-359136-X4N5L6
1/14/2025 9:33	1/28/2025	11	Extraordinary - Supply / Procurement	Supply STL Poles & Arms for City Stock	5610005720	\$ 13,564.10	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357572-X7K2W7
1/14/2025 9:30	1/28/2025	11	Extraordinary - Response to Pole Knockdown	Antelope & Baxter SEC – Remove STL Pole	5610005719	\$ 690.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357570-X5P4Y3
1/14/2025 16:37	1/14/2025	1	Routine	Whitewood Mu03975	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357640-V9X6X7
1/14/2025 16:35	1/14/2025	1	Routine	Jefferson x Lemon b.o	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357639-Y8D7J7
1/14/2025 9:32	1/14/2025	1	Extraordinary - Pole Install / Replacement	25220 Hancock City Supplied Pole MU04131	5610005008	\$ 761.29	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357571-J6L0S5
1/13/2025 9:53	1/14/2025	2	Routine	37207 Santa Rosa Glen Dr #03402	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357451-H7S4S8

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1/10/2025 17:01	1/10/2025	1	Routine	Magnolia Mu02376 24/7	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357290-F2Z4Y6
1/10/2025 13:34	1/10/2025	1	Routine	Jefferson Mu03859	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357226-X4L9P2
1/10/2025 13:32	1/10/2025	1	Routine	Whitewood Mu03808	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357225-P6Y2L8
1/10/2025 13:30	1/10/2025	1	Routine	23766 Golden pheasant Mu00894 b.o	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-357224-Z5J8T1
1/8/2025 12:44	1/8/2025	1	Routine	Jackson x Colony Mu03172 b.o	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356796-V0S5H7
1/8/2025 9:22	1/8/2025	1	Routine	24335 Monroe Mu00298 b.o	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356755-X1Z6D3
1/8/2025 9:08	1/8/2025	1	Routine	37651 Oxford 24/7	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356754-S5Y2C7
1/8/2025 9:06	1/8/2025	1	Routine	23747 Jameson my03373	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356753-H0P1S4
1/8/2025 9:02	1/8/2025	1	Routine	Joaquin ridge / Clit Keith Mu04159	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356751-C5D6H2
1/7/2025 15:25	1/6/2025	1	Routine	MURRIETA ST/L NIGHT SURVEY	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356639-TOH4W4
1/6/2025 9:09	1/6/2025	1	Routine	25335 Copperleaf Mu04857	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356443-B4N2G0
1/6/2025 9:04	1/6/2025	1	Routine	39177 Dovetree Mu03920	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356442-Q8S5C1
1/6/2025 9:01	1/6/2025	1	Routine	24136 Huntridge Mu03863 b.o	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356439-T6W9R3
1/6/2025 8:01	1/6/2025	1	Routine	29577 Hazelglen Mu04945 b.o	90003795		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-356435-Q5T2W2
12/23/2024 11:08	12/23/2024	1	Routine	Calle Andras Mu06646 Sce f/u check	90003558		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-350429-J7R0Z7
12/23/2024 3:32	12/23/2024	1	Extraordinary - Response to Pole Knockdown	25220 Hancock Mu04131 pole KD	5610004228	\$ 1,598.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-350407-R5F9T6
12/10/2024 15:48	12/10/2024	1	Routine	Jefferson Mu03866 b.o	90003558		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-349166-V6J0H7
12/10/2024 9:47	12/10/2024	1	Routine	29850 Hazel glen Mu06626 b.o	90003558		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-349119-Q7S3X5
12/5/2024 9:53	12/5/2024	1	Extraordinary - Pole Install / Replacement	Ave Acacias Inst City Sup Pole # MU05957	pending	pending	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-348595-F3H9G1
12/2/2024 19:32	12/3/2024	2	Routine	Willow bend Mu6018 & Mu6011 24/7	90003558		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-348190-H0B3S9
12/2/2024 19:30	12/3/2024	2	Routine	Nutmeg Mu03366 24/7 burn	90003558		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-348189-R1X6J5
12/2/2024 19:28	12/3/2024	2	Routine	Calle del oso Mu03394 24/7 burn	90003558		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-348188-L2W8N3
11/27/2024 16:37	11/27/2024	1	Routine	Ruth Ellen Mu03563 Sce F/U	90003417		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-344373-N5P3V4
11/26/2024 9:47	11/27/2024	2	Routine	Cardiff & Hazel Glen Rd ST/L B/O	90003417		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-344205-L2C1S7
11/25/2024 8:56	11/26/2024	2	Routine	SB JEFFERSON 150' S/O LILY ST/L B/O	90003417		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-344085-F6V5H9
11/22/2024 16:43	11/22/2024	1	Routine	Keller mu03045 24/7	90003417		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-343985-F1Y7P1
11/18/2024 7:18	11/18/2024	1	Routine	38381 Jurupa hills Mu05478 Sce F/u	90003417		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-343342-B1M2Z9
10/31/2024 14:26	10/31/2024	1	Routine	Inst Led retro kit test area	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-337760-X1N1X6
10/30/2024 16:29	10/30/2024	1	Routine	Meet with city job walk	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-337618-T5C1H9
10/30/2024 14:20	10/30/2024	1	Routine	Wrcog meeting with city	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-337601-J6H3X7
10/21/2024 9:28	10/22/2024	2	Routine	39177 Dovetree Dr ST/L B/O	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336588-N4B8R4
10/18/2024 19:11	10/18/2024	1	Routine	Pole-mu05728	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336491-L3H2J1
10/18/2024 19:09	10/18/2024	1	Routine	Pole-mu06877	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336490-G8R9V1
10/18/2024 19:07	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu04053	5610003779	\$ 150.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336489-V8Q9J6
10/18/2024 19:06	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu03600	5610003779	\$ 150.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336488-R1S8F7
10/18/2024 19:04	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu03588	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336487-Y8X5F8
10/18/2024 19:03	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu03589	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336486-T1W9N4
10/18/2024 19:01	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu03643	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336485-J5R5G6
10/18/2024 19:00	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu06836	5610003779	\$ 117.50	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336484-C8X6K8
10/18/2024 18:58	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu03597	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336483-L4S2T3
10/18/2024 18:54	10/18/2024	1	Extraordinary - Install Lamp	Pole-mu03583	5610003779	\$ 150.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336482-X0W0Z6
10/18/2024 18:52	10/18/2024	1	Routine	pole-mu04094	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336481-N3M7R6
10/18/2024 15:47	10/18/2024	1	Extraordinary - Response to SCE/Out of Scope Lights	24200 MONROE AVE ST/L KD	pending	pending	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-336460-X5R4C0
10/10/2024 9:24	10/14/2024	3	Routine	25069 Camino Mancho MU05966	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335574-K3M8H6
10/10/2024 9:22	10/14/2024	3	Routine	39629 Calle Casablanca MU05965	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335573-Y2T8G0
10/9/2024 12:09	10/12/2024	3	Extraordinary - Pole Install / Replacement	Clinton Keith/Club View STL Inst MU04143	5610003638	\$ 5,190.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335437-D8P0P6
10/11/2024 14:56	10/11/2024	1	Routine	Wrcog Sce Murrieta outage status	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335783-T6W0M9
10/8/2024 15:48	10/11/2024	4	Extraordinary - Pole Install / Replacement	Clinton Keith/Club View STL Inst MU04146	5610003639	\$ 5,190.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335315-C5B1Y7
10/9/2024 13:17	10/9/2024	1	Routine	Pole-MU04078 murrieta hot springs rd	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335456-K4D6T5
10/9/2024 13:15	10/9/2024	1	Routine	Pole-MU03431 Clinton Keith rd	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335455-B9L1D4
10/9/2024 13:13	10/9/2024	1	Routine	Pole-MU04159 Clinton Keith rd	90003345		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335454-J5J8Q6
10/9/2024 13:11	10/9/2024	1	Extraordinary - Install Lamp	Pole-MU06837 Washington ave	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335452-F1Q2K2
10/9/2024 13:09	10/9/2024	1	Extraordinary - Install Lamp	Pole-MU03582 Washington ave twin deco	5610003779	\$ 230.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335451-S7L6R6
10/9/2024 13:07	10/9/2024	1	Extraordinary - Install Lamp	Pole-MU06830 C st w/o plum	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335449-V6M2T2
10/9/2024 13:05	10/9/2024	1	Extraordinary - Install Lamp	Pole-MU06828 C st W/O plum	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335448-C0G7K0
10/9/2024 13:03	10/9/2024	1	Extraordinary - Install Lamp	Pole-MU06859 juniper E/O Washington	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335447-G6Z3L1
10/9/2024 13:01	10/9/2024	1	Extraordinary - Install Lamp	Pole-MU06822 juniper W/O Adams	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335446-N3G4W9
10/9/2024 12:59	10/9/2024	1	Extraordinary - Install Lamp	pole-MU06821, 41825 juniper st	5610003779	\$ 115.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-335445-F4L0P8

Work Order Detail Sheet

10/9/2024 0:20	10/9/2024	1	Extraordinary - Response to Pole Knockdown	Club View/Clinton Keith STL KD # MU04143	5610003991	\$ 2,230.00	CITY OF MURRIETA - GENERIC	Closed	Very High	CAS-335353-N4D4C2
10/8/2024 13:36	10/8/2024	1	Routine	Pole-MU00772 , 39655 Ashland way	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335289-L1N6V7
10/8/2024 13:34	10/8/2024	1	Routine	Pole-MU00073	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335287-B7H1X6
10/8/2024 11:01	10/8/2024	1	Extraordinary - Install Lamp	Pole-MU06876 Juniper E/O Adams	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335250-L7G1N9
10/8/2024 10:59	10/8/2024	1	Extraordinary - Install Lamp	Pole-MU06872 juniper twin arm deco	5610003779	\$ 230.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335249-V3N8Q6
10/8/2024 10:58	10/8/2024	1	Extraordinary - Install Lamp	Pole-MU06816 Adams ave N/O Ivy	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335248-L9S4B1
10/8/2024 10:55	10/8/2024	1	Extraordinary - Install Lamp	Pole-MU06798	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335247-Y2B8K6
10/8/2024 10:53	10/8/2024	1	Extraordinary - Install Lamp	Pole-MU06809 ivy st. E/O Adams	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335246-M2G9T6
10/8/2024 10:52	10/8/2024	1	Extraordinary - Install Lamp	Pole-MU06806 ivy st. E/O plum	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335245-R6W0X6
10/8/2024 10:50	10/8/2024	1	Routine	Pole-MU06801 ivy st. twin deco pole	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335244-N2G0G6
10/8/2024 10:44	10/8/2024	1	Extraordinary - Install Lamp	Pole-MU06799, 41856 Ivy st	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335242-Y5Q1M5
10/7/2024 12:30	10/7/2024	1	Routine	Pole-MU05478 Jurupa hills dr Bo	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335141-N1Y7X0
10/7/2024 12:26	10/7/2024	1	Routine	Pole-MU06616 Shady Maple BO	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335140-X0W6H5
10/7/2024 12:23	10/7/2024	1	Routine	Pole-MU06240 Mc Alby ct Bo	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335139-V8V8X8
10/7/2024 12:19	10/7/2024	1	Routine	Pole-MU03863 Jefferson ave Bo	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335138-J6P7C6
10/7/2024 12:16	10/7/2024	1	Extraordinary - Install Lamp	Pole-MU04080 Jefferson ave Bo	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335137-H0D8M7
10/7/2024 12:13	10/7/2024	1	Extraordinary - Install Lamp	Pole-MU04074 Jefferson ave. Bo	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335136-N6X4Z6
10/7/2024 12:10	10/7/2024	1	Extraordinary - Install Lamp	Pole-MU04073 Jefferson ave. Bo	5610003779	\$ 195.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335135-H2V9Y2
10/7/2024 12:08	10/7/2024	1	Extraordinary - Install Lamp	Pole-MU04072 Jefferson ave. Bo	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335134-D2N4Y7
10/7/2024 12:06	10/7/2024	1	Extraordinary - Install Lamp	pole MU04069 Jefferson ave BO	5610003779	\$ 115.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335132-S0H7X8
10/7/2024 10:07	10/7/2024	1	Routine	Murreita Valley High/ Nighthawk Way	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-335107-B2F2Y8
10/2/2024 17:02	10/2/2024	1	Routine	Ruth Ellen Mu03563 & Mu05601 B.o	90003345		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-334722-Q7Y4C4
9/23/2024 12:18	9/25/2024	3	Routine	39900 VIA CASTANA MU04463	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-329727-Q6V3R1
9/19/2024 15:37	9/23/2024	3	Routine	AVENIDA ACACIAS MULTIPLE ST/L DAYBURN	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-329497-Y3W9N8
9/17/2024 10:02	9/23/2024	5	Routine	Mira Mosa Park MU06646	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-329235-Q9C0K5
9/13/2024 15:35	9/13/2024	1	Routine	25231 Corte Sur St L Dayburner	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-329017-Y9R6D3
9/12/2024 11:52	9/12/2024	1	Extraordinary - Response to Pole Knockdown	Clinton Keith & Club View STL KD MU04146	5610003421	\$ 1,984.00	CITY OF MURRIETA - GENERIC	Closed	Very High	CAS-328869-F8V9L1
9/9/2024 9:11	9/9/2024	1	Routine	25136 CORTE DE LOS PAJAROS	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-328481-R1S4D2
9/6/2024 16:30	9/6/2024	1	Routine	37794 Golden Eagle Mu05168 24/7 burn	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-328339-R5P0C1
9/5/2024 8:57	9/6/2024	2	Routine	WHITEWOOD/BUSMAN MU06136	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-328014-C0J0H3
9/3/2024 16:03	9/3/2024	1	Routine	41492 Ageana ct Mu02752 24/7 burn	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-327589-K0W2C2
8/16/2024 11:30	8/29/2024	10	Routine	MURRIETA ST/L NIGHT SURVEY	90003075		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-322185-K2W5C6
8/19/2024 9:30	8/20/2024	2	Routine	MU06782 on Sawgrass Circle	90002922		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-322361-G1C1W4
8/15/2024 12:28	8/19/2024	3	Extraordinary - As Needed	39782 Avenida Miguel Oeste MU06031	5610003484	\$ 160.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-322043-T0Q8X5
8/12/2024 13:59	8/12/2024	1	Extraordinary - Install Lamp	Inst solar led at Fire station	5610003484	\$ 240.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-321607-X1P5S0
8/12/2024 13:26	8/12/2024	1	Routine	WINCHESTER/WILLOWS LIGHT CYCLING	90002922	\$ -	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-321602-D9B3F5
8/12/2024 8:25	8/12/2024	1	Routine	39243 DEVOTION AVE/ETERNITY ST/L B/O	90002922	\$ -	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-321544-J3H0P1
8/8/2024 11:20	8/9/2024	2	Routine	41806 Ivy St REMOVE SHOES FROM OH LINES	90002922		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-321111-K9N1H5
8/7/2024 7:38	8/7/2024	1	Routine	AGEAN CT/JEFFERSON 02753	90002922		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-320932-S6M1Q5
8/6/2024 8:39	8/7/2024	2	Routine	28553 VIA LAS FLORES/ VIA PRINCESA	90002922	\$ -	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-320806-P6N1H2
8/5/2024 21:19	8/5/2024	1	Extraordinary - Install Lamp	Washington Mu04095 b.o	5610003484	\$ 21.86	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-320756-J2Z9B0
8/5/2024 21:16	8/5/2024	1	Routine	24930 Washington Mu04097 b.o	90002922		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-320755-V9N4F8
8/5/2024 21:15	8/5/2024	1	Routine	Juniper Mu06877 b.o	90002922		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-320754-J4T2X6
8/5/2024 21:14	8/5/2024	1	Extraordinary - Install Lamp	Juniper Mu06878 b.o	5610003484	\$ 101.86	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-320753-W3H7L2
8/5/2024 7:28	8/5/2024	1	Routine	29615 Sawgrass Circle #06782	90002922		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-320611-N2L6N4
7/31/2024 13:41	8/5/2024	4	Extraordinary - Install Lamp	41947 Juniper St. ST/L B/O	5610003484	\$ 101.86	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316414-X7H0G1
7/31/2024 14:58	7/31/2024	1	Routine	New Clay & Ivy 24/7 burn lights	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316431-M1N5N9
7/31/2024 14:55	7/31/2024	1	Extraordinary - Vandalism	Club view Mu02099	5610002934	\$ 240.25	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316430-L7R8H1
7/31/2024 14:54	7/31/2024	1	Routine	Clinton Keith Mu04159 b.o	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316429-N8N9J1
7/31/2024 14:52	7/31/2024	1	Routine	MHS Mu04078 b.o	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316427-M9X9X6
7/31/2024 14:50	7/31/2024	1	Routine	38381 jurupa hills mu05478 b.o	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316426-J4V3Q6
7/31/2024 11:39	7/31/2024	1	Routine	29751 Hunter 24/7 burn	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316392-X5G8B9
7/24/2024 14:10	7/31/2024	6	Extraordinary - Pole Install / Replacement	39482 Via Temprano STL Pole Inst MU04758	5610003521	\$ 5,190.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-315634-K7X4D8
7/30/2024 15:08	7/30/2024	1	Routine	37694 New castle Mu06616 B.o	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-316286-Q4Y9Z3
7/23/2024 11:18	7/23/2024	1	Routine	Hancock Mu03447 24/7 burn	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-315482-P2B0Z6
7/23/2024 11:15	7/23/2024	1	Routine	Whitewood Mu03441	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-315481-B9G5L4
7/23/2024 11:05	7/23/2024	1	Routine	39617 via Temprano Mu03441	90002748		CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-315476-G7T6F3
7/17/2024 19:08	7/17/2024	1	Extraordinary - Response to Pole Knockdown	39482 Via Temprano KD Mu04758	5610003249	\$ 1,883.00	CITY OF MURRIETA - GENERIC	Closed	Normal	CAS-315028-V6J5W6

Work Order Detail Sheet

7/10/2024 15:53	7/11/2024	2	Routine	ADAMS E/S TIMBERWOOD #05726 DAYBURN	90002748		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-314233-Q2P7V1
7/1/2024 7:51	7/2/2024	2	Extraordinary - Response to SCE/Out of Scope Lights	LEON / CLINTON KEITH CYCLING	5610002934	\$ 80.00	CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-311978-N9V6N1
7/1/2024 7:49	7/2/2024	2	Routine	41929 C STREET/WASHINGTON	90002748		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-311977-M7F0F8
7/1/2024 16:35	7/1/2024	1	Routine	41929 c st light bo	90002748		CITY OF MURRIETA – GENERIC	Closed	Normal	CAS-312742-S4X4X7



Streetlight O&M Annual Report
July 2024 – June 2025
City of Perris

Lamp Inventory: 4,932								
	LED Cobra	LED Decorative	Knockdowns	HID Cobra	HID Decorative	Retired	Out of Scope	
Total	4,697	28	4	5	195	3	0	
Pole Inventory: 4,830								
	Concrete	Wood	Steel	Fiberglass	Decorative	Knocked Down	Retired	Out of Scope
Total	4,410	259	9	2	145	3	2	0

Work Orders Completed	
Routine O&M	71
Extraordinary O&M	40

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024 – 2025.

Work Orders Completed:

Average Resolution Time: 2 days

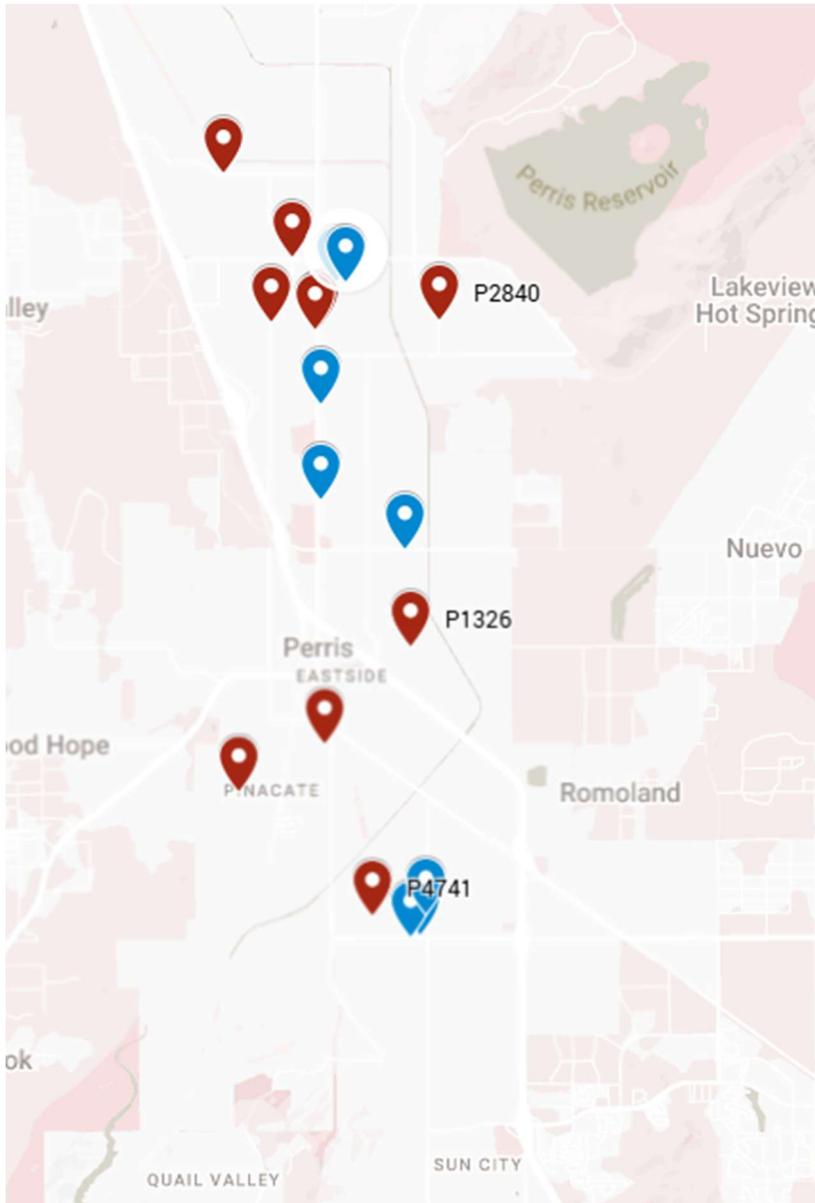
Annual Routine O&M Costs: \$39,982.60

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024-2025.

	No. of Work Orders	Average Resolution Time (Business Days)	Annual Costs (\$)
Pole Knockdown Response	10	Data not available, typically resolved within hours of reporting	\$29,913.70
Pole Replacement/Installs	13	74 days	\$92,864.50
Vandalism incidents	9	2 days	\$12,050.75
As-needed work	8	1 day	\$2,520.15
TOTAL	40	n/a	\$137,349.10

Map of Streetlight Knockdowns and Vandalisms:





Mapped Knockdowns

Pole Number	Knockdown Date	Location
n/a	5/16/2025	Ramona expressway & Indiana
P4400	5/16/2025	100 Sinclair St.
P4399	2/16/2025	Perris Blvd & Sinclair
P0254	12/23/2024	2017 River rd
P3769	11/10/2024	3500 Indian Ave
P0054	10/24/2024	ELLIS AVE & GOETZ RD
P2840	9/27/2024	Evans & Limousin
P4741	9/13/2024	Green valley pkwy
P1326	8/2/2024	San Jacinto & Murrieta STL
P4616	10/16/2024	Harley Knox/Webster

Mapped Vandalisms

Date	Location
12/5/2024	Ethanac
11/25/2024	ETHANAC BTWN GOETZ & MURRIETA
10/28/2024	Perris NO Citrus
10/22/2024	Placentia EO Perris Blvd
10/15/2024	Nuevo WO Shady Oaks

9/13/2024	Murrieta Rd s.o Green valley
9/4/2024	Dawes broken light
9/3/2024	Dawes
9/3/2024	80 E. Dawes

Work Order Detail Sheet

Reported Date	Completed Date	Resolution Time (Business Days)	O&M Category	Invoice Number	Expense	Priority	Ticket number	Short description	Asset name	Status
N/A	N/A		Routine	90004900	\$ -			June 2025 Invoice	CITY OF PERRIS - GENERIC	Closed
5/6/2025 0:00	6/30/2025 0:00	40	Extraordinary - Pole Replacement/Install	90004926	\$ 10,551.30			Ramona WO Indiana NS Replace 2B226 STL Pole	CITY OF PERRIS - GENERIC	Closed
5/8/2025 0:00	6/29/2025 0:00	37	Extraordinary - Pole Replacement/Install	90004927	\$ 21,102.60			Ethanac Between Murrieta & Goetz - Replace Deco STL Pole	CITY OF PERRIS - GENERIC	Closed
6/17/2025 8:55	6/20/2025	4	Extraordinary - As Needed/PCR	5610005797	\$ 273.20	Normal	CAS-398741-R6N2C9	2042 Anise Dr P3371	CITY OF PERRIS - GENERIC	Closed
5/22/2025 17:01	5/22/2025 0:00	1	Routine	90004624	\$ -	Normal	CAS-392509-G9K2J2	677 Clearwater P2049 24/7	CITY OF PERRIS - GENERIC	Closed
5/19/2025 13:29	5/22/2025 0:00	4	Routine	90004624	\$ -	Normal	CAS-392109-W5P2X5	731 CLEARWATER DR P2047	CITY OF PERRIS - GENERIC	Closed
5/19/2025 13:27	5/22/2025 0:00	4	Routine	90004624	\$ -	Normal	CAS-392108-M8T0G4	EVANS S/O ORANGE P1462	CITY OF PERRIS - GENERIC	Closed
5/6/2025 8:52	5/16/2025 0:00	9	Extraordinary - Knockdown	5610005365	\$ 2,552.00	Very High	CAS-390444-L4S3K0	Ramona expressway & Indiana ST. LT. K/D.	CITY OF PERRIS - GENERIC	Closed
4/15/2025 19:56	5/16/2025 0:00	24	Extraordinary - Knockdown	5610005357	\$ 2,230.00	Normal	CAS-383891-F7F1W2	100 Sinclair St. STL Pole KD # P4400	CITY OF PERRIS - GENERIC	Closed
4/29/2025 18:29	4/29/2025 0:00	1	Routine	90004428	\$ -	Normal	CAS-385382-H2F6K3	Ethanac e.o Goetz b.o	CITY OF PERRIS - GENERIC	Closed
4/18/2025 13:54	4/18/2025	1	Extraordinary - As Needed/PCR	5610005230	\$ 80.00	Normal	CAS-384331-M7P1Y7	Write up/Pending jobs	CITY OF PERRIS - GENERIC	Closed
4/11/2025 7:08	4/11/2025 0:00	1	Extraordinary - Pole Replacement/Install	5610005700	\$ 5,190.00	Normal	CAS-383188-P2M8T4	Perris & Sinclair STL Pole Inst # P4399	CITY OF PERRIS - GENERIC	Closed
12/23/2024 11:43	4/11/2025 0:00	80	Extraordinary - Pole Replacement/Install	5610005716	\$ 5,190.00	Normal	CAS-350434-W6J6H0	2017 River rd P0254 Inst pole	CITY OF PERRIS - GENERIC	Closed
3/5/2025 13:11	3/10/2025 0:00	4	Routine	90004187	\$ -	Normal	CAS-374516-W1C7H0	ETHANAC/BRIDGE CROSSING 215	CITY OF PERRIS - GENERIC	Closed
3/5/2025 0:00	3/10/2025 0:00	4	Routine	90004187	\$ -	Normal	CAS-374516-W1C7H0	ETHANAC/BRIDGE CROSSING 215	CITY OF PERRIS - GENERIC	Closed
2/26/2025 8:10	2/26/2025 0:00	1	Routine	90003939	\$ -	Normal	CAS-366196-C6Y2L4	PLACENTIA/PERRIS BLVD P3865	CITY OF PERRIS - GENERIC	Closed
2/25/2025 15:56	2/25/2025 0:00	1	Extraordinary - As Needed/PCR	5610004662	\$ 1,433.75	Normal	CAS-366139-M3L9V9	PCR 236 E Sixth Inst Duplex O/H wire	CITY OF PERRIS - GENERIC	Closed
1/17/2025 22:40	2/16/2025 0:00	21	Extraordinary - Knockdown	5610004888	\$ 2,106.00	Normal	CAS-358173-K5Z9Q9	Perris Blvd & Sinclair STL Pole KD P4399	CITY OF PERRIS - GENERIC	Closed
2/12/2025 16:22	2/12/2025 0:00	1	Routine	90003939	\$ -	Normal	CAS-364755-C6D3L1	Dunlap P2361 24/7 burn	CITY OF PERRIS - GENERIC	Closed
1/30/2025 15:44	2/12/2025 0:00	10	Routine	90003939	\$ -	Normal	CAS-359538-C8D4G5	E/B, Ramona Exp/S/B Rider Street 2 LTS	CITY OF PERRIS - GENERIC	Closed
1/31/2025 6:01	2/11/2025 0:00	8	Routine	90003939	\$ -	Normal	CAS-359604-C9K7Y1	Mountain WO Goetz BO	CITY OF PERRIS - GENERIC	Closed
1/31/2025 6:00	2/11/2025 0:00	8	Routine	90003939	\$ -	Normal	CAS-359603-B2X8H3	Goetz SO Malbert WS BO	CITY OF PERRIS - GENERIC	Closed
1/31/2025 5:59	2/11/2025 0:00	8	Routine	90003939	\$ -	Normal	CAS-359602-T4H1C8	Case NO Ethanac ES BO	CITY OF PERRIS - GENERIC	Closed
2/6/2025 10:17	2/10/2025 0:00	3	Routine	90003939	\$ -	Normal	CAS-364222-B5J9T4	REDLANDS AVE P3630	CITY OF PERRIS - GENERIC	Closed
2/5/2025 10:28	2/10/2025 0:00	4	Routine	90003939	\$ -	Normal	CAS-364098-F6L7Q2	236 E. Sixth Street 3 LTS B/O	CITY OF PERRIS - GENERIC	Closed
1/31/2025 5:58	1/31/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359601-X7D3R3	G St NO Case ES 1-3 BO	CITY OF PERRIS - GENERIC	Closed
1/31/2025 5:56	1/31/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359599-C9V4Y7	Markham EO Patterson SS 1-6	CITY OF PERRIS - GENERIC	Closed
1/31/2025 5:55	1/31/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359598-M8K9C0	Patterson SO Markham 1-8 ES	CITY OF PERRIS - GENERIC	Closed
1/30/2025 10:54	1/31/2025 0:00	2	Routine	90003796	\$ -	Normal	CAS-359502-C2W4R2	Rider EO Sherman SS	CITY OF PERRIS - GENERIC	Closed
1/30/2025 17:42	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359553-Y8Y8H4	Markham WO Perris NS	CITY OF PERRIS - GENERIC	Closed
1/30/2025 17:40	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359552-T4K1V6	Evans NO Bear Meadows ES	CITY OF PERRIS - GENERIC	Closed
1/30/2025 11:12	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359513-R6W1B8	Evans SO Ramona WS	CITY OF PERRIS - GENERIC	Closed
1/30/2025 11:11	1/30/2025 0:00	1	Extraordinary - As Needed/PCR	5610004508	\$ 113.20	Normal	CAS-359512-L8R0Z7	Hawthorne NO Catha WYES	CITY OF PERRIS - GENERIC	Closed
1/30/2025 11:00	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359509-N6Q1F1	Wilson NO Placentia ES 3 B/O	CITY OF PERRIS - GENERIC	Closed
1/30/2025 10:58	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359508-X9Z1W9	Evans SO Amira Ct WS	CITY OF PERRIS - GENERIC	Closed
1/30/2025 10:57	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359507-Y2F0C5	Placentia EO Perris SS	CITY OF PERRIS - GENERIC	Closed
1/30/2025 10:56	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359505-F3J9P3	Redlands NO Citrus ES 4th	CITY OF PERRIS - GENERIC	Closed
1/30/2025 10:55	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359503-W9R1D6	Rider WO Perris NS	CITY OF PERRIS - GENERIC	Closed
1/30/2025 10:53	1/30/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359501-G8Z5C5	Anise Dr EO Mallow SS	CITY OF PERRIS - GENERIC	Closed
1/28/2025 19:51	1/28/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-359069-B8B9F3	Evans x Bear meadows P3525 & P3200	CITY OF PERRIS - GENERIC	Closed
1/28/2025 9:13	1/28/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-358981-H7R3D6	1101 Tomahawk Rd STL B/O #P0722	CITY OF PERRIS - GENERIC	Closed
1/7/2025 15:26	1/14/2025 0:00	6	Routine	90003076	\$ -	Normal	CAS-356640-W7F8J5	PERRIS ST/L NIGHT SURVEY	CITY OF PERRIS - GENERIC	Closed
1/13/2025 18:37	1/13/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-357516-P5X5C6	Redlands P3829 b.o	CITY OF PERRIS - GENERIC	Closed
1/7/2025 11:16	1/10/2025 0:00	4	Routine	90003796	\$ -	Normal	CAS-356588-V5H5Q5	3065 HAWTHORNE RD STL B/O	CITY OF PERRIS - GENERIC	Closed
1/2/2025 16:32	1/2/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-356157-W1V7F1	G st x 6 th All out	CITY OF PERRIS - GENERIC	Closed
1/2/2025 16:28	1/2/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-356156-N6X2D3	1064 McKimball P0848 Sce F/U	CITY OF PERRIS - GENERIC	Closed
1/2/2025 16:26	1/2/2025 0:00	1	Routine	90003796	\$ -	Normal	CAS-356155-G9H3D6	2017 River rd P0254 Sce check	CITY OF PERRIS - GENERIC	Closed
12/23/2024 9:00	12/23/2024 0:00	1	Extraordinary - Knockdown	5610004230	\$ 1,600.00	Normal	CAS-350420-Q2J5R6	2017 River rd P0254 pole Kd	CITY OF PERRIS - GENERIC	Closed
12/10/2024 13:50	12/10/2024 0:00	1	Routine	90003572	\$ -	Normal	CAS-349147-K6P4F7	6th st w.o G st 3 lights b.o	CITY OF PERRIS - GENERIC	Closed
12/10/2024 13:44	12/10/2024 0:00	1	Routine	90003572	\$ -	Normal	CAS-349144-X2H6R6	Wrcog meeting	CITY OF PERRIS - GENERIC	Closed
12/10/2024 13:42	12/10/2024 0:00	1	Routine	90003572	\$ -	Normal	CAS-349143-B7M9R3	Green Valley boxes open	CITY OF PERRIS - GENERIC	Closed
12/4/2024 8:17	12/5/2024 0:00	2	Extraordinary - Vandalism	5610004129	\$ 9,820.00	Normal	CAS-348344-Y9V4R4	PCR Ethanac Vandalism St/l	CITY OF PERRIS - GENERIC	Closed
11/22/2024 10:05	12/2/2024 0:00	7	Extraordinary - Pole Replacement/Install	5610005715	\$ 5,190.00	Normal	CAS-343888-V6Q1H4	Indian & Morgan STL Pole Install # P3769	CITY OF PERRIS - GENERIC	Closed
11/22/2024 9:59	12/2/2024 0:00	7	Extraordinary - Pole Replacement/Install	5610005714	\$ 5,190.00	Normal	CAS-343886-R9M2G6	Ellis & Goetz STL Pole Install # P0054	CITY OF PERRIS - GENERIC	Closed
11/25/2024 7:26	11/25/2024 0:00	1	Extraordinary - Vandalism	5610003848	\$ 320.00	Normal	CAS-344080-H6R7P1	ETHANAC BTWN GOETZ & MURRIETA	CITY OF PERRIS - GENERIC	Closed
11/13/2024 11:37	11/13/2024 0:00	1	Routine	90003416	\$ -	Normal	CAS-342872-W8Q0L9	Avalon P3274 Flickering	CITY OF PERRIS - GENERIC	Closed
11/10/2024 9:20	11/10/2024 0:00	0	Extraordinary - Knockdown	5610003994	\$ 2,230.00	Normal	CAS-342598-N7X9V6	3500 Indian Ave STL Pole KD # P3769	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:13	10/29/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337446-W8F7Q6	Mountain SO Goetz P0294 BO	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:11	10/29/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337445-L5H3J7	Goetz SO Malbert P0588 BO	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:10	10/29/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337444-Z2W8L5	Goetz SO Ellis P0034 BO	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:08	10/29/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337443-W0G2S5	Goetz SO Ellis P0033 BO	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:07	10/29/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337442-R7Y5W7	Ellis EO Perris P0055 BO	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:05	10/29/2024 0:00	1	Extraordinary - As Needed/PCR	5610003658	\$ 115.00	Normal	CAS-337441-M1R7T0	Cayenne NO Catha Wy P2573	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:03	10/29/2024 0:00	1	Extraordinary - As Needed/PCR	5610003658	\$ 115.00	Normal	CAS-337440-K4X2P8	Anise EO Mallow P2574 C	CITY OF PERRIS - GENERIC	Closed
10/29/2024 12:02	10/29/2024 0:00	1	Extraordinary - As Needed/PCR	5610003658	\$ 115.00	Normal	CAS-337439-K1K6V2	3028 Zara Cir P0504 BO	CITY OF PERRIS - GENERIC	Closed
10/29/2024 11:57	10/29/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337438-B2Z8W4	Evans NO Rider P2964 BO	CITY OF PERRIS - GENERIC	Closed
10/28/2024 15:11	10/28/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337342-W4T5P8	Redlands NO Jornada ES P3636 BO	CITY OF PERRIS - GENERIC	Closed
10/28/2024 15:09	10/28/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337341-T4W1B6	Redlands NO Jornada P3634 BO	CITY OF PERRIS - GENERIC	Closed
10/28/2024 13:52	10/28/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337335-Q1X5Z5	Orange EO Firebrand P3807 BO	CITY OF PERRIS - GENERIC	Closed
10/28/2024 11:57	10/28/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337323-V0T8J0	Citrus WO Orchard NS P1896 BO	CITY OF PERRIS - GENERIC	Closed
10/28/2024 11:55	10/28/2024 0:00	1	Extraordinary - Vandalism	5610003658	\$ 160.00	Normal	CAS-337321-T3L3V4	Perris NO Citrus P1449 BO	CITY OF PERRIS - GENERIC	Closed
10/28/2024 10:54	10/28/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337316-Q1Y9L5	Orange WO Perris P3918 BO	CITY OF PERRIS - GENERIC	Closed

Work Order Detail Sheet

10/28/2024 10:53	10/28/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337315-D9H0D8	Orange WO Perris P3917 BO	CITY OF PERRIS - GENERIC	Closed
10/28/2024 10:28	10/28/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-337313-Y1G4R2	Orange WO Perris P3916 BO	CITY OF PERRIS - GENERIC	Closed
10/23/2024 9:04	10/24/2024 0:00	2	Extraordinary - Knockdown	5610003717	\$ 1,920.00	Normal	CAS-336799-H0K7R7	ELLIS AVE & GOETZ RD STL KD # P0054	CITY OF PERRIS - GENERIC	Closed
10/23/2024 13:47	10/23/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336857-W4L8D9	Markham WO Brennan NS Dayburning	CITY OF PERRIS - GENERIC	Closed
10/22/2024 15:28	10/22/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336741-Y6R0F4	Sinclair WO Perris P4400 BO	CITY OF PERRIS - GENERIC	Closed
10/22/2024 15:26	10/22/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336730-S9C2T8	Perris Blvd SO Ramona Expy P4278 BO	CITY OF PERRIS - GENERIC	Closed
10/22/2024 13:35	10/22/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336730-C3G4N2	Rider WO Perris P4341 BO	CITY OF PERRIS - GENERIC	Closed
10/22/2024 13:33	10/22/2024 0:00	1	Extraordinary - Vandalism	5610003658	\$ 320.00	Normal	CAS-336729-L4D1F1	Placentia EO Perris Blvd P3846 BO	CITY OF PERRIS - GENERIC	Closed
10/22/2024 13:31	10/22/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336728-Q3F5Z6	Barrett NO Walnut P4300 BO	CITY OF PERRIS - GENERIC	Closed
10/22/2024 11:25	10/22/2024 0:00	1	Extraordinary - As Needed/PCR	5610003658	\$ 275.00	Normal	CAS-336714-Y0T7F8	2082 ANISE DR P2574 B/O	CITY OF PERRIS - GENERIC	Closed
10/14/2024 10:09	10/22/2024 0:00	7	Routine	90003276	\$ -	Normal	CAS-335897-Y5B9D3	4506 HIGHLAND AVE STL B/O	CITY OF PERRIS - GENERIC	Closed
10/16/2024 0:00	10/16/2024 0:00	1	Extraordinary - Pole Replacement/Install	90003241	\$ 9,105.60			Ethanac/Murrieta & Goetz; Rpl Deco Pole	CITY OF PERRIS - GENERIC	Closed
1/5/2024 0:00	10/16/2024 0:00	204	Extraordinary - Knockdown	90003244	\$ 10,571.70			Harley Knox/Webster Rpt 2B226 Pole P4616	CITY OF PERRIS - GENERIC	Closed
10/15/2024 15:24	10/15/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336084-P7Y7R5	Markham 6 St L BO Patterson-8	CITY OF PERRIS - GENERIC	Closed
10/15/2024 14:31	10/15/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336072-V8R0P5	Washington WO Patterson SS P2816BO	CITY OF PERRIS - GENERIC	Closed
10/15/2024 14:30	10/15/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336071-G9W8W8	Patterson SO Washington WS P2817 BO	CITY OF PERRIS - GENERIC	Closed
10/15/2024 12:21	10/15/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336059-L3L3J5	Nance St WO Redlands SS P2727 BO	CITY OF PERRIS - GENERIC	Closed
10/15/2024 11:28	10/15/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336049-Z6C6G7	Redlands SO Nance St P2664 Dayburner	CITY OF PERRIS - GENERIC	Closed
10/15/2024 10:20	10/15/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336044-X2B9K3	Morgan EO Indian SS P2488 BO	CITY OF PERRIS - GENERIC	Closed
10/15/2024 10:19	10/15/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-336043-Q5M5K3	Morgan EO Indian SS P2487 BO	CITY OF PERRIS - GENERIC	Closed
10/15/2024 9:04	10/15/2024 0:00	1	Extraordinary - Vandalism	5610003658	\$ 310.75	Normal	CAS-336030-J6Y0T0	Nuevo WO Shady Oaks SS P1363	CITY OF PERRIS - GENERIC	Closed
10/14/2024 15:31	10/15/2024 0:00	2	Extraordinary - Pole Replacement/Install	5610003691	\$ 5,190.00	Normal	CAS-335957-N4S0K4	Evans & Limousin - STL Pole Inst # P4618	CITY OF PERRIS - GENERIC	Closed
10/14/2024 15:28	10/15/2024 0:00	2	Extraordinary - Pole Replacement/Install	5610003690	\$ 5,190.00	Normal	CAS-335956-N7V8S5	San Jacinto/Murrieta STL Pole Inst P1326	CITY OF PERRIS - GENERIC	Closed
7/24/2024 15:23	10/15/2024 0:00	60	Extraordinary - Pole Replacement/Install	5610003670	\$ 5,190.00	Normal	CAS-315650-H8J2B1	Ramona Exp & Perris STL Pole Inst P4613	CITY OF PERRIS - GENERIC	Closed
10/14/2024 16:07	10/14/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-335961-M3T3T6	1883 Teak P0937 Sce Follow up	CITY OF PERRIS - GENERIC	Closed
10/14/2024 12:35	10/14/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-335932-H1X9Q6	Evans Rd SO Marbella Gate P2693 BO	CITY OF PERRIS - GENERIC	Closed
10/14/2024 12:26	10/14/2024 0:00	1	Routine	90003276	\$ -	Normal	CAS-335930-V5R7W5	Evans SO Anira Ct WS P2688 BO	CITY OF PERRIS - GENERIC	Closed
10/11/2024 13:47	10/14/2024 0:00	2	Routine	90003276	\$ -	Normal	CAS-335775-M7L6L2	1064 McKimball Rd P0848 B/O	CITY OF PERRIS - GENERIC	Closed
10/3/2024 12:04	10/14/2024 0:00	8	Routine	90003276	\$ -	Normal	CAS-334816-K9Z8R8	1046 MCKIMBALL P0848 B/O	CITY OF PERRIS - GENERIC	Closed
9/27/2024 15:20	9/27/2024 0:00	1	Extraordinary - Knockdown	5610003423	\$ 2,998.00	Normal	CAS-330225-K8Z9L5	Evans & Limousin STL KD # P2840	CITY OF PERRIS - GENERIC	Closed
8/16/2024 11:37	9/16/2024 0:00	22	Routine	90003076	\$ -	Normal	CAS-322189-Z3X9R9	PERRIS STL NIGHT SURVEY	CITY OF PERRIS - GENERIC	Closed
9/13/2024 16:52	9/13/2024 0:00	1	Extraordinary - Vandalism	5610003416	\$ 320.00	Normal	CAS-329024-V3Y5R5	Murrieta Rd s.o Green valley vandalism	CITY OF PERRIS - GENERIC	Closed
9/13/2024 16:47	9/13/2024 0:00	1	Extraordinary - Knockdown	5610003422	\$ 1,600.00	Normal	CAS-329023-B6Z7N6	Green valley pkwy & Fieldstone P4741 KD	CITY OF PERRIS - GENERIC	Closed
9/3/2024 16:13	9/4/2024 0:00	2	Extraordinary - Vandalism	5610003416	\$ 320.00	Normal	CAS-327594-F3S1D4	Dawes broken light pole covers multiple	CITY OF PERRIS - GENERIC	Closed
9/3/2024 16:12	9/3/2024 0:00	1	Extraordinary - Vandalism	5610003416	\$ 320.00	Normal	CAS-327593-M4H6C4	Dawes cut wires multiple lights	CITY OF PERRIS - GENERIC	Closed
8/29/2024 12:27	9/3/2024 0:00	4	Routine	90003076	\$ -	Normal	CAS-323498-S8V3W2	80 E. Dawes St (#P4244) STL B/O	CITY OF PERRIS - GENERIC	Closed
8/26/2024 16:02	9/3/2024 0:00	7	Extraordinary - Vandalism	5610003416	\$ 160.00	Normal	CAS-323143-Q9W5M6	80 E. Dawes 2 STL'S B/O P4252	CITY OF PERRIS - GENERIC	Closed
8/2/2024 19:12	8/2/2024 0:00	1	Extraordinary - Knockdown	5610002935	\$ 2,106.00	Normal	CAS-320533-Q9N8K0	San Jacinto & Murrieta STL KD # P1326	CITY OF PERRIS - GENERIC	Closed
6/26/2024 0:00	7/30/2024 0:00	25	Extraordinary - Pole Replacement/Install	5610003668	\$ 5,190.00	Normal	CAS-308858-G3Z0F2	Evans & Bear Meadow STL Pole Inst P3525	CITY OF PERRIS - GENERIC	Closed
6/26/2024 0:00	7/30/2024 0:00	25	Extraordinary - Pole Replacement/Install	5610003669	\$ 5,190.00	Normal	CAS-308859-F0V2L0	Ramona Expy & Indian STL Pole Inst P3781	CITY OF PERRIS - GENERIC	Closed
7/1/2024 9:05	7/10/2024 0:00	8	Routine	90002749	\$ -	Normal	CAS-311984-G1S0Z1	WILSON/ NUEVO RD STL B/O	CITY OF PERRIS - GENERIC	Closed
6/26/2024 0:00	7/1/2024 0:00	4	Extraordinary - Pole Replacement/Install	5610003995	\$ 5,395.00	Normal	CAS-308857-Z5F1R5	1749 E Ryder Rpr Fnd_STL Pole Inst P3026	CITY OF PERRIS - GENERIC	Closed



Streetlight O&M Annual Report
July 2024 – June 2025
City of San Jacinto

Lamp Inventory: 2,613 lamps								
	LED Cobra	LED Decorative	HID Cobra	HID Decorative	Retired	Out of Scope		
Total	2,612	0	0	0	1	0		
Pole Inventory: 2,509 poles								
	Concrete	Wood	Steel	Fiberglass	Decorative	Knocked Down	Retired	Out of Scope
Total	2,433	63	12	0	0	0	1	0

Work Orders Completed	
Routine O&M	34
Extraordinary O&M	46

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024 - 2025.

Work Orders Completed: 34 work orders

Average Resolution Time: 3 days

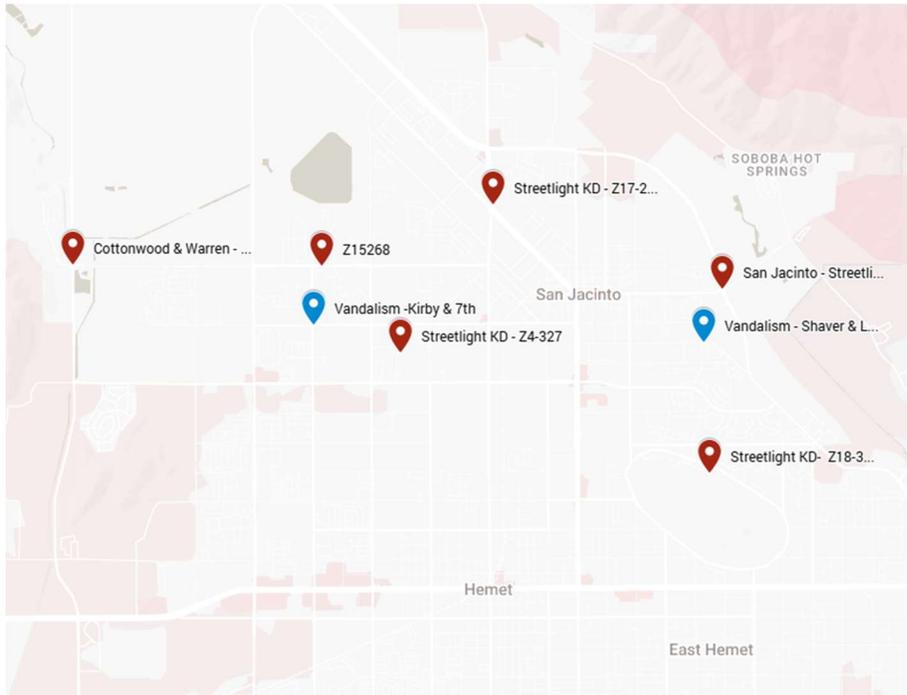
Annual Routine O&M Costs: \$21,395.50

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024 - 2025.

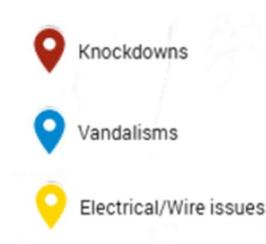
	No. of Work Orders	Average Resolution Time (Days)	Annual Costs (\$)
Pole Knockdown Response	6	Data not available, typically resolved within hours of reporting	\$16,770.00
Pole Replacement/Installs	2	81 days	\$13,110.00
Vandalism incidents	2	2 days	\$2,370.00
As needed/PCR work	21	3 days	\$19,844.60
Response to SCE/Out of Scope lights	14	3 days	\$2,138.20
Pole Tag Installation	1	3 days	\$8,272.60
TOTAL	46	n/a	\$62,505.40

Map of Streetlight Knockdowns:



Pole Number	Knockdown Date	Location
n/a	6/243/2025	Main St. W/O Ramona
Z18-324	5/29/2025	1361 E Agape Av
Z17-243	5/8/2025	611 N State
Z4-327	3/18/2025	1305 Willow Stone
n/a	1/1/2025	Cottonwood & Warren
Z15-268	9/20/2024	Cottonwood & Kirby

Date	Location
2/5/2025	Kirby & 7th
11/5/2024	Shaver & Las Rosas



Reported Date	Completed Date	Resolution Time (Business Days)	O&M Category	Invoice Number	Expense	Priority	Ticket number	Short description	Asset name	Status
N/A	N/A		Extraordinary - As Needed/PCR	90004731	\$ 845.64			Supply pole tags for city stock	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
N/A	N/A		Extraordinary - As Needed/PCR	90004313	\$ 1,119.00			Supply 10 No. 3 Pull Box Lids	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
N/A	N/A		Extraordinary - As Needed/PCR	90003844	\$ 3,083.06			Supply 7,500ft #10 wire for City Stock	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
6/19/2025 23:28	6/20/2025 0:00	2	Extraordinary - Knockdown	5610005758	\$ 3,700.00	Normal	CAS-399049-Q6J7B1	Main St WO Ramona 2 St L KD	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
6/19/2025 15:12	6/19/2025 0:00	1	Extraordinary - As Needed/PCR	5610005791	\$ 320.00	Normal	CAS-399010-X8J0V3	PCR Main st E.o SJ to Jordan pole paint	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
6/13/2025 17:56	6/13/2025 0:00	1	Extraordinary - As Needed/PCR	5610005791	\$ 400.00	Normal	CAS-398505-V1C7D0	PCR 5 Corners T/S painting w/u	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/29/2025 18:38	5/29/2025 0:00	1	Extraordinary - Knockdown	5610005552	\$ 2,230.00	Normal	CAS-393248-D9H4S2	1361 E Agape Av Pole Kd Z18-324	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/19/2025 22:36	5/22/2025 0:00	4	Routine	90004637	\$ -	Normal	CAS-392148-N6H8P5	1342 S Hewitt st Z13-105 x Z13-101 B.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/16/2025 19:47	5/16/2025 0:00	1	Routine	901004637	\$ -	Normal	CAS-391968-V9D1R9	2289 Albatross Z15-446 25/7 burn	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/16/2025 19:46	5/16/2025 0:00	1	Routine	901004637	\$ -	Normal	CAS-391967-P0L3X2	2264 Finch cir Z15-474 24/7 burn	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/16/2025 19:44	5/16/2025 0:00	1	Routine	90004637	\$ -	Normal	CAS-391966-B8Z7Q2	SJ Sanderson multiple 24:7 burn	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/7/2025 0:00	5/8/2025 0:00	2	Extraordinary - Knockdown	5610005551	\$ 2,552.00	Normal	CAS-391079-W1J2S2	611 N State Z17-243 KD	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/7/2025 16:31	5/7/2025 0:00	1	Routine	90004637	\$ -	Normal	CAS-390896-F2S3L6	Cottonwood 24/7 burn	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/6/2025 21:12	5/7/2025 0:00	2	Routine	90004637	\$ -	Normal	CAS-390788-W8Q3V5	757 Sussex Rd Z2-43 b.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
4/1/2025 16:22	4/1/2025 0:00	1	Extraordinary - As Needed/PCR	5610005231	\$ 160.00	Normal	CAS-381217-B2G4Y4	Delivery of ordered materials	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
3/10/2025 10:04	3/28/2025 0:00	15	Routine	90004188	\$ -	Normal	CAS-374910-S0V5M8	SAN JACINTO ST/L NIGHT SURVEY	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
3/18/2025 2:48	3/18/2025 0:00	1	Extraordinary - Knockdown	5610005033	\$ 2,168.00	Very High	CAS-375816-W0F1M9	1305 Willow Stone STL Pole KD # Z4/327	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
2/27/2025 16:13	2/27/2025 0:00	1	Extraordinary - Response to SCE/Out of Scope lights	5610004663	\$ 80.00	Normal	CAS-366452-L5R5F0	Esplanade x San Jacinto lights out	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
2/27/2025 16:09	2/27/2025 0:00	1	Extraordinary - As Needed/PCR	5610004663	\$ 275.00	Normal	CAS-366448-V3K3D9	7th st pole Z7-110 exposed wires	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
2/25/2025 12:11	2/25/2025 0:00	1	Extraordinary - As Needed/PCR	5610004663	\$ 1,380.00	Normal	CAS-366114-N8M1L8	PCR 7th & Hewitt vandalism	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
2/25/2025 8:53	2/25/2025	1	Extraordinary - As Needed/PCR	5610004663	\$ 800.00	Normal	CAS-366094-R4T8M3	PCR 7th x Kirby Vandalism	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
2/5/2025 16:25	2/5/2025 0:00	1	Extraordinary - Vandalism	5610004663	\$ 320.00	Normal	CAS-364150-T5Y9W8	PCR Kirby & 7th boxes open lights out	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
2/5/2025 8:29	2/5/2025 0:00	1	Extraordinary - Response to SCE/Out of Scope lights	5610004663	\$ 80.00	Normal	CAS-364089-Z8P9W8	CHAMOMILE/ COTTONWOOD	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/28/2025 9:55	2/5/2025	7	Extraordinary - Response to SCE/Out of Scope lights	5610004663	\$ 80.00	Normal	CAS-358989-T5C6W5	OAK KNOLL/RAMONA EXWY ST/L CYCLE	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/28/2025 9:53	2/5/2025 0:00	7	Routine	90003940	\$ -	Normal	CAS-358988-X5P9K2	1660 Pablo Lane/Arroyo Viejo Dr ST/L B/O	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/28/2025 9:51	2/5/2025 0:00	7	Extraordinary - As Needed/PCR	5610004663	\$ 410.75	Normal	CAS-358987-N8W8K5	1617 Arroyo Viejo Dr Z12115	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/27/2025 7:38	1/27/2025	1	Routine	90003798	\$ -	Normal	CAS-358849-W6X2T1	347 W. 5th Street Z17-209	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/9/2025 15:43	1/17/2025	7	Extraordinary - As Needed/PCR	5610004516	\$ 485.00	Normal	CAS-357077-H0F9H9	SOBOBA /7TH ST/LS B/O	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/7/2025 16:31	1/9/2025	3	Extraordinary - Response to SCE/Out of Scope lights	5610004516	\$ 345.00	Normal	CAS-356646-L8P8Q8	406 Reposo Street Z3-16	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/7/2025 8:21	1/9/2025	3	Extraordinary - Response to SCE/Out of Scope lights	5610004516	\$ 113.20	Normal	CAS-356551-D7J8H4	258 Dogwood St/PRICKLY PEAR	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/2/2025 16:45	1/9/2025 0:00	6	Routine	90003798	\$ -	Normal	CAS-356158-Q5R3C8	1450 w 7th st Z4-273 24/7 burn	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/7/2025 8:23	1/8/2025	2	Extraordinary - Response to SCE/Out of Scope lights	5610004516	\$ 160.00	Normal	CAS-356552-Z4V1F6	398 Virginia Dr/WATEKA	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/6/2025 18:06	1/6/2025 0:00	1	Extraordinary - Response to SCE/Out of Scope lights	5610004516	\$ 160.00	Normal	CAS-356511-R3V3D7	Warren x cottonwood follow up	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/6/2025 9:01	1/6/2025 0:00	1	Routine	90003798	\$ -	Normal	CAS-356440-K9Q0C1	480 STATE STREET ST/L'S B/O	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/7/2025 8:19	1/3/2025 0:00	1	Routine	90003798	\$ -	Normal	CAS-356550-D4G3V8	1450 W 7th Street Z4-273	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
1/1/2025 15:09	1/1/2025 0:00	1	Extraordinary - Knockdown	5610004889	\$ 3,568.00	Very High	CAS-355045-K5P3Q2	Cottonwood & Warren STL Pole KD	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
12/18/2024 15:38	12/30/2024 0:00	9	Extraordinary - Response to SCE/Out of Scope lights	5610004132	\$ 160.00	Normal	CAS-349992-Q2H2L1	402 Virginia Drive & Wateka Street	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
12/16/2024 9:12	12/16/2024 0:00	1	Routine	90003565	\$ -	Normal	CAS-349688-W9H5C1	HEWITT BTWN COMMONWEALTH/ESPLANADE	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
12/9/2024 14:34	12/9/2024 0:00	1	Extraordinary - As Needed/PCR	5610004132	\$ 985.75	Normal	CAS-349058-S2L9K4	PCR Palm x investor repair	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
12/9/2024 12:24	12/9/2024 0:00	1	Routine	90003565	\$ -	Normal	CAS-349040-R4Z1Q0	Palm & Investor Pl 5 Lights BO	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
12/6/2024 16:59	12/6/2024 0:00	1	Extraordinary - Response to SCE/Out of Scope lights	5610004132	\$ 80.00	Normal	CAS-348844-P7C6B4	5th st x San Jacinto b.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
12/2/2024 9:09	12/6/2024 0:00	5	Routine	90003565	\$ -	Normal	CAS-348081-N2T1V5	PARK BTWN GRACE/ VILLINES	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/1/2024 15:03	11/27/2024 0:00	19	Extraordinary - As Needed/PCR	5610004012	\$ 1,408.00	Normal	CAS-341731-D4F3J7	1401 S San Jacinto Z14-209 Fix lean pole	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/25/2024 11:29	11/26/2024 0:00	2	Routine	90003411	\$ -	Normal	CAS-344108-S8N0X1	1426 SunswepT Dr	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/18/2024 15:49	11/20/2024 0:00	3	Routine	90003411	\$ -	Normal	CAS-343412-B2H7P2	154 Algona Ave ST/L WIRES EXPOSED	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/19/2024 10:06	11/19/2024 0:00	1	Routine	90003411	\$ -	Normal	CAS-343501-R1M7B9	Esplanade NO State ES SL BO Z17-218	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/19/2024 9:04	11/19/2024 0:00	1	Routine	90003411	\$ -	Normal	CAS-343488-H2G2S6	1352 ENCHANTED TR Z4318 BO	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/1/2024 15:00	11/19/2024 0:00	147	Extraordinary - Pole Replacement/Install	5610004013	\$ 7,920.00	Normal	CAS-341729-L7L8N1	Ramona w.o State Z2-76 Inst+Fndt	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/1/2024 9:44	11/15/2024 0:00	11	Routine	90003411	\$ -	Normal	CAS-341563-X5N7Q7	SAN JACINTO ST/L NIGHT SURVEY	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/13/2024 11:34	11/13/2024 0:00	1	Routine	90003411	\$ -	Normal	CAS-342870-L9H0Q0	Apache st z4-277 b.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/13/2024 11:31	11/13/2024 0:00	1	Routine	90003411	\$ -	Normal	CAS-342869-C7G7Y6	Seventh st z15-486 b.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/5/2024 13:20	11/13/2024 0:00	7	Routine	90003411	\$ -	Normal	CAS-342028-G0G8K5	414 ANGELA WAY STL B/O	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/1/2024 13:24	11/5/2024 0:00	3	Extraordinary - As Needed/PCR	5610003849	\$ 1,395.00	Normal	CAS-341698-G2V2V8	PCR 1385 S State Vandalism	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/1/2024 13:22	11/5/2024 0:00	3	Extraordinary - Vandalism	5610003849	\$ 2,050.00	Normal	CAS-341697-G6C4N8	PCR Shaver & Las Rosas vandalism	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
11/1/2024 13:48	11/1/2024 0:00	1	Extraordinary - As Needed/PCR	5610003849	\$ 240.00	Normal	CAS-341704-C1N4N0	Job write ups	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/23/2024 7:30	10/23/2024 0:00	1	Routine	90003277	\$ -	High	CAS-336778-K7B4X2	ST LIGHT BO DE ANZA WO PALM SS	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/21/2024 16:00	10/21/2024 0:00	1	Extraordinary - As Needed/PCR	5610003659	\$ 320.00	Normal	CAS-336638-R3S5K4	1401 s San Jacinto meet with city	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/14/2024 11:41	10/14/2024 0:00	1	Routine	90003277	\$ -	Normal	CAS-335910-B7F9P9	421 Angela Wy Z17-224	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/14/2024 10:08	10/14/2024 0:00	1	Extraordinary - As Needed/PCR	5610003659	\$ 980.00	Normal	CAS-335896-M3N8F4	State St NO Esplanade ES BO	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/11/2024 10:14	10/11/2024 0:00	1	Extraordinary - As Needed/PCR	5610003659	\$ 1,195.00	Normal	CAS-335695-Z8L6Z2	Ramona x Pico Z17-251 Inst Duplex	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/10/2024 19:57	10/10/2024 0:00	1	Routine	90003277	\$ -	Normal	CAS-335655-Y2G4D1	Sce pending tickets	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/10/2024 8:27	10/10/2024 0:00	1	Routine	90003277	\$ -	Normal	CAS-335562-M3S6V5	Esplanade EO Freon Z15576	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
10/9/2024 15:57	10/10/2024 0:00	2	Extraordinary - Pole Replacement/Install	5610003424	\$ 5,190.00	Normal	CAS-335494-Y7S0Y4	Cottonwood & Kirby STL Pole Inst Z15268	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
9/20/2024 19:40	9/20/2024 0:00	1	Extraordinary - Knockdown	5610003424	\$ 2,552.00	Normal	CAS-329638-W8H3L3	Cottonwood & Kirby STL KD # Z15268	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
8/22/2024 12:46	8/22/2024 0:00	1	Routine	90002910	\$ -	Normal	CAS-322766-L5Y6X0	State Z17-218	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
8/22/2024 12:44	8/22/2024 0:00	1	Routine	90002910	\$ -	Normal	CAS-322765-R4N7N0	421 Angela Z17-224 b.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
8/22/2024 12:43	8/22/2024 0:00	1	Routine	90002910	\$ -	Normal	CAS-322764-M6N0D6	Ramona z17-251 b.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
8/21/2024 8:35	8/22/2024 0:00	2	Extraordinary - Response to SCE/Out of Scope lights	5610003132	\$ 160.00	Normal	CAS-322602-L2V2T0	351 E 7th Street/JORDAN AVE ST/L CYCLING	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
8/21/2024 8:28	8/22/2024 0:00	2	Extraordinary - Response to SCE/Out of Scope lights	5610003132	\$ 160.00	Normal	CAS-322601-W3W4P6	1704 Beam Holw ST/L B/O	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
8/8/2024 8:15	8/9/2024 0:00	2	Routine	90002910	\$ -	Normal	CAS-321089-T1G7F9	418 Angela way/S Wateka St ST/L B/O	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
8/1/2024 8:45	8/2/2024 0:00	2	Extraordinary - Response to SCE/Out of Scope lights	5610003132	\$ 160.00	Normal	CAS-320143-F8C5L7	250 W Main St/ S PICO AVE	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
7/31/2024 15:19	7/31/2024 0:00	1	Extraordinary - As Needed/PCR	5610002938	\$ 160.00	Normal	CAS-316437-R5W2Y6	Meet with city	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed

Work Order Detail Sheet

7/29/2024 8:56	7/31/2024 0:00	3	Extraordinary - Response to SCE/Out of Scope lights	5610002938	\$ 160.00	Normal	CAS-316086-V4T8D6	594 Amherst Way ST/L B/O	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
7/29/2024 7:42	7/31/2024 0:00	3	Extraordinary - Response to SCE/Out of Scope lights	5610002938	\$ 240.00	Normal	CAS-316078-K8D8P0	878 Canopy Lane	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
7/11/2024 13:32	7/15/2024	3	Extraordinary - Pole Tag Installation	90003154	\$ 8,272.60			LED Retrofit & Pole Tag installs for Project 24-01 and 24-02	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
7/12/2024 13:59	7/12/2024 0:00	1	Routine	90002752	\$ -	Normal	CAS-314478-T7D6S3	Oakwood & sante fe all b.o	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
7/2/2024 13:32	7/12/2024 0:00	9	Routine	90002752	\$ -	Normal	CAS-313471-P4N9Z2	SAN JACINTO STL NIGHT SURVEY	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
5/6/2024	7/11/2024	49	Extraordinary - As Needed/PCR	90003252	\$ 3,722.40			404 La Clarita & Kirby - Install 6 Fixtures	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
6/26/2024 20:36	7/10/2024	11	Routine	90002752	\$ -	Normal	CAS-308847-V1K6G7	1140 Ave Rosa Mundi	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed
6/26/2024 20:36	7/10/2024	11	Extraordinary - As Needed/PCR	5610002938	\$ 160.00	Normal	CAS-308846-H4T8Q8	3997 Ano Ct/mulberry	CITY OF SAN JACINTO - WRCOG - GENERIC	Closed



Streetlight O&M Annual Report
July 2024 – June 2025
City of Wildomar

Lamp Inventory: 1,565 lamps								
	LED Cobra	LED Decorative	HID Cobra	HID Decorative	Retired	Out of Scope		
Total	1,564	0	0	0	1	0		
Pole Inventory: 1565 poles								
	Concrete	Wood	Steel	Fiberglass	Decorative	Knocked Down	Retired	Out of Scope
Total	1556	1	6	1	0	0	1	0

Work Orders Completed	
Routine O&M	24
Extraordinary O&M	12

Routine Monthly O&M

Routine O&M includes but is not limited to responding to standard streetlight maintenance calls which can include fixture and/or photocell replacement, fuse and fuse holder replacement, hand hole cover replacement, troubleshooting up to 2 hours, and quarterly night surveys. This report includes details on work completed in fiscal year 2024 – 2025.

Work Orders Completed: 24 work orders

Average Resolution Time: 4 days

Annual Routine O&M Costs: \$13,113.00

Extraordinary O&M

Extraordinary O&M services are for issues that fall outside of the routine maintenance scope. Yunex will provide extraordinary O&M services on a time & materials basis. Example of Extraordinary O&M includes the following: pole knockdowns and replacement, tree fall or power surges that may occur, resulting in the streetlights being damaged and needing to be replaced, though the frequency may vary considerably. All Extraordinary O&M work must be preapproved by the Member Agency prior to the work being completed. This report includes details on work completed in fiscal year 2024-2025.

	No. of Work Orders	Average Resolution Time (Business Days)	Annual Costs (\$)
Pole Knockdown Response	2	Data not available, typically resolved within hours of reporting	\$3,386.00
Pole Replacement/Installs	2	8.5 days	\$10,380.00
Vandalism incidents	2	1 day	\$400.00
As-needed work	3	1 day	\$1,200.00
Response to SCE/Out of Scope Lights	2	6 days	\$320.00
Pole Tag Installation	1	3 days	\$13,349.60
TOTAL	12	n/a	\$29,035.60

Map of Streetlight Knockdowns:



Pole Number	Knockdown Date	Location
W0413	5/27/2025	35681 Finch Ct.
W9012	12/6/2024	Inland valley S/O Clinton Keith

Date	Location
4/9/2025	Baxter E/O White
4/9/2025	Baxter E/O white N/S

