

Lake County/City Area Planning Council

**Lisa Davey-Bates,
Executive Director**
40 hours per week

- Policy Implementation
- Statewide Representation-CalCOG/CTC/RTPA
- Rural Counties Issues-RCTF
- Liaison between APC and the TAC, SSTAC & LTA
- Develop/Manage OWP & Quarterly Reports
- Manage Consultant Contracts
- APC & TAC Packet Preparation & Staff Reports
- Implement Budget Process with new Exec. Committee
- Budget Prep & Monitoring
- Claims, Monitoring, & Coordination with Auditors
- Fiscal/Performance Audits
- Fed/State Fund Agreements
- Manage Blueprint Program
- Mentor Administrative Assistant & Secretary
- SAFE Executive Director

**Terri Persons,
Associate Planner**
40 hours per week

- Liaison to transit manager and other assist with Transit related activities
- Assist with development of Blueprint Process
- Assist in completion of Work Program Tasks
- APC & TAC minutes, and SSTAC Agendas & Minutes
- Community Relations-Newsletters
- Coordinate & Assist in grant application development

**Phil Dow,
Senior Staff**
16 hours per week

- City, County, & State Coordination
- Liaison to TAC, SSTAC & LTA
- Transportation Planning Project Development Identified in OWP

**Jeannie Clark
Office Assistant / Receptionist**
20 hours per week APC/LTA

- Database Maintenance
- APC/LTA/TAC/SSTAC Meeting Organization & Packet Distribution
- Purchasing, Filing, Reception

**Nephele Barrett,
Senior Planner**
12 hours per week

- RTIP/STIP Management
- TE Program Coordination
- Project Monitoring-STIP, TE, etc.
- Project Management Assistance to Local Agencies
- Pavement Management Program
- Coordinate & Assist in grant application development

**Alexis Pedrotti,
Administrative/Planning Assistant**
24 hours per week APC/LTA

- GIS Data Development & Project Support
- Website Maintenance & Development
- Assist with Development of OWP/ Prepare Quarterly Reports
- SAFE system Monitoring, Coordination, Representation
- Claims Preparation, Monitoring and Coordination
- Assist with Budget prep. & monitoring
- Assist with Fiscal/Performance Audits
- APC/LTA/TAC/SSTAC Meeting Organization & Packet Distribution