



AGENDA

**Regular Meeting of the Calipatria City Council
City Council Chambers
125 North Park Avenue
Calipatria California 92233**

**Tuesday, June 24, 2025
Closed Session at 5:30 pm
Open Session at 6:00 pm**

Michael Luellen, Mayor
Javier Amezcua, Mayor Pro-Tem
Sylvia Chavez, Council Member
Fred Beltran, Council Member
Jesse Rivas, Council Member

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Jane Hurtado, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Edgar Self, Public Work Director

NOTICE OF TELECONFERENCE PARTICIPATION

Pursuant to Government Code Section 54953(b), Police Chief Cheryl Fowler will be attending the Regular Meeting via teleconference from: 632 E Street, Chula Vista, CA 91910

NOTICE TO THE PUBLIC

This is a public meeting. Any member of the public is invited to attend. The Calipatria City Council welcomes public input during the **Public Comment** period of the sessions.

5:30 P.M. CLOSED SESSION

CALL TO ORDER:

ROLL CALL:

PUBLIC COMMENTS FOR CLOSED SESSION ITEMS: Any member of the public wishing to address the City Council on any items appearing on the closed session agenda may do so at this time. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda. (*Government Code Section 54954.2*) There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS TO CLOSE SESSION

CONFERENCE WITH LEGAL COUNSEL:

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

1. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9

Number of Potential Cases: 2

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GC 54956.7(b)(1)
 1. Title of Position: Public Works Director
 2. Title of Position: Fire Chief
 3. Title of Position: Police Chief

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – G.C. 54956.8
 1. APN: 023-251-010
 - Property Address: 210 North Railroad Avenue
 - Agency Negotiator: City Manager
 - Negotiating Parties: Best STEP Forward
 - Under Negotiation: Lease Terms

CITY COUNCIL CONVENES TO OPEN SESSION

6:00 P.M. OPEN SESSION

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE & INVOCATION:

CITY ATTORNEY: REPORT ON CLOSED SESSION ACTION

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, may amend the order, add urgent items and or remove items from the consent calendar prior to that portion of the agenda. For the purpose of the official city record, the City Council may take care of these issues by entertaining a formal motion.

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

PUBLIC COMMENTS: The City Council welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Council. If there is an item on the agenda on which you wish to be heard, we ask that you please step to the podium and state your name and address for the record.

For matters not appearing on the agenda: If you wish to address the City Council concerning a matter and or any item not on the agenda but is within the City Council's jurisdiction you may do so now. We ask that you please step to the podium and state your name and address for the record.

The Mayor reserves the right to place a time limit of three (3) minutes on each person's presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting.

CONSENT AGENDA: The items appearing under the Consent Agenda will be acted upon by the City Council in one motion without discussion. Should any Council member or other person wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the REGULAR BUSINESS Agenda.

1. Continued Delta Street Pump Station Emergency
2. Minutes: June 10, 2025

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

ACTION ITEMS NEW/REGULAR BUSINESS (DISCUSSION/ACTION):

1. Approve/Disapprove: Approval of RESOLUTION NO. 25-20

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26
FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF
2017

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

DISCUSSION/DIRECTION (RECOMMEND/DENY):

1. Surplus of Firearms ~ Police Department

STAFF and COUNCIL REPORTS:

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria City Council is Tuesday,
July 8, 2025, at 6:00 pm

Close meeting at _____.

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

I, JANE HURTADO, City Clerk of the City of Calipatria, California, DO HEREBY
CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 N Park Avenue,
Calipatria, California and on the City of Calipatria's website not less than 72 hours prior
to the meeting per Government Code 54954(2).

Dated: June 20, 2025



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: June 20, 2025

Submitted By: Edgar Self, Public Works Director

Council Meeting Date: June 24, 2025

A handwritten signature in blue ink, appearing to read "E. Self", is placed over the Council Meeting Date.

CONSENT~ DELTA PUMP STATION EMERGENCY

Subject: Delta Pump Station Emergency

The Delta Pump Station continues to operate under emergency resolution until repairs are completed.

With the City Council approval of the NADBank Grant Execution on 04.09.2024, NADBank has authorized the City to proceed. Due to the delay in receiving parts, the completion of this project has been delayed.

Arc Performance has already demoed/installed all piping (suction and discharge) and has installed the new 8" suction valve, the new 10" discharge valve, pump, meter, and the lower and upper shutoff valves. ARC Performance has completed their contract.

The City will proceed with the rebuilding of the two existing pumps (\$45,000 estimated plus tax). The cost for the pump and one rebuild will be reimbursed by the \$250,000 grant funding. Pump has been dropped off at Barret Pumps for evaluation.

As a reminder, the City will have a matching of 10% to the cost of the Delta Pump Station Project.

NO Change as of today's date.

To date expenses are as follows:

Pump	\$ 70,046.12*
Staircase Replacement:	\$ 26,845.03
Electrical:	\$ 83,146.81
Piping and valves:	\$ 46,549.30*
Contract Pump Station Labor	\$117,000.00*

Total expenses paid to date: **\$343,587.26 (Use of ARPA funding * to be reimbursed by NADBank)**



TENTATIVE MINUTES

**Regular Meeting of the Calipatria City Council
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Calipatria California 92233**

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Closed Session at 5:30 pm
Open Session at 6:00 pm**

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Javier Amezcua, Mayor Pro-Tem
Sylvia Chavez, Council Member
Fred Beltran, Council Member
Jesse Rivas, Council Member

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Jane Hurtado, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Edgar Self, Public Work Director

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5:30 P.M. CLOSED SESSION

CALL TO ORDER: 5:34 PM

ROLL CALL: *Fred Beltran, Jesse Rivas, Michael Luellen, Sylvia Chavez,*

Absent-Javier Amezcua

PUBLIC COMMENTS FOR CLOSED SESSION ITEMS: Any member of the public wishing to address the City Council on any items appearing on the closed session agenda may do so at this time. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda. (*Government Code Section 54954.2*) There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS TO CLOSE SESSION

CONFERENCE WITH LEGAL COUNSEL:

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

1. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9

Number of Potential Cases: 1

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GC 54956.7(b)(1)
 1. Title of Position: City Manager
 2. Title of Position: Public Works Director
 3. Title of Position: Fire Chief

CITY COUNCIL CONVENES TO OPEN SESSION

6:00 P.M. OPEN SESSION

CALL TO ORDER: 6:07 PM

ROLL CALL: *Fred Beltran, Jesse Rivas, Michael Luellen, Sylvia Chavez,*
Absent-Javier Amezcua

PLEDGE OF ALLEGIANCE & INVOCATION: *Ted Hughes/Gilbert Otero*

CITY ATTORNEY: REPORT ON CLOSED SESSION ACTION

Gilbert Otero: four (4) matters, we'll re-open for close session after the end of the Staff reports.

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, may amend the order, add urgent items and or remove items from the consent calendar prior to that portion of the agenda. For the purpose of the official city record, the City Council may take care of these issues by entertaining a formal motion.

MOTION: **SECOND:** **ROLL CALL VOTE:** FB- JR-ML-SC-JA
 N/A

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Laura Gutierrez: On page four (4) Adjournment: the next meeting is Tuesday, June 27, 2025

Marcos Orozco: he explained that at Caldwell Park there is water flowing, he explained how it might work better.

Ernest Pacheco: they let him know that at different locations in the City of Calipatria, he was told the locations needed to be worked on. At the Post Office, the grass needs to be cut, City Hall- Planters are falling apart.

PRESENTATIONS:

1. Proclamation and Certificates of Recognition to the Calipatria High School Girls Varsity Softball team.

The girls from the Calipatria High School Lady Hornets Softball Team: CIF San Diego Section Champions – 2025 received a Proclamation and Certificates of Recognition, for the Win of the CIF. They also took beautiful pictures.

Head Coach: Joe Nunez

Coaches: Frank Aguilera and Mike Valencia

They gave thanks to Mayor Michael Luellen.

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1. Continued Delta Street Pump Station Emergency
Passed

2. Warrants for the Month of May 2025
Police Vehicle – Q- where does the money come from, the Stone Garden Grant

MOTION: *Luellen* SECOND: *Chavez* ROLL CALL VOTE : *FB-Y, JR-N,*
ML-Y, SC-Y, 3-1 ABSENT - *JA*

3. Minutes: May 27, 2025

MOTION: *Chavez* SECOND: *Beltran* ROLL CALL VOTE : *FB-Y, JR-Y,*
ML-Y, SC-Y, 4-0 ABSENT - *JA*

MOTION: *Chavez* SECOND: *Luellen* ROLL CALL VOTE: *FB-N, JR-N,*
ML-Y, SC-Y, 3-1 ABSENT -*JA*

Fred Beltran and Jesse Rivas requested Items 2 & 3 moved for discussion.

PUBLIC HEARING:

1. Public Hearing – Discussion/Action: City Council Resolution Establishing a Fee Matrix for the Registration of Abandoned Residential Properties.

OPEN PUBLIC HEARING at 6:22 PM.

Staff Report – The Holt Group, Francisco Barba

Gutierrez: there is a process to proceed with an abatement approval, County- public health.

<i>City</i>	<i>Fee</i>
<i>Calxico</i>	<i>\$150 registration fee with \$75 annual renewal fee</i>
<i>El Centro</i>	<i>No registration fee and a \$50 annual renewal fee</i>
<i>Imperial</i>	<i>\$50 annual registration fee</i>

Renewal Fee \$50.00

Register in January

MOTION: *Chavez* SECOND: *Beltran* ROLL CALL VOTE: *FB-Y, JR- Y, ML-Y,*
S *SC-Y, 4-0 ABSENT - JA*

1. Approve/Disapprove: Approval of Resolution No. 25-17

Francisco Barba: (CMAQ) is an Improvement Program, Application for the Railroad Avenue Pedestrian Improvements Project between Main Street/SR, 115 and Date Street, The project consists of the installation of a new P.C.C. Curb & Gutter and Sidewalk,

11.47% \$ 67,179.00

When is this due, May 16, 2025

*Application was submitted.
Looking for Funding*

MOTION: *Chavez* SECOND: *Beltran* ROLL CALL VOTE: *FB-Y, JR-Y, ML-Y,
SC-Y, 4-0 ABSENT -JA*

2. Approve/Disapprove: Approval of Resolution No. 25-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIPATRIA
APPROVING AN APPLICATION SUBMISSION TO OBTAIN FUNDING
THROUGH THE FY 26/27 AND 27/28 UNDER ICTC'S SURFACE
TRANSPORTATION BLOCK GRANT (STBG) PROGRAM

*Barba: Surface Transportation Block Grant Application is for the West Main Street
Roadway Improvements between International Boulevard and Lyerly Road ,
Application was submitted,
Similar to CMAQ,
Application was submitted*

*Rivas: had a question regarding, the STBG Program is a federal transportation
funding sources for projects that preserve and improve the conditions and
performance of highways, bridges, and public roads, pedestrian and bicycle
infrastructure: and transit capital projects.*

Beltran: are we doing just the street, do we have a traffic count

Barba: Traffic count is the same, more daily traffic.

MOTION: *Rivas* SECOND: *Chavez* ROLL CALL VOTE: *FB-Y, JR-Y, ML-Y,
SC-Y, 4-0 ABSENT -JA*

3. Approve/Disapprove: Approval of Resolution No. 25-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIPATRIA
ESTABLISHING A FEE MATRIX FOR THE REGISTRATION OF
ABANDONED RESIDENTIAL PROPERTIES

Per **The Public Hearing** - City Council Resolution Establishing a Fee Matrix for the
Registration of Abandoned Residential Properties.

Francisco Barba – The Holt Group

It was approved at:

Annual Fee \$50.00

Renewal Fee \$50.00

MOTION: *M. Luellen* SECOND: *Sylvia Chavez* ROLL CALL VOTE: *FB-Y, JR-Y,
ML-Y, SC-Y 4-0 ABSENT -JA*

DISCUSSION/DIRECTION (RECOMMEND/DENY):

1. Receipt of Phase I Environmental Site Assessment for 3-Acre portion of Assessor's Parcel Number 023-070-007
Gutierrez: A portion of the Calipatria Airport, there is no visual contamination, they are still researching possibly of 4 tanks which may be septic tanks.
2. Review of Proposed Building Permit Fee Schedule
Self: to move forward with the attached Proposed Building Permit Fee Schedule and if approved to move forward to adopt on June 24, 2025. The city has moved to bring the permit process in-house after using the Imperial County as the lead agency for this process.

Where do the funds go, 70% goes to 4LEAF and 30% goes to the City.

Bring back to next agenda.

STAFF and COUNCIL REPORTS:

Edgar Self: clean up the Airport, Trim Trees, and planting trees, have 2 or 3 trees to put one (1) on each side of the gazebo.

Jesse Llanas: turned in Incident Report and Staff Report

Cheryl Fowler: Nothing to report

Gilbert Otero: Nothing to report

Jane Hurtado: Nothing to report

Laura Gutierrez: Talked about the AB-617, thanked Public Works for all they have done, there are two (2) Fire Fighters positions.

Fred Beltran: Nothing to report

Jesse Rivas: had a good time at the Catholic Church, Citizen Event.

Sylvia Chavez: Great turn out – Seniors Event is moving strongly Catholic Charity will be giving more meals from 50 to 65 meals. Summer Swimming will be from July 14, 2025, thru August 17, 2025. We need two (2) Lifeguards.

M. Luellen: Thanking Chief Fowler for all the work she does, He reported that the County Board of Supervisor has a new CEO, Kathleen Lane. Lastly, spoke with the Governor, He has not made a decision.

Close for Close Session: 7:20PM

Four (4) Matters

1. Real Property
2. Public Works Director - Matter for next Council Meeting
3. Fire Chief - Matter for next Council Meeting
4. City Manager – 2% to 5%

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria City Council is Tuesday, June 24, 2025, at 6:00 pm

Close meeting at 8:15 PM.

MOTION: *Rivas* SECOND: *Beltran* ROLL CALL VOTE: CARRIED 4-0

I, JANE HURTADO, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 N Park Avenue, Calipatria, California and on the City of Calipatria's website not less than 72 hours prior to the meeting per Government Code 54954(2).

Dated: June 6, 2025



City Council Staff Report

To: City of Calipatria City Council
Laura Gutierrez, City Manager

From: George Galvan, AICP, City Planner

Prepared by: Patricia Ramirez, Assistant Planner

Date: June 24, 2025

Project: Road Maintenance and Rehabilitation Account (RMRA) Application for the North Industrial Avenue Street Improvements between Highway 115 and Young Road

Summary:

Subject of Report:	Road Maintenance and Rehabilitation Account (RMRA) Application for the North Industrial Avenue Street Improvements between Highway 115 and Young Road
Project Location:	North Industrial Avenue between Highway 115 and Young Road (Refer to Attachment A – Project Map)
Recommended Action:	Adopt a resolution approving an application submission to obtain funding through FY 25/26 under the Road Maintenance and Rehabilitation Account (RMRA) program for the North Industrial Avenue Street Improvements between Highway 115 and Young Road

INTRODUCTION AND BACKGROUND

On June 3, 2025, the Local Streets and Roads Program (LSRP) initiated a call for project nominations for the Road Maintenance and Rehabilitation Account (RMRA) for federal fiscal year 2025/26. The RMRA is a fund created by Senate Bill (SB) 1, Chapter 5, Statutes of 2017, which is used to address deferred maintenance on the State Highway System and the local street and road system. In response to the call for project nominations, the City of Calipatria is

applying for RMRA funding for the North Industrial Avenue Street Improvements between Highway 115 and Young Road. To proceed with the application, applicants are required to submit a resolution, from their governing bodies, authorizing the application submittal.

AVAILABLE FUNDING AND PROJECT SELECTION

Road Maintenance and Rehabilitation Account (RMRA) was established to provide funding to address deferred maintenance of the local street and road system. The amount available to the City is \$176,963.00. The project selected is the North Industrial Avenue Street Improvement Project which involves the removal and disposal of existing deteriorated asphalt pavement and installing new 3-inch asphalt rubber hot mix overlay over new class 2 base subgrade. The project also includes the installation of new class 2 base shoulders and adjusting existing utility frame covers to finish pavement grade. Striping and signage is also included in the scope of work. Currently, North Industrial Avenue from East Main Street to Barbara Street is in good condition due to recent road rehabilitation. However, North Industrial Avenue from Barbara Street to Young Road is extremely deteriorated with numerous potholes and nonexistent binding. If it is not addressed immediately, the road condition will continue to worsen.

The following projects have been previously completed under Road Maintenance and Rehabilitation Account (RMRA):

- **FY 21/22** – Delta Street between Industrial Avenue and North Brown Avenue
- **FY 23/24** – Church Street between Brown Avenue and Commercial Street
- **FY 24/25** – North Industrial Avenue between Highway 115 and Young Road

It should be noted that the City applied for these funds to be allocated for North Industrial Avenue. The RMRA Program does allow cities to combine funding from multiple years to carry out a project.

FISCAL IMPACT/PENDING ACTION

No local match is required and other than staff time required for completing claim forms, ordering equipment, and project management, no fiscal impact to the General Fund is anticipated.


ACTION REQUIRED

1. Adopt Resolution 25-20 approving North Industrial Avenue Street Improvement Project for funding under the FY 25/26 Road Maintenance and Rehabilitation Account.

Attachments: Attachment A – Project Map
Attachment B – City Council Resolution

Attachment A – Project Map



The Holt Group, Inc. ENGINEERING PLANNING SURVEYING	 NOT TO SCALE	North Industrial Avenue between HWY 115 and Young Rd. Calipatria, CA.		PROJECT LOCATION MAP	
1601 NORTH IMPERIAL AVENUE EL CENTRO, CALIFORNIA 92243	(760) 337-3883	PROJECT No.: THG 142.030	DATE: 6/12/2025		

Attachment B – City Council Resolution

RESOLUTION NO. 25-20

**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City, must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$176,963.00 in RMRA funding in Fiscal Year 2025-26 from SB 1; and

WHEREAS, this is the 7th year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help Calipatria maintain and rehabilitate certain streets/roads, and active transportation infrastructure throughout the City of Calipatria this year and of similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "poor" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into "excellent" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Calipatria, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

Project Title: North Industrial Avenue Street Improvement Project

Project Description: The project involves the removal and disposal of existing deteriorated asphalt pavement and installing new 3-inch asphalt rubber hot mix overlay over new class 2 base subgrade. The project also includes the installation of new class 2 base shoulders and adjusting existing utility frame covers to finish pavement grade. Striping and signage is also included in the scope of work.

Project Location: North Industrial Avenue between Highway 115 and Young Road

Estimated Project Schedule: July 2025-June 2026

Estimated Project Useful Life: 20 Years

Michael Luellen, Mayor
City of Calipatria

PASSED AND ADOPTED by the City Council of the City of Calipatria, State of California this 24th day of June, 2025, by the following vote:

ATTEST:

I, Jane Hurtado, City Clerk of the City of Calipatria, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Calipatria at a regular meeting thereof held on the 24th day of June 2025, and that the same was approved by the Mayor of said City of Calipatria on said date, and that the same was adopted by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jane Hurtado, City Clerk
City of Calipatria

Local Streets and Roads Funding Program

Road Maintenance and Rehabilitation Account Annual Funding Eligibility Checklist

California Transportation Commission



**Local Streets and Roads Funding Program
Annual Funding Eligibility Checklist**

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Local Streets and Roads Funding Eligibility Overview

Prior to receiving an apportionment of Road Maintenance and Rehabilitation Account (RMRA) funds from the California State Controller in a fiscal year, a city or county **must submit** to the Commission an **adopted list** of projects proposed to be funded with these funds by **July 1st each year**. All projects proposed to receive the fiscal year funding **must be adopted** by resolution by the applicable city council or county board of supervisors at a **regular** public meeting **each fiscal year** [Streets and Highways Code (SHC) Section 2034(a)(1)].

The adopted list of projects proposed must, **at a minimum**, include **any new** projects proposed for the upcoming fiscal year and any projects proposed in a previous fiscal year that will utilize program funds apportioned in the upcoming fiscal **year** (i.e. multi-year funded projects).

The list of projects proposed **must** be included in the resolution adopted. **At a minimum**, the project details **must** include the elements mandated by [SHC 2034 \(a\)\(1\)](#): description, location, schedule for completion and useful life elements. While the online tool requires additional project detail than what is required for the list of projects adopted, there must be a clear connection between the proposed projects adopted and those entered into the online reporting system, the California Statewide Multi-Modal Application and Reporting Tool ([CalSMART](#)).

CalSMART was developed to promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program. The standard project list format that was created in CalSMART will be the **only submittal method** accepted for funding eligibility.

This checklist is intended to provide additional assistance to cities and counties with the development and execution of their proposed project list adoption and successful submittal to the Commission, per SHC [2034](#). The [2021 Local Streets and Roads Funding Program Reporting Guidelines](#) and additional program materials are available on the Local Streets and Roads Program web page (<https://catc.ca.gov/programs/sb1/local-streets-roads-program>).

Cities and counties will have an opportunity to identify any changes to projects previously submitted in CalSMART during annual expenditure reporting, which is opened in the month of October each year and is due to the Commission by December 1st.

A. Funding Eligibility Checklist

Adopted Resolution or Staff Report

- ☐ Use the most current version of the Fiscal Year SB 1 Sample Resolution that is available on the “Help & Resources” tab in CalSMART. Agencies can request a word file of the sample resolution from the LSR staff if needed.
- ☐ The resolution/staff report adopting the list of projects proposed **must** be:
 - ☐ Adopted at a **regular** city council or county board of supervisors meeting; and
 - ☐ Specific to the fiscal year’s funding apportionment for which eligibility is being sought; and
 - ☐ Is a stand-alone action that is dedicated to the use of SB 1 RMRA funds associated with the Local Streets and Roads Funding Program; and
 - ☐ Is **not** a part of any other transportation, funding or budgetary action taken (such as adoption of a Capital Improvement Plan); and
 - ☐ **Includes** a statement affirming the city/county’s commitment the apportionments received will be used and reported on as required by [statute](#) and the Commission’s [adopted program guidelines](#); and
 - ☐ Is **signed** and **dated** by either the City/County Manager, Clerk, Attorney, or any other city/county official with signatory authority.
- ☐ The resolution/staff report **must** clearly identify projects that are intended to **utilize** the **next fiscal year’s** SB 1 RMRA apportionment received through the Local Streets and Roads Funding Program.
 - ☐ The list may be built into the body of the resolution/staff report; or
 - ☐ The list may be included as an attachment to the resolution/staff report.
- ☐ A copy of or a link to the published agenda noticing the list adoption is requested when using a staff report in lieu of a resolution.

List of Projects Proposed

- ☐ The proposed list must include:
 - ☐ Any **new** project(s) intended to utilize the upcoming fiscal year’s apportionment; and
 - ☐ If applicable, **project(s) previously proposed** that will continue to utilize apportionments in the upcoming fiscal year (i.e. multi-year projects).
 - Clearly differentiate between the new projects proposed and those that are re-listed.
- ☐ Each project listed **must** include the project detail that is required in SHC Section [2034](#). This required detail is further explained in the [2021 Local Streets and Roads Funding Program Guidelines](#):
 - ☐ Project Description (project purpose/brief scope, and component that will be funded with the fiscal year apportionments received)
 - ☐ Project Location (location detail that a member of the general public could reasonably identify)
 - ☐ Estimated Project Useful Life (minimum and maximum)

- ☐ Estimated Project Schedule (project start and completion mm/yy)
- ☐ Each project listed **must** meet the intent and purpose of the funding program that is indicated in SHC Section [2030](#) and the [2021 Local Streets and Roads Funding Program Reporting Guidelines](#).
 - ☐ These funds are intended to be **prioritized** for expenditure on **basic road maintenance** and **rehabilitation projects**, and on **critical safety projects**.
 - ☐ **Eligible** projects include:
 - Road Maintenance and Rehabilitation
 - Safety Projects
 - Railroad Grade Separations
 - Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects **in conjunction** with any other allowable project)
 - Traffic Control Devices
 - Funds made available by the program may also be used to satisfy a match requirement in order to obtain state or federal funds for projects authorized by this subdivision.
 - Pursuant to Article XIX Section 2(a) of the constitution: "The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes."

CalSMART Submittal

- ☐ Log-in to your CalSMART user account or register in CalSMART if you do not have an existing user account; and
- ☐ During the open eligibility period in CalSMART, users **must**:
 - ☐ Create a Fiscal Year Eligibility Proposed Project List Submittal
 - Upload the signed executed resolution/staff report and list of projects adopted; and
 - Create a list of projects in CalSMART. Although CalSMART requires additional project detail than what is required for the list of projects adopted, there must be a clear connection between the proposed projects adopted and those entered into the system.
 - ☐ Review the documents and detail entered for consistency.
 - ☐ Select "Submit" on or before the July 1st due date.
 - ☐ Submittals missing the relevant signed executed resolution/staff report and project list will be returned to a city or county as incomplete, the city or county will be given a set date by the Commission to resubmit or risk forfeiture of their annual apportionment.

B. Additional Information

Fiscal Year Local Streets and Roads Estimates:

- ☐ A third-party consultant contracted by the League of California Cities provides fiscal year estimates pertaining to HUTA and RMRA apportionments.
 - ☐ Visit the California Local Government Finance Almanac [website](#) for the most recent city and county apportionment estimates.

CalSMART Registration:

- ☐ To create a CalSMART “User Account” click [here](#).
 - ☐ Each City/County is allowed multiple users, each user must create their own account in the system using their e-mail.
 - ☐ Only one account may be created per e-mail address registered.
 - ☐ A single (general) account for a city or county that is shared by multiple individuals is **not** encouraged, a shared account often leads to inadvertent account lockout.
 - ☐ When registering, a user must request Local Streets and Roads Program access in CalSMART.
- ☐ If an existing CalSMART user is unable to access their account, please email the Local Streets and Roads Funding Program at LSR@catc.ca.gov so we may assist you.

Technical Training:

- ☐ Technical training is provided leading up to of each fiscal year’s eligibility and expenditure reporting period.
- ☐ All training material is posted on the Commission’s website and in the “Help & Resources” tab in CalSMART.

Funding Eligibility Schedule:

- ☐ May – Local Streets and Roads Funding Program Technical Training and CalSMART opens for Initial Fiscal Year Eligibility
- ☐ July 1st – Initial Fiscal Year Eligibility Closes in CalSMART
- ☐ August – Commission adopts the Initial List of Eligible Cities and Counties for Fiscal Year Funding and transmits the adopted list to the State Controller’s Office
- ☐ August 1st – CalSMART is reopened for Subsequent Fiscal Year Eligibility (if needed)
- ☐ September 30th – Subsequent Fiscal Year Eligibility Closes in CalSMART (if needed)
- ☐ October – Commission adopts the Subsequent List of Eligible Cities and Counties for Fiscal Year Funding and transmits the adopted list to the State Controller’s Office (if needed)

C. Sample Resolution

RESOLUTION NO. _____

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 20##-## FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City/County are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City/County must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City/County, will receive an estimated \$XXX in RMRA funding in Fiscal Year 20##-## from SB 1; and

WHEREAS, this is the XXX year in which the City/County is receiving SB 1 funding and will enable the City/County to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City/County has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City/County used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City/County maintain and rehabilitate XXX streets/roads, XXX bridges, add active transportation infrastructure throughout the City/County this year and ### of similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City/County's streets and roads are in an "excellent/good/at-risk/poor" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "XXX" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Board of Supervisors/City Council of the City/County, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 20##-## Road Maintenance and Rehabilitation Account revenues:

[If a city/county is proposing a new project for the Fiscal Year in question, the following statement and project detail should be included. Cities/counties may cite an attachment in lieu of entering the project detail in this section. The attachment cited must include the statutorily mandated project detail included below, to be compliant.]

Each NEW Project Proposed MUST Include:

Project Title:

Project Description:

Project Location:

Estimated Project Schedule: Start (MM/YY)– Completion (MM/YY) based on the component being funded with RMRA funds

Estimated Project Useful Life:

3. The following previously proposed and adopted projects may also utilize Fiscal Year 20##-## Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City/County is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

[If a city/county intends to utilize Fiscal Year Program Funds, in which eligibility is being sought, on a previously adopted proposed project, the following statement and project detail should be included, do not forget to update the proposed project schedule if different from the prior project detail adopted. Cities/counties may cite an attachment in lieu of entering the project detail in this section. The attachment cited must include the statutorily mandated project detail included below, to be compliant.]

Each Relisted Project Previously Proposed MUST Include:

Project Title:

Project Description:

Project Location:

Estimated Project Schedule: Start (MM/YY)– Completion (MM/YY) based on the component being funded with RMRA funds

Estimated Project Useful Life:

PASSED AND ADOPTED by the Board of Supervisors/City Council of the County/City, State of California this _____ day of _____, 20##, by the following vote:

Program Resources

California Transportation Commission Resources:

- [Local Streets and Roads Funding Program](#)
- [2021 Local Streets and Roads Funding Program Reporting Guidelines](#)
- [CalSMART Website](#)
- Statute - Streets and Highways Code Chapter 2, Division 3, [Sections 2030 – 2038](#)

League of California Cities Resources:

- [The League of California Cities](#)
- [Annual Local Streets and Roads Funds Estimates \(HUTA, SB 1\)](#)

California State Association of Counties Resources:

- [California State Association of Counties](#)

State Controller's Office Resources:

- SB 1 Road Maintenance and Rehabilitation Account Funding [Frequently Asked Questions](#).
- SB 1 Local Streets and Roads Apportionments [Cities](#) and [Counties](#).

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
My City changed our email address domains after I originally created my account. How can I update my email address on CalSMART?	Please register for a new account with the updated email address and notify us at LSR@catc.ca.gov so we may lock the old domain accounts.	CalSMART
If there are multiple registered users for one agency, can they all see/edit projects? Does this mean that I can work on something, then someone else can, and/or we can also look at previous history for our municipality?	Yes, every registrant has editing and viewing capabilities.	CalSMART
When relisting a project, what does the FY field represent next to the status field?	The FY field should only reflect the FY in which the project was first proposed or reported. If the project is now active, DO NOT change the FY to reflect when it first became active. Example: - New Project Added (FY 25/26) - Relisted Project (FY Adopted i.e 24/25 or 23/24 etc.)	CalSMART
Can our Agency Users access prior FY submittals? New staff has been assigned to the submittal process and need to view prior submittals for reference.	Yes. An agency can view submittals from prior FYs. In the Manage Submittals page, you will see all prior year submittals on the left handside. Select the desired submittal then go to "view files" tab under the Agency Intake form to download your uploaded resolution and proposed project list. To view the project list detail entered, select the "Create PDF" tab. As there is greater detail entered in CalSMART than what you will have adopted.	CalSMART
What priority status should be used for a new project being proposed/adopted for the first time?	"New" should be the <u>only</u> priority status selected for those projects that are being listed for the first time.	CalSMART
What is the difference between the identifiable priority statuses, such as carried over and in progress?	The following are the definitions for the identifiable priority statuses that <u>should only</u> be selected for relisted projects. - Carried Over: A project proposed/reported on in a prior FY that was and is still not active but is scheduled to begin in the upcoming FY. - Completed: A project previously proposed/reported on in previous years that is being relisted because the upcoming FY funds will be used to fund/reimburse this project. - Forecasted: A project previously proposed/reported on that will not be active for two or more FY's - In Progress: A project previously proposed/reported on that is currently active/in contract with invoiceable work.	CalSMART
Is there a preference on the contact listed in CalSMART? Should this be a City Manager or the person entering in the information?	Great question! It should be the person that is entering in the information in CalSMART	CalSMART
Can my email have multiple CalSMART accounts?	No. One email must be used per registrant. However, multiple agencies can have multiple registrants.	CalSMART
Under Project component, what options to choose for Planning documents e.g. Safety action plan?	planning documents will go under pre- construction. There is an "other" option that you can use for this specific planning document.	CalSMART

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
If a pre-construction was previously reported and has now been complete, how do we report moving onto the construction component?	You will need to close out the pre-construction phase, if used RMRA funds, and then change the component within CalSMART to both pre-construction AND construction. This will allow you to close out pre-construction and report on the construction phase.	CalSMART
What happens if our submittal package is returned? Will there be enough time to revise and resubmit?	<p>Should revisions be needed, staff will work with your jurisdiction by providing a corrective action plan with a due date.</p> <p>Staff reviews submittals on a first received basis, a timeline for initial review will vary based on the volume of submittals received at any given time.</p> <p>The closer a submittal is received to the deadline the longer it may take staff to review, which in turn may lead to a shorter turnaround time for edits.</p> <p>Staff strongly encourages all jurisdictions to send your draft resolution and proposed project list to the LSR@catc.ca.gov inbox for review to avoid an issue with your submittal.</p>	Eligibility Determination
Can i use this funds for both design and construction?	Yes you can, for the resolution, project description will need to reflect both components, as well as each component will need its own schedule.	Eligible Projects
Can we use RMRA for design?	Yes. Per Article XIX Section 2(a) of the California Constitution a jurisdiction may use RMRA funds for pre-construction purposes. Including but not limited to design, environmental study. etc. Please see the program guidelines for more information.	Eligible Projects
Is the purchase of Public Works Equipment, such as a Striping Truck, allowed using SB 1 RMRA funds? Would the purchase only be allowed if it is going to be used on one of the other listed projects?	<p>Purchase of public works equipment is allowable under the program, in accordance to Article XIX Section 2(a) in the California Constitution. The eligibility of this purchase is not dependent on if it is used on another project listed.</p> <p>A jurisdiction should adopt and list the purchase of equipment that will be used for multiple projects separately from the projects they may be used on.</p> <p>This purchase of Public Works Equipment would be fall under Procurement/Operational Needs in CalSMART.</p>	Eligible Projects
If a project will be performed by our own labor force, is there a way to reflect that in CalSMART.	<p>Those projects performed by a jurisdictions own Labor Force can fall under the Construction or Procurement/Operational Needs component.</p> <p>General Labor Force performed road maintenance, such as pothole repair, is often reported as Procurement/Operational Needs.</p>	Eligible Projects
Can RMRA funds be used to fund a street condition assessment?	Yes. Per Article XIX of the California Constitution this is an allowable use of the funds. These assessments can be identified as either Pre-Construction or Procurement/Operational Needs in CalSMART.	Eligible Projects
Is the construction of raised street medians to improve road safety eligible under RMRA?	Yes. Per SHC Section 2030(b)(1) and (2) this would qualify as a Safety Project.	Eligible Projects

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
Under "Project Description" in CalSMART, does that mean that those description terms are all that is eligible to use program funds on?	<p>No, the projects descriptions that appear in CalSMART are just some of most common descriptions that agencies utilize their funds on.</p> <p>A jurisdiction may be performing other eligible work on a project that is not currently reflected in CalSMART. In that case, you would select other and enter in the description of the other work being performed.</p> <p>Please read out to program staff if you have additional questions about what would be deemed eligible.</p>	Eligible Projects
Can RMRA funds be utilized solely for a concrete repair project without resurfacing the street?	Yes, per SHC Section(b)(1) and (2) this would fall under Road Maintenance and Rehabilitation Projects.	Eligible Projects
Can we use SB1 funds to supplement staff time directly tied to the project?	Yes, per Article XIX Section 2(a) of the California Constitution.	Eligible Projects
Are RMRA funds eligible to be used on PCI analysis?	Yes. The project would fall under Article XIX Section 2(a) of the constitution(?).	Eligible Projects
We have left-over funds from our prior FY's list of projects. We would like to put out an additional slurry seal project and are wondering if we can do that in FY 25/26 for additional streets that were not included in our FY 25/26 resolution	Yes, simply add the additional streets during Expenditure Reporting.	Expenditure Reporting
If not all SB1 funds from a past year were used, how would we address programming that funding in a future project?	You would simply report on that project in whichever year the funds were spent.	Expenditure Reporting
If we have a previously approved project, that we are no longer going to complete due to changing priorities, how do we handle that?	That update and any other project list updates can be made during expenditure report due December 1st.	Expenditure Reporting
How should you report on the accounts that may fund multiple projects?	You should only be reporting on what was spent from your RMRA account within the reporting FY.	Expenditure Reporting
If we have a previously approved project, that we are no longer going to complete due to changing priorities, how do we handle that?	That update and any other project list updates can be made during expenditure report due December 1st.	Expenditure Reporting
If we are reserving funds for a multi year project, how would we report?	You are still required to provide an update on all of your previously proposed and reported projects during the report. You will simply note in the summary of the report, that your agency is accumulating funds for a larger project.	Expenditure Reporting
How do we find our jurisdiction's estimated apportionment of RMRA funds?	The RMRA estimate is provided from a third party and can be found on the California City Finance website: http://www.californiacityfinance.com/#TRANSPORTATION . Estimates are revised every January and May	Funding Sources

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
How do we report total project costs if funded by multiple sources or matching.	There is a section for total project costs that you can provide the overall funding amount for the project that includes all fund sources. When reporting expenditures you will give the RMRA funds spent amount and the overall total project cost which includes the RMRA funds and the other fund sources.	Funding Sources
Why are the annual fiscal year apportionments tracked and reported from September to August?	Although the State FY is July 1 - June 30 each year, it takes the state roughly six weeks to collect, rectify and disburse the revenues generated in any given month. Therefore, revenues generated in July aren't disbursed until mid-September. Since the funds are derived from revenues generated within the FY, we must attribute the funds to that FY.	Funding Sources
Do we have to spend all our funds within the year?	No, any unused funds will be carried over for future use.	Funding Sources
Use of interest earned will be accounted in the expenditure reporting process and not here?	Correct, any interest accrued is recorded during the Expenditure Report.	Interest
How are the MOE-General Funds for Streets and Roads FY2009-10, 2010-11, 2011-12 data derived? are these data provided by the Citys/Counties directly or they were obtained differently?	The MOE was established through reporting to the State Controller's Office (SCO). The SCO notified each agency what their MOE is based on the reported detail. Your finance division should have this information. Please contact AUDStreetsRoads@sco.ca.gov for more information regarding the MOE.	MOE
What would be allowed for the nature of MOE fund, can it Measure R or Measure M, or does it have to be General Fund?	From the State Controller's Office: Any unrestricted funds that the city or county may expend at its discretion may be included to satisfy its annual MOE requirement. The funds do not have to be from the General Fund.	MOE
What is PCI and what does it mean if its over 80?	Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030 if the city's or county's average Pavement Condition Index (PCI) meets or exceeds 80.	Other
Where can I find the Local Streets and Roads Needs Assessment?	The Local Streets and Roads Needs Assessment can be found here: https://www.savecaliforniastreet.org/wp-content/uploads/2021/08/Statewide-2020-Local-Streets-and-Roads-Needs-Assessment-Final-8-4-21.pdf .	Other
Is a PCI of 80 or above a requirement?	No, Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC 2030(b) if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80.	Other
Can we include a link in the Project Location box to a detailed website of the proposed work?	Yes, but a general identifiable location description will still be required.	Project Detail Required

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
Is it correct to state that a location scope of a proposed and accepted project is able to change during the year? Meaning if we list a single project with all the currently estimated street segments as locations, then we are able to add street segments to this project later in the year?	<p>Yes, at the time of proposal we know several aspects of the project scope or estimates and may be subject to change. A jurisdiction's resolution and proposed project list is a "snapshot" of what is planned with upcoming FY funds.</p> <p>Per Program Guidelines: "The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in SHC 2030(b) [SHC 2034(a)(1)]." Just make sure to update the project location in your expenditure report.</p>	Project Detail Required
Do we have to list out every single street that will be included in the annual maintenance project?	No, listing boundaries or generalized locations is acceptable. For more information please view the program guidelines on the program's website https://catc.ca.gov/programs/sb1/local-streets-roads-program	Project Detail Required
if you have a carry over project that was listed as city wide under pre con and construction, how should you handle changing that in the system? All the locations are addressed in the location description (does that address the issue?)	Since you will be re-listing/re adopting the project as construction, you must include locations within the resolution. In CalSMART you can make that change when re-listing the project.	Project Detail Required
If you select Pre-Con & Construction, can you list the project location as Citywide since specific locations have not yet been finalized?	we would encourage you to put locations since construction is part of the project and say "during pre construction locations are being finalized and are subject to change"	Project Detail Required
If we are doing striping and signing city wide in various locations, can we just say City Wide under location in the resolution and report?	<p>If the project is being reported as construction, some of the locations where the striping/signing will occur must be identified. Additionally, jurisdictions can add that this is not the full list of locations and the public can contact the jurisdiction for further detail.</p> <p>If the project is being identified as Procurement/Operational Needs, the location being identified as City and Countywide is acceptable.</p>	Project Detail Required
Do we need to submit an exact location for every project	No. Cities and counties are encouraged to provide project location information that, at a minimum, would allow the public to clearly understand where the project is being undertaken within the community. Listing neighborhoods or project boundaries will suffice.	Project Detail Required
If SB1 funds can be applied to the Pre-Construction Engineering, will this apply to the project design?	Yes, some pre-construction common terms are active transportation plan, cost estimating, document preparation, environmental study/documents, feasibility study, maintenance program plan development, preliminary design, project scope development, right of way.	Project Eligibility
Is there a cap in terms of funding for the design/procurement projects?	There is no cap on spending RMRA funds.	Project Eligibility

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
Is there a list of equipment that can be purchased for road maintenance? Would a trailer that would haul the actual equipment be an allowed expense?	There is not a list. But, this should be allowed under procurement and operational needs. Please email us for any specific questions about eligibility. Often times, we will refer you to the State Controller's office since they are the final determinants of eligible projects.	Project Eligibility
Does the match have to listed as part of the projects?	If an agency is proposing a match funded project, it is not necessary to indicate so. However, if you wish to note this, please do so in the more information section when entering the project in CalSMART.	Project Eligibility
We have left-over funds from our prior FY. We would like to put out an additional slurry seal project using those remaining funds, do we need to adopt that project in the upcoming FY's resolution?	A jurisdiction does not need to adopt a new project that will only use remaining RMRA funds from a prior year. The jurisdiction is only required to add that project to the applicable FY's expenditure report in which the project is active and RMRA funds are spent.	Project List Changes
Regarding the flexibility of projects. If a City reported a specific project for rehab on a specific street and we dont do that street, the funds can be used on another street and reported during the expenditure period? The Cities concern is that the commission approved that project for that street. Is there anything else that needs to be done regarding council approval?	There is full flexibility on locations. no need to go back to council and revise a resolution for this change. The only thing, is we ask that the location change be updated in the system during Expenditure Reporting and if its going to appear again in another resolution for upcoming funds, then the locations should also be updated then.	Project List Change
When proposing a project, an estimated construction completion date is required. Should there be any unexpected construction delays and the project is not completed by that completion date, does the agency need to take any additional steps to report that?	Any changes to a project's schedule or scope should be reflected in the FY Expenditure report.	Project List Changes
Can we submit an entire street segment in proposed project, but if we find that funding is short and can only address partial of the street segment, do we need to revise later?	Yes, a jurisdiction always has the ability to revise any of the proposed detail during the expenditure reporting period. Additional action is not needed to approve those changes.	Project List Changes
If we add another project after approval of the resolution, do we need to redo the resolution to use RMRA funding for that new project?	No. Simply report on it during Expenditure Reporting.	Project List Changes
If a project proposed last FY has a small scope change, like an additional location, will this be considered a new project that needs to be added for the new FY submittal?	No. A scope change can made during the upcoming FY Expenditure Reporting period.	Project List Changes
Although a project from the prior FY is not in the new FY resolution, I still need to enter it in the CalSmart Project list?	No. Only those projects included in the adopted resolution and project list for the upcoming FY should be entered into your CalSMART submittal. It is not required to relist every project that appears in the Previously Reported Projects page in CalSMART.	Relisting

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
A project only needs to be re-listed if we will utilize the upcoming FY funds, correct?	Yes, re-list/re-adopt in the resolution if its going to utilize the upcoming apportionment.	Relisting
If I'm carrying over a previous project, but the name changed slightly (e.g. Overlay 2020 changed to Overlay 2022), will it still be added as a carried over project or add it as a new project?	This will be a carried over project. The only time a new project should be entered if the project has never been proposed.	Re-Listing/Re-Adopting
If a project received all of its funds the previous year but is still ongoing for this year, does it need to be listed?	No. Only relist the project if it will utilize the upcoming FY RMRA apportionment.	Re-Listing/Re-Adopting
What do we do if the project entered last year didn't happen due to covid and will now start in the new FY? Do we need to adopt and relist it?	Is that project going to utilize the upcoming FY's RMRA apportionment? If the answer is yes, a jurisdiction should include that project in the resolution and proposed project list being submitted for the upcoming FY. If the answer is no, the jurisdiction will simply update the project in question during the upcoming FY expenditure reporting period.	Re-Listing/Re-Adopting
Do we re-adopt multi-year projects each year?	It is not required to re-adopt projects, unless they will be using the upcoming apportionment	Re-Listing/Re-Adopting
Can you make changes to a prior year project when you are relisting them, or would you only make changes during the expenditure reporting?	Yes, Cities and Counties have flexibility to change the scope and other details of their projects. Ensure the most up to date detail is being proposed in the upcoming resolution as well as being reported in the expenditure report.	Re-Listing/Re-Adopting
Should we be relisting from the prior year's proposed project list or the most recent expenditure report if the same projects are in both?	You should be relisting from the expenditure report as it has the most up to date information.	Re-Listing/Re-Adopting
Where can we send our draft resolutions and lists to be reviewed by Program Staff?	Please submit draft resolutions and proposed project lists to LSR@catc.ca.gov for review	Resolution/Staff Report
Where can a sample of the resolution be found?	A Sample Resolution can be found in the following locations: - In the Funding Eligibility Checklist on the LSRP Webpage under the City/County CalSMART Resources Tab; and - CalSMART in the Help & Resources tab	Resolution/Staff Report
If we don't have a project planned for the upcoming FY, do we need to submit anything (ie stating that no project)?	Per program guidelines and SHC Section 2034, in order to be eligible to receive FY funds, each jurisdiction <u>must</u> adopt a resolution and project list each year funding is being sought and submit it to the Commission. The list of projects adopted could include a project previously adopted, but a project must be identified or the jurisdiction will be deemed noncompliant and could forfeit that FY's funding eligibility.	Resolution/Staff Report

Local Streets and Roads Program Technical Training Questions		
Question	Answer	Category
Do you have an example reso with the language you were referring to flexibility to change projects?	Whereas, the project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in the applicable code sections.	Resolution/Staff Report
Should the Resolution have both the new projects and the previously approved projects?	The resolution should ONLY include projects that are intending to use the upcoming apportionment. This includes any new and previously proposed projects.	Resolution/Staff Report
Do we need to relist a project from a previous year where construction has not commenced, if we are not using the upcoming FY apportionment?	No, only projects that are intending to use the upcoming FY apportionment, should be included in the resolution.	Resolution/Staff Report
Do we have to submit a new project every year to continue the funding or can we relist the project from last year?	You are going to include all projects (new and re-listed) if they are going to utilize the upcoming FY apportionment. If they are not going to utilize the upcoming FY apportionment, then it should not be included in the resolution. The type of project, new or re-listed, is up to the recipient agency. You need to submit a new resolution each year funding is being sought. Whether that project is new or a re-list is dependent on the agency and what they are wanting to fund with the upcoming apportionment.	Resolution/Staff Report
To make sure I'm understanding, are you saying that after you enter all of the projects into the portal, you can download the summary into PDF format, using the Create PDF button and then reference it in your resolution?	correct, you can build out your project list in the system and use the pdf as an attachment in the resolution, but in the resolution you need to refer to the attachment. for example, attached in Exhibit A is our FY ??? project list	Resolution/Staff Report



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: June 20, 2025

Submitted By: Cheryl Fowler, Police Chief

Council Meeting Date: June 24, 2025

Discussion / Direction

Subject: Surplus of Firearms ~ Police Department

Background:

The Calipatria Police Department is requesting authorization to move forward with surplus of all existing obsolete firearms as credit for new weapons that will allow for our officers to be in uniformity. The existing weapons do not have holsters, rail lights, or the ability to install red/green dots. The firearms we will be requesting to surplus are obsolete and there are no parts available.

If approved, we will provide a list of weapons to surplus at the next regular scheduled City Council meeting.