

LAKE COUNTY/CITY AREA PLANNING COUNCIL

ADMINISTRATIVE / PLANNING FUNCTIONS AND RESPONSIBILITIES

April 18, 2008

Five-Year Responsibilities

- Update the Transit Development Plan
- Update Lake County Regional Transportation Plan, with environmental documentation (mandatory)

Four-Year Responsibilities

- Update the Lake County Regional Bikeway Plan (optional)

Three-year Responsibilities

- Participate in agency Performance Audit

Biennial Responsibilities

- Prepare the Regional Transportation Improvement Program (RTIP)
- Update the Aviation Capital Improvement Program (CIP)

Annual Responsibilities

- Prepare Transportation Planning Work Program
- Prepare/coordinate grant applications
- Recommend allocation of TDA (2%) Bike & Pedestrian funding
- Coordinate Unmet Needs process as necessary
- Process Work Program amendments
- Monitor RTIP/STIP
- Process amendments to the Federal-State Transportation Improvement Program (FSTIP)
- Process Allocation requests for STIP projects
- Process STIP amendments and extension requests
- Coordinate/support/review/rank Federal Transit Administration (FTA) Section 5310, 5311, 5316 and 5317 grant programs
- Prepare an annual budget
- Assure timely audits including, but not limited to, fiscal, compliance, and performance.

Quarterly Responsibilities

- Prepare Work Program progress reports
- Coordinate/attend Social Service Transportation Advisory Council meetings (as necessary)

Bi-Monthly Requirements

- Rural Counties Task Force meetings (preparation, attendance, follow-up)

- Caltrans/Regional Coordination Meetings (preparation, attendance, follow-up)

Monthly Requirements

- APC meetings (preparation, attendance, follow-up)
- Technical Advisory Committee (TAC) meetings (preparation, attendance, follow-up)
- Social Services Transportation Advisory Committee (SSTAC) meetings (preparation, attendance, follow-up)
- California Transportation Commission (CTC) meetings (preparation, attendance, follow-up)
- Regional Transportation Planning Agencies (RTPA) group meetings (preparation, attendance, follow-up)
- Chair Technical Advisory Committee meetings (preparation, attendance, follow-up)

Ongoing and Daily Responsibilities

- Provide APC members with information and guidance with respect to duties, responsibilities and requirements of law procedures
- Coordinate and act as liaison between the APC and its TAC and SSTAC, and between the APC and the various State and Federal agencies, with which the APC has contact
- Provided limited accounting services in regard to calculating correct balances of various funds under the control of the APC in order to coordinate disbursement of funds with the Lake County Auditor-Controller
- Assure adequate and strict accounting of all funds
- Reconcile/monitor Work Program claims
- Process claims for Local Transportation Funds, State Transportation Assistance Funds, Rural Planning Assistance Funds
- Administer the Transportation Development Act including, but not limited to, assuring conformance with all statutes and regulations
- Assure appropriate transition, maintenance, access to, and retention of all files and records for, and on behalf of, the Lake County/City Area Planning Council.
- Assure compliance with all federal, state, and local laws, rules, regulations and procedures
- Supervise staff performing clerical and transportation planning duties.
- Monitor the work program and perform the identified tasks or coordinate task completion through other consultants
- Review/comment on technical correspondence
- Prepare reports as needed
- Review and comment on Caltrans planning documents
- Participate in the development of Caltrans' District System Management Plans, Route Concept Reports, and Systems Planning products
- Monitor legislation and comment as necessary
- Monitor progress of federal reauthorization process and manage Transportation Enhancements program
- Coordinate with Transit Manager on transit planning issues
- Conduct special studies for member entities (speed studies, warrants, etc.)
- Evaluate regional transportation planning issues
- Represent APC on transportation projects, in statewide committees, and in special working groups

- Provide staff resources to member entities on transportation issues
- Coordinate transportation planning with countywide & statewide GIS efforts
- Assure timely public notices as required, provide for periodic media articles/releases informing Lake County residents of significant APC issues and activities, and maintain effective communication and coordination among the City of Lakeport, City of Clearlake, and County of Lake as it pertains to APC activities
- Coordinate and manage grant programs
- Negotiate and administer any contracts with other consultants performing work for the APC.
- Participate with other North Coast agencies in developing interregional solutions to transportation issues
- Maintain a current roster of all members of APC and any sub-committees.
- Maintain the APC website: www.lakeapc.org

Related Agency duties (not APC related)

Service Authority for Freeway Emergencies (SAFE)

- Provide Planning/Engineering staff
- Provide System Monitoring staff
- Participation in CalSAFE (statewide SAFE organization)
- Coordinate installations with Comarco Wireless staff
- Prepare Implementation Plans

Lake Transit Authority (LTA)

- Coordinate with Transit Manager to provide for transit planning needs
- Represent local transit issues at regional and statewide meetings
- Prepare meeting minutes, packets and attend Lake Transit Authority meetings