



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) AGENDA

DATE: Wednesday, June 8, 2016
TIME: 9:30 (or as soon thereafter as the Lake Transit Authority Meeting Adjourns)
PLACE: City Council Chambers Caltrans-District 1 Dow & Associates
225 Park Street Teleconference Teleconference
Lakeport, California 1656 Union Street 367 N. State Street, #208
Eureka, California Ukiah, California

Dial-in number: (877) 216-1555 / Access code: 249893

1. Call to Order/Roll Call
2. Adjourn to Policy Advisory Committee

PUBLIC EXPRESSION

3. Public Input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda

CONSENT CALENDAR

4. Approval of May 11, 2016 Minutes

REGULAR CALENDAR

5. Proposed Adoption of the Final 2016/17 APC Budget (*Davey-Bates*)
6. Discussion and Proposed Adoption of Final 2016/17 Overall Work Program (*Davey-Bates*)
7. Status of County of Lake/City of Clearlake Sales Tax Polling Effort (*All*)
8. Discussion and Approval of Resolutions 15-16-17 and 15-16-18 Re-Allocating Local Transportation Funds (LTF) Funds and Transportation Enhancement (TE) Interest to the City of Lakeport

RATIFY ACTION

9. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council
10. Consideration and Adoption of Recommendations of Policy Advisory Committee

REPORTS

11. Reports & Information
 - a. Lake APC Staff Summary of Meetings – Administration and Planning Services
 - b. Lake APC Planning Staff
 1. ATP Cycle 3 Update
 2. Lake Transit Hub Relocation Plan Update
 3. Miscellaneous

- c. Lake APC Administration Staff
 1. Next Meeting Date – **August 10, 2016 (Lakeport)**
 2. Miscellaneous
 - d. Lake APC Directors
 - e. Caltrans
 1. Lake County Project Status Report
 2. Lake 29 Expressway Update
 3. Miscellaneous
 - f. California Association of Councils of Governments (CalCOG)
 - g. Rural Counties Task Force
 1. Next Meeting Date – **July 15, 2016**
 - h. Miscellaneous
12. Information Packet
- a. Draft SSTAC Minutes – May 10, 2016
 - b. Draft Lake TAC Minutes – May 19, 2016

ADJOURNMENT

PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake County/City Area Planning Council office at (707) 263-7799, at least 72 hours before the meeting.

ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an “emergency situation” exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

CLOSED SESSION

If agendized, Lake County/City Area Planning Council may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: June 2, 2016

Attachments:

- Agenda Item #4 – Lake APC Draft 5-11-16 Minutes*
- Agenda Item #5 – 2016/17 Final Lake APC Budget & Staff Report*
- Agenda Item #6 – 2016/17 Final Lake APC Overall Work Program*
- Agenda Item #8 – LTF 2% Bike and Ped Staff Report and Reso*
- Agenda Item #11a – Summary of Meetings Staff Report*
- Agenda Item #11e1 – Lake County Project Status Report*
- Agenda Item #11e2 – Hwy 29 Public Forum Information*
- Agenda Item #12 – Information Packet*
 - a) 5/10/16 Draft SSTAC Minutes*
 - b) 5/19/16 Draft TAC Minutes*



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LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) (DRAFT) MEETING MINUTES

Wednesday, May 11, 2016

Location: Moose Lodge, 15900 E Highway 20, Clearlake Oaks

Present

Jim Comstock, Supervisor, County of Lake
Russell Perdock, City Council, City of Clearlake
Gina Fortino Dickson, Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, Mayor, City of Lakeport
Chuck Leonard, Member at Large
Rachelle Damiata, Member at Large

Absent

Jeff Smith, Supervisor, County of Lake

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
Nephele Barrett, Admin. Staff – Lake APC
Alexis Pedrotti, Admin. Staff - Lake APC
Phil Dow, Planning Staff – Lake APC
Rex Jackman, Caltrans District 1 Policy Advisory Committee
Jamie Mattioli, Caltrans District 1
Doug Herren, City of Clearlake

1. Call to Order/Roll Call

Chairperson Scheel called the meeting to order at 10:23 am. Alexis Pedrotti called roll. Members present: Comstock, Perdock, Fortino Dickson, Mattina, Scheel, Leonard, Damiata and Jackman (PAC).

2. Adjourn to Policy Advisory Committee

Chairperson Scheel adjourned to the Policy Advisory Committee (PAC) at 10:23 a.m. to include Rex Jackman, Caltrans District 1, allowing him to participate as a voting member of the Lake APC.

3. PUBLIC EXPRESSION

None

CONSENT CALENDAR

4. Approval of April 13, 2016 (Draft) Minutes

Director Fortino Dickson made a motion to approve the consent calendar. The motion was seconded by Director Leonard and unanimously approved.

REGULAR CALENDAR

5. Discussion and Recommended Approval of Resolution # 15-16-16 to Determine if Unmet Transit Needs are Reasonable to Meet (*Barrett*)

Nephele noted she would brief with the agenda item since the “tour of projects” was scheduled to begin at 10:30. She offered to answer any questions that remained following her presentation. The unmet transit needs list, a resolution, and the unmet needs definition was provided in the board packet for reference.

This annual process is to identify and formalize any unmet transit needs by using the APC approved definitions. The current process started in December 2015 at the SSTAC meeting, where the SSTAC members identified potential unmet transit needs. A list was developed and then presented to APC in March 2016. At that meeting, the APC Board of Directors made a finding acknowledging the list did contain unmet transit needs. Since then, LTA and APC Staff have evaluated the list and provided a response. Nephele did note one change to the format of the list; it now separates TDA required unmet needs and other transit related concerns. The focus is on the unmet transit service needs; however for informational purposes staff includes the additional concerns as well. After the analysis was complete, it was taken back to the SSTAC for consideration. Staff is now presenting the Board with specific responses to each unmet need. Nephele updated the board on the unmet transit needs list as noted below:

Lake County FY 2016/17 Potential Unmet Transit Needs & Recommended Findings

- 1. Medical trips to Saint Helena Clearlake and Sutter Health Lakeside and potentially Tribal Health. Recommended Finding:** This is not an Unmet Need. This is not an Unmet Need. Extensive transit service is provided to each of these facilities. Clinic provided medical transport and the new Pay-Your-Pal Volunteer Driver Program supplements transit services. Any remaining need is too limited for public transit to serve, and would not meet the approved definition of an Unmet Need as it is not a significant number of people.
- 2. Eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area. Recommended Finding:** This is an Unmet Need, but is not reasonable to meet at this time. Additional planning efforts are needed to explore ways to serve this area and coordinate with other services.
- 3. Non-Emergency Medical Transportation in outlying areas. Recommended Finding:** This is an Unmet Need, but is not reasonable to meet at this time. LTA will continue to explore ways to address this need.
- 4. Non-Emergency Medical Transportation to out of county locations. Recommended Finding:** This may be an Unmet Need, but is not reasonable to meet. Further analysis is needed of the extent of the demand in order to determine if this item meets the definition of Unmet Need and to explore the feasibility of such service.

Transit Related Concerns Identified by SSTAC and TAC for FY 16/17

- 1. A transit stop at the jail.**
- 2. Accessibility improvements are needed around the fixed route transit stops.**
- 3. Explore funding options/grant eligibility for non-profit transportation services, including the potential for senior centers/non-profits to become sub-recipients of FTA grant funds.**
- 4. A transit stop at Job Zone with a turnaround.**
- 5. Relocation or pull-outs at fixed route stops on Lakeshore Drive in Clearlake, at Highlands Park and Austin Park.**

Nephele concluded her summary and mentioned staff believes that at least some of the needs identified on the list qualify as unmet needs, but none are reasonable to meet at this time. It was recommended that Resolution 15-16-16 be approved, finding that there are no unmet transit needs that are reasonable to meet.

Director Leonard made a motion to approve Resolution 15-16-16 the Determination of Unmet Needs. The motion was seconded by Director Fortino Dickson and carried unanimously.

Full Roll Call: 8 Ayes - Comstock, Fortino Dickson, Perdock, Mattina, Scheel, Leonard, Damiata and Rex Jackman (PAC); 0 Noes; 0 Abstain; 1 Absent - Smith

6. Status of County of Lake/City of Clearlake Sales Tax Polling Effort

Lisa mentioned there has not been much progress since the last Board Meeting. The consultant, FM3, presented the County's polling results to the Board of Supervisors. There doesn't seem to be much interest in moving forward. The City of Clearlake held a special meeting to discuss the polling results. There appeared to be support, and the City will consider the option of moving forward with putting the measure on the November ballot at an upcoming Council meeting.

Director Perdock thanked staff for all their help and financial support. He confirmed that the City of Clearlake is moving forward and will be working to get information out and raising funds. The City Council has requested staff move forward and present ballot language to the Council. After reviewing the polling results from the consultant, there was a clear message to move forward with a measure dedicated to improving the City's streets.

Director Scheel noted that the City of Lakeport has decided to develop and distribute an RFP to evaluate voters, but include law enforcement as an option.

7. Presentation of 2016/17 APC Budget (Davey-Bates)

Lisa presented the Draft 2016/17 APC Budget, and noted this document is presented solely for review at this board meeting. There is no action required, and the final Budget will be brought back next month for approval.

Lisa reported that the LTF revenues have been increased slightly, which will be beneficial since the Non-Emergency Medical Transportation (NEMT) allocation will be allocated this coming year again. She noted 5% of the LTF had been allocated to the Consolidated Transportation Services Agency (CTSA) since 2012/13 to initial the NEMT Brokerage program. This Fiscal Year an allocation to the CTSA for NEMT purposes did not occur since there was a large amount of reserve funding in the account. Now that the program is moving forward and a Mobility Manager has been hired, funds will once again be allocated in FY 2016/17. She briefly discussed additional line items of the budget. She advised revenues and expenditures remained fairly unchanged for 2016/17, and welcomed any questions or comments.

8. Discussion of 2016/17 Overall Work Program (Davey-Bates)

Due to time constraints, Lisa noted she'd provide a quick update of the draft document, but advised it had been provided for informational purposes and feedback from the Board. The final Overall Work program will be presented and approved next month. Lisa noted the Overall Work Program includes planning projects that will be happening in the next fiscal year. It includes three new projects; the Regional Transportation Plan Update, Countywide Sign Inventory Project and the Speed Zone Studies for the County of Lake. Lisa welcomed any questions or comments, and offered to give a more detailed summary next month when the final document is presented to the Board for adoption.

RATIFY ACTION

9. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council

Chairperson Scheel adjourned the Policy Advisory Committee at 10:43 am and reconvened as the APC.

10. Consideration and Adoption of Recommendations of Policy Advisory Committee

Director Leonard made a motion to adopt the recommendations of the Policy Advisory Committee. The motion was seconded by Director Fortino Dickson and carried unanimously.

REPORTS

11. Reports & Information

a. Lake APC Staff Summary of Meetings - Administration and Planning Services

Chairperson Scheel referenced the Summary of Meetings report completed by Lisa Davey-Bates, showing a list of meetings attended by APC Administration and Planning Staff. There were no comments or questions.

b. Lake APC Planning Staff

1. Active Transportation Program (ATP) Plan Update

APC Staff has been working on the draft plan. It is scheduled to be discussed at the Technical Advisory Committee Meeting next week. Staff is hoping to bring the document to the APC Board in June.

2. ATP Cycle 3 Update and Schedule

The call for projects is scheduled for April 15, 2016 with a submittal date of June 15, 2016. Currently there are two applications being considered for this ATP grant cycle; the City of Lakeport's project on Hartley Road, and the City of Clearlake's Burns Valley Civic Street Scape Improvement project. Clearlake may be submitting the same project last year, although there will be additional work done to improve the application.

While on the topic of Planning Staff, Phil Dow reported that Jesse Robertson has accepted a job back with Caltrans District 1. APC Planning will be advertising for the job soon.

3. Lake Transit Hub Relocation Plan Update (Robertson, Wall)

This item was previously discussed and reported at the LTA Board meeting.

c. Lake APC Administration Staff

1. Next Meeting Date – June 8, 2016

2. Miscellaneous – None

d. Lake APC Directors

None

e. Caltrans

1. Lake Caltrans Project Status Report

It was agreed by the board that the new Caltrans status sheet and map format are very helpful and they really value this.

Caltrans will be presenting during the tour regarding the 20/53 roundabout project.

2. Miscellaneous – None

f. California Association of Councils of Governments (CalCOG)

No Update.

g. Rural Counties Task Force

No Update.

h. Miscellaneous - None

11. Information Packet

b. Lake TAC – April 21, 2016 Minutes

10:50 am – Lake APC Board of Directors Tour:

- Rays Market – Current Transit Hub Location
- Potential site for new Transit Hub Location
- 20/53 Roundabout Project

ADJOURNMENT

The meeting was adjourned by Chairperson Scheel at 12:14 p.m.

Respectfully Submitted,

DRAFT

Alexis Pedrotti
Administrative Assistant



LAKE COUNTY/CITY
AREA PLANNING
COUNCIL

Regional Transportation Planning Agency

Fiscal Year 2016/17

BUDGET

Approved by Board of Directors: June 8, 2016

Prepared By:

Lake APC Staff
367 North State Street, Suite 204
Ukiah, CA 95482
(707)234-3314

CONTENTS

EXECUTIVE DIRECTOR'S INTRODUCTION

2016/17 BUDGET SUMMARY

2015/16 BUDGET SUMMARY – 1ST AMENDMENT

2014/15 BUDGET SUMMARY – 2ND AMENDMENT

SUPPORTING DOCUMENTATION:

- NOTES ON FUNDING SOURCES
- TRANSPORTATION DEVELOPMENT ACT (TDA) BUDGET CALENDAR
- PROPOSED APC RESOLUTIONS 16-17-1 THROUGH 16-17-7
- DAVEY-BATES CONSULTING ADMINISTRATIVE CONTRACT AGREEMENT FOR PROFESSIONAL SERVICES



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June 1, 2016

TO: Lake County/City Area Planning Council (APC) Board of Directors

FROM: Lisa Davey-Bates, Executive Director

RE: **Lake APC 2016/17 Fiscal Year Budget**

The 2016/17 budget is being submitted for your consideration at the June 8, 2016 Lake APC Board meeting. The draft budget summary was presented and reviewed at the last board meeting on May 11, 2016. This budget document includes informational items and supporting documentation that was not originally included with the draft budget summary. Following is a brief summary of the four main components of the Lake APC's Budget:

Administration

In the Transportation Development Act (TDA), funds for Administration of the agency are placed at the top of the priorities for allocation, in amounts "as necessary". The Administration budget has similar ongoing line items from year to year, such as the Davey-Bates Consulting contract agreement, travel expenses, board member reimbursement, Lake County Auditor-Controller's annual expense, the annual financial audit and a few annual memberships the APC participates in. Contingency funds are added to the budget to capture expenses that go above and beyond the administrative contract, or for unexpected expenditures.

Bicycle & Pedestrian

TDA allows up to two percent of Local Transportation Funds (LTF) available each year, after Administration is allocated, to provide for facilities "for the exclusive use of pedestrians and bicycles." Lake APC allocates the full two percent annually to a separate fund, and awards funds on a competitive application basis.

Planning

Although the Lake APC has many functions, a major responsibility is planning and managing the Overall Work Program (OWP). After allocating Local Transportation Funds (LTF) to the Administration and Bicycle and Pedestrian funds, the APC then allocates approximately \$50,000-75,000 of Local Transportation Funds to complete projects under the OWP. Along with the LTF Funds, the APC also receives Rural Planning Assistance (RPA), and Planning, Programming and Monitoring (PPM) Funds to fund the OWP. Depending on the projects and monies available, the Lake APC typically has grant funds programmed in the work program. The OWP is developed by APC staff, but is reviewed and approved by the Technical Advisory Committee (TAC), prior to be presented to the board for final approval.

Transit

After allocating Local Transportation Funds (LTF) for Administration, Bicycle and Pedestrian, and Planning funds, the balance of remaining LTF is then allocated to Lake Transit Authority (LTA), the only eligible claimant in Lake County. LTA also receives State Transit Assistance (STA) funds. This fiscal year LTA will receive STA funding in the amount of \$283,169 based the preliminary estimate provided by the State Controller's Office.

I hope you find this document informational and helpful. Please feel free to contact me with any questions you may have about the 2016/17 Lake APC Budget or other issues.

Best Regards,

A handwritten signature in blue ink that reads "Lisa Davey-Bates". The signature is written in a cursive style with a blue ink color.

Lisa Davey-Bates
Executive Director

/ldb

Enclosures



LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2016/17

FINAL - BUDGET SUMMARY

REVENUES

COMMENTS:

	Budget				Actual				Year-to-Date Total	
	Adopted:			Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Local Transportation Funds (LTF) Estimated-2016/17	\$ 1,425,000	\$ -	\$ -	\$ 1,425,000					\$0.00	Estimated 2016/17 Revenues 2015/16 actual carryover amounts will be reflected in the 1st Amendment
LTF Carry-Over from 2015/16 Work Program	\$ 4,302	\$ -	\$ -	\$ 4,302						
LTF Carry-Over from 2015/16 LTA Allocation	TBD	\$ -	\$ -	-						
LTF Carry-over -2% Bike & Ped - 2015/16 Allocation	TBD	\$ -	\$ -	-						
LTF Carry-over - Administration - 2015/16 Allocation	TBD	\$ -	\$ -	-						
LTF Carry-over -5% CTSA- 2015/16 Allocation	TBD	\$ -	\$ -	-						
LTF Carry-Over - Exec Directors Reserve 2015/16	TBD	\$ -	\$ -	-						
LTF Carry-Over - OWP Planning Reserve Account	TBD	\$ -	\$ -	-						
Total Local Transportation Funds:	\$ 1,429,302	\$ -	\$ -	\$ 1,429,302						
<u>Planning Programming & Monitoring (PPM) Funds</u>										
Planning Programming & Monitoring (PPM) Funds-2016/17	\$ 68,000	\$ -	\$ -	\$ 68,000						Estimated Carryover amount, 1st Amendment will reflect actuals.
PPM Carry-Over Funds from 2015/16 Work Program	\$ 22,113	\$ -	\$ -	\$ 22,113						
Total PPM Funds:	\$ 90,113	\$ -	\$ -	\$ 90,113						
Total Local Revenues:	\$ 1,519,415	\$ -	\$ -	\$ 1,519,415						
STATE:										
<u>Rural Planning Assistance Funds (RPA)</u>										
Rural Planning Assistance (RPA) Funds programmed in 2016/17	\$ 294,000	\$ -	\$ -	\$ 294,000						2016/17 Allocation 2015/16 carryover amounts will be reflected in the Final or 1st Amendment
RPA Carryover Funds from 2015/16 OWP	TBD	\$ -	\$ -	-						
Total RPA Funds:	\$ 294,000	\$ -	\$ -	\$ 294,000						
<u>State Highway Account - Sustainable Communities:</u>										
Transit Hub Location Plan (WE 609) - Carryover FY 2015/16	\$ 33,198	\$ -	\$ -	\$ 33,198						Grant funds awarded to the Transit Hub Location Plan in FY 2015/16. C/O To be reflected in Final.
<u>State Transit Assistance (STA) Funds</u>										
STA Allocation to Lake Transit Authority	\$ 283,169	\$ -	\$ -	\$ 283,169						2016/17 STA Alloc. - Allocation based on preliminary estimate.
STA Carry-Over to Lake Transit Authority 2015/16	TBD	\$ -	\$ -	-						2015/16 carryover amounts will be reflected in the Final or 1st Amendment
Total State Revenues:	\$ 610,367	\$ -	\$ -	\$ 610,367						
FEDERAL:										
<u>Regional Surface Transportation Program (RSTP)</u>										
RSTP Local Agency Distribution (2016/17):	\$ 885,342	\$ -	\$ -	\$ 885,342						Passes through to cities/County Apportionment for FY 2015/16. Allocation will be received in 2016/17
Total RSTP Funds for Distribution:	\$ 885,342	\$ -	\$ -	\$ 885,342						
<u>5311 Federal Funds - FFY 2016</u>	\$ 345,419			\$ 345,419						FFY 2016-Regional Apportionment to LTA - Projected
Total Federal Revenues:	\$ 1,230,761	\$ -	\$ -	\$ 1,230,761						
GRAND TOTAL REVENUES	\$ 3,360,543	\$ -	\$ -	\$ 3,360,543						

ALLOCATIONS

COMMENTS:

	Budget				Actual				Year-to-Date Total	
	Adopted:	Adjustment	Adjustment	Estimated Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Administration Breakdown:										
DBC Contract (July 1, 2016 to June 30, 2017)	\$ 258,091	\$ -	\$ -	\$ 258,091						DBC Admin. Contract for FY 2016/17 (\$250,333) + 2014/15 CPI 1.8% (\$4,474.01) + 2015/16 CPI 2% (\$5,096.15)
Board Member Reimbursement for Meetings	\$ 4,000	\$ -	\$ -	\$ 4,000						\$50 per diem reimbursement to board members for meeting attendance
Travel Expenses (uncontracted)	\$ 2,500	\$ -	\$ -	\$ 2,500						Covers expenses for travel not included in contract or work program.
Lake County Auditor/Controller	\$ 6,000	\$ -	\$ -	\$ 6,000						Accounting services by the County of Lake Auditor's Office
Fiscal Audit	\$ 9,500	\$ -	\$ -	\$ 9,500						Annual requirement of TDA to audit LTF funds
CalCOG Dues	\$ 2,500	\$ -	\$ -	\$ 2,500						Facilitates communication between COGs, local officials, state/federal agencies & public
National Assoc. for Regional Councils	\$ 215	\$ -	\$ -	\$ 215						NARC dues to assist RTPAs at national level on important issues locally

Contingency	\$ 6,000	\$ -	\$ -	\$ 6,000				Unexpected costs beyond typical annual LTF expenses
Total 2016/17 Administration Allocations	\$ 288,806	\$ -	\$ -	\$ 288,806				
LTF Carry-Over - Administration - 2015/16 Allocation	TBD	\$ -	\$ -	\$ -				Carryover amount to be determined
Bicycle and Pedestrian Reserve Fund	\$ 22,724	\$ -	\$ -	\$ 22,724				2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2015/16 Allocation	TBD	\$ -	\$ -	\$ -				Carryover amount to be determined
LTF 2016/17 Work Program Allocation	\$ 50,000	\$ -	\$ -	\$ 50,000				
LTF Carry-Over from 2015/16 Work Program	\$ 4,302	\$ -	\$ -	\$ 4,302				Actual Carryover amount will be reflected in the 1st Amendment
LTF (Article 4.5) 5% Allocation to CTSA - 2016/17	\$ 56,810	\$ -	\$ -	\$ 56,810				
LTF Carry-over -5% CTSA- 2015/16 Allocation	TBD	\$ -	\$ -	\$ -				Carryover amount to be determined
LTF Allocation to Lake Transit Authority 2016/17	\$ 1,006,661	\$ -	\$ -	\$ 1,006,661				
LTF Carry-Over from 2014/15 LTA Allocation	TBD	\$ -	\$ -	\$ -				Carryover amount to be determined
LTF Reserve Accounts								
LTF Carry-Over - Exec Directors Reserve 2015/16	TBD	\$ -	\$ -	\$ -				Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	TBD	\$ -	\$ -	\$ -				To be included in Final
Total LTF Allocations:	\$ 1,429,302	\$ -	\$ -	\$ 1,429,302				
Planning Programming & Monitoring (PPM) Funds								
Planning Programming & Monitoring (PPM) Funds	\$ 68,000	\$ -	\$ -	\$ 68,000				2015/16 PPM Allocation Amount
PPM Carry-Over from 2015/16 Work Program	\$ 22,113	\$ -	\$ -	\$ 22,113				Estimated Carryover amount, 1st Amendment will reflect actuals.
Total PPM Allocations:	\$ 90,113	\$ -	\$ -	\$ 90,113				
Total Local Allocations:	\$ 1,519,415	\$ -	\$ -	\$ 1,519,415				
STATE:								
Rural Planning Assistance Funds (RPA)								
Rural Planning Assistance (RPA) Funds programmed in 2015/16	\$ 294,000	\$ -	\$ -	\$ 294,000				
RPA Carryover Funds from 2015/16 OWP	\$ -	\$ -	\$ -	\$ -				Carryover amount to be determined
Total RPA Funds:	\$ 294,000	\$ -	\$ -	\$ 294,000				
State Highway Account - Sustainable Communities:								
Transit Hub Location Plan (WE 609) - FY 2015/16	\$ 33,198	\$ -	\$ -	\$ 33,198				Grant Awarded to complete the Transit Hub Location Plan in FY 2015/16
State Transit Assistance (STA) Funds								
STA Allocation to Lake Transit Authority	\$ 283,169	\$ -	\$ -	\$ 283,169				2016/17 STA Alloc. - Based on preliminary estimate.
STA Carry-Over to Lake Transit Authority 2015/16	\$ -	\$ -	\$ -	\$ -				Actual carryover amounts will be adjusted in the 1st amendment.
Total State Allocations:	\$ 610,367	\$ -	\$ -	\$ 610,367				
FEDERAL:								
Regional Surface Transportation Program (RSTP)	\$ 885,342	\$ -	\$ -	\$ 885,342				2016/17 Actuals
RSTP Local Agency Distribution (2015/16):								Passes through to cities/County
Lakeport (8%)	\$ 70,827	\$ -	\$ -	\$ 70,827				Distributed based on population.
Clearlake (22%)	\$ 194,775	\$ -	\$ -	\$ 194,775				
Lake County (70%)	\$ 374,867	\$ -	\$ -	\$ 374,867				County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
5311 Federal Funds - FFY 2016	\$ 345,419	\$ -	\$ -	\$ 345,419				FFY 2016-Regional Apportionment to LTA - Projected
Total Federal Allocations:	\$ 1,230,761	\$ -	\$ -	\$ 1,230,761				
GRAND TOTAL ALLOCATIONS	\$ 3,360,543	\$ -	\$ -	\$ 3,360,543				Updated: 5/2/16 AJP



LAKE COUNTY/CITY AREA PLANNING COUNCIL
FY 2015/16
1ST AMENDMENT - BUDGET SUMMARY

REVENUES	Budget				Actual				Year-to-Date Total	COMMENTS:
	Adopted:	Adjustment: 8-12-15		Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Local Transportation Funds (LTF) Estimated-2015/16	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000					\$0.00	Estimated 2015/16 Revenues
LTF Carry-Over from 2014/15 Work Program	\$ 5,506	\$ 19,790	\$ -	\$ 25,296						14/15 Actual Carryover Amount.
LTF Carry-Over from 2014/15 LTA Allocation	\$ -	\$ 30,000	\$ -	\$ 30,000						Remaining allocation due to LTA from 14/15 Allocation
LTF Carry-Over -2% Bike & Ped - 2014/15 Allocation	\$ -	\$ 66,181	\$ -	\$ 66,181						14/15 Actual Carryover Amount.
LTF Carry-Over - Administration - 2014/15 Allocation	\$ -	\$ 375	\$ -	\$ 375						14/15 Actual Carryover Amount.
LTF Carry-Over -5% CTSA- 2014/15 Allocation	\$ -	\$ 171,805	\$ -	\$ 171,805						14/15 Actual Carryover Amount.
LTF Carry-Over - Exec Directors Reserve 2014/15	\$ -	\$ 271,321	\$ -	\$ 271,321						
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ -	\$ -	\$ -						
Total Local Transportation Funds:	\$ 1,305,506	\$ 559,472	\$ -	\$ 1,864,978						
<u>Planning Programming & Monitoring (PPM) Funds</u>										
Planning Programming & Monitoring (PPM) Funds-2015/16	\$ 41,000	\$ -	\$ -	\$ 41,000						
PPM Carry-Over Funds from 2014/15 Work Program	\$ -	\$ 7,256	\$ -	\$ 7,256						14/15 Actual Carryover Amount.
Total PPM Funds:	\$ 41,000	\$ 7,256	\$ -	\$ 48,256						
Total Local Revenues:	\$ 1,346,506	\$ 566,728	\$ -	\$ 1,913,234						
STATE:										
<u>Rural Planning Assistance Funds (RPA)</u>										
Rural Planning Assistance (RPA) Funds programmed in 2015/16	\$ 294,000	\$ -	\$ -	\$ 294,000						2015/16 Allocation
Rural Planning Assistance (RPA) Grant Funds 2015	\$ 40,000	\$ -	\$ -	\$ 40,000						RPA Grant funds awarded to complete the ATP Plan for Lake County
RPA Carryover Funds from 2014/15 OWP	\$ -	\$ 30,015	\$ -	\$ 30,015						2014/15 Actual Carryover Amount
Total RPA Funds:	\$ 334,000	\$ 30,015	\$ -	\$ 364,015						
<u>State Highway Account - Transit Planning:</u>										
Transit Energy Reduction Plan (WE 621) - FY 2014/15 Carryover	\$ 42,495	\$ 2,227	\$ -	\$ 44,722						Adjustment reflects the actual carry over amount.
<u>State Highway Account - Sustainable Communities:</u>										
Transit Hub Location Plan (WE 609) - FY 2015/16	\$ 84,095	\$ -	\$ -	\$ 84,095						Grant Awarded to complete the Transit Hub Location Plan in FY 2015/16
<u>State Transit Assistance (STA) Funds</u>										
STA Allocation to Lake Transit Authority	\$ 327,205	\$ -	\$ -	\$ 327,205						2015/16 STA Alloc. - Allocation based on preliminary estimate.
STA Carry-Over to Lake Transit Authority 2014/15	\$ -	\$ 24,076	\$ -	\$ 24,076						14/15 Actual Carryover Amount.
Total State Revenues:	\$ 787,795	\$ 56,318	\$ -	\$ 844,113						
FEDERAL:										
<u>Regional Surface Transportation Program (RSTP)</u>										
RSTP Local Agency Distribution (2014/15):	\$ 805,301	\$ -	\$ -	\$ 805,301						Passes through to cities/County
Total RSTP Funds for Distribution:	\$ 805,301	\$ -	\$ -	\$ 805,301						Apportionment for FY 2014/15. Allocation will be received in 2015/16
<u>5311 Federal Funds - FFY 2015</u>	\$ 363,944	\$ -	\$ -	\$ 363,944						FFY 2015-Regional Apportionment to LTA - Projected
Total Federal Revenues:	\$ 1,169,245	\$ -	\$ -	\$ 1,169,245						
GRAND TOTAL REVENUES	\$ 3,303,546	\$ 623,046	\$ -	\$ 3,926,592						

ALLOCATIONS

COMMENTS:

	Budget					Actual				Year-to-Date Total	
	Adopted:	Adjustment	Adjustment	Estimated	Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:											
Local Transportation Funds (LTF)											
Administration Breakdown:											
DBC Contract (July 1, 2015 to June 30, 2016)	\$ 253,030	\$ -	\$ -	\$ -	\$ 253,030						DBC Admin. Contract for FY 2015/16 (\$248,556) + CPI Increase 1.8% (\$4,474.01)
Board Member Reimbursement for Meetings	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000						\$50 per diem reimbursement to board members for meeting attendance
Travel Expenses (uncontracted)	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500						Covers expenses for travel not included in contract or work program.
Lake County Auditor/Controller	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000						Accounting services by the County of Lake Auditor's Office
Fiscal Audit	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500						Annual requirement of TDA to audit LTF funds
Triennial Performance Audit FY 12/13-14/15	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000						Triennial Performance Audit is scheduled to be completed in FY 2015/16
CalCOG Dues	\$ 1,444	\$ -	\$ -	\$ -	\$ 1,444						Facilitates communication between COGs, local officials, state/federal agencies & public
National Assoc. for Regional Councils	\$ 215	\$ -	\$ -	\$ -	\$ 215						NARC dues to assist RTPAs at national level on important issues locally
Contingency	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000						Unexpected costs beyond typical annual LTF expenses
Total 2015/16 Administration Allocations	\$ 294,689	\$ -	\$ -	\$ -	\$ 294,689						Increases due to DBC Administrative Contract and Triennial Audit
LTF Carry-Over - Administration - 2014/15 Allocation	\$ -	\$ 375	\$ -	\$ -	\$ 375						
Bicycle and Pedestrian Reserve Fund	\$ 20,106	\$ -	\$ -	\$ -	\$ 20,106						2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2014/15 Allocation	\$ -	\$ 66,181	\$ -	\$ -	\$ 66,181						
LTF 2015/16 Work Program Allocation	\$ 60,905	\$ -	\$ -	\$ -	\$ 60,905						
LTF Carry-Over from 2014/15 Work Program	\$ 5,506	\$ 19,790	\$ -	\$ -	\$ 25,296						
LTF (Article 4.5) 5% Allocation to CTSA - 2015/16	\$ -	\$ -	\$ -	\$ -	\$ -						\$167,948 Available in CTSA Account from Previous Allocation for NEMT
LTF Carry-over -5% CTSA - 2014/15 Allocation	\$ -	\$ 171,805	\$ -	\$ -	\$ 171,805						
LTF Allocation to Lake Transit Authority 2015/16	\$ 924,300	\$ -	\$ -	\$ -	\$ 924,300						
LTF Carry-Over from 2014/15 LTA Allocation	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000						
LTF Reserve Accounts											
LTF Carry-Over - Exec Directors Reserve 2014/15	\$ -	\$ 271,321	\$ -	\$ -	\$ 271,321						Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ -	\$ -	\$ -	\$ -						
Total LTF Allocations:	\$ 1,305,506	\$ 559,472	\$ -	\$ -	\$ 1,864,978						
Planning Programming & Monitoring (PPM) Funds											
Planning Programming & Monitoring (PPM) Funds	\$ 41,000	\$ -	\$ -	\$ -	\$ 41,000						2015/16 PPM Allocation Amount
PPM Carry-Over from 2013/14 Work Program	\$ -	\$ 7,256	\$ -	\$ -	\$ 7,256						Carryover amount to be determined
Total PPM Allocations:	\$ 41,000	\$ 7,256	\$ -	\$ -	\$ 48,256						
Total Local Allocations:	\$ 1,346,506	\$ 566,728	\$ -	\$ -	\$ 1,913,234						
STATE:											
Rural Planning Assistance Funds (RPA)											
Rural Planning Assistance (RPA) Funds programmed in 2014/15	\$ 294,000	\$ -	\$ -	\$ -	\$ 294,000						
Rural Planning Assistance (RPA) Grant Funds 2015	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000						RPA Grant funds awarded to complete the ATP Plan for Lake County
RPA Carryover Funds from 2014/15 OWP	\$ -	\$ 30,015	\$ -	\$ -	\$ 30,015						
Total RPA Funds:	\$ 334,000	\$ 30,015	\$ -	\$ -	\$ 364,015						
State Highway Account - Transit Planning:											
Transit Energy Reduction Plan (WE 621) - FY 2013/14 Carryover	\$ 42,495	\$ 2,227	\$ -	\$ -	\$ 44,722						Estimated Carryover -Actuals will be reflected in 1st Amendment
State Highway Account - Sustainable Communities:											
Transit Hub Location Plan (WE 609) - FY 2015/16	\$ 84,095	\$ -	\$ -	\$ -	\$ 84,095						Grant Awarded to complete the Transit Hub Location Plan in FY 2015/16
State Transit Assistance (STA) Funds											
STA Allocation to Lake Transit Authority	\$ 327,205	\$ -	\$ -	\$ -	\$ 327,205						2015/16 STA Alloc. - Based on preliminary estimate.
STA Carry-Over to Lake Transit Authority 2014/15	\$ -	\$ 24,076	\$ -	\$ -	\$ 24,076						Actual carryover amounts will be adjusted in the 1st amendment.
Total State Allocations:	\$ 787,795	\$ 56,318	\$ -	\$ -	\$ 844,113						
FEDERAL:											
Regional Surface Transportation Program (RSTP)											
RSTP Local Agency Distribution (2013/14):	\$ 805,301	\$ -	\$ -	\$ -	\$ 805,301						2015/16 Actuals
Lakeport (8%)	\$ 64,424	\$ -	\$ -	\$ -	\$ 64,424						Passes through to cities/County
Clearlake (22%)	\$ 177,166	\$ -	\$ -	\$ -	\$ 177,166						Distributed based on population.
Lake County (70%)	\$ 318,837	\$ -	\$ -	\$ -	\$ 318,837						County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
5311 Federal Funds - FFY 2015	\$ 363,944	\$ -	\$ -	\$ -	\$ 363,944						FFY 2015-Regional Apportionment to LTA - Projected
Total Federal Allocations:	\$ 1,169,245	\$ -	\$ -	\$ -	\$ 1,169,245						
GRAND TOTAL ALLOCATIONS	\$ 3,303,546	\$ 623,046	\$ -	\$ -	\$ 3,926,592						Updated: 7/29/15 AJP



LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2014/15

BUDGET SUMMARY - 2ND AMENDMENT 5/13/15

REVENUES

COMMENTS:

	Budget			Actual				Year-to-Date Total		
	Adopted:	Adjustment 8-13-14	Adjustment 5-13-15	Actual	1st Qtr	2nd Qtr	3rd Qtr			4th Qtr
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Local Transportation Funds (LTF) Estimated-2014/15	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000					\$0.00	Estimated 2014/15 Revenues
LTF Carry-Over from 2013/14 Work Program	\$ 14,912	\$ 31,610	\$ (10,000)	\$ 36,522						Actual 2013/14 LTF carryover amount.
LTF Carry-Over from 2013/14 LTA Allocation	\$ -	\$ (30,000)	\$ -	\$ (30,000)						Co. Auditor's Office over allocated \$30,000 to LTA. Didn't follow Reso. 13-14-7 Reduction
LTF Carry-over -2% Bike & Ped - 2013/14 Allocation	\$ -	\$ 55,374	\$ -	\$ 55,374						
LTF Carry-over - Administration - 2013/14 Allocation	\$ -	\$ 3,612	\$ -	\$ 3,612						
LTF Carry-over -5% CTSA- 2013/14 Allocation	\$ -	\$ 115,386	\$ -	\$ 115,386						Actual Carry Over Amount from 13/14
LTF Carry-Over - Exec Directors Reserve 2013/14	\$ -	\$ 167,955	\$ -	\$ 167,955						Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ 66,394	\$ (26,133)	\$ 40,261						
Total Local Transportation Funds:	\$ 1,314,912	\$ 410,331	\$ (36,133)	\$ 1,689,110						
<u>Planning Programming & Monitoring (PPM) Funds</u>										
Planning Programming & Monitoring (PPM) Funds-2014/15	\$ 64,000	\$ -	\$ (2,000)	\$ 62,000						Adjustment made per Reso 14-15-13 - Allocation for Additional Admin Funds
PPM Carry-Over Funds from 2013/14 Work Program	\$ -	\$ 12,986	\$ (10,412)	\$ 2,574						
Total PPM Funds:	\$ 64,000	\$ 12,986	\$ (12,412)	\$ 64,574						
Total Local Revenues:	\$ 1,378,912	\$ 423,317	\$ (48,545)	\$ 1,753,684						
STATE:										
<u>Rural Planning Assistance Funds (RPA)</u>										
Rural Planning Assistance (RPA) Funds programmed in 2014/15	\$ 294,000	\$ -	\$ -	\$ 294,000						2014/15 Allocation, increase of \$19,000 over 2013/14
RPA Carryover Funds from 2013/14 OWP	\$ 2,000	\$ 13,552	\$ -	\$ 15,552						Actual Carry Over Amount from 13/14
Total RPA Funds:	\$ 296,000	\$ 13,552	\$ -	\$ 309,552						
<u>State Highway Account - Transit Planning:</u>										
Transit Energy Reduction Plan (WE 621) - FY 2013/14 Carryover	\$ 86,316	\$ 9,798	\$ -	\$ 96,114						Actual Carry Over Amount from 13/14
<u>State Transit Assistance (STA) Funds</u>										
STA Allocation to Lake Transit Authority	\$ 347,435	\$ -	\$ (2,293)	\$ 345,142						2014/15 STA Alloc. - Amendment based on revised Estimate dated 8-12-14.
STA Carry-Over to Lake Transit Authority 2013/14	\$ -	\$ 4,057	\$ -	\$ 4,057						Actual Carry Over Amount from 13/14
Total State Revenues:	\$ 729,751	\$ 27,407	\$ (2,293)	\$ 754,865						
FEDERAL:										
<u>FTA Section 5304: (Technical Transit Grant Funds)</u>										

Tranist Development Plan (WE 606) - FY 2013/14 Carryover	\$ 28,772	\$ 9,705	\$ -	\$ 38,477					Actual Carry Over Amount from 13/14
Regional Surface Transportation Program (RSTP)	\$ -	\$ -	\$ -	\$ -					Passes through to cities/County
RSTP Local Agency Distribution (2013/14):	\$ 804,915	\$ -	\$ -	\$ 804,915					Apportionment for FY 2013/14. Allocation will be received in 2014/15
Total RSTP Funds for Distribution:	\$ 804,915	\$ -	\$ -	\$ 804,915					
5311 Federal Funds - FFY 2014	\$ 434,526			\$ 434,526					FFY 2014-Regional Apportionment to LTA - Projected
Total Federal Revenues:	\$ 1,268,213	\$ 9,705	\$ -	\$ 1,277,918					
GRAND TOTAL REVENUES	\$ 3,376,876	\$ 460,429	\$ (50,838)	\$ 3,786,467					

ALLOCATIONS

COMMENTS:

	Budget					Actual				Year-to-Date Total	
	Adopted:	Adjustment	Adjustment	Estimated	Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:											
Local Transportation Funds (LTF)											
Administration Breakdown:											
Dow & Assoc Contract (July 1, 2014 to Sept. 30, 2014)	\$ 151,312	\$ -	\$ (113,484)	\$ 37,828							Dow Contract actual expenditures through the 1st Quarter of FY 2014/15.
DBC Contract (Oct 1 2015 to June 30, 2015)	\$ -	\$ -	\$ 185,222	\$ 185,222							DBC Contracted amount for FY 2014/15
Board Member Reimbursement for Meetings	\$ 4,000	\$ -	\$ -	\$ 4,000							\$50 per diem reimbursement to board members for meeting attendance
Travel Expenses (uncontracted)	\$ 2,500	\$ -	\$ -	\$ 2,500							Covers expenses for travel not included in contract or work program.
Lake County Auditor/Controller	\$ 6,000	\$ -	\$ -	\$ 6,000							Accounting services by the County of Lake Auditor's Office
Fiscal Audit	\$ 9,000	\$ -	\$ -	\$ 9,000							Annual requirement of TDA to audit LTF funds
CalCOG Dues	\$ 1,444	\$ -	\$ -	\$ 1,444							Facilitates communication between COGs, local officials, state/federal agencies & public
National Assoc. for Regional Councils	\$ 215	\$ -	\$ -	\$ 215							NARC dues to assist RTPAs at national level on important issues locally
Contingency	\$ 6,000	\$ -	\$ -	\$ 6,000							Unexpected costs beyond typical annual LTF expenses
Total 2014/15 Administration Allocations	\$ 180,471	\$ -	\$ 71,738	\$ 252,209							Administration costs increased with the new Administration Contract with DBC
LTF Carry-over - Administration - 2013/14 Allocation	\$ -	\$ 3,612	\$ -	\$ 3,612							Actual Carry Over Amount from 13/14
Bicycle and Pedestrian Reserve Fund	\$ 22,391	\$ -	\$ -	\$ 22,391							2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2013/14 Allocation	\$ -	\$ 55,374	\$ -	\$ 55,374							Actual Carry Over Amount from 13/14
LTF 2014/15 Work Program Allocation	\$ 93,000	\$ -	\$ (23,192)	\$ 69,808							
LTF Carry-Over from 2013/14 Work Program	\$ 14,912	\$ 31,610	\$ (10,000)	\$ 36,522							Actual Carry Over Amount from 13/14
LTF (Article 4.5) 5% Allocation to CTSA - 2014/15	\$ 55,976	\$ -	\$ -	\$ 55,976							Pending Lake APC Board Approval
LTF Carry-over -5% CTSA- 2013/14 Allocation	\$ -	\$ 115,386	\$ -	\$ 115,386							Actual Carry Over Amount from 13/14
LTF Allocation to Lake Transit Authority	\$ 948,162	\$ -	\$ -	\$ 899,616							
LTF Carry-Over from 2013/14 LTA Allocation	\$ -	\$ (30,000)	\$ -	\$ (30,000)							
LTF Reserve Accounts											
LTF Carry-Over - Exec Directors Reserve 2013/14	\$ -	\$ 167,955	\$ -	\$ 167,955							Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ 66,394	\$ (26,133)	\$ 40,261							Deduction to the Reserve account is for additional funds needed to fund the Admin Contract.
Total LTF Allocations:	\$ 1,314,912	\$ 343,937	\$ 12,413	\$ 1,689,110							
Planning Programming & Monitoring (PPM) Funds											
Planning Programming & Monitoring (PPM) Funds	\$ 64,000	\$ -	\$ (2,000)	\$ 62,000							Reduction of PPM - Refer to Reso 14-15-13
PPM Carry-Over from 2013/14 Work Program	\$ -	\$ 12,986	\$ (10,412)	\$ 2,574							Reduction of PPM for additional funds needed for Admin Contract with DBC.
Total PPM Allocations:	\$ 64,000	\$ 12,986	\$ (12,412)	\$ 64,574							
Total Local Allocations:	\$ 1,378,912	\$ 356,923	\$ 1	\$ 1,753,684							
STATE:											
Rural Planning Assistance Funds (RPA)											
Rural Planning Assistance (RPA) Funds programmed in 2014/15	\$ 294,000			\$ 294,000							RPA Increased by \$19,000 for FY 2014/15
RPA Carryover Funds from 2013/14 OWP	\$ 2,000	\$ 13,552		\$ 15,552							Actual Carry Over Amount from 13/14
Total RPA Funds:	\$ 296,000	\$ 13,552	\$ -	\$ 309,552							
State Highway Account - Transit Planning:											

Transit Energy Reduction Plan (WE 621) - FY 2013/14 Carryover	\$ 86,316	\$ 9,798	\$ -	\$ 96,114					Actual Carry Over Amount from 13/14
<u>State Transit Assistance (STA) Funds</u>									
STA Allocation to Lake Transit Authority	\$ 347,435		\$ (2,293)	\$ 345,142					2014/15 STA Alloc. - Amendment based on revised Estimate dated 8-12-14.
STA Carry-Over to Lake Transit Authority 2013/14	\$ -	\$ 4,057		\$ 4,057					Actual caarryover amounts will be adjusted in the 1st amendment.
Total State Allocations:	\$ 729,751	\$ 27,407	\$ (2,293)	\$ 754,865					
<u>FEDERAL:</u>									
<u>Regional Surface Transportation Program (RSTP)</u>									
RSTP Local Agency Distribution (2013/14):	\$ 804,915	\$ -	\$ -	\$ 804,915					2014/15 Actuals
Lakeport (8%)	\$ 64,393	\$ -	\$ -	\$ 64,393					Passes through to cities/County
Clearlake (22%)	\$ 177,081	\$ -	\$ -	\$ 177,081					Distributed based on population.
Lake County (70%)	\$ 318,568	\$ -	\$ -	\$ 318,568					County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
<u>FTA Section 5304 - Technical Transit:</u>									
Tranist Development Plan (WE 606) - FY 2013/14 Carryover	\$ 28,772	\$ 9,705	\$ -	\$ 38,477					Actual caarryover amounts will be adjusted in the 1st amendment.
<u>5311 Federal Funds - FFY 2014</u>	\$ 434,526			\$ 434,526					FFY 2014-Regional Apportionment to LTA - Projected
Total Federal Allocations:	\$ 1,268,213	\$ 9,705	\$ -	\$ 1,277,918					
GRAND TOTAL ALLOCATIONS	\$ 3,376,876	\$ 394,035	\$ (2,292)	\$ 3,786,467					Updated: 4/6/15 AJP

SUPPORTING DOCUMENTATION FOR 2016/17 APC BUDGET

- NOTES ON FUNDING SOURCES
- TRANSPORTATION DEVELOPMENT ACT (TDA) BUDGET CALENDAR
- PROPOSED APC RESOLUTIONS 16-17-1 THROUGH 16-17-7
- DAVEY-BATES CONSULTING ADMINISTRATIVE CONTRACT
AGREEMENT FOR PROFESSIONAL SERVICES



LAKE COUNTY/CITY AREA PLANNING COUNCIL

2016/17 BUDGET

Explanatory Notes on Funding Sources

June 8, 2016

LTF - Local Transportation Fund

- Generated from quarter-cent countywide sales tax
- Governed by the Transportation Development Act (TDA)
- Allocated by Regional Transportation Planning Agencies
- Fund estimate provided by County Auditor-Controller
- Transportation planning and public transit systems are supported by these revenues according to TDA

LTF Reserve

- Fund balance due to unanticipated funds generated above County Auditor's estimates, and/or unexpended funds from projects in the annual Work Program.

Local Agency Match

- Local matching funds are required for most state and federal grants
- Lake Transit Authority contributes the required local match for their projects
- Lake APC provides required cash match from local planning funds in Overall Work Program

PPM - Planning, Programming & Monitoring / SB 45

- Apportioned by State to Regional Transportation Planning Agencies for work associated with State Transportation Improvement Program (STIP) projects
- Up to 5% of Regional Improvement Program (RIP) funds in the STIP may be used for eligible activities
- Lake APC has programmed funds for planning work elements and Project Study Reports (PSRs)
- PPM Funds must be spent within three years of receiving them

STA - State Transit Assistance

- Generated from sales taxes on diesel
- Governed by the Transportation Development Act (TDA)
- Eligibility open only to transit operators – Lake Transit Authority (LTA)
- May be used for either Operations (subject to an eligibility formula) or for Capital. LTA typically uses for Capital purposes
- Fund estimate provided by State Controller
- For FY 2006/07 and 2007/08, revenues were unusually high, as a result of the rising price of gasoline.
- For FY 2008/09, staff was concerned with the possibility that the STA preliminary estimate in the amount of \$668,352 would not materialize and requested that the APC Board members consider keeping approximately one quarter's allocation (\$167,088) in the fund in case of revenue fluctuations, and only released \$501,264 to LTA. Staff was correct in estimating that the STA funds would not fully materialize for the full amount of \$668,352, and were drastically decreased in a revised estimate by \$532,036, leaving \$136,316 to be allocated to LTA.
- For FY 2009/10 NO STA funds were allocated.
- LTA's allocation for FY 2010/11 was \$355,794, FY 2011/12 was \$294,918, \$424,695 for FY 2012/13 and \$350,432 for FY 2013/14.

RPA - Rural Planning Assistance

- This program is funded by the State for required Overall Work Program (OWP) mandated planning functions
- RPA funds are received on a reimbursable basis. The majority must be expended in the year in which they are received, however beginning July 1, 2009, Caltrans began allowing 25% of RPA funds to be carried-over into the following OWP

RSTP – Federal/Regional Surface Transportation Program, Section 182.6(d)(1)

- Under ISTEA legislation originally and continued in subsequent federal transportation bills
- RSTP is for regional discretionary transportation uses, in compliance with U.S. Code, Title 23 and California Constitution, Article 19
- As allowed, Lake APC exchanges for state funds by agreement with Caltrans, eliminating federal requirements
- Lake APC policy allocates new RSTP apportionments by population formula to County and Cities and requires the local agencies to submit Expenditure Reports prior to receiving additional funding

FHWA - State Planning and Research

- The State Planning & Research Program (SP&R) is authorized by Title 23, USC & is regulated under 23 CFR Part 420
- States are required to set aside 2 percent of the apportionments they receive from federal transportation bill for State planning and research activities
- Of this amount, States must allocate 25 percent for research, development, and technology
- In recent years, Lake APC administered several SP&R grant projects for Caltrans District 1

Caltrans Sustainable Transportation Planning Grant Program

- This program replaced the Consolidated Planning Grant Program, which included Community Based Transportation Planning, Environmental Justice, and Transit Planning grants
- Funded by Federal Transit Administration (FTA, Section 5304) and State Highway Account.

Active Transportation Program:

With the passage of MAP-21 in March 2012, the construct of the Federal transportation bill significantly changed how transportation projects will be funded/allocated. MAP-21 was a two-year transportation bill and a portion of the funding was allocated to the States.

- In September 26, 2013, Governor Brown signed legislation creating the Active Transportation Program (ATP) in the Department of Transportation-Senate Bill 99 and Assembly Bill 101. The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation
- The ATP is a competitive program, and is administered by the Division of Local Assistance, Office of Active Transportation and Special Programs
- The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals: Increase the proportion of trips accomplished by biking and walking, Increase safety and mobility for non-motorized users, Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals, Enhance public health, Ensure that disadvantaged communities fully share in the benefits of the program, and Provide a broad spectrum of projects to benefit many types of active transportation users.
- On December 4, 2015, President Barack Obama signed the Fixing America's Surface Transportation Act (FAST Act), a five-year authorization of highway, transit, safety and rail programs. The FAST Act, continued the Transportation Alternatives Program (TAP), which provided a slight increase of funding over the five year period to the Active Transportation Program.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

Transportation Development Act (TDA) Budget Calendar

January	County Auditor provides annual estimate of Local Transportation Funds (LTF) revenues to Lake APC by due date February 1.
February	Lake APC Staff prepares preliminary draft budget, including available LTF, State Transit Assistance (STA), Capital Reserve, and planning grant funds for Administration, 2% Bike and Pedestrian, Planning and Transit allocations.
March	APC Staff advises eligible claimants in the county of the County Auditor's estimate and anticipated area apportionments by population.
April	Claimants submit requests for LTF and STA Funding to Lake APC
September	Claimants submit reports on extension of services to Lake APC
June	Lake APC adopts the annual budget, allocating funds for Administration, Bicycle & Pedestrian, Planning and Transit.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 16-17-1

ALLOCATION FOR 2016/17 ADMINISTRATIVE PURPOSES

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, the projected reasonable administrative expenses for the Area Planning Council for fiscal year 2016/17 will be approximately the sum of \$288,806; and WHEREAS, the projected expenses are necessary and reasonable,

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$288,806 for the administrative purposes pursuant to Public Utilities Code Section 99233.1 and hereby authorizes the Executive Director to expend said funds on all reasonable and necessary administrative purposes, including each of the following:

1. Payment for the fiscal audits of 2016/17 for the APC, Lake Transit Authority and SAFE in the approximate sum of \$9,500.
2. Payment to the Lake County Auditor's Office for services to be performed in the year 2015/16 in the approximate sum of \$6,000.
3. Payment to Davey-Bates Consulting for services as the Administration and Fiscal Services Contractor in the sum of \$258,091 in monthly installments of \$21,507.59 for twelve months.
4. Payment to the Area Planning Council members in the sum of \$50.00 for each meeting attended up to \$4,000.
5. Member dues to CalCOG in the amount of \$2,500 and to National Association for Regional Councils in the amount of \$215.
6. Contingency funds in the amount of \$6,000 to be used as necessary to cover unexpected costs such as member travel expenses, conference calling, committee dues, etc.
7. For the Lake County/City Area Planning Council's staff travel expenses in the sum of \$2,500 to be used for travel not included in the contract or Work Program.

Adoption of this Resolution was moved by Director_____, seconded by Director_____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel, Chair
APC Member

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 16-17-2

ALLOCATION OF 2016/17 BICYCLE AND PEDESTRIAN PURPOSES

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, bicyclists and pedestrians have special needs in Lake County; and

WHEREAS, the Area Planning Council, the County of Lake and the City of Lakeport, and City of Clearlake have adopted the Lake County Bike Plan; and

WHEREAS, the Lake County Bike Plan contains as a stated policy that 2% of the fund balance remaining after allocation for administrative purposes be set aside for bicycle and pedestrian purposes:

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$22,724 for bicycle and pedestrian purposes pursuant to the Public Utilities Code Section 99233.3 and directs that such funds be held until approval of a specific claim utilizing said funds.

Adoption of this Resolution was moved by Director_____, seconded by Director_____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel, Chair
APC Member

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 16-17-3

ALLOCATION FOR 2016/17 WORK PROGRAM

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, the Area Planning Council has approved the proposed 2016/17 Work Program; and

WHEREAS, the expenditure of funds implements the major planning process that takes place by the Area Planning Council; and

WHEREAS, the expenditure of funds is deemed to be reasonable and necessary; and

WHEREAS, 2015/16 Work Program has carry-over funding into the 2016/17 Work Program; and

WHEREAS, funds are also available from State Rural Planning Assistance; the Federal Transit Authority; and Senate Bill 45;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$50,000 to be expended upon the 2016/17 Work Program pursuant to Public Utilities Code Section 99400(c) and Administrative Code Section 6646.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel, Chair
APC Member

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 16-17-4

2016/17 ALLOCATION TO LAKE TRANSIT AUTHORITY

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, transportation needs have been identified throughout Lake County, including within the City of Lakeport and the City of Clearlake, including transportation to the elderly, handicapped and persons of low income; and

WHEREAS, a Joint Powers Agency known as Lake Transit Authority, has been established to provide public transportation services and transportation services to the elderly and handicapped throughout Lake County, the City of Lakeport, and the City of Clearlake; and

WHEREAS, by Resolution Lake County, City of Lakeport, and City of Clearlake have each authorized Lake Transit Authority to claim its apportionment of those funds designated as Local Transportation Funds, received by the Area Planning Council pursuant to the Transportation Development Act; and

WHEREAS, Lake Transit Authority has entered into a contract with Paratransit Services to provide transportation services in Lake County, the City of Lakeport, and City of Clearlake; and

WHEREAS, the proposed expenditure of funds by Lake Transit Authority is in accordance with the Lake County Regional Transportation Plan of 2010;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates from the Local Transportation fund the sum of \$1,006,661 to Lake Transit Authority for transportation purposes pursuant to Public Utilities Code Section 99262, for use by Lake Transit Authority for the purpose of providing transportation services in fiscal year 2016/17.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:
NOES:
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel, Chair
APC Member

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 16-17-5

ALLOCATION OF STA FUNDS TO LAKE TRANSIT AUTHORITY

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, the State legislature has created the State Transit Assistance Fund with the intent to offset reductions in Federal operating assistance, to give priority consideration to claims to offset the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, county-wide or area-wide public transportation needs; and

WHEREAS, there are transportation needs in Lake County, City of Lakeport, and City of Clearlake; and

WHEREAS, Lake Transit Authority has been formed to provide transportation services in Lake County, the City of Lakeport and the City of Clearlake; and

WHEREAS, Lake Transit Authority has entered into a contract with Paratransit Services to provide the necessary transportation services; and

WHEREAS, the level of passenger fares and charges provided in the contract shall enable the operator to meet the fare revenue requirements of Public Utilities Code Sections 99268.2, 99268.3, 99268.5 and 99268.9 as they may be applicable to this claimant; and

WHEREAS, the claimant is making full use of Federal funds available under the Federal Transportation Act; and

WHEREAS, the sum of the claimant's allocation from the State Transit Assistance fund and from the Local Transportation fund does not exceed the amount the claimant is eligible to receive during the fiscal year; and

WHEREAS, the claimant is eligible for the allocations from the State Transit Assistance fund for such purposes;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$283,169 to Lake Transit Authority from the State Transit Assistance funds pursuant to Public Utilities Code Section 99313.3 to partially fund the contract entered into between Lake Transit Authority and Paratransit Services to provide public transportation services within Lake County, City of Lakeport, and City of Clearlake in fiscal year 2016/17.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:

NOES:
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel, Chair
APC Member

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 16-17-6

APPROVAL OF 2016/17 STIP PLANNING, PROGRAMMING AND MONITORING (PPM) FUND TRANSFER AGREEMENT

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, the Lake County/City Area Planning Council (APC) is the designated Regional Transportation Planning Agency for Lake County; and

WHEREAS, the APC has programmed STIP Planning Programming & Monitoring (PPM) funding in its 2016/17 Overall Work Program for the implementation of the transportation planning process brought about by the passage of SB45, which became effective January 1, 1998; and

WHEREAS, the APC is required to execute a STIP Planning, Programming & Monitoring Program Fund Transfer Agreement in order to receive 2016/17 funding;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake County/City Area Planning Council hereby approves the 2016/17 STIP Planning, Programming & Monitoring Program Fund Transfer Agreement and authorizes the Executive Director to execute the agreement.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel, Chair
APC Member

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 16-17-7

ALLOCATION OF 2016/17 LOCAL TRANSPORTATION FUNDS (5%) TO THE CONSOLIDATED TRANSPORTATION SERVICE AGENCY (CTSA) FOR NON-EMERGENCY MEDICAL TRANSPORTATION (NEMT) PURPOSES

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, Lake Transit Authority, hereinafter referred to as LTA, was created in February 1996 pursuant to Government Code Sections 6500 and following to provide public transportation services throughout Lake County, the City of Lakeport, and the City of Clearlake; and

WHEREAS, in July 1996, the Lake County/City Area Planning Council adopted Resolution 96-01 designating the LTA as the Consolidated Transportation Services Agency (CTSA) with the charge to coordinate or consolidate social service transportation services in Lake County; and,

WHEREAS, a need exists to coordinate services to provide better Non-Emergency Medical Transportation services for seniors, low-income and the disabled populations in Lake County; and

WHEREAS, the Lake APC, in coordination with LTA, received funding through a Transit Technical Planning Assistance grant to develop a Non-Emergency Medical Transportation (NEMT) Plan; and

WHEREAS, in February 2011, the Lake County/City Area Planning Council, adopted the Non-Emergency Medical Plan; and

WHEREAS, the goal of the Plan was to get a better assessment of the NEMT needs in Lake County, to consider program alternatives, and research potential funding options; and

WHEREAS, under Public Utilities Code, Article 3, Section 99233.7 certain conditions allow the Regional Transportation Planning Agency to allocate 5% of the Local Transportation Funds to the Consolidated Transportation Service Agency (CTSA); and

WHEREAS, in order to provide coordinated NEMT services in Lake County there is a need to establish a reliable funding source to establish a NEMT Brokerage Program.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$56,810 to the Consolidated Transportation Service Agency for Non-Emergency Medical Transportation (NEMT) purposes for FY 2016/17 pursuant to the Public Utilities Code Section 99233.7.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel, Chair
APC Member

LAKE COUNTY/CITY AREA PLANNING COUNCIL
PROFESSIONAL SERVICES AGREEMENT WITH DAVEY-BATES
CONSULTING

AMENDMENT NO. 1

Amendment No. 1 is entered into this 8th day of April, 2015 by and between the Lake County/City Area Planning Council, herein after referred to as “APC” and Davey-Bates Consulting, hereinafter referred to as “Contractor”.

WITNESSETH

WHEREAS, an Agreement was entered into on September 26, 2014 to perform fiscal and administrative services to the APC; and

WHEREAS, the term of this agreement was for the period from October 1, 2014 through September 30, 2019; and

WHEREAS, SECTION 1 – WORK TO BE PERFORMED, of this Agreement states CONTRACTOR shall provide services, tasks and products detailed in CONTRACTOR’S PROPOSAL, or Exhibit A, of the AGREEMENT for professional services with Davey-Bates; and

WHEREAS, SECTION 15 – EXTENT OF AGREEMENT, of the Agreement states there shall not be modifications except by written agreement of both parties; and

WHEREAS, in the second paragraph Lake APC Cost Plan Summary of CONTRACTOR’S Proposal (Page 22) states, “...a “lump sum bid” and includes all expenses necessary to conduct administrative services for Lake APC. To clarify, costs include...trainings and conferences... and all other operating expenses”; and

WHEREAS, the CONTRACTOR’S Cost Plan Summary of the Proposal shall be revised from “lump sum bid” to “not to exceed bid” to clarify language of Proposal; and

WHEREAS, the CONTRACTOR’S Cost Plan Summary will be revised to replace wording of “trainings and conferences” to “mileage and routine travel”; and

WHEREAS, additional language is hereby added to clarify that travel for COG officers, and fees for trainings and conferences shall be funded separately by APC; and

WHEREAS, it is now mutually agreed by APC and CONTRACTOR that the CONTRACT TERMS of this Agreement should be amended to provide the above-mentioned clarifications.

NOW, THEREFORE, we agree as follows:

The Cost Plan Summary of the CONTRACTOR’S Proposal shall now be a “not to exceed” contract for compensation, and that travel beyond mileage and routine travel shall be funded separately by APC.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands on the day and year this Amendment No. 1 first above written.

LAKE COUNTY/CITY AREA PLANNING COUNCIL DAVEY-BATES CONSULTING

BY: Marsha Wharff 4-8-15
Marsha Wharff, Chair Date

BY: Lisa Davey-Bates 4/8/15
Lisa Davey-Bates, Owner Date

LAKE COUNTY/CITY AREA PLANNING COUNCIL

AGREEMENT FOR PROFESSIONAL SERVICES WITH DAVEY-BATES CONSULTING

This Agreement is entered into on September 26, 2014, by and between the Lake County/City Area Planning Council, hereinafter referred to as "APC", and Davey-Bates Consulting (DBC), hereinafter referred to as "CONTRACTOR."

WITNESSETH:

WHEREAS, APC may retain independent contractors to perform special, technical, expert, or professional services; and

WHEREAS, APC wishes to extend to the residents of the County certain services which CONTRACTOR is equipped, staffed, licensed and prepared to provide; and

WHEREAS, CONTRACTOR is willing and able to perform duties and render services which are determined by APC to be necessary or appropriate for the welfare of residents of County; and

WHEREAS, APC believes the provision of these services to the residents is in their best interests, and CONTRACTOR agrees to perform such duties and render such services, as outlined more specifically below:

NOW, THEREFORE, The APC and CONTRACTOR agree as follows:

1. WORK TO BE PERFORMED

The term of this Agreement shall be from October 1, 2014 through September 30, 2019.

CONTRACTOR has been selected by APC to provide those services, tasks and products detailed in CONTRACTOR'S Scope of Services, Implementation Plan & Schedule, Company Background & Experience, and Cost Plan & Narrative (Exhibit A), which was prepared in response to APC's Request for Proposals.

If CONTRACTOR is requested to provide additional services not included with the Scope of Services, APC and CONTRACTOR may amend this agreement to provide for those services based upon the rates of payment specified in Table B and C of Exhibit A.

2. COMPENSATION

Compensation for fiscal and administrative services as set forth in Exhibit A is fixed dollar amount for each fiscal year, payable in monthly installments, at the convenience of the Lake County Clerk-Auditor:

Fiscal Year 2014/15: \$185,222 (October 1 through June 30, 2015)

Fiscal Year 2015/16: \$248,556

Fiscal Year 2016/17: \$250,333

Fiscal Year 2017/18: \$252,314
Fiscal Year 2018/19: \$254,524
Fiscal Year 2019/20: \$63,631 (July 1 through Sept. 30, 2019-based on FY 2018/19 rates)

CONTRACTOR will also receive compensation for providing administrative services to the Lake Service Authority for Freeway Emergencies (SAFE) program. Compensation for SAFE administration as set forth in Exhibit A is also a fixed dollar amount for each fiscal year, payable in monthly installments by the Lake County Clerk-Auditor:

Fiscal Year 2014/15: \$10,937 (October 1 through June 30, 2015)
Fiscal Year 2015/16: \$14,661
Fiscal Year 2016/17: \$14,748
Fiscal Year 2017/18: \$14,846
Fiscal Year 2018/19: \$14,955
Fiscal Year 2019/20: \$3,739 (July 1 through Sept. 30, 2019-based on FY 2018/19 rates)

An annual Cost of Living Adjustment (COLA) will be applied to the base proposals (above) for APC and SAFE administration, based on the California Consumer Price Index (All Urban Consumers, California Department of Industrial Relations, Division of Labor Statistics and Research).

3. SUBCONTRACTING

CONTRACTOR may subcontract portions of the agreed upon services. Subcontractors shall maintain the same standard of services as is required of CONTRACTOR. CONTRACTOR shall continue to remain responsible for fulfilling the terms of this Agreement.

4. SERVICES TO BE PROVIDED

CONTRACTOR agrees to perform the services set forth in Exhibit A.

Execution of this Agreement by the APC shall constitute CONTRACTOR's authority to proceed immediately with the performance of the work described by Exhibit A, provided that evidence of insurance has been received by the APC as specified under Section 9 below.

CONTRACTOR acknowledges that timely performance of services is an important element of this Agreement and will perform services in a timely manner consistent with sound professional practices.

5. FINANCIAL RECORDS

APC, CONTRACTOR and all subcontractors shall maintain all source documents, accounting records, and other supporting papers connected with performance of work under this Agreement for a minimum of three (3) years from the date of final payment, or until annual audit resolution is achieved, whichever is later.

All such supporting information shall be made available for inspection and audit by representatives of State of California Department of Transportation (State), the California State Auditor, and auditors representing the federal government which pertain to services performed and determination amounts payable under this Agreement.

CONTRACTOR will provide an adequate financial management and accounting system as required by 48 Code of Federal Regulations (CFR) Part 16.301-3, 48 CFR Part 31 and 49 CFR Part 18.

6. COMPLIANCE WITH LAWS AND ORDINANCES

CONTRACTOR, in the conduct of the services contemplated within this agreement, shall comply with all statutes, State or Federal as may be applicable, and all ordinances, rules and regulations enacted or issued by the County of Lake.

7. COMPLIANCE WITH LICENSING REQUIREMENTS

CONTRACTOR will comply with all necessary licensing requirements and must obtain appropriate licenses and display the same in a location that is reasonably conspicuous.

8. OWNERSHIP OF EQUIPMENT

CONTRACTOR shall furnish necessary office equipment to perform services under this Agreement. Title to all property acquired by CONTRACTOR in connection with this Agreement or the services rendered pursuant thereto shall vest in CONTRACTOR.

9. INSURANCE

CONTRACTOR, at its expense, shall secure and maintain at all times during the entire period of performance of this Agreement, insurance as set forth herein with insurance companies acceptable to the APC for the APC's protection, its elected or appointed officials, employees and volunteers, CONTRACTOR and subcontractor from any and all claims which may arise from operations under this Agreement, whether operations be by CONTRACTOR or by a subcontractor, or by anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide to the APC Certificates of Insurance evidencing minimum coverage as specified below:

Automobile Liability - Vehicle/Bodily Injury - \$100,000
Each Person, \$300,000 Each Occurrence, Vehicle/Property
Damage - \$100,000 Each Occurrence, and Uninsured
Motorists \$100,000 each Person/\$300,000 each occurrence

OR

Combined Single Limit Vehicle Bodily Injury and Property
Damage Liability - \$1,000,000 Each Occurrence

AND

General Liability - \$2,000,000, Personal Injury -
\$1,000,000, and Each Occurrence Limit - \$1,000,000

AND

Worker's Compensation and Employer's Liability: Limits
as required by the labor code of the State of California.

In the event of breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the APC, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend further work pursuant to this Agreement.

CONTRACTOR shall not commence work, nor shall it allow its employees or subcontractors or anyone to commence work contemplated through this Agreement until all insurance required hereunder has been submitted to and accepted by the APC. Failure to submit proof of insurance as required herein may result in awarding said Agreement to another bidder.

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude the APC from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law.

Before beginning the work, the CONTRACTOR shall furnish to the APC satisfactory proof that it has secured, for the period covered under this Agreement, Workers Compensation Insurance for all persons whom it may employ in carrying out the work completed under this Agreement, in accordance with the "Workers Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any acts amendatory thereof. Such insurance shall be maintained in full force and effect during the period covered by this Agreement.

10. STATE AND FEDERAL REQUIREMENTS

Consultant will comply with all Federal, State and Local laws and ordinances as may be applicable to the performance of work under this Agreement.

Non-Discrimination Clause. a.) In the performance of work under this Agreement, APC, CONTRACTOR and its sub-consultants shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave and denial of pregnancy disability leave. b.) APC, Consultant and its sub-consultants shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. APC, Consultant and its sub-consultants shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made part hereof as if set forth in full. c.) APC, Consultant and its sub-consultants shall each give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other labor agreement. d.) APC, Consultant and its sub-consultants will permit access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and

Housing Commission or any other agency of the State of California designated by State to investigate compliance with this section.

Disadvantaged Business Enterprise (DBE) Obligation. APC, CONTRACTOR and its subconsultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Title VI of the Civil Rights Act of 1964. The CONTRACTOR agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, California Civil Code section 51(b) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.

Equal Employment Opportunity. In connection with the performance of this Agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

11. INDEPENDENT CONTRACTOR

Both the APC and CONTRACTOR agree and acknowledge that the relationship between them is that of public entity and independent contractor and shall in no event be considered that of employer/employee. The APC shall compensate CONTRACTOR by payment of the gross amounts due to CONTRACTOR, and CONTRACTOR shall be solely responsible for any federal, state, and local taxes and withholdings that may be applicable.

12. FINANCIAL INTEREST

The CONTRACTOR covenants that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed or subcontracted.

13. CONTRACT TERMS

The terms of this Agreement shall be for an initial period of five (5) years from October 1, 2014 through September 30, 2019, however, this Agreement may be extended for an additional five (5) one-year periods upon written agreement by the APC and CONTRACTOR.

APC may terminate this Agreement for any reason by giving written notice to CONTRACTOR at least one hundred twenty (120) days in advance of the effective date of such termination.

In the event this Agreement is terminated prior to September 30, 2019, CONTRACTOR shall

be paid on a prorated basis for only that portion of the contract term during which CONTRACTOR provided services pursuant to this Agreement.

14. TIME

Time is of the essence.

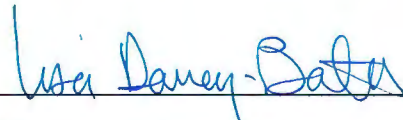
15. EXTENT OF AGREEMENT

This Agreement and all exhibits made a part hereof constitute the entire Agreement between the parties. In case of conflict or inconsistency between this Agreement and any exhibits, this Agreement shall control. This Agreement shall not be modified except by written agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Agreement in duplicate as of the day and year first written above.



Marsha Wharff, Chair
Lake County/City Area Planning Council



Lisa Davey-Bates, Owner
Davey-Bates Consulting

Federal ID No.: 47-1862937

CHAPTER 2: SCOPE OF SERVICES

The following work plan addresses elements of duties to be provided under the Administrative and Fiscal Services contract with the Lake APC. The tasks are broken down by category, and define how Davey-Bates Consulting staff would fulfill the administrative role. *Appendix - A* provides a cross-reference of bulleted tasks from Pages 8-9 of the Scope of Work in the Request for Proposals which are addressed in this Chapter.

TRANSPORTATION DEVELOPMENT ACT ADMINISTRATION (TDA)

Most regional transportation planning agencies were organized as a result of **TDA**, and the Local Transportation Fund (authorized by TDA) is the primary source of funding available to Lake APC, as the regional transportation planning agency for Lake County. Pursuant to requirements of the TDA, staff of Davey-Bates Consulting will:

- Prepare and distribute Board of Directors meeting notices, agendas, minutes, staff reports and related documents for TDA Administration
- Administer Transportation Development Act funds: Local Transportation Fund and State Transit Assistance (pursuant to Public Utilities Code – Chapter 4, Article 3 and California Code of Regulations Sections 6644, 6646, 6648, 6655, 6659 and 6660)
- Analyze and recommend allocations for the annual Transit Claim (CCR Section 6732, 6752, 6753, 6754 and 6756)
- Prepare analyses, agendas, minutes, staff reports and recommendations to Lake APC Executive Committee (PUC Section 99244)
- Prepare analyses, agendas, minutes and staff reports to the Social Services Transportation Advisory Council (SSTAC) (PUC Section 99238)
- Administer the Unmet Transit Needs process (PUC Section 99401)
- Budget for, obtain services for, participate in, and execute Annual Fiscal Audits (pursuant to CCR Sections 6661, 6662, 6663, 6664, 6667 and 6751) and the Triennial Performance Audit (pursuant to CCR Section 6662.5)
- Process claims for Transportation Development Act activities
- Prepare and submit all legal notices for advertisement
- Ensure citizen participation opportunities through public hearings, outreach and other methods (PUC Code Section 99238.5).

REGIONAL TRANSPORTATION PLANNING AGENCY (RTPA) ADMINISTRATION

Administration has become an increasingly important function of the Lake Area Planning Council due to Senate Bill 45, Senate Bill 375, Assembly Bill 32, the development of Caltrans planning grants and a variety of laws and regulations. State and federal statutes have delegated additional responsibilities to the RTPAs, requiring them to take a more active

role in selecting, programming and administering transportation projects. Staff of Davey-Bates Consulting will:

- Prepare and distribute Board of Directors meeting notices, agendas, minutes, staff reports & related documents for the RTPA
 - Host Board of Directors meeting site (schedule, reserve, set up equipment and public information, connect conference call, arrange video services, pack up and secure space after meeting; arrange all logistics for off-site meetings and tours)
 - Coordinate with Planning Services Contractor regarding agenda items, staff reports, documents, alternative meeting site recommendations, and media requirements for Board presentations
 - Prepare all agenda items for administrative issues to go before the Board, including writing reports and preparing related material
- Prepare, administer and oversee Regional Transportation Planning Overall Work Program (OWP)
 - Coordinate with the Planning Services Contractor and Caltrans to prepare budgets and amend as needed
 - Ensure consistency with Regional Transportation Plan policy
 - Oversee sub-contracting of discretionary transportation planning projects (prepare, execute and monitor consultant professional services agreements in compliance with statutes)
- Administer project implementation for state and federal grant funds
 - Active Transportation Program (ATP) funds
 - Highway Safety Improvement Program (HSIP) funds
- Prepare, submit, and advertise all legal notices
- Submit applications to the Department of Mass Transportation as needed
- Participate in key Transportation Planning activities
 - Lake APC Technical Advisory Committee
 - Technical Advisory Groups for grant-funded studies
 - Project Development Team meetings
 - Consultant selection committees
- Finalize and maintain Policies & Procedures Manual
- Manage file system and records, documents library, and contacts database
- Prepare Regional Housing Needs Allocation (RHNA) Update
 - Prepare housing allocation methodology for Lake APC approval
 - Work with local agencies to develop allocations consistent with state requirements and approved methodology
 - Conduct local appeal process and respond to appeals when necessary
 - Prepare final RHNA Plan for Lake APC approval and submit to Housing and Community Development Department

- Planning, programming, monitoring, and input to the State Transportation Improvement Program (STIP) in coordination with the APC Planning Services contractor
 - Provide local agency assistance in preparing candidate projects for inclusion in the Regional Transportation Improvement Program (RTIP)
 - Conduct application cycle and development
 - Prepare documents for Lake APC approval and CTC adoption
 - Monitor project progress and delivery, prepare extensions or amendments as needed
 - Monitor and participate in statewide efforts to develop STIP guidelines and policies
- Conduct Pavement Management Program (PMP) Update
 - Prepare Request for Proposals, conduct consultant selection process and prepare contract
 - Coordinate with local agencies and consultant to complete Pavement Condition Index (PCI) surveys, database update and analysis, decision-tree updates and budget analysis scenarios, prepare final reports and presentations, and conduct training for local agencies

FISCAL SERVICES

The **Fiscal Services** function is a major and complex role that supports all other functions of the agency. Staff of Davey-Bates Consulting will:

- Prepare and administer the Lake APC annual budget in coordination with the Planning Services Contractor , including analysis and staff reports to Board of Directors
- Process Agreements as necessary to administer and distribute funds made available through the Regional Surface Transportation Program (STP Section 182.6 d (1)) or successor programs passed by Congress
- Execute federal and state reimbursement agreements with Caltrans
- Administer Grant Programs
 - Caltrans Planning grants
 - State Planning & Research grants
 - Others: Highway Safety Improvement Program (HSIP), Federal Highways Administration (FHWA), Federal Transit Administration (FTA), Housing and Community Development (HCD) Department
- Prepare and distribute Board meeting notices, agendas, minutes, staff reports & related documents for the RTPA
- Administer funds that may be available to the Planning Services Contractor to complete activities in the annual Regional Transportation Planning Overall Work

Program (prepare and submit invoices for payment, reconcile fund accounts quarterly, prepare financial statements for annual audits)

- Rural Planning Assistance (RPA) funds made available through the State budget
- Local Transportation Funds (LTF) that are derived from a portion of the sales tax collected in Lake County
- Planning, Programming, & Monitoring (PPM) funds that are programmed in the State Transportation Improvement Program (STIP) that represent up to 5% of Lake APC's regional share
- Other local, state, or federal funds, such as Caltrans planning grants that may be programmed for Planning Services Contractor participation in the Regional Transportation Planning Work Program

INTERAGENCY RELATIONSHIPS

Effective leadership and policy implementation requires widespread and ongoing **Interagency Relationships** with our constituent members, local groups, regional associations, and state and federal agencies. As the administrative and fiscal services consultant, Davey-Bates Consulting will:

- Maintain positive relationships with Joint Powers Authority members
 - Engage in community relations and publicity as directed by the Board (maintain website, issue press releases, and other communications as appropriate)
 - Provide local agency support as needed
- Maintain positive intra-regional relationships
 - Community Advisory Committees
 - Senior Centers
 - Non-Profit Agencies
- Maintain positive inter-regional relationships
 - Provide staffing to interregional associations and their committees such as: Rural Counties Task Force (RCTF), North State Super Region (NSSR) and California RTPA Committee
 - Ensure continued membership and execution of duties with the California Association of Councils of Governments (CalCOG)
- Coordinate with Caltrans District 1 and Headquarters staff
 - Develop Overall Work Program, prepare and administer claims and quarterly reports
 - Conduct procurement process for and Administer Caltrans grants
 - Participate in quarterly RTPA and Caltrans-District 1 meetings
 - Participate in the Caltrans-District 1 Annual Management and Native American Leadership Meeting
 - Serve as the liaison to Caltrans and local agencies

- Maintain positive state, federal, and tribal relationships
 - Coordinate and consult with Native American Tribes
 - Engage with state and federal elected officials
 - Provide staffing to ongoing and ad hoc state and federal committees as necessary

LOCAL ASSISTANCE

As staff of DBC, **Local Assistance** will be provided to local agencies in coordination with the planning contractor in developing funded projects derived from the planning process for local prioritized projects. Staff of DBC will:

- Provide local agency assistance in the project development for transportation projects programmed in the State Transportation Improvement Program
- Provide local agency assistance in preparing candidate projects for funding through the Active Transportation Program
- Provide local agency assistance in preparing candidate projects for funding through the Highway Safety Improvement Program (HSIP) and other grant programs that may be of local priority
- Provide local assistance, as appropriate, for high priority local projects.

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE) ADMINISTRATION AND MANAGEMENT

The SAFE Program was established in June 1993 through a Joint Powers Agreement (JPA) to provide planning and implement the Call Box Program in Lake County. The SAFE Program has historically been administered as part of the responsibilities of the transportation planning consultant since its inception. Ms. Davey-Bates and Ms. Pedrotti will continue to do the following:

- Prepare and distribute Board meeting notices, agendas, minutes, staff reports and related documents for Lake County SAFE
- Prepare Five-Year Strategic and Financial Plan for Lake County SAFE Board adoption
- Administer the Lake County SAFE Five-Year Strategic and Financial Plan
 - Prepare claims for payment with SAFE funding
 - Participate in CalSAFE activities as needed
 - Review operations of existing system
 - Arrange maintenance of existing system
 - Apply for encroachment permits and coordinate new installations of Motorist Aid Call Boxes with Caltrans, California Highway Patrol and contractors
 - Contract for new call box installations
 - Coordinate with Planning Services Contractor to conduct planning work for future installations

COORDINATION WITH LAKE APC PLANNING SERVICES CONSULTANT

A vital component of providing efficient and effective Administrative and Fiscal Services to Lake APC will be the seamless relationship the administrative contractor fosters with planning staff. If given the opportunity, staff of Davey-Bates Consulting will utilize their expertise in maintaining a cohesive and transparent flow of communication with Lake APC planning staff. Such communication will be most important when preparing and administering budgets, conducting Lake APC Board meetings (such as preparing agenda packets and responding to public inquiries, etc.), Social Services Transportation Advisory Council (SSTAC) meetings, developing and managing overall work programs, State Transportation Improvement Programs, Regional Transportation Improvement Programs, Regional Transportation Plans and other transportation planning documents, submitting and administering state and federal grant programs, and implementing the SAFE Program. Day-to-day coordination on routine items is also important, and Davey-Bates Consulting staff will ensure that flow in communication is maintained.

CHAPTER 3: IMPLEMENTATION PLAN & SCHEDULE

This chapter provides an implementation schedule of elements discussed in the Scope of Work of the previous chapter. The five-year implementation schedule is broken down by fiscal year and provides a timeline of tasks to be completed once the contract is secured between Davey-Bates Consulting and Lake Area Planning Council. Because staff of DBC is already highly experienced, the transition will be trouble-free and DBC staff will continue to provide the same level of administrative services that we did as staff of Dow & Associates in the previous contract.

TRANSITION

Per the Schedule of Activities provided in Lake APC's Administrative and Fiscal Services Request for Proposals (RFP), it is anticipated that the Lake APC Board of Directors will approve the recommendation for the new consultant in August 2014, and the contract start date will be on October 1, 2014.

If DBC is chosen as the successful consultant, Lisa Davey-Bates will secure the office space and initiate the necessary start-up responsibilities beginning September 1, 2014, so staff will be relocated and prepared to be fully operational as of October 1, 2014. The office of DBC will be at the Victory Theatre, located in downtown Ukiah, California.

IMPLEMENTATION SCHEDULE

The following *Table - A* provides a summary of the implementation schedule of the major tasks to be completed by DBC in the five-year period of the contractual agreement with the Lake Area Planning Council. It is important to note that the implementation schedule is certainly subject to change, and several of the tasks rely heavily on schedules that are generated by the legislature, Caltrans, Lake APC Board of Directors and others.

LAKE APC ADMINISTRATIVE AND FISCAL SERVICES IMPLEMENTATION SCHEDULE

Table - A

Tasks	2014/15	2015/16	2016/17	2017/18	2018/19
Transition from current combined contractual agreement into separate planning and administrative contracts					
Coordinate with Planning Services Contractor (ongoing)					
Lake Transit Authority administration including preparation of funding agreements, involvement with Consolidated Transportation Services Agency (CTSA), coordination and management of consultant contracts, LTA meeting preparation, distribution of meeting packets, attendance and follow-up (ongoing)					
Lake SAFE administration including preparation and implementation of the Lake County SAFE Five-Year Strategic & Financial Plan, meeting preparation, distribution of meeting packets, attendance and follow-up, preparation coordination and management of consultant contracts, coordination with consultants for call box maintenance, repairs & installations (ongoing)					
Lake APC Board of Directors meeting prep, coordinate with planning staff, staff reports, minutes, presentations (10 times per year)					
Lake APC Technical Advisory Committee (TAC) staff reports, meeting attendance and follow-up (as needed)					
Social Services Transportation Advisory Council (SSTAC) agendas, minutes, staff reports, attendance and follow-up (3-4 times yearly)					
Fiscal Audit (annual) and Performance Audit (triennial) participation and implementation					
Overall Work Program (OWP) and other related programs budget preparation and management (ongoing)					
Overall Work Program preparation, management and amendments, prepare agreements, review and process claims, prepare quarterly reports and Request for Reimbursements (ongoing)					
State and federal grant application preparation and management of projects (annually)					
Active Transportation Program grant application preparation and administration (as needed)					
Transportation Development Act (TDA) administration including 2% Bike & Ped Program and Unmet Needs Process (ongoing)					
Rural Planning Assistance (RPA) administration including agreement preparation, review and process claims, prepare quarterly reports and Request for Reimbursements (ongoing)					
State Transportation Improvement Program (STIP) planning, programming and monitoring coordination with APC planning contractor (ongoing)					
Regional Transportation Improvement Program (RTIP) application cycle & development (biennially)					
Regional Transportation Improvement Program (RTIP) amendments and extension request preparation and respond to STIP Guidelines (as needed)					
Regional Housing Needs Assessment (RHNA) Update (5 years)					
Pavement Management Program (PMP) Update (3 years)					
Monitor and evaluate ongoing legislation (ongoing)					
Native American Tribal coordination and consultation (ongoing)					
CalSAFE meeting attendance (annually)					
California Transportation Commission (CTC) meeting attendance (monthly)					
California Association of Councils of Governments (CalCOG) meeting attendance (bi-monthly)					
Rural Counties Task Force (RCTF) meeting attendance (bi-monthly)					
Regional Transportation Planning Agencies committee meeting attendance (monthly)					
Interagency coordination (ongoing)					
Local agency coordination and support (ongoing)					
Project Development Team (PDT) meeting participation (as needed)					
Caltrans District 1 Regional Transportation Planning Agencies (RTPAs) meeting attendance (quarterly)					
GIS Maps for transportation planning projects and grant applications (as needed)					
Maintain Agency Website (ongoing)					

CHAPTER 4: COMPANY BACKGROUND & EXPERIENCE

This chapter provides an overview of Davey-Bates Consulting's qualifications, as well as experience of key personnel that will be assigned to the project. An organization chart and resumes are also provided in this section for each of the personnel detailing their experience and educational background.

Lisa Davey-Bates, owner of Davey-Bates Consulting, was hired by Dow & Associates in 1999 as an Assistant Planner when Mr. Dow realized he needed to expand his staff after the passage of SB 45 (Kopp). The legislation gave regional transportation planning agencies additional responsibilities, requiring them to take a more active role in selecting and programming transportation projects.

In 2001, Ms. Davey-Bates received her Bachelor of Arts degree from the University of San Francisco. She continued her employment with Dow & Associates, and committed her professional career to the field of transportation planning. She became more engaged with the statewide transportation partners by attending meetings of the California Transportation Commission (CTC), California Regional Transportation Planning Agencies' Committee (RTPA), North State Super Region (NSSR), and the Rural Counties Task Force (RCTF). She served as Vice-Chair and Chair to the RCTF.

In July 2006, Dow & Associates was awarded a contract to provide administration and planning services for the Lake Area Planning Council (APC), the Regional Transportation Planning Agency in Lake County. Mr. Dow assigned Ms. Davey-Bates to the role of Executive Director of the agency. She has also acted as the Executive Director for the transit agency, Lake Transit Authority, and the Lake SAFE Call Box Program in her administrative role for the Lake APC. Ms. Davey-Bates continues to dedicate a portion of her time to transportation planning. She will continue to work for Dow & Associates until September 30th, at which time she will concentrate her efforts on Davey-Bates Consulting.

Davey-Bates Consulting is a new firm, but staff has gained years of experience by working at Dow & Associates, providing planning and administrative services to the Mendocino Council of Governments and Lake Area Planning Council, the regional transportation planning agencies (RTPAs) in Mendocino and Lake Counties.

TEAM INTRODUCTION

Davey-Bates Consulting will provide a professional team who has worked collaboratively for a combination of over 40 years. The team has extensive knowledge of the region, and has an excellent track record of coordinating and collaborating with our local partners in securing grant and other funding resources to complete a broad range of projects for all modes of transportation. DBC, as the Lake APC staff designated to administer local, state and federal transportation funding, takes pride in the positive track record we've maintained of the required fiscal and performance audits.

Lisa Davey-Bates, a native to Mendocino County, has worked in the field of transportation planning for 15 years. As the principal of the Administrative and Fiscal Services contract, Ms. Davey-Bates will continue to serve as the Executive Director to the Lake APC, Lake Transit Authority, and Lake SAFE Program and provide coordination with the planning services staff. Ms. Davey-Bates has a long-standing relationship with our transportation partners and will act as a liaison on behalf of Lake APC staff to the California Transportation Commission, Caltrans Headquarters and District 1, rural regional transportation planning agencies throughout the state, and local agency staff in Lake County.

Nephele Barrett, Program Manager, has worked as a transportation planner for 14 years. She has a strong history of successfully managing statutorily required activities such as the State Transportation Improvement Program, Regional Transportation Improvement Program, Regional Housing Needs Allocation Update, and other planning projects such as the Regional Transportation Plan, Pavement Management Program, and a multitude of grant projects. She has a broad range of experience in public outreach strategies, facilitation and collaboration in transportation planning. Ms. Barrett has a respected working relationship with local agency staff, Caltrans and staff of the California Transportation Commission.

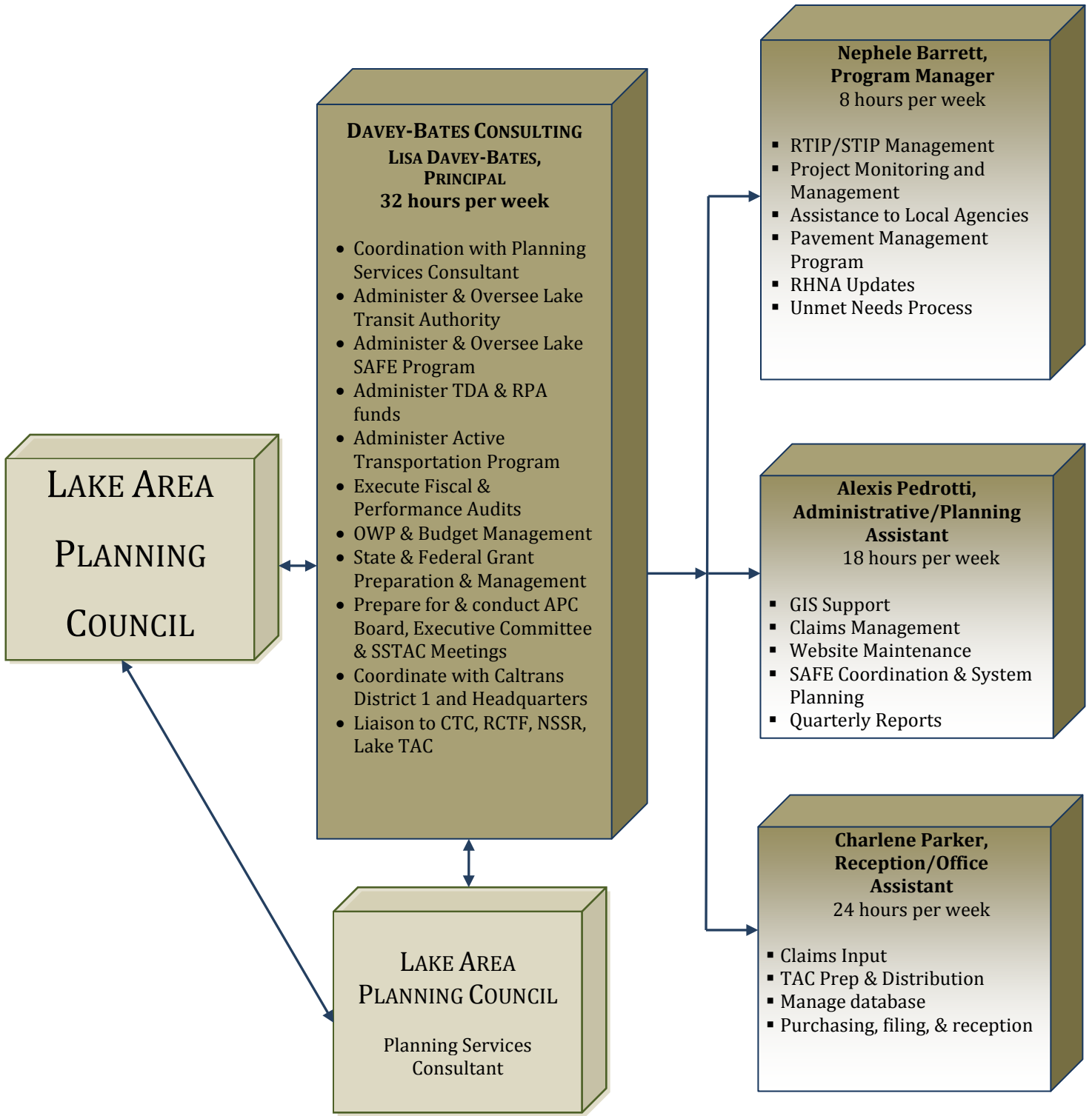
Alexis Pedrotti, Administrative Assistant, has worked with the staff of Dow & Associates for nine years and plays a key role in processing planning claims, preparing GIS maps for transportation planning documents and studies, and has managed the transportation planning website. This skill will be beneficial when coordinating with the Lake APC planning staff in uploading agendas/minutes, planning projects and studies and other pertinent information relating to Lake APC planning.

Charlene Parker, Receptionist and Office Assistant, is the friendly voice you'll be greeted with when calling Davey-Bates Consulting. Her friendly demeanor is one of the many positive qualities she possesses. She has an incredible ability to multi-task while answering calls, preparing and mailing agenda packets, ordering supplies, managing the database, and inputting claims. Ms. Parker's overall organization skills provide a valuable asset to the Davey-Bates Consulting team.

The following organization chart and resumes provide an in depth description of experience and qualifications of DBC staff who are prepared to perform Lake APC Administrative and Fiscal Services.

TEAM ORGANIZATION

The following chart illustrates the proposed organization of our team.



LISA DAVEY-BATES

OWNER/PRINCIPAL

EDUCATION

Bachelor of Arts, Public Administration
University of San Francisco

PROFESSIONAL DEVELOPMENT

- Transportation Planning Academy, CA Dept. of Transportation
- Funding & Programming Transportation Projects in California, ITS Berkeley
- Fundamentals of Traffic Engineering, ITS Berkeley
- TransCad Travel Demand Forecasting Training (Level 1 & 2) Parsons Brinckerhoff
- Managing Transportation & Land Use Interactions, ITS Berkeley
- Transit/Paratransit Management Certificate Program, University of Pacific
- Rural Counties Blueprint Training, UC Davis Information Center for the Environment
- Lake County AgVenture Program, California Women for Agriculture
- ArcView GIS Training (Level 1 & 2), Environmental Systems Research Institute, Inc. (ESRI)
- Active Transportation Program Training, CA Dept. of Transportation
- Rural Counties Task Force, Vice-Chair and Chair
- South Ukiah Rotary – Paul Harris Fellow



QUALIFICATIONS

Lisa Davey-Bates began working for Dow & Associates 15 years ago as a transportation planner. She continued in that position until July 2006 when Mr. Dow was awarded the contract to provide planning and administrative services for the Lake County/City Area Planning Council (APC), and designated Ms. Davey-Bates as the Executive Director. She will continue in that position until approximately September 2014, at which time she intends to dedicate her time to her new business providing planning services to LAKE APC, and administrative services to the Lake APC.

Her combination of experience in transportation planning and administration has given her the well-rounded breadth of experience needed to be successful as the owner of Davey-Bates Consulting. Ms. Davey-Bates has established positive working relationships in Mendocino and Lake Counties with the local agencies, transit agencies, our regional partners throughout the state, and Caltrans. Ms. Davey-Bates grew up in Ukiah. She & her husband have owned Redwood Empire RVs for eight years, which has given her the knowledge needed to own and operate a successful business.

RELEVANT EXPERIENCE

- Executive Director, Lake APC (Regional Transportation Planning Agency), Lake Transit Authority & Lake SAFE
- Liaison to Regional, State & Federal transportation associations & committees
- Knowledge & Administration of Requirements of the Transportation Development Act (TDA)
- Implementation of state and federal Legislative Requirements (e.g. MAP-21, SB 45, SB 375/AB 32, etc.)
- Development/management overall work programs, claims preparation & quarterly reports
- Preparation of request for proposals & manage grant programs and consultant contracts
- Preparation of various planning documents
- Preparation of agendas, minutes, staff reports for Regional Transportation Planning Agency (RTPA) Board, TAC, SSTAC, Executive Committee meetings
- Attendance at public meetings, giving presentations and reports to member jurisdictions, committees, elected officials and Board members
- Effective communications when dealing with the public and staff
- Development/Maintenance RTPA website

NEPHELE BARRETT

PROGRAM MANAGER

EDUCATION

Associate of Arts, General Studies, Mendocino College

PROFESSIONAL DEVELOPMENT

- Leadership Mendocino, Class IV
- Federal Aid Training Series, UC Berkeley Institute of Transp.
- Highway Program Financing, FHA, National Highway Institute
- Environmental Analysis for Local Transportation Projects, UC Berkeley Institute of Transportation Studies
- Pavement Management Program Training, Metropolitan Transportation Commission
- Transportation Planning Academy, California Department of Transportation
- Coordinated Planning for JARC, New Freedom & 5310 Programs, CalACT
- Rural Counties Blueprint Training, UC Davis Information Center for the Environment
- Active Transportation Program Training, California Department of Transportation
- Managing Transportation & Land Use Interactions, UC Berkeley Institute of Transportation Studies



QUALIFICATIONS

Nephele Barrett has worked as a planner for the Mendocino Council of Governments and the Lake Area Planning Council since 2000 as part of Dow & Associates. Prior to Dow & Associates, she held positions with Mendocino County in the Department of Planning and Building Services and the Department of Transportation.

In her time with Dow & Associates, Ms. Barrett has gained an understanding of a wide range of transportation planning issues. She has been a presenter at the local, regional, and state level on a variety of topics, including transportation sales tax efforts. Ms. Barrett has been responsible for a number of different tasks. She is the State Transportation Improvement Program Coordinator for both Lake and Mendocino Counties. She has been the lead in charge of several long term, comprehensive planning efforts, including the Regional Transportation Plan, which is the primary transportation planning document for the region. In recent years, she has spearheaded the Regional Blueprint Planning efforts in Mendocino County. Ms. Barrett's knowledge and experience in community and stakeholder engagement, consensus building, and group facilitation have been valuable through these efforts. She has spent a great deal of time working with local and state staff and elected officials, and has developed solid working relationships.

RELEVANT EXPERIENCE

- STIP Coordinator for both Lake and Mendocino County
- Transportation Enhancement Program Coordinator for both Lake and Mendocino County
- Grant Management
- Project Management & Monitoring
- Regional Transportation Improvement Program preparation
- Assistance to local agencies
- Local agency liaison to Caltrans
- Regional Transportation Plan development
- Public Participation Plan development
- Regional Bikeway Plan development
- Pavement Management Program Coordinator
- FTA Section 5310 Grant Program Coordinator
- Regional Housing Needs Assessment (RHNA)
- Regional Blueprint Planning
- Human Services Coordinated Transportation Plan development
- Vehicle Impact Fee Studies
- Federal Transportation Bill Implementation – SAFETEA-LU & MAP21
- Polling & information development related to transportation sales tax

ALEXIS J. PEDROTTI

ADMINISTRATIVE ASSISTANT

PROFESSIONAL TRAINING

- Transportation Funding in California, Dept. of Transportation
- Transportation Planning Academy, Dept. of Transportation
- MTC Streetsaver Pavement Management Program, Nichols
- TransCad Travel Demand Forecasting Model, Parsons Brinckerhoff
- Trans Modeler, Micro Simulation Project, Caliper Corp.
- Rural Blueprint Training - UPlan Model, UC Davis
- Website Design & Development, Mendocino College
- Introduction to QuickBooks, Fred Pryor
- Introduction into ArcGIS I
Environmental Systems Research Institute, Inc. (ESRI)
- ArcGIS Desktop II: Tools and Functionality, Environmental Systems Research Institute, Inc. (ESRI)



QUALIFICATIONS

Ms. Pedrotti began her career for Mendocino Council of Governments and the Lake Area Planning Council in September 2005. She has experience working for both agencies as part of the Dow & Associates team. Prior to Dow & Associates Ms. Pedrotti worked at North Coast Opportunities under the Community Service Programs for Lake and Mendocino Counties.

Currently, Ms. Pedrotti's professional capabilities expand widely across the agencies through administrative and planning support. Ms. Pedrotti assists in the development of the annual Overall Work Program, Lake APC's budget, completes quarterly status reports and all corresponding reports due to Caltrans, maintains and updates the Lake APC Website, and performs Geographic Information System (GIS) duties to develop maps and data sets as needed.

Administratively, Ms. Pedrotti manages claims and processes claims according to State requirements. She tracks, develops and reconciles several spreadsheets to assist in the tracking of consultant contracts and grant funding requirements. Her duties also extend to assisting with Financial and Triennial Performance Audits, pursuant to the Transportation Development Act (TDA).

Ms. Pedrotti also works for the Service Authority for Freeway Emergencies for both Lake and Mendocino counties, where she monitors and helps to implement the Call Box programs.

RELEVANT EXPERIENCE

- Claims Processing and Management
- Fiscal tracking, balancing and reconciling
- Fiscal and Triennial Performance Audit assistance
- Overall Work Program development and amendments
- Project and Grant Management
- Caltrans Quarterly Status Reporting
- TDA Budgetary Requirements; Budgets Resolutions, Allocation Instructions
- Agenda Packet / Minutes / Staff Reports
- Website Development and Management
- ArcGIS Mapping and Dataset Development
- Development and Implementation of the Strategic and Financial 5-Year Plans for the Lake and Mendocino S.A.F.E.
- Monitoring the S.A.F.E. Maintenance Call Box System
- Coordination and collaboration with Local Agencies, Caltrans, and Consultant/Contractor Staff

CHARLENE PARKER

OFFICE ASSISTANT

PROFESSIONAL TRAINING

- Outstanding Receptionist, Fred Pryor
- Intro to Word and Excel, R.O.P

QUALIFICATIONS

Ms. Parker began her career for Dow & Associates in April 2011 as the Receptionist/Administrative Assistant. Ms. Parker's duties include answering phones for three different organizations, compiling and distributing packets for Mendocino Council of Governments & Lake County/City Area Planning Council. Ms. Parker also performs accounts payable duties for Dow & Associates, arranges facilities for a variety of meetings and trainings, and purchases and inventories office supplies and needs. Ms. Parker also organizes and maintains file systems for each organization, and manages the libraries.

Ms. Parker has excellent telephone and verbal communication skills. She has the ability to work effectively under pressure and tight time constraints with attention to detail. Ms. Parker also has the ability to follow instructions well and make decisions with minimal supervision.

Prior to Dow & Associates Ms. Parker worked for Staples as the Store Manager. Her duties also included scheduling, bookkeeping, and customer service. Ms. Parker was recognized for assuming additional responsibilities, with the ability to look at challenges as new opportunities. Ms. Parker maintained all end of day procedures and reports with efficiency and accuracy.



RELEVANT EXPERIENCE

- Receptionist / Administrative Office duties
- Experienced in Microsoft Office Professional, Adobe Acrobat, QuickBooks Professional, and File Maker Pro
- Copying, collating, distributing, scanning and binding of board packets and documents, correspondence and requests for reimbursement to Caltrans in compliance with state and federal regulations
- Scheduling of facilities for meetings and trainings
- Creating and maintaining distribution lists in File Maker Pro and Microsoft Outlook for Request for Proposals, contracts, and general agency correspondence
- Experienced in filing; creating and maintaining files for three agencies
- Coordinating health & dental insurance Coverage
- Maintaining current records for Dow & Associates payables
- Lake APC claims: copying and scanning file (paper & pdf)

CHAPTER 5: COST PLAN & NARRATIVE

Separating the Lake APC administrative and planning contracts will, no doubt, result in a loss of previous efficiencies that were achieved with one single contract with Dow & Associates. Historically, expenses were reduced due to the fact that staff of Dow & Associates had the flexibility to balance its planning and administrative activities between Lake and Mendocino counties. Naturally, there were other savings with overhead expenses such as office space, vehicle expenses, office equipment and more. Those efficiencies will now be lost since there will be a clear delineation between the planning and administrative contracts for Lake Area Planning Council.

It is expected that there will still be a certain amount of overlap between DBC and the planning services consultant. DBC will make it a priority to communicate and meet regularly with the planning consultant to ensure the transition is seamless, and ongoing coordination is achieved, so our transportation partners do not feel an inconvenience with the contractual change. Achieving the feeling of “business as usual” will be the goal of DBC.

In previous years, staff had the ability to perform tasks that may be considered an administrative activity under the annual Overall Work Program. This was beneficial in several ways, but most importantly that it kept the administrative contract with Dow & Associates at an artificially low level, and allowed flexibility with planning staff. The new contractual arrangement provides the opportunity to adjust the administrative and planning contracts so that they represent a more realistic outlook of services to be provided by Davey-Bates Consulting and the planning consultant.

Historically, the Executive Director was funded three days per week (60%) through the Dow & Associates administration contract. The Executive Director also administered Lake Transit Authority and Lake SAFE Program, which required an additional 10% of her time. The remainder of her duties was completed under the Overall Work Program. Administrative assistance was provided at only one day per week, and clerical services were funded at only 10 hours per week.

This proposal suggests the Executive Director continue to provide administrative and fiscal services to the Lake APC, Lake Transit Authority and Lake SAFE Program, and be funded similarly to previous contracts at four days per week. The position will no longer be partially funded through the Overall Work Program. The Program Manager position, which was previously funded entirely through the Overall Work Program, will be funded one day a week through administration to complete administrative duties related to the State Transportation Improvement Program (STIP) and Regional Transportation Improvement Program (RTIP), Regional Housing Needs Assessment (RHNA) Update and Pavement Management Program (PMP) and Unmet Needs Process. The overall DBC staff need will be reduced in the Overall Work Program by removing a portion of the Executive Director and Program Manager positions. Administrative assistance will be increased slightly to two days per week, and clerical assistance will be increased from 10 to 30 hours per week.

LAKE APC FUNDING SOURCES

Local Transportation Funding (LTF) which is available through the Transportation Development Act (TDA), Rural Planning Assistance (RPA), Planning Programming & Monitoring (PPM), the Regional Surface Transportation Program (RSTP) and a variety of state and federal grant programs are administered through the Lake APC.

The first priority for funding under the Transportation Development Act (TDA) is to fund administration of the transportation planning agency prior to funding planning, bicycle and pedestrian projects, or other claimants. Lake APC administration has been funded solely by TDA funding. Under the previous contract, however, staff of Dow & Associates had more flexibility to perform administration and planning duties across county lines providing reimbursable planning work for the both counties, thereby reducing the overall impact on TDA funding.

Claimants such as Lake Transit would be adversely impacted if administrative services continue to be funded solely by TDA. This would be difficult to justify since the duties of Lake APC have grown to be much more extensive than local administration of the Transportation Development Act. That being the case, the question may be whether or not to fully fund administration with TDA since the administrative staff not only manages day to day operations of the agency but also interacts with the public, Caltrans, the California Transportation Commission, elected officials, staff of local agencies, and a number of state and federal agencies.

The majority of the funds do have limitations as to how they can be expended, and are discussed below:

LOCAL TRANSPORTATION FUNDS (LTF)

Pursuant to PUC Section 99233, the LTF is allocated in a specific priority order: (1) claims for administration, (2) planning and programming, (3) pedestrian and bicycle (2%) projects, (4) transit and (5) Consolidated Transportation Service Agency (CTSA) activities. Prior to making any allocation not directly related to public transportation services, specialized transportation services, or facilities provided for the exclusive use of pedestrian and bicycles the RTPA must conduct an annual Unmet Needs Process. If it is determined there are no unmet needs that are “reasonable to meet” Lake APC may allocate funds for local streets and roads. There are still many transit needs therefore no funding is allocated for streets and roads purposes. However Lake APC has annually allocated up to \$100,000 to the Overall Work Program, approximately \$25,000 for bike and pedestrian purposes, and \$55,000 to the CTSA.

RURAL PLANNING ASSISTANCE (RPA)

RPA is state transportation planning funding included in the State Budget line item that is allocated annually by the Office of Regional Interagency Planning through a formula distribution to the rural, non-metropolitan planning organizations (MPOs) per PUC 99311.1. It is provided on a reimbursement basis, after costs are incurred and paid for

using local funds. A maximum of 25% of these funds can be carried over into the following year's Overall Work Program. In Fiscal Year 2014/15 the funding level of RPA funding to Lake APC was increased from \$275,000 to \$294,000. These funds may only be used for planning purposes in the Overall Work Program.

PLANNING, PROGRAMMING, AND MONITORING (PPM)

The passage of Senate Bill 45, among many other things, authorized each rural RTPA to allocate up to 5% of its regional share of STIP funding for planning, programming and monitoring activities. These funds are allocated by the California Transportation Commission and administered by the Lake APC. Lake County's apportionment in FY 2013/14 was \$91,000. Although this fluctuates to some extent, it is expected to be a continuous source of funding for the next several years. PPM funding is to be utilized for development and management of the County's RTIP and involvement with STIP actions. Those tasks in addition to others will be completed under the administrative contract in coordination with the planning consultant as a PPM activity.

TDA funding has previously been used to fund the administration contract. DBC staff is suggesting a portion of the PPM funds could be used to fund the administrative and fiscal services contract to reduce the overall impact on the transit agency.

REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)

In California, RSTP funds are distributed based on a federal formula but are optionally exchanged for state funds in rural areas to ease restrictions and provide for greater efficiency. The amount available is dependent on federal law. With the current federal transportation bill due to expire this fall, the long term is as yet unknown, however there is no reason to expect that this funding source will no longer be available. The allocation amount in 2014/15 is \$560,042. Historically, 100% of these funds have been passed through the Lake APC to the County and two cities on a population-based formula.

Rural RTPAs often take a portion of the funds "off the top" prior to distributing funding to local agencies. For example, Mendocino Council of Governments (MCOG) created a capital fund from RSTP revenues known as the Partnership Funding Program for regional safety, operational and capacity-increasing projects that stimulate partnerships. An "off the top" of \$100,000 is taken from each annual regional apportionment before distribution to the jurisdictions. MCOG also created a Regional Project Manager position which is funded by RSTP funding. MCOG then allocates 60% of the remaining annual regional apportionment (divided equally among the five MCOG member jurisdictions) as a base amount, and 40% is divided by road miles percentage for each jurisdiction.

Lake APC may want to discuss the option of using a portion of the RSTP to fund administrative activities since it is a flexible funding source. This would unfortunately impact the annual allocation to local agencies, but reduce the impact to the transit agency.

STATE AND FEDERAL GRANT FUNDING

As discussed in the RTPA Section of the Scope of Work, staff of Lake APC has worked closely with the Technical Advisory Committee, Lake APC Board of Directors, Lake Transit Authority, senior centers and others to identify and pursue grant funding for various transportation projects in Lake County. Local match funding of 10-20% is typically required, however grant funding provides an excellent opportunity to make good use of local funding for Lake APC. Staff will continue to work with the above-mentioned agencies and the planning services contractor to prepare and manage federal and state grants.

LAKE APC COST PLAN SUMMARY

There will be an inevitable financial hardship that will ultimately impact the transit agency and/or local agencies by separating the planning and administrative contracts. DBC understands this impact, and has done its best to minimize cost increases within the cost plan of this proposal. Bear in mind, however, due to the unavoidable increases of expenses such as additional office space, health insurance and travel expenses, an increase to the administrative and planning proposals is imminent.

Davey-Bates Consulting has provided a base proposal which includes a “lump sum bid” and includes all expenses necessary to conduct administrative services for Lake APC. To clarify, costs include professional administrative services, clerical services, office space, utilities, reproduction of materials, hotels, meals and mileage related to business travel, telephone and internet services, furniture and equipment, postage and delivery, publications, public service announcements and legal notices, office supplies, trainings and conferences, health insurance, sick, vacation and retirement benefits, contractor insurance (liability and disability) and all other operating expenses. Costs for legal services, environmental reviews, audits, and other insurances beyond that required of the contractor shall be funded separately by Lake APC.

The office of Davey-Bates Consulting will be open from 8:00 a.m. – 5:00 p.m., Monday through Friday. The office will be closed on the eleven standard holidays each year: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the following day, and Christmas.

The economy has improved, but fears about inflation are still an area of concern. If inflation soars over the next five-year period, travel expenses alone could severely impact the company since the team travels thousands of miles each year and is often required to fly and stay overnight for many of the state level meetings.

Health coverage is the biggest unknown factor in developing the cost plan. Health insurance is provided to all staff. A considerable amount of time has been spent in researching the Affordable Care Act (ACA) to determine how it may affect health insurance rates. Ms. Davey-Bates recently met with the insurance agent for Dow & Associates to discuss health care options. She was informed that rates will rise considerably in the

foreseeable future. In fact, the most recent projections anticipate an annual increase to rates of 11.5%.

Administrative and Fiscal Services shall be reimbursed on a monthly basis, based on the rates identified below in *Table - B*. An annual Cost of Living Adjustment (COLA) will be applied to the base proposal for Lake APC administration and the Lake SAFE. DBC will adjust the COLA based on the California Consumer Price Index (All Urban Consumers, California Department of Industrial Relations, Division of Labor Statistics and Research). The five-year cost plan provided in this proposal shall be valid for at least ninety days following the proposal submission deadline. If DBC enters into a contract, the costs shall become fixed for the term of the contract.

**LAKE AREA PLANNING COUNCIL
ADMINISTRATIVE AND FISCAL SERVICES
Table - B**

Position	Hours per Week	2014/15		2015/16		2016/17		2017/18		2018/19	
		Hourly Rate	Annual Cost	Hourly Rate	Annual Cost	Hourly Rate	Annual Cost	Hourly Rate	Annual Cost	Hourly Rate	Annual Cost
Lisa Davey-Bates, Prinicpal	30	\$109.70	\$146,212	\$110.25	\$146,848	\$110.78	\$147,558	\$111.37	\$148,349	\$112.04	\$149,232
Nephele Barrett, Program Manager	8	\$77.49	\$27,865	\$77.93	\$28,024	\$78.42	\$28,201	\$78.97	\$28,399	\$79.59	\$28,619
Alexis Pedrotti, Admin/Plng Assist.	16	\$54.36	\$38,678	\$54.77	\$38,968	\$55.22	\$39,290	\$55.73	\$39,649	\$56.29	\$40,050
Charlene Parker, Office Assistant	24	\$30.98	\$34,207	\$31.45	\$34,716	\$31.96	\$35,284	\$32.53	\$35,917	\$33.17	\$36,623
Yearly Total		*	\$246,962		\$248,556		\$250,333		\$252,314		\$254,524

* Assuming the Lake APC contract will become effective on October 1, 2014; the base proposal shown in FY 2014/15 will be reduced to \$185,222, which is 75% of the base year total.

Lake APC contracted with Dow & Associates to provide administrative services for the previous eight years. The annual cost ranged from \$110,956 (FY 2006/2007) to \$151,312 (FY 2014/15). It must be noted that the increase in this proposal to provide administrative services is realized because of the loss in efficiencies with the separation of contracts and the need to increase the number of staff hours to conduct the designated tasks defined within the scope of work.

A variety of funding sources can be used to fund the Administrative and Fiscal Services contract. DBC recommends the Lake APC Board of Directors work in partnership with the Lake Technical Advisory Committee and Executive Committee to define the funding sources to be used to carry out administrative services. Three funding options are provided in *Table - D* for consideration. As addressed in the SAFE Cost Plan Summary of this proposal, it is expected that SAFE funds also will be programmed for Lake SAFE administration and management.

SAFE COST PLAN SUMMARY

The Lake Service Authority for Freeway Emergencies (SAFE) program generates \$1 annually per registered vehicle in Lake County to support the call box program. A portion of the funds have historically been allocated for administrative purposes to implement the call box program.

Staff of Davey-Bates Consulting has extensive knowledge of the SAFE Program and will coordinate with the planning services consultant to administer the SAFE program. Over the course of this contract, DBC will continue to implement the system. Towards the end of this contract it is anticipated the system will be fully implemented, and the Lake SAFE will spend the majority of its revenues maintaining and monitoring the call box program. DBC staff will also continue to work closely with other SAFEs and consulting firms to invent and install the most reliable and state of the art technology to this rural region.

**LAKE COUNTY
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE) SERVICES
Table - C**

Position	Hours per Week	FY 2014/15		FY 2015/16		FY 2016/17		FY 2017/18		FY 2018/19	
		Hourly Rate	Annual Cost	Hourly Rate	Annual Cost	Hourly Rate	Annual Cost	Hourly Rate	Annual Cost	Hourly Rate	Annual Cost
Lisa Davey-Bates, Principal	2	\$109.70	\$9,747	\$110.25	\$9,790	\$110.78	\$9,837	\$111.37	\$9,890	\$112.04	\$9,949
Alexis Pedrotti, Admin/Plng Assistant	2	\$54.36	\$4,835	\$54.77	\$4,871	\$55.22	\$4,911	\$55.73	\$4,956	\$56.29	\$5,006
Yearly Total		*	\$14,582		\$14,661		\$14,748		\$14,846		\$14,955

* Assuming the Lake SAFE contract will become effective on October 1, 2014; the base proposal shown in FY 2014/15 will be reduced to \$10,937, which is 75% of the base year total.



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Final 2016/17 Overall Work Program

DATE PREPARED: June 1, 2016

MEETING DATE: June 08, 2016

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Included in the Lake Area Planning Council (APC) board packet you will find the proposed Final 2016/17 Overall Work Program (OWP). The Draft OWP was presented to the APC Directors for discussion and comment at the May 11, 2016 Board meeting. As previously mentioned, members of the Lake Technical Advisory Committee (TAC) began discussing potential projects to include in the OWP during their meeting in January. Based on the TAC's input, the 2016/17 OWP was developed. Minor edits were made to the draft document based on comments from Caltrans staff at District 1, however funding levels in each of the Work Elements remain the same. The Lake TAC reviewed the most recent version of the draft 2016/17 Overall Work Program and supports approval by the Lake APC Board of Directors.

Once the Final 2016/17 Work Program is adopted by the APC, it will be forwarded to the Caltrans District office for approval. As in the past, an amendment to the Final OWP will be completed within the next few months to include actual carryover amounts from projects that were not finalized in the 2015/16 Overall Work Program.

Hard copies of the OWP will be available to Board Members at the Lake APC meeting on June 8, 2016. You are encouraged to keep a copy of the Work Program, but IF you don't the hard copy useful, remaining copies will be distributed to the Lake Technical Advisory Committee and APC staff.

ACTION REQUIRED: Adopt proposed Final 2016/17 Transportation Planning Work Program as recommended by the Lake TAC.

ALTERNATIVES: Revise work elements in the 2016/17 Work Program, or refer to Lake TAC for changes – not recommended.

RECOMMENDATION: Adopt Final 2016/17 Work Program, and authorize Executive Director to sign necessary certifications/agreements, and forward to Caltrans.

- FINAL -

LAKE COUNTY/CITY AREA PLANNING COUNCIL

REGIONAL TRANSPORTATION PLANNING WORK PROGRAM



FISCAL YEAR 2016/17

Adoption by Area Planning Council: June 8, 2016

Prepared by:



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LAKE COUNTY AREA PROFILE

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

According to the 2010 Census Data, the total population in Lake County was 64,665. This included the unincorporated population of 44,662 and the incorporated population of 20,003. Clearlake is the larger of the two incorporated cities, with a population of 15,250. Lakeport has a population of 4,753. The majority of the population of the county resides along the shores of Clear Lake, the most prominent geographical feature of Lake County.

Lake County, although rural in nature, has a number of transportation problems. The ground transportation network is impacted by topography, a growing resident population, declining financial resources and high nonresident recreational traffic use. The more important issues are identified in the 2010 Regional Transportation Plan, adopted October 11, 2010.

The largest income producing industries are agriculture, located in the lowlands to the west and southwest of Clear Lake, tourism, and geothermal development, located in the mountainous terrain in the southwestern portion of the County. In recent years, employment associated with tribal economic development has also become a significant factor.

Finally, another important factor facing the region is the steady increase of commuting traffic. To look at this issue more closely, a four-county Inter-Regional Partnership (IRP) Report was completed in June 2004 concerning jobs-housing imbalances in Mendocino, Lake, Napa, and Sonoma Counties. The report presented the case that, even though a jobs-housing imbalance crisis may not be apparent yet, indications are that if nothing is done this will be a serious issue in the near future. A County-Wide Micro Simulation Model was completed in FY 2012/13 to analyze projected traffic growth and prioritize transportation projects on the State Highways in Lake County. The Middletown Community Action Plan and Engineered Feasibility Study were also completed in FY 2013/14 to enhance interregional and regional travel while balancing the community of Middletown's needs.

LAKE APC OVERVIEW

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

The member entities amended the Joint Powers Agreement in 1986 to change the membership of the Area Planning Council. It is now composed of eight (8) members, including two (2) members of the Lake County Board of Supervisors, two (2) city council members from the City of Lakeport, two (2) city council members from the City of Clearlake, and two (2) citizen members selected at large by the Board of Supervisors. Two committees serve to advise the Area Planning Council.

The Policy Advisory Committee (PAC) is composed of the members of the Area Planning Council itself, together with the District One Director of Transportation, or his representative, from the Caltrans Office in Eureka. The Technical Advisory Committee (TAC) is composed of the Director of Public Works of Lake County, the Community Development Directors of Lake County and the cities of Clearlake and Lakeport, the City Engineers of Clearlake and Lakeport, the Commander of the Lake County Office of the California Highway Patrol, and a transportation planner from the Caltrans District One Office.

The Lake County/City Area Planning Council has an active Social Services Transportation Advisory Council (SSTAC). The SSTAC was established to meet the intent of Senate Bill 498 (1987). The SSTAC assists the Area Planning Council in the identification of transit needs that may be reasonable to meet by establishing or contracting for new public transportation services, or specialized transportation services, or by expanding existing services. Recently the SSTAC has been meeting more frequently and in conjunction with the Lake County Transportation Coalition to facilitate coordination of public transit and other transportation needs.

REGIONAL PLANNING EFFORTS

In October, 1995, the Area Planning Council adopted the Transit Improvement Plan. This Plan was the culmination of a comprehensive transit study performed by a consultant with extensive input from County and City representatives, local elected officials, transit providers, and a wide range of interests in Lake County. One of the major recommendations of the Plan was to form a Transit Authority to provide transit service in Lake County through a Joint Powers Agreement. Establishment of a Transit Authority was approved by the County and the two incorporated cities in December, 1995. In addition, a part-time Transit Manager was hired on a contract basis to oversee transit development and implementation of the Transit Plan.

Lake County 2030, a comprehensive planning tool, was completed under Work Element 618 of the Work Program. This project was partially funded with State Planning and Research and Rural Blueprint grant funds that were provided through Caltrans. Phase I of the project began in Fiscal Year 2007/08, and consisted of preliminary outreach to the local agencies and many other potential stakeholders of the project. This phase also included gathering and developing data to run the model for this project. The second phase of this project was completed in Fiscal Year 2008/09 and included an extensive outreach process by APC staff and MIG consultants to gain knowledge and input by the citizens, local elected officials, local agencies and other stakeholders of their “vision” for Lake County.

In February 2009, the Lake APC staff received word from the Department of Transportation (Caltrans) that the grant application to complete Phase III of the Blueprint Program in the amount of \$140,000 had been approved. During Fiscal Year 2009/10, the vision and principles, and draft alternative scenarios were developed that were derived from the Public Involvement (Phase II) of the Blueprint project. Further public outreach was conducted in the spring 2010 to determine the ultimate preferred “growth scenario” for the County. During Phase III of the Blueprint Program, staff coordinated with local agency planning staff in the development of the data used in the UPlan model. The Blueprint Advisory Committee (BPAC) developed four alternative growth scenarios that could be compared to each other in another series of community workshops, for the eventual consensus on a Preferred Growth Scenario. The five Phase III workshops were held in February and March of 2010, with two follow-up workshops on a draft Preferred Growth Scenario in June 2010. The Final Blueprint Plan was adopted in October 2010 and summarizes all three phases of the Lake 2030 Regional Blueprint process.

In 2011 Caltrans awarded the Lake APC funding to complete the fourth and fifth phases of the Regional Blueprint process. Phase IV developed tools and resources to help local agency staff and project designers, property owners and developers to incorporate Blueprint Principles into planning documents and development project plans. Phase V also conducted additional implementation activities from the tools that were developed in Phase IV.

In July 2011, the Lake APC received notification from Caltrans that we had been awarded Partnership Planning funds to complete a Community Action Plan (CAP) in Middletown. The purpose of the CAP is to conduct a comprehensive community outreach effort in Middletown to assist with the development of transportation alternatives along the corridor. Caltrans District 1 also received State Planning & Research funding in 2011 to complete an Engineered Feasibility Study (EFS) within the south portion of the SR 29 corridor to analyze potential transportation improvement alternatives to enhance interregional and regional travel while balancing community needs. The project was completed in FY 2013/14.

Lake Area Planning Council was awarded 5304 Rural Transit Planning funds in August 2012 to conduct a Transit Development Plan Update and Marketing Plan. The consultant and Lake APC worked in partnership with Lake Transit Authority to complete the Plan June 2015. Several of the project’s tasks

include public outreach, including completion of surveys and interviews of existing and potential riders of the transit system. The Plan will develop a five-year operating and capital plan including cost projections. The Marketing Plan will provide marketing strategies and tools to promote the transit system.

The Lake County/City Area Planning Council in partnership with Lake Transit Authority received Sustainable Communities Transportation Planning Grant funds to complete a Transit Hub Location Plan under this current Overall Work Program. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake.

In 2015/16, the Lake APC initiated the development of the Lake County Active Transportation Program (ATP) Plan to strengthen the opportunity for future grant funds for Active Transportation projects throughout the region. The Plan will identify and prioritize non-motorized and transit improvements projects in Lake County. The Lake APC received Rural Planning Assistance (RPA) grant funding in the amount of \$40,000 to enhance the level of public participation and provide assistance to the local agencies.

The Lake County/City Area Planning Council will incorporate the planning factors identified in the recently passed Federal transportation bill, Fixing America's Surface Transportation (FAST) Act, while preparing and implementing planning projects throughout the region.

INTRODUCTION

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

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

In June 2014, the Lake APC advertised for an Administration/Fiscal Contractor, as well as the Planning duties to be conducted under the Overall Work Program. Dow and Associates was awarded the Planning contract for a five-year period (effective October 1, 2014). Grant funded work elements will likely be completed by consultants hired under this contract and administered through Dow & Associates.

PUBLIC PARTICIPATION

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

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

The Lake APC began the update of the Lake County Regional Transportation Plan in Fiscal Year 2008/09, which was adopted in October 2010. An extensive public outreach effort occurred during the development of this long-range transportation planning document. An update to the current document is scheduled to begin this FY 2015/16, with an expected plan adoption of October 2017.

As discussed in the previous section, the Lake APC conducted an extensive public outreach for multiple years as part of the development of the regional Blueprint plan, Lake County 2030.

The Lake APC also received two grants in July 2011, one of which included Community-Based Transportation Planning grant funding to complete a Downtown Corridor Plan in the City of Clearlake. The other included Partnership Planning grant funds to complete a Middletown Community Action Plan, which was conducted simultaneously with the SR 29 Engineered Feasibility Study. These planning projects included tasks to conduct extensive public outreach activities through a charrette process.

The Lake APC provided funding in the Overall Work Program to update the Human Services Coordinated Plan, completed June 2015. The update conducted outreach, data collection and analysis to determine gaps in service and strategies to improve mobility to low-income, older adults and those with disabilities.

A Title VI Program was also conducted in 2013/14 which is required by Federal regulation to those who receive FTA funding. The Plan is required to be updated every three years and submitted to Caltrans. The Program requires a complaint procedure process, minority representation on advisory bodies (at times), interpretation opportunities and outreach to the limited English proficient (LEP) populations. Transit providers, such as Lake Transit Authority, who provide fixed-route service, must provide additional information.

COMPLETED PRODUCTS IN PRIOR WORK PROGRAM

Appendix A includes a brief synopsis of products that were completed in the 2015/16 Work Program.

2016/17 WORK ELEMENTS

The Lake County/City Area Planning Council is dedicated to working cooperatively with all agencies to provide comprehensive planning in the region. There are two **new** work elements included in the 2016/17 work program. The remaining elements are either ongoing work elements that appear repetitively in Work Programs or carryover projects that will be completed in this Overall Work Program. Several projects are also discussed below that are support planning efforts on a regional level.

The following work elements are included in the 2016/17 Work Program, and are briefly described below:

- ✓ Work Element 600 – This work element includes funding for general planning activities to be completed by the regional transportation planning agency (Lake APC), the transit agency (Lake Transit Authority), County and two cities.
- ✓ Work Element 601 – This work element will help determine the need for public transportation in Lake County and strive to provide a reliable source of mobility for all citizens.
- ✓ Work Element 602 – An element initiated in Fiscal Year 2007/08 to provide transit service performance monitoring on an ongoing basis for Lake Transit Authority.
- ✓ Work Element 603 – This carryover project will create an Active Transportation Plan (ATP) for the Lake County region. The ATP will identify and prioritize non-motorized and transit station/stop improvement projects and conduct public outreach to strengthen future grant applications for Active Transportation projects within the region.
- ✓ Work Element 604 – This element has been designated as a *reserve account* for planning projects to be completed by Lake County, City of Lakeport and City of Clearlake that are often not funded due to a lack of funding from year-to-year in the Overall Work Program.
- ✓ Work Element 605 – This work element continues to provide funding to assist agencies in the preparation of applications and monitoring of Federal and State grants to improve the transportation system in Lake County.
- ✓ Work Element 606 – This work element was established as an ongoing to gather and interpret roadway, traffic, and accident data for Lake County in order to establish and enforce appropriate traffic speed limits in the community.
- ✓ Work Element 607 – Special Studies has been included in the past several work programs and will be used to perform studies, collect data, update the transportation data base, respond to local issues, and aid in implementation of the Regional Transportation Plan, and other projects as needed.
- ✓ Work Element 608 – Planning, Programming & Monitoring is an ongoing work element to provide assistance associated with project development for Regional Improvement Program projects and other planning activities

- ✓ Work Element 609 – This carryover project will be to finalize the development the Transit Hub Location Plan for the Lake Transit Authority. It will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake
- ✓ Work Element 610 – To encourage growth to bicycle and pedestrian travel to the region by integrating and promoting bicycle and pedestrian facilities and services with roadway and transit planning operations.
- ✓ Work Element 611 – Pavement Management Program Update, an ongoing project to provide a systematic method for determining roadway pavement maintenance, rehabilitation, and reconstruction needs. Triennial updates are conducted to provide an updated streets/roads inventory.
- ✓ Work Element 612 – Technology Support Services has been an ongoing project to provide GIS support services to agencies within Lake County involved with the roadway transportation system, aviation, bike/pedestrian, and transit planning. The name has been changed to incorporate additional technology needs in the county.
- ✓ Work Element 613 – Transportation Information Outreach is a work element that informs and educates residents of Lake County on transportation related activities. This work element also maintains the agency’s website
- ✓ Work Element 614 – The Countywide Sign Inventory Project is a **NEW** work element to provide the County of Lake and cities of Lakeport and Clearlake with a current inventory of all traffic signs on the maintained street/road systems.
- ✓ Work Element 615 – The Regional Transportation Plan is a long-range planning document that provides a clear vision of the regional transportation goals, policies, objectives and strategies for an effective transportation system for Lake County. The plan guides decisions about all types of transportation and the related facilities needed for an effective transportation system. Statute requires RTP updates every five years.
- ✓ Work Element 616 – This work element will provide training to staff of upcoming requirements for grant programs, changes in technologies relating to transportation planning, and other useful educational opportunities as needed.

FUNDING NEEDS

The amended 2016/17 Transportation Planning Work Program requires total funding of **\$434,113** and will be funded from a combination of Sustainable Transportation Planning Grant Funds, Rural Planning Assistance (RPA) funds, and Local Transportation Funds (LTF), Planning, Programming & Monitoring (PPM) funds.

FEDERAL

The Lake APC does not currently have any federal funds identified in the Fiscal Year's work program.

STATE

Estimated Rural Planning Assistance (RPA) funds in the amount of **\$294,000** are expected for FY 2016/17. These funds are only available after the passage of the State Budget and on a reimbursement basis. It is permissible to carry over up to 25% of RPA funding from the prior year's Work Program. Carryover RPA Funds from the 2015/16 Work Program total **\$(TBD)**. Total RPA Funds programmed in the 2016/17 Work Program are **\$(TBD)**. Work Program products funded by RPA funds must be received by Caltrans District 1 staff prior to requesting full reimbursement of funds.

Also included in this Overall Work Program are carryover State Highway Account Sustainable Communities (SHA-SC) grant funds in the amount of **\$33,198**. These funds were awarded to the Lake APC in FY 2015/16, will be used to complete the Lake Transit Hub Location Plan.

LOCAL

The total new Local Transportation Funds (LTF) commitment will be **\$50,000** in the 2016/17 Work Program. LTF Funds carried over from the 2015/16 Work Program in the amount of **\$4,302** are being carried over to be used under several work elements in the 2016/17 Work Program. Total LTF Funds committed to the 2016/17 Work Program total **\$54,302**.

Planning, Programming & Monitoring Funds in the amount of **\$68,000** were allocated for FY 2016/17. PPM Funds from the 2015/16 Work Program in the amount of **\$(TBD)** are being carried over to be used under several work elements in this Work Program. In addition, prior PPM funding in the amount of **\$22,113** was set aside in Work Element 604 in order to complete a larger regionally significant project. Total PPM Funds committed to the 2016/17 Work Program total **\$(TBD)**.

The total commitment from **local funding** sources totals **\$144,415 (31%)** plus carryover funding which will be included in the Final 2016/17 OWP.

LAKE COUNTY WORK PROGRAM
SUMMARY OF FUNDING SOURCES
 Fiscal Year 2016/17

FUNDING SOURCE	AMOUNT	FUNDING %
Federal Funding Sources		
None		
Total Federal Funds:	\$0	0%
State Funding Sources		
Rural Planning Assistance - 2016/17	\$294,000	62%
Rural Planning Assistance - (2015/16 Carryover)	TBD	0%
State Transit Account - Sustainable Communities (SHA-SC) (15/16)	\$33,198	0%
Total State Funds:	\$327,198	62%
Federal and State Funding:	\$327,198	69%
Local Funding Sources		
Local Transportation Funds - 2016/17	\$50,000	11%
Local Transportation Funds - (Carryover-See Page 14 for Breakdown by Fiscal Year)	\$4,302	0%
Total Local Transportation Funds:	\$54,302	12%
Planning, Programming & Monitoring (PPM) - 2016/17	\$68,000	14%
Planning, Programming & Monitoring - (Carryover-See Page 14 for Breakdown by Fiscal Year)	\$22,113	0%
Total Planning, Programming & Monitoring Funds:	\$90,113	14%
Local Funding:	\$144,415	31%
TOTAL PROGRAM FUNDING REVENUES	\$471,613	100%

**SUMMARY OF 2015/16 CARRYOVER
BY FUNDING SOURCE**

Funding Source	Work Element	Carryover Amount	Fiscal Year	Use of Carryover
LOCAL				
LTF 13/14= \$TBD 14/15 = \$TBD 15/16 = \$4,302.00 Total LTF = \$4,302.00	609	\$4,302	15/16	Estimated carryover amount to complete the project.
		TBD	14/15	
TOTAL LTF CARRYOVER:		\$4,302		
PPM				
14/15 = \$2,113 15/16 = \$20,000	604	\$2,113	14/15	Actual Carryover amount for WE 604 Reserve Account.
	604	\$20,000	15/16	Actual Carryover amount for WE 604 Reserve Account.
	TOTAL PPM CARRYOVER:		\$22,113	
STATE				
Rural Planning Assistance (RPA)		TBD	14/15	These funds have been carried over to complete this Project.
		\$0	14/15	These funds have been carried over to complete this Project.
State Hwy Acct Sustainable Comm.(SHA-SC)	609	\$33,198	15/16	These funds have been carried over to complete this Project.
TOTAL STATE CARRYOVER:		\$33,198		
FEDERAL				
TOTAL FEDERAL CARRYOVER:		\$0		
TOTAL CARRYOVER:		\$59,613		

**LAKE COUNTY WORK PROGRAM
SUMMARY OF FUNDING SOURCES
BY WORK ELEMENT**

WE	Work Element Project Description	RPA	LTF	PPM	Other	Total
600	Regional Planning & Intergovernmental Coordination	\$ 129,000	\$ 2,000	\$ -	\$ -	\$ 131,000
601	Transit Planning	\$ 7,500	\$ 2,500	\$ -	\$ -	\$ 10,000
602	Transit Service Reliability & Performance Monitoring	\$ 25,000	\$ -	\$ 2,000	\$ -	\$ 27,000
603	L.C Active Transportation Program Plan (<i>Carryover</i>) - TBD	\$ -	\$ -	\$ -	\$ -	\$ -
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Preparation	\$ 25,500	\$ 6,451	\$ 10,000	\$ -	\$ 41,951
606	Speed Zone Studies- County of Lake (NEW)	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 20,000	\$ 21,500	\$ -	\$ -	\$ 41,500
608	Planning, Programming, & Monitoring	\$ 22,500	\$ -	\$ -	\$ -	\$ 22,500
609	Lake Transit Hub Location Plan (<i>Carryover</i>)	\$ -	\$ 4,302	\$ -	\$ 33,198	\$ 37,500
610	Non-Motorized Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
611	Pavement Management Program Inventory	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
612	Technology Support Services	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
613	Transportation Information Outreach	\$ -	\$ 2,162	\$ -	\$ -	\$ 2,162
614	Countywide Sign Inventory Project (NEW)	\$ -	\$ 12,387	\$ 72,113	\$ -	\$ 84,500
615	Regional Transportation Plan (NEW)	\$ 42,000	\$ 500	\$ -	\$ -	\$ 42,500
616	Training	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding Sources		\$ 294,000	\$ 54,302	\$ 90,113	\$ 33,198	\$ 471,613

**LAKE COUNTY WORK PROGRAM
SUMMARY OF FUNDING SOURCES BY CLAIMANT**

Local Transportation Fund (LTF)								
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total
600	Regional Planning & Intergovernmental Coordination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
601	Transit Planning	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Preparation	\$ 5,000	\$ -	\$ -	\$ 1,451	\$ -	\$ -	\$ 6,451
607	Special Studies	\$ 5,000	\$ 4,000	\$ 5,000	\$ 7,500	\$ -	\$ -	\$ 21,500
609	Lake Transit Hub Location Plan (Carryover)	\$ -	\$ -	\$ -	\$ 287	\$ 574	\$ 3,441	\$ 4,302
612	Technology Support Services	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 162	\$ 2,162
614	Countywide Sign Inventory Project (NEW)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,387	\$ 12,387
615	Regional Transportation Plan Update (NEW)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
620	Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total LTF Funding by Claimant		\$ 10,000	\$ 4,000	\$ 7,500	\$ 11,238	\$ 3,074	\$ 18,490	\$ 54,302

Planning, Programming & Monitoring (PPM)								
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total
602	Transit Service Reliability & Performance Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Preparation & Monitoring	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
611	Pavement Management Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
614	Countywide Sign Inventory Project (NEW)	\$ 7,000	\$ 1,000	\$ 1,500	\$ -	\$ -	\$ 62,613	\$ 72,113
Total PPM Funds by Claimant		\$ 17,000	\$ 1,000	\$ 1,500	\$ -	\$ 2,000	\$ 68,613	\$ 90,113

Rural Planning Assistance (RPA)								
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total
600	Regional Plng & Intergovernmental Coordination	\$ 5,000	\$ -	\$ 1,500	\$ 122,500	\$ -	\$ -	\$ 129,000
601	Transit Planning	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ -	\$ 7,500
602	Transit Service Reliability & Performance Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
605	Federal & State Grant Preparation & Monitoring	\$ -	\$ -	\$ 2,000	\$ 23,500	\$ -	\$ -	\$ 25,500
606	Speed Zone Studies - County of Lake (New)	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 5,000	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 20,000
608	Planning, Programming & Monitoring	\$ 10,000	\$ -	\$ 2,500	\$ 10,000	\$ -	\$ -	\$ 22,500
610	Non-Motorized Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
615	Regional Transportation Plan Update (NEW)	\$ -	\$ -	\$ -	\$ 42,000	\$ -	\$ -	\$ 42,000
Total RPA Funding by Claimant		\$ 20,000	\$ -	\$ 6,000	\$ 240,500	\$ 2,500	\$ 25,000	\$ 294,000

Other Funding:										
WE	WE Project Description	CDD/ Admin.	Lake DPW	Public Health	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total
	Federal:									
609	Lake Transit Hub Location Plan (Carryover) - TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,213	\$ 4,426	\$ 26,559	\$ 33,198
	Total Funds by Claimant	\$0	\$0	\$0	\$0	\$0	\$2,213	\$4,426	\$26,559	\$33,198

Total Funds Available: \$471,613

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

WE	Title	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total Costs
600	Regional Planning & Intergovernmental Coordination	\$ 5,000	\$ -	\$ 1,500	\$ 122,500	\$ -	\$ 2,000	\$ 131,000
601	Transit Planning	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 10,000
602	Transit Service Reliability & Performance Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 25,000	\$ 27,000
603	L.C. Active Transportation Plan (<i>Carryover</i>) - TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Preparation	\$ 15,000	\$ -	\$ 2,000	\$ 24,951	\$ -	\$ -	\$ 41,951
606	Speed Zone Studies - County of Lake (New)	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 10,000	\$ 4,000	\$ 5,000	\$ 22,500	\$ -	\$ -	\$ 41,500
608	Planning, Programming, & Monitoring	\$ 10,000	\$ -	\$ 2,500	\$ 10,000	\$ -	\$ -	\$ 22,500
609	Lake Transit Location Plan (<i>Carryover</i>)	\$ -	\$ -	\$ -	\$ 2,500	\$ 5,000	\$ 30,000	\$ 37,500
610	Non-Motorized Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
611	Pavement Management Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
612	Technology Support Services	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 162	\$ 2,162
614	Countywide Sign Inventory Project (New)	\$ 7,000	\$ 1,000	\$ 1,500	\$ -	\$ -	\$ 75,000	\$ 84,500
615	Regional Transportation Plan Update (New)	\$ -	\$ -	\$ -	\$ 42,000	\$ -	\$ 500	\$ 42,500
616	Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 47,000	\$ 5,000	\$ 15,000	\$ 253,951	\$ 12,000	\$ 138,662	\$ 471,613

Note: Dow & Associates contract \$242,197 + 2014/15 CPI (1.8%) increase of \$4,324 + Estimated 2015/16 CPI Increase (2%) of \$4,930 = \$251,451.

WORK ELEMENT 600 – REGIONAL PLANNING & INTERGOVERNMENTAL COORDINATION

PURPOSE: Provide ongoing coordination with outside agencies and jurisdictions on current and long-range planning, programming and funding, and make policy and technical recommendations to the Area Planning Council.

PREVIOUS WORK: This work element provides ongoing planning duties. Work completed varies each year according to planning needs, yet consistently includes completion of work programs, amendments, and quarterly reports, involvement in and completion/updates of planning projects such as the Regional Transportation Plan, Regional Bikeway Plan, Blueprint Plan, Human Services Coordinated Plan, Transit Plans and other special studies, participation in local, regional, statewide and committee meetings, and responding to legislative requirements and changes.

TASKS:

1. Coordinate with APC Administration Staff, local agencies (including tribal governments) and Caltrans to assist in preparing the draft and final work programs and amendments. (APC Staff: Ongoing/Products: Draft & Final Work Programs)
2. Manage work program throughout the year, which includes coordinating with local agency staff, preparing quarterly reports to Caltrans on status of work program and developing an annual report defining work program expenses by element. (APC Staff: Ongoing/Products: Quarterly Status Reports)
3. Prepare, attend and follow-up to Lake County/City Area Planning Council (APC), Social Services Transportation Advisory Council (SSTAC), Technical Advisory Committee (TAC) meetings, and conduct public hearings as necessary. (APC Staff: Ongoing/Products: Meeting agendas, minutes, resolutions, technical reports, staff reports, public outreach materials, etc.)
4. Provide ongoing planning duties which include participation in California Transportation Commission (CTC), and other meetings as necessary; travel and work assignments; and evaluation of regional planning issues as directed by APC and TAC. (APC Staff: As needed/Products: Meeting materials, staff reports, CTC meeting materials such as allocation requests, etc.)
5. Review/comment on transportation planning documents provided by Caltrans and local agencies. (APC Staff: Ongoing/Products: Examples of work products are included under previous work above.)
6. Prepare and update regional planning documents and coordinated plans as needed (APC Staff: Ongoing/Products: Examples of work products are included under previous work above.)
7. Cooperate with Caltrans in development of system planning products. (APC Staff: As needed/Products: Examples may include Transportation Concept Reports, Interregional Transportation Strategic Plan, California State Freight Mobility Plan, etc.)
8. Respond, as necessary, to legislative requirements and changes in transportation planning process. (APC Staff: Ongoing/Products: Letters, resolutions, etc.)
9. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations. (APC Staff: Ongoing/Products: Correspondence, public outreach materials, meeting materials)
10. Implementation of the Federal transportation bill and respond to associated planning-related duties such as project status reports and other required reporting and monitoring and communication with local agencies of projects, and Federal planning factors. (APC Staff: As needed/Products: Correspondence, reports, resolutions, etc.)
11. Conduct and document outreach efforts to all segments of the community, including tribal governments and Native American Communities in accordance with the Introduction – Public Participation section of this OWP. (APC Staff: Ongoing/Products: Public outreach materials,

- meeting materials)
12. Review and comment on environmental documents that are regional and/or interregional in nature. (APC Staff: As needed/Products: Neg Decs, Environmental Impact Reports, etc.) *–only Local Funding will be used to complete this task.*
 13. Provide \$2,000 local funding contribution to Rural Counties Task Force for the purpose of assisting in costs related to meetings. (RCTF: Annually/Product: Meeting materials, workshop and forum materials, other materials relating to transportation issues of regional/state significance.

PRODUCTS:

Meeting agendas and minutes, resolutions, technical reports to the Area Planning Council and Technical Advisory Committee, quarterly work program status reports, draft and final work programs, and amendments as necessary, final report defining work program expenses, updates to APC on statewide and other meetings attended as necessary, written reports on issues of concern to APC and TAC and other status reports as necessary.

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	2	\$1,500	16/17	RPA
County of Lake-DPW	7	\$5,000	16/17	RPA
APC Staff Consultant	158	\$122,500	16/17	RPA
RCTF Dues	N/A	\$2,000	16/17	LTF
TOTAL:	165	\$131,000	\$129,000 - 16/17	RPA
			\$2,000 - 16/17	LTF

WORK ELEMENT 601 – TRANSIT PLANNING

PURPOSE: Determine the need for public transportation in Lake County and strive to provide a reliable source of mobility for all citizens.

PREVIOUS WORK: Review of social service agency coordination; Section 5310, 5311, 5316, 5317 and other federal funding review, ranking and project support, workshops; preparation of monthly transit summary and evaluation reports; participation on Social Services Transportation Advisory Council (SSTAC); consultation and coordination with tribal governments on transit-related planning and project programming activities.

TASKS:

1. Evaluate social services coordination as required and meet with Social Services Transportation Advisory Council and other community-based groups to obtain input on coordination issues, review and comment on SSTAC recommendations. (Transit Manager: As needed)
2. Participate in Section 5310 and 5311 grant funding and other transit grant funding opportunities, as appropriate. (Transit Manager: As needed) *–only Local Funding will be used to complete this task.*
3. Review Federal legislation and FTA guidance to determine how to utilize programs and consider necessary involvement, including completion and updates of the coordinated human service transportation plan. (APC Staff, Transit Manager: As needed)
4. Review and comment on technical correspondence, report on other transit issues as assigned by the APC or TAC. (APC Staff, Transit Manager: Ongoing)
5. Prepare grants/request for proposals as needed to support transit planning efforts (Transit Manager, APC staff, Consultant: As required and/or as needed.)
6. Maintain ongoing consultation process with tribal governments regarding tribal transit needs to enable their participation in transportation planning and programming activities. (Transit Manager: Ongoing)
7. Coordinate with local agencies (including tribal governments) and Caltrans to prepare draft and final work programs and amendments. (APC Staff: As needed)
8. Coordinate the Unmet Transit Needs Process, and ensure coordination with the Regional Transportation Plan. (APC Staff / LTA: As needed)
9. Prepare, attend and follow-up to Lake Transit Authority (LTA), and Social Services Transportation Advisory Council (SSTAC) meetings, and conduct public hearings as necessary. (APC Staff, Transit Manager: Ongoing)

PRODUCTS: LTA meeting agendas and minutes, resolutions, technical reports to the Area Planning Council and Technical Advisory Committee, quarterly work program status reports, draft and final work programs, and amendments as necessary, monthly transit summary and evaluation reports, staff reports, reporting pertaining to SAFETEA-LU & MAP-21, written reports on issues of concern to APC and TAC and other status reports as necessary.

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff	18	\$5,000	16/17	RPA
Transit Manager	4	\$2,500	16/17	RPA
	4	\$2,500	16/17	LTF
TOTAL:	22	\$10,000		

WORK ELEMENT 602 – TRANSIT SERVICE RELIABILITY & PERFORMANCE MONITORING

PURPOSE: Responds to performance audit recommendations to improve monitoring and quarterly and annual assessments of schedule reliability, passenger loads, and other operating characteristics through on-board sampling. Facilitates more efficient transit routes, more accurate schedules, and greater security through tools to provide more effective operations monitoring.

PREVIOUS WORK: 2015 Transit Development Plan, 2006 Passenger Facilities Development Plan

TASKS:

1. Collect Dial-A-Ride call, reservation, pick-up, and drop-off data from driver and dispatcher log. (Operations Contractor, Transit Manager: Ongoing)
2. Collect fixed route sample data utilizing AVL/GPS data and on board data collection. (Operations Contractor, Transit Manager: Ongoing)
3. Compile and analyze sample data (Operations Contractor, Transit Manager: Ongoing).
4. Prepare quarterly reports based on performance measures. (Operations Contractor, Transit Manager: Quarterly Basis)
5. Prepare annual report based on performance measures. (Operations Contractor, Transit Manager: Annually)
6. Prepare updates to Transit Development Plans and other transit planning documents as required and/or needed. (Transit Manager/Consultant: As required and/or needed.)
7. Provide software maintenance to the transit authority for planning purposes through Route Match Software. (Consultant: Ongoing)

PRODUCTS:

At the conclusion of the project, the APC and LTA will have a sampling format and methodology based on partial automation of the performance measure data collection requirements, a working paper; compiled data, three quarterly reports, an annual report, specifications, and budget to fully automate (Phase II) data collection.

FUNDING AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Transit Manager	3	\$2,000	16/17	PPM
Consultant (RouteMatch Software)	n/a	\$25,000	16/17	RPA
TOTAL:		\$27,000	\$25,000 - 16/17	RPA
			\$2,000 - 16/17	PPM

WORK ELEMENT 603 – LAKE COUNTY ACTIVE TRANSPORTATION PLAN (CARRYOVER)

PURPOSE: This project will create an Active Transportation Plan (ATP) for the Lake County region. The ATP will identify and prioritize non-motorized and transit station/stop improvement projects and conduct public outreach to strengthen future grant applications for Active Transportation projects within the region.

PREVIOUS WORK: The ATP will be consistent with the 2010 Lake County Regional Transportation Plan, the 2011 Lake County Regional Transportation Bikeway Plan, the 2009 Lake County Safe Routes to School Plan, the Lake County 2030 Regional Blueprint, the Middletown Community Action Plan, the Konocti Regional Trails (KRT) Master Plan, the Human Services Coordinated Plan and the 2015 Transit Development and Marketing Plan, time permitting.

TASKS:

Completed in FY 2015/16:

1. *Research and review local, regional, state and federal guidelines, plans and policies for the Active Transportation Program. (APC staff)*
2. *Establish an Active Transportation Advisory Committee (ATAC) and convene meetings of the ATAC to discuss and identify challenges, priorities and strategies, and obtain input over the course of developing the Active Transportation Plan. (APC staff)*
3. *Provide Project Mapping and GIS Database, research data and assess existing condition, and identify route segments and options. (APC Staff, County, Cities: Ongoing)*
4. *Provide regular updates to the APC Directors, Lake APC TAC and SSTAC, including background information, draft documents for review, and opportunities to discuss and provide input on the development of the ATP. (APC staff)*
5. *Coordinate with appropriate federal, state, and local agencies to solicit their input and obtain relevant information. (APC staff)*
6. *Conduct consultation with Tribal Communities. (APC staff)*
7. *Conduct public participation and outreach consistent with the 2008 Public Participation Plan. Outreach efforts may include communication with key stakeholder groups, distribution of information to the public through local media, community events and the Lake APC website, and presentations to community organizations. Conduct a public review of the Active Transportation Plan. (APC staff)*
8. *Attend meetings, public workshops, and training sessions relevant to the development of the ATP. (APC staff)*
9. *Prepare an Administrative Draft and Draft ATP. (APC staff)*
10. *Review Draft ATP. (ATAC, Lake TAC, SSTAC, APC, Caltrans)*
11. *Prepare Final ATP. (APC staff)*
12. *Present Final ATP for approval and adoption by APC. (APC staff)*

PRODUCTS:

Documentation and notes from discussions with APC, ATAC, Lake TAC, SSTAC, LTA, and other entities; public participation and outreach materials, Administrative Draft, Draft, and Final ATP. (CEQA documents, if necessary.)

FUNDING AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff		TBD	15/16	RPA
		TBD	15/16	RPA
Tranit Manager		TBD	15/16	RPA
		TBD	15/16	RPA
City of Clearlake		TBD	15/16	RPA
City of Lakeport		TBD	15/16	RPA
County of Lake		TBD	15/16	RPA
Direct Expenses		TBD	15/16	L/TF
		TBD	15/16	L/TF
TOTAL:		\$0		RPA

WORK ELEMENT 604 –LAKE COUNTY PROJECT RESERVE FUNDS

Purpose: To reserve funding to perform projects that are not typically funded in Lake County because of the lack of funding available in any “one” given fiscal year. The reserve account will allow the opportunity to accumulate funding to complete projects that have been needed for many years. Initial projects being considered for completion may be a Countywide Traffic Sign Inventory, an update to the Pavement Management Program, or additional funding to complete the first Active Transportation Program (ATP) Plan

PREVIOUS WORK:

None to date.

TASKS:

No tasks will be initiated in FY 2016/17. Funding is **reserved** for a future project, which is anticipated to be programmed in FY 2016/17.

PRODUCTS:

No products will be produced in FY 2016/17.

FUNDING AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Reserve	N/A	TBD	15/16	PPM
	N/A	TBD		
TOTAL:	N/A	\$0		

WORK ELEMENT 605 – FEDERAL & STATE GRANT PREPARATION & MONITORING

PURPOSE: Maximize federal and State sources that may be available to improve all modes of transportation in Lake County.

PREVIOUS WORK: DPW gathered and analyzed accident data, then prepared applications for HES funding. Bicycle Transportation Account (BTA) application and Safe Routes to School applications have also been submitted.

TASKS:

1. Establish entity priorities for the current fiscal year. (County & cities: Ongoing)
2. Review available federal and State transportation grants that may be available to meet local priorities. Caltrans planning grant opportunities can be accessed at www.dot.ca.gov/hq/tpp/grants.htm (County, Cities, APC Staff: Ongoing) –*only Local Funding will be used to complete this task.*
3. Prioritize grants by purpose, funding source, matching requirements, granting authority, and availability. (County, Cities, APC Staff: Ongoing)
4. Utilize entity staff or consultants to gather required information and prepare grant documents. (County & cities, APC Staff: Ongoing)
5. Submit grant applications to appropriate agencies including but not limited to the Active Transportation Program (ATP), grant applications pertaining to the Federal Transportation Bill and other programs. (County, Cities, APC Staff: Ongoing) –*only Local Funding will be used to complete this task.*
6. As necessary, coordinate and consult with all tribal governments on grant process and development of grants. (Local Agencies, APC Staff: Ongoing)

PRODUCTS:

Copies of grant applications will be prepared on behalf of APC, cities of Lakeport, and Clearlake, and Lake County.

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW	7	\$5,000	16/17	LTF
	15	\$10,000	16/17	PPM
City of Clearlake	3	\$2,000	16/17	RPA
APC Staff Consultant	30	\$23,500	16/17	RPA
	2	\$1,451	16/17	LTF
TOTAL:	58	\$41,951	\$25,500 - 16/17	RPA
			\$10,000 - 16/17	PPM
			\$6,451 - 16/17	LTF

WORK ELEMENT 606 – SPEED ZONE STUDIES –COUNTY OF LAKE (NEW)

PURPOSE: To gather and interpret roadway, traffic, and accident data in order to establish and enforce appropriate traffic speed limits in the community, to improve safety for automobiles, bicycles and pedestrian use.

PREVIOUS WORK: Speed Zone Studies for County of Lake were previously completed as part of the 2011/12 Overall Work Program.

TASKS:

1. Meet with Local Agency staff to determine scope of study effort. (Local Agency Staff, APC Staff: July-December)
2. Develop a data collection plan to ensure appropriate speed sampling. (Staff Consultant)
3. Collect spot speed data at selected locations. (APC Staff: July-December)
4. Research accident history of streets selected for speed sampling. (APC Staff: July-December)
5. Coordinate study with data from WE 607 Special Studies; and WE 608 Planning, Programming and Monitoring, to reduce duplication of work and analysis, as appropriate. (APC Staff: Ongoing)
6. Collect field data regarding traffic and roadway characteristics. (APC Staff: March-June)
7. Analyze data and prepare report of findings, including recommendations for implementation. (APC Staff: May-June)
8. Present document to Local Agencies for consideration. (APC Staff: May-June)

PRODUCT:

Final Speed Zone Study Report

FUNDING AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	16	\$12,500	15/16	RPA
TOTAL:	16	\$12,500		RPA

WORK ELEMENT 607 – SPECIAL STUDIES

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

PREVIOUS WORK: Previous work performed under this element has included: traffic studies in the County of Lake and City of Clearlake; roundabout review in City of Lakeport; crosswalk reviews in the City of Clearlake and Middletown; purchased traffic counters and performed traffic counts countywide to prepare Traffic Monitoring Program, purchased equipment for City of Lakeport, GIS equipment and technical support for Cities of Lakeport & Clearlake, and Roadway Safety Analysis. This is an ongoing project which was initiated several years ago and will continue in this fiscal year.

TASKS:

1. Perform studies, volume monitoring, inventories, analyses, and evaluations to ensure adequate data is available for County roads and City streets in Clearlake and Lakeport. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
2. Provide timely transportation related data and technical support to aid in the evaluation of local issues, including the development of and updates to transportation planning documents. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
3. Prepare grants/RFPs and coordinate studies consistent with data from Speed Zone Studies, Federal & State Grant Preparation and Monitoring, and Planning, Programming & Monitoring to reduce duplication of work and analysis. (APC Staff: Ongoing)
4. Preparation and monitoring of the Regional Transportation Plan and other regional planning documents. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
5. Coordination and consultation with Native American Tribal Governments as appropriate, and document Tribal government-to-government relations. (APC Staff, County DPW and Cities: Ongoing)
6. Perform county-wide speed/volume surveys and traffic counts to support a variety of planning documents/studies that may not be completed through WE 603. (Lake County DPW & cities, APC Staff, Consultant: Annually)
7. Evaluate high accident roadway segments; the options for repair, and preparation of cost estimates for desired alternatives. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
8. Perform updates to sign inventory programs, and pavement marking & sign inventories, and conduct traffic safety inspections. (Consultant, APC Staff, Lake County DPW and Cities: Ongoing) *–only Local Funding will be used to complete this task.*

PRODUCTS:

1. Special Studies Summary which outlines scope, recipient agency, cost, and completion date of projects. (APC Staff, Consultants, Lake County DPW & Cities)
2. Report of final results of speed and volume studies on County Maintained Roads and City Streets. (APC Staff)
3. Report that identifies the top ten accident producing roadway segments. (Lake County DPW, cities)
4. Proposed corrective measures and cost estimates. (Consultants, Lake County DPW and Cities)
5. Updates to transportation planning projects such as sign inventory programs, traffic counting programs, bikeway and pedestrian projects, and other data bases. (Consultants, Lake County DPW and Cities)

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW	7	\$5,000	16/17	LTF
	7	\$5,000	16/17	RPA
City of Lakeport	6	\$4,000	16/17	LTF
City of Clearlake	8	\$5,000	16/17	LTF
APC Staff Consultant	19	\$15,000	16/17	RPA
	10	\$7,500	16/17	LTF
TOTAL:	57	\$41,500	\$20,000 – 16/17	RPA
			\$21,500 - 16/17	LTF

WORK ELEMENT 608 - PLANNING, PROGRAMMING & MONITORING

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

PREVIOUS WORK: Implementation of SB 45 legislative requirements; development of SB 45 funding distribution formula; and participation in SB 45 Guidelines development; development of RTIPs and Amendments; coordination with Caltrans and local agencies on various Planning, Programming & Monitoring (PPM) activities.

TASKS:

1. Attendance at STIP related meetings at the statewide, regional and local level; coordination with local Cities and County. (APC Staff: Ongoing)
2. Ongoing coordination of STIP Guidelines. (APC Staff: Ongoing)
3. Ongoing review/response to STIP related correspondence as needed. (APC Staff: Ongoing)
4. Development of policy issues for the APC's consideration. (APC Staff: Ongoing)
5. Development of state and local project funding priorities for the APC's consideration. (APC Staff: Ongoing)
6. Review new and existing funding plans, program sources and develop/update a priority list for each improvement type and funding source. (Lake County DPW and Cities: Ongoing)
7. Prepare and update a five-year improvement plan. (Lake County DPW: Ongoing)
8. Maintain/develop cost estimates for existing and proposed improvement projects (Consultant, County and Cities: As needed)
9. Planning, programming, and monitoring activities associated with RTIPs, ITIPs, STIPs and Amendments; coordination with Caltrans and CTC, and provide assistance to local agencies. (APC Staff, Lake County DPW and Cities: Ongoing)
10. Monitor progress of Federal Transportation Bill activities and candidate projects; provide assistance and coordination with local agencies regarding projects. (APC Staff: Ongoing - PPM Funds Only)
11. Prepare preliminary engineering reports to include projects' scope of work, costs and timelines. (Lake County DPW, Cities & Consultant: As needed – PPM Funds Only)
12. Conduct and update bicycle, pedestrian and vehicular counts and maintain traffic monitoring program (APC Staff Consultant, Consultant, County and Cities: As needed/Ongoing)
13. Coordinate and consult with Tribal governments on planning, programming and monitoring activities, and document Tribal government-to-government relations. (Lake Staff, Lake County DPW and Cities: Ongoing)
14. Purchase software/annual license for Streetsaver for County & both cities. The Streetsaver program is utilized as a planning tool that helps prioritize future Regional Transportation Plan projects.
(Software)
15. Purchase and Maintain equipment and software necessary to collect data and provide funding to process acquired data.

PRODUCTS: Products may include staff comments, reports, and recommendations on STIP correspondence and guidelines; possible RTIP Amendments, extension requests, or other STIP documents, and Project Study Reports and maintenance of Traffic Monitoring Program.

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW	15	\$10,000	16/17	RPA
City of Clearlake	4	\$2,500	16/17	RPA
APC Staff Consultant	13	\$10,000	16/17	RPA
TOTAL:	107	\$22,500	16/17	RPA

WORK ELEMENT 609 - LAKE TRANSIT HUB LOCATION PLAN (CARRYOVER)

PURPOSE: To develop the Transit Hub Location Plan for the Lake Transit Authority. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake. A consultant team will translate community input into design concepts, assess their feasibility, and prepare a final prioritized plan and cost estimates.

PREVIOUS WORK: 2008 and 2015 Transit Development Plan,

TASKS:

1. Project Planning & Coordination

- 1.1 Conduct Kickoff Meeting (APC Staff & Transit Manager: July 2015)
- 1.2 Procure Consultant Team (APC Staff & Transit Manager: August - September 2015)
- 1.3 On-going Coordination (APC Staff, Transit Manager & Consultant: August 2015 - May 2016)
- 1.4 Document Conditions and Prepare Base Maps (Consultant: October – December 2015)

2. Community Outreach & Engagement

- 2.1 Develop and Disseminate Media and Publicity Materials (APC Staff, Transit Manager & Consultant: January – February 2016)
- 2.2 Agenda Development and Logistics (APC Staff, Transit Manager & Consultant: January – February 2016)
- 2.3 One-day Charrette (APC Staff, Transit Manager & Consultant: March 2016)

3. Draft & Final Plan

- 3.1 Prepare Administrative Draft Plan (APC Staff, Transit Manager & Consultant: March - April 2016)
- 3.2 Public Review of Draft Plan (APC Staff, Transit Manager & Consultant: May 2016)
- 3.3 Final Draft (Consultant: June 2016)
- 3.4 Board Adoption (Consultant: June 2016)

4. Grant Management

- 4.1 Quarterly Reporting (APC Staff & Transit Manager: Ongoing)
- 4.2 Invoicing (APC Staff & Transit Manager: Ongoing)

PRODUCTS:

Consultant RFP, Distribution List, Executed Contract, list of Advisory Group Members, Meeting Agendas and Minutes, Existing Conditions Report, Base Maps, Outreach materials, Presentations, review of Public Input, Administrative Draft Plan, Public Review Document, Final Draft Report, Final Plan and Presentation, Quarterly Reports, and Invoicing Packages.

FUNDING AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant		\$287	15/16	LTF
		\$2,213	15/16	Sustainable Grant
Transit Manager		\$574	15/16	LTF
		\$4,426	15/16	Sustainable Grant
Consultant		\$26,559	15/16	LTF
		\$3,441	15/16	Sustainable Grant
Direct Expenses	n/a	TBD	14/15	LTF
TOTAL:	0	\$37,500	\$4,302 - 15/16 \$33,198 - 15/16 \$TBD - 14/15	LTF Sustainable Grant LTF

WORK ELEMENT 610 – NON-MOTORIZED TRANSPORTATION

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

PREVIOUS WORK: Regional Bikeway Plan, Non-Motorized Element of Regional Bikeway Plan, successful Safe Routes to School, Bicycle Transportation Account (BTA) and Active Transportation Program (ATP) Grants, Safe Routes to School Plan, Lake County 2030 Blueprint Plan.

TASKS:

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

PRODUCTS: Updated bicycle and pedestrian elements of the Regional Transportation Plan, Regional Bikeway Plans, and grant applications and projects.

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	20	\$10,000	16/17	RPA
TOTAL:	20	\$10,000		RPA

WORK ELEMENT 611 – PAVEMENT MANAGEMENT PROGRAM

PURPOSE: To update the County of Lake’s, City of Clearlake’s and the City of Lakeport’s Pavement Management Program (PMP) to provide a systematic method for determining roadway pavement maintenance, rehabilitation, reconstruction needs to lead to improving safety for automobiles, bikes and pedestrians use. This project includes a component to link the PMP database to the County and the Cities’ Geographic Information System (GIS) street centerlines.

PREVIOUS WORK: Development of the Pavement Management System was completed in 1997 and funded through the Lake County/City Area Planning Council Planning Work Program. Updates to the PMP are on a three-year cycle on a countywide basis. The first update was completed in FY 2004/05, again in FY 2007/08 and again in FY 2010/11.

TASKS:

1. Purchase software/annual license for Streetsaver Version 9 from MTC for County & both cities.
(Software)

PRODUCTS: PMP Streetsaver Software upgrades/Annual Licenses

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Software	n/a	\$6,000	16/17	PPM
	n/a			
TOTAL:		\$6,000		

WORK ELEMENT 612 – COUNTYWIDE TECHNOLOGY SUPPORT SERVICES

PURPOSE: To provide support services to agencies within Lake County involved with the roadway transportation system, aviation, bike/pedestrian, and transit planning. Supported agencies may include: Area Planning Council (APC); Lake Transit Authority (LTA); cities of Lakeport and Clearlake, County of Lake, Caltrans (including Division of Aeronautics).

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

TASKS: Technology support services may include the following:

1. GIS Collection, input and manipulation of geographic information. (City of Clearlake, City of Lakeport, and Consultant: Ongoing)
2. GIS Facilitation and coordination of interagency and interdepartmental sharing of data. (APC Staff: Ongoing)
3. Assist in the development of GIS applications. (APC Staff, City of Clearlake, and City of Lakeport: Ongoing)
4. Provide multimedia support for public presentations. (APC Staff: Ongoing)
5. Conduct spatial analyses. (APC Staff: As needed)
6. Provide training and attend GIS related meetings. (APC Staff, Consultant/Others: As needed)
7. Purchase software upgrades, hardware and annual maintenance licenses to ensure compatibility of products with other agencies and consultants. (City of Clearlake, City of Lakeport, APC Staff)

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

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Clearlake	8	\$2,500	16/17	LTF
TOTAL:		\$2,500		

WORK ELEMENT 613 – TRANSPORTATION INFORMATION OUTREACH AND PUBLIC PARTICIPATION

PURPOSE: To inform and educate Lake County residents and visitors on transportation issues, and provide opportunities for public input consistent with the 2008 Lake APC Public Participation Plan. Provide access to plans, reports and other information by facilitating public participation opportunities.

PREVIOUS WORK: The Lake APC website was developed in 2005 and is a useful tool that provides access to various reports, plans, on-line surveys, public notices, and upcoming meetings/workshops.

TASKS:

1. Coordinate with the County, Cities of Lakeport and Clearlake, Lake Transit Authority, Caltrans and other agencies/businesses when possible to develop informational materials. (APC Staff: Ongoing)
2. Coordinate and consult, as possible, with all potentially impacted Tribal Governments, and document Tribal government-to-government relations. (APC Staff: Ongoing)
3. As possible, conduct outreach to low income, disabled and elderly. (APC Staff: Ongoing)
4. Update Lake APC website as necessary to ensure transportation related materials are posted on a timely basis and available to the public. (APC Staff: As needed)
5. As necessary, conduct and document outreach efforts to all segments of the community in accordance with the Introduction – Public Participation section of this document and the 2008 Lake APC Public Participation Plan. (APC Staff: Ongoing)

PRODUCTS:

1. Website (LakeAPC.org) with current transportation outreach materials, plans and reports.
2. Outreach materials for specific projects

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	6	\$2,000	16/17	LTF
Direct Costs	n/a	\$162	16/17	LTF
TOTAL:	6	\$2,162		

WORK ELEMENT 614 – COUNTYWIDE SIGN INVENTORY PLAN (NEW)

PURPOSE: To provide the Lake County, City of Lakeport and City of Clearlake Public Works Departments with a current inventory of all Traffic Signs within the County and Cities' Maintained Road/Street Systems.

PREVIOUS WORK:

Traffic Sign Inventory conducted in 2003.

TASKS:

1. Prepare RFP and solicit proposals to conduct traffic sign inventory project. (Lake County DPW and Lake APC Admin.)
2. Award contract to conduct sign inventory project. (Lake County DPW and Lake APC Admin.)
3. Conduct traffic sign inventory for all signs within the County and Cities Maintained Road/Street system including GPS coordinates, photos, sign retro-reflectivity, size, type, condition and other attributes as needed. (Consultant, Lake County DPW)
4. Enter data collected for each sign into County and Cities' existing sign database or other database as recommended by consultant. (Consultant, Lake County DPW)
5. Provide training on sign inventory program. (Consultant, Lake County DPW, City of Lakeport, City of Clearlake)

PRODUCTS:

Current Traffic Sign Inventory for Lake County and cities of Lakeport and Clearlake.

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
County of Lake-DPW	10	\$7,000	16/17	PPM
City of Lakeport	1	\$1,000	16/17	PPM
City of Clearlake	2	\$1,500	16/17	PPM
Consultant	81	\$62,613	16/17	PPM
	16	\$12,387	16/17	LTF
TOTAL:	107	\$84,500	\$72,113 - 16/17	PPM
			\$12,387 - 16/17	LTF

WORK ELEMENT 615 – REGIONAL TRANSPORTATION PLAN UPDATE (NEW)

PURPOSE: The Regional Transportation Plan provides a clear vision of the regional transportation goals, policies, objectives and strategies for an effective transportation system for Lake County. The plan guides decisions about all types of transportation and the related facilities needed for an effective transportation system.

PREVIOUS WORK: The last RTP was adopted by the Lake APC in October 2010. Staff reviewed Caltrans RTP Guidelines, and relevant plans, reports and legislation developed since the last RTP was adopted. Staff reviewed and updated existing goals policies and objectives, initiated public involvement and outreach efforts, established and convened an RTP Community Advisory Committee, requested consultation with each Tribal Chairperson for the seven tribes in Lake County, provided information to the APC, TAC and SSTAC.

TASKS:

1. Review and revise existing RTP (2010) Goals, Policies and Objectives. (APC Staff: Ongoing)
2. Research and review local, state and federal plans, reports and guidelines developed since the 2010 RTP was completed. (APC Staff: Ongoing)
3. Ensure Lake County's Regional Transportation Plan goals are consistent with the goals of the 2040 California Transportation Plan.
4. Establish an RTP Community Advisory Committee (CAC) and convene meetings of the CAC to discuss and identify challenges, priorities and strategies, and obtain input over the course of developing the RTP. (APC Staff: Ongoing)
5. Research and analyze information relevant to the elements of the RTP, including policies, existing conditions, funding resources, transportation modeling, demographics, performance measures, and potential improvement projects. Develop relevant maps, cost estimates, charts and graphics. Develop a project list for each element of the RTP. (APC Staff: Ongoing)
6. Provide regular updates to the APC Directors, Lake APC TAC and SSTAC, including background information, draft documents for review, and opportunities to discuss and provide input of the development of the RTP. (APC Staff: Ongoing)
7. Coordinate with appropriate federal, state and local agencies to solicit their input and obtain relevant information. (APC Staff: Ongoing)
8. Conduct consultation with Tribal Communities. (APC Staff: Ongoing)
9. Conduct Public Participation and Outreach efforts consistent with the 2008 Public Participation Plan. Outreach efforts may include communication with key stakeholder groups, distribution of information to the public through local media, community events and the Lake APC website, and presentations to community organizations. Conduct Public Review of the RTP. (APC Staff: Ongoing)
10. Attend meetings, workshops and training sessions relevant to the development of the RTP.
11. Complete analysis and documents as required under the California Environmental Quality Act (CEQA)
12. Prepare an Administrative Draft and Draft RTP. (APC Staff)
13. Review Draft RTP. (CAC, TAC, SSTAC, APC, Caltrans).
14. Prepare Final RTP (APC Staff)
15. Present final RTP for approval and adoption by APC. (Staff Consultant)

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

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	30	\$42,000	16/17	RPA
Direct Costs	N/A	\$500	16/17	LTF
TOTAL:	30	\$42,500		

WORK ELEMENT 616 – TRAINING

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

PREVIOUS WORK: CalCOG Leadership Forum, ITS Managing Transportation & Land Use Interactions, Fundamentals of Traffic Engineering, Regional Blueprint Planning Workshops & Trainings, California’s Brownfield’s Training, Focus on the Future Conference, CTA/CalACT Conferences

TASKS:

1. Attendance at transportation planning academies, conferences, seminars or workshops that may be offered through Caltrans or other agencies. (APC Staff: As needed)

PRODUCTS: Educational materials & resources, Trained staff

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant/APC Members <i>(includes direct costs-registration, travel, hotel, meals, etc.)</i>	n/a	TBD	15/16	LTF
TOTAL:		\$0		

**LAKE COUNTY/CITY AREA PLANNING COUNCIL
2016/17 WORK PROGRAM SCHEDULE**

Work Element	July	August	September	October	November	December	January	February	March	April	May	June
600												
601												
602												
603												
604												
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INFORMATION ELEMENT

Per the 2016/17 Overall Work Program Guidelines, the Lake County/City Area Planning Council was requested to include an Information Element to promote coordination in the region through awareness of Caltrans and RTPA planning activities and where they may compliment or intersect one another.

<u>Products(s)</u>	<u>Project Description</u>

APPENDICES:

- ✓ Appendix A – Project Status of 2015/16 Work Program
- ✓ Appendix B – Overall Work Program and Budget Revenue Summary FY 2016/17
- ✓ Appendix C – Memorandum of Understanding
- ✓ Appendix D – FY 2016/17 Federal Planning Factors



LAKE COUNTY/CITY AREA PLANNING COUNCIL LAKE APC STAFF REPORT

TITLE: Re-Allocation of 2% Bike and Ped
and TE Funds to the City of Lakeport

DATE PREPARED: June 1, 2016
MEETING DATE: June 8, 2016

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Historically, each year 2% of Local Transportation Funds have been set aside for non-motorized transportation purposes. The Technical Advisory Committee (TAC) discusses potential bike and pedestrian projects, and then recommends approval by the Lake APC to complete the projects.

In August 2014, the Lake APC Board of Directors took action to approve Resolution 14-15-8, allocating up to \$15,000 to the City of Lakeport for local match to a Highway Safety Improvement Program (HSIP) project on Lakeshore Boulevard. For a variety of reasons, that project was not completed. The HSIP funds have lapsed, and the local match is now available for another project.

Additionally, action was taken on May 13, 2015 via Resolution 14-15-20 by the APC Board of Directors to allocate Transportation Enhancement (TE) interest in the amount of \$6,701.12 to the City of Clearlake for local match for an ATP project on Olympic Drive and Lakeshore Drive. The application was unsuccessful, and the funds (plus additional interest) are now available for another project.

The City of Lakeport is now applying for Cycle 3 of the Active Transportation Program (ATP). Although the ATP does not require leveraging of non-ATP Funds as local match, it offers additional points for applicants who do. The City of Lakeport is requesting the unclaimed LTF and TE funds be shifted to the proposed ATP project as local match. The project will enhance the safety of students walking to and from school by installing sidewalks, curbs and gutters along Hartley Street.

ATP applications for Cycle 3 are due June 15, 2016. Because of this deadline, the above-mentioned request by the City of Lakeport has not been discussed or recommended by the Lake TAC. However, staff of the County's Public Works Department is assisting the City of Lakeport with the current ATP application and are in support of this project. The City of Clearlake is not intending to resubmit their project and will not need the TE funds as local match. Two resolutions are attached to this staff report for consideration. Approval of Resolutions 15-16-17 and 15-16-18 will simply redirect LTF and TE funding from local match of projects that will not materialize to the proposed ATP project by the City of Lakeport on Hartley Street. NO new funding will be allocated.

ACTION REQUIRED:

Approval of Resolutions 15-16-17 and 15-16-18 of re-allocating 2% Bike and Pedestrian funds of \$15,000 and \$6,726.10 of TE Interest to the City of Lakeport to use as local match funds needed for Cycle 3 of the ATP grant.

ALTERNATIVES:

Do not approve re-allocation of funding to the City of Lakeport.

RECOMMENDATION:

Recommended approval of Resolutions 15-16-17 and 15-16-18 re-allocating LTF funding and TE interest to the proposed ATP project on Hartley Street in the City of Lakeport.

Lisa Davey-Bates

From: Kevin Ingram <kingram@cityoflakeport.com>
Sent: Wednesday, June 1, 2016 8:04 AM
To: 'Lisa Davey Bates'
Cc: 'Phil Dow'; Doug Grider; Margaret Silveira
Subject: Reassignment of 2% LTF Bike & Ped Monies

Good Moring Lisa,

I am writing to formally request that the \$15,000 in 2% LTF Bike & Pedestrian money previously allocated as local match funds for the City of Lakeport's Lakeshore Boulevard HSIP Project by the Lake APC by Resolution 14-15-8 be re-allocated for use as local match funds for the City of Lakeport's Hartley Street Safe Routes to School Active Transportation Program (ATP) grant application.

This \$15,000 was pledged as local match funds to complete a HSIP grant funded project on Lakeshore Boulevard which was never completed and available project funding has expired. The City of Lakeport is currently seeking new project funding through Caltrans ATP Third Cycle and requests the listing of this \$15,000 for use as local match funds to assist in the completion of pedestrian and bike improvements along Hartley Street between Twentieth Street and the Lakeport City Limits to the north.

It was also brought to the City of Lakeport's attention that an additional approximately \$6,000 in previously pledged local match money from an old TEA project applied for by the City of Clearlake may also be available for reallocation. If available the City of Lakeport would also request the possible use of this money as local match funds for its Hartley Street ATP grant application in order to better strengthen its ability to get the project funded.

Thank you for your attention to this matter and do not hesitate to contact me if you have any question or concerns.

Kevin

Kevin M. Ingram | Community Development Director | City of Lakeport
225 Park Street | Lakeport, CA 95453 | (707) 263-5615 x11
kingram@cityoflakeport.com

This email checked with McAfee SaaS.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 15-16-17

RE-ALLOCATION OF 2% LTF BICYCLE AND PEDESTRIAN FUNDS TO THE CITY OF LAKEPORT

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, the Lake County/City Area Planning Council (APC) is the designated Regional Transportation Planning Agency for Lake County; and

WHEREAS, on August 13, 2014, the Lake APC approved Resolution 14-15-8 allocating \$15,000.00 2% LTF Bicycle and Pedestrian funds to the City of Lakeport to assist in the completion of a Highway Safety Improvement Program (HSIP) project on Lakeshore Boulevard Project; and

WHEREAS, the City of Lakeport subsequently determined the project on Lakeshore Boulevard was no longer feasible and would prefer using the funding as local match on another project; and

WHEREAS, the City of Lakeport will submit a grant application for Cycle 3 of the Active Transportation Program (ATP) to enhance the safety of students walking to and from school by installing sidewalks, curbs and gutters along Hartley Street; and

WHEREAS, the Active Transportation Program does not require leveraging of non-ATP funds as local match, but offers additional points for applicants who do;

WHEREAS, the City of Lakeport has expressed the desire to re-allocate the local match funds from the HSIP project on Lakeshore Boulevard, to the ATP project on Hartley Street; and

WHEREAS, the unclaimed \$15,000 2% LTF Bicycle and Pedestrian funds are eligible for the proposed ATP project on Hartley Street;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby approves the re-allocation of \$15,000 2% Bicycle and Pedestrian Facility funds from Lakeshore Boulevard to assist in the completion of sidewalks, curbs and gutters along Hartley Street in the City of Lakeport.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 8th day of June 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel
Chairperson

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 15-16-18

RE-ALLOCATING TRANSPORTATION ENHANCEMENT (TE) INTEREST FUNDS TO THE CITY OF LAKEPORT

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, in September 2010, the Lake Area Planning Council (APC) approved Resolution # 10-11-9 adopting the third amendment to the 2010 Regional Transportation Improvement Program (RTIP) programming Transportation Enhancement (TE) funding; and

WHEREAS, TE interest funds in the amount of \$6,437.52 were programmed to the Bridge Arbor Bikeway project as part of the amendment; and

WHEREAS, the federal transportation bill, Moving Ahead for Progress in the 21st Century (MAP-21) eliminated the TE program; and

WHEREAS, due to the loss of the TE funding source, all reserves for the Bridge Arbor Bikeway project were deleted as part of Resolution 13-14-9 in the 2014 Regional Transportation Improvement Program (RTIP); and

WHEREAS, in 2013, Senate Bill 99 created the Active Transportation Program combining various transportation programs for bicycle and pedestrian purposes to be administered by the Department of Transportation; and

WHEREAS, the City of Clearlake submitted an Active Transportation Program (ATP) grant application (Cycle 2) for bicycle and pedestrian improvements on Olympic Drive and Lakeshore Drive; and

WHEREAS, the project was unsuccessful for that Cycle and the City of Clearlake does not intend to resubmit an application for Cycle 3 of the Active Transportation Program; and

WHEREAS, the City of Lakeport will submit a grant application for Cycle 3 of the Active Transportation Program (ATP) to enhance the safety of students walking to and from school by installing sidewalks, curbs and gutters along Hartley Street; and

WHEREAS, the Active Transportation Program does not require leveraging of non-ATP funds as local match, but offers additional points for applicants who do;

WHEREAS, unclaimed TE interest funds have increased to the amount of \$6,726.10 and are available for another project;

NOW, THEREFORE, BE IT RESOLVED THAT:

The APC approves a total of \$6,726.10 to be allocated to the City of Lakeport for matching funds to the ATP-Cycle 3 grant to complete bicycle and pedestrian improvements on Hartley Street.

Adoption of this Resolution was moved by Director Scheel, seconded by Director Mattina, and carried on this 8th day of June, 2016, by the following roll call vote:

AYES:
NOES:
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Martin Scheel
Chairperson



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Meetings Attended by APC Staff

DATE PREPARED: June 1, 2016

MEETING DATE: June 8, 2016

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Since our last Lake County/City Area Planning Council (APC) meeting packet, Administration and Planning staff has attended (or will have attended) the following statewide and local meetings on behalf of APC:

1. Lake APC & LTA Meetings 5/11/16
Clearlake
(Davey-Bates, Pedrotti, Barrett)
2. NEMT Meeting w/Sutter Hospital 5/11/16
Lakeport
(Davey-Bates, Wall, Dumont)
3. Lake Transit Hub Charrette 5/12/16
Clearlake
(Davey-Bates, Dow, Robertson)
4. ATP-HSIP Grants – Burns Valley/Civic Center Improvements 5/16/16
Clearlake
(Davey-Bates, Dow)
5. NEMT Update 5/16/16
Teleconference
(Davey-Bates)
6. NEMT Stakeholder Meeting 5/17/16
Lakeport
(Davey-Bates, Robertson)
7. Regional Transportation Planning Agencies (RTPA Group) 5/18/16
Stockton
(Davey-Bates, Dow)
8. California Transportation Commission (CTC) 5/18 -19/16
Stockton
(Davey-Bates, Dow)
9. Fix Our Roads-Transportation Rally 5/19/16
State Capitol
(Davey-Bates)
10. Lake TAC Meeting 5/19/16
Lakeport
(Pedrotti, Barrett, Robertson, Sookne)

- | | |
|--|------------|
| 11. Rides to Wellness Grant
Teleconferences
(Davey-Bates, Robertson, Wall & Parker) | 5/20-25/16 |
| 12. CalCOG Directors Meeting
Sacramento
(Dow) | 5/24/16 |
| 13. ATS SRTS Meeting
Teleconference
(Davey-Bates, Robertson) | 5/24/16 |
| 14. Lake Transit Hub Status Meeting
Teleconference
(Davey-Bates, Robertson) | 5/26/16 |
| 15. ATP Application Meeting - Lakeport
Teleconference
(Davey-Bates, Dow, Robertson) | 5/26/16 |
| 16. Local HSIP Advisory Committee Meeting
Teleconference
(Davey-Bates) | 5/26/16 |
| 17. Medi-Cal Eligibility Meeting
Teleconference
(Davey-Bates) | 5/31/16 |
| 18. Lake Triennial Performance Audit – site visit
Ukiah
(Davey-Bates, Dow, Pedrotti) | 5/31/16 |
| 19. ATP SRTS Meeting-Lakeport
Teleconference
(Davey-Bates, Dow, Robertson) | 5/31/16 |
| 20. Local HSIP Advisory Committee Meeting
Teleconference
(Davey-Bates) | 6/2/16 |
| 21. ATP SRTS Meeting-Lakeport
Teleconference
(Davey-Bates, Dow, Robertson) | 6/6/16 |
| 22. Highway 29 Open House
Kelseyville
(Davey-Bates, Dow) | 6/8/16 |

I will provide information to Board members regarding the outcome of any of these meetings as requested.

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for your information only.

Status of Lake County Projects: As of May 23, 2016

PSR (Project Study Report) Projects										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	PSR Target Date
1	LAKE	20	5.84	5.84	110 Bridge Rehab	on Route 20 three miles west of Upper Lake	Bridge replacement	TBD	on schedule	June 30, 2016
	Project Number OF490k									
	Jaime Matteoli (Project Mgr)									
2	LAKE	29	9.00	20.70	010 Safety	on Route 29 between Middletown and Lower Lake	MBGR, widening and truck climbing lane	TBD	on schedule	June 30, 2016
	Project Number OE730K									
	J. Matteoli									
3	LAKE	29	12.78	14.35	010 Safety	near Lower Lake, .85 mi N of Spruce Grove Rd-S to .52 mi S of Hofacker Ln	shoulder widening	TBD	on schedule	June 30, 2016
	Project Number OE720K									
	J. Matteoli									

PSR Complete & Not Yet Programmed (for Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion Date

Projects Programmed (in Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion Date Start of Work Date
4	LAKE	20	1.0	46.3	2014 SHOPP 151 Roadway	various locations Rte 20, 29 & 53	culvert rehabilitation	\$4.211	on schedule	Nov 2019 Start Work: May 2018 RTL: Feb 2018
	Project Number 42780									
	J. Matteoli									
5	LAKE	20	13.5	30.5	2012 SHOPP 361 Mandates	from Lucerne area east to Route 20/53	upgrade 55 curb ramps & sidewalks	\$2.500	estimated advertise 09-16	Fall 2018 Start Work: Spring 2017 RTL: May 2016
	Project Number OB120									
	J. Matteoli									
6	LAKE	20	31	32	2014 SHOPP 010 Safety	intersection of SR 20/53	intersection improvement	\$6.156	on schedule	RTL: Feb 2018
	Project Number OC810									
	J. Matteoli									
7	LAKE	var	var	var	015 Safety	various on Rte 20, 29, 175	MBGR, widening & rumblestrips	\$3.812	Programmed in the 2016 SHOPP	RTL: 2019
	Project Number OE850									
	J. Matteoli									
8	LAKE	29	0.2	0.2	119 Bridge Prevent Mt	St Helena Cr Bridge	Bridge scour-repair	\$.300	Awarded 1-21-16 to Wylotti Construction	Dec 2016 Start Work: Sept 2016 RTL: May 2015
	Project Number 38560									
	J. Matteoli									
9	LAKE	29	9.6	10.3	2014 SHOPP 010 Safety	Hartmann Rd/Rte 29	intersection improvement	\$6.017	on schedule	RTL: Nov 2017
	Project Number OC750									
	J. Matteoli									
10	LAKE	29	23.8	31.6	700 STIP & RIP & SHOPP	Near Lower Lake - Lake 29 Expressway	upgrade to 4-lane expressway	\$180.000	wkg on Env doc for 8 mile proj, const delay 1 yr due to CTC 5-19-16 action	RTL: 2019 (prev 2018)
	Project Number 2981U									
	J. Matteoli (prev S. Cohen)									
11	LAKE	29	34.17	34.5	2014 SHOPP 010 Safety	Cruikshank Rd/Rte 29	NB left-turn pocket	\$1.057	on schedule	RTL: Aug 2017
	Project Number OE640									
	J. Matteoli									
12	LAKE	29	41.42	41.42	2014 SHOPP 378 Mandates	ramps at Lakeport Blvd overcrossing	upgrade ped facilities to ADA compliance	\$0.485	on schedule	March 2018 Start Work: May 2017 RTL: Feb 2017
	Project Number OB690									
	J. Matteoli									
13	LAKE	var	var	var	112 Bridge Rail replacement	bridges on 20, 29 & 175	Bridge rail replacement & upgrade - 5 bridges	\$5.884	Programmed in the 2016 SHOPP	RTL: 2019
	Project Number OE080									
	J. Matteoli									
14	LAKE	175	25	27.5	2012 SHOPP 010 Safety	near Middletown, from east of Putah Cr Bridge to Dry Cr Bridge	Shoulder Widening	\$12.221	on schedule	2020 Start Work: July 2018 RTL: March 2018
	Project Number OA040									
	J. Matteoli									

Under Construction										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion
15	LAKE	20	8.1	8.55	2012 SHOPP 010 Safety	intersection of Routes 20/29 near Upper Lake	20/29 roundabout	\$6.400	100% complete	complete Dec 2, 2015
	Project Number 48860									
	J. Matteoli									
16	LAKE	20	13.5	31.4	2012 SHOPP 121 Roadway	from Lucerne area east to Route 20/53	Capital Preventative Maint.	\$25.215	90% complete	August 2016
	Project Number OB000									
	J. Matteoli									

State Route 20 Projects
State Route 29 Projects
State Route 53 Projects
State Route 175 Projects

project cost = construction & RW
start work 0500
est comp date 0600

Revised since last report.

y: Reg Plng/Status/Lake/Lake Status May 23, 2016.xlsx



CalTrans plans to widen section of Hwy 29

ROADS

By Jason Morash

jmorash@record-bee.com @rbjmorash on Twitter

LAKE COUNTY >> CalTrans will lay out plans to widen a section of Highway 29 to four lanes at a public forum on June 8.

The proposal would extend eight miles, the Kit's Corner intersection in Kelseyville all the way to Diener Drive in Lower Lake. There is, however, some concern the project would infringe upon wetlands areas. It will also require new rightof- ways, therefore the agency is seeking public input before the final design is selected.

An environmental impact report has been drafted and is available for review at the Lakeport branch of the Lake County Library until July 7.

“The project is being evaluated to determine the extent to which practical alternatives can avoid this encroachment and to ensure that all practical measures are taken to minimize harm to the wetlands,” CalTrans reported in a document regarding the project. “Our studies show it will not significantly affect the quality of the environment.”

A formal presentation will no be made, but attendees will be able to visit exhibits displaying the various aspects of the project. They will also be allowed to submit official comments into the public record.

The meeting will be held from 6 p.m. to 8 p.m. on June 8 at the Lower Lake High School Gym. The project's details and documents are also available <http://www.dot.ca.gov/dist1/d1projects/lake29/>.

If approved, the project is planned to begin construction in summer 2018.

Information Packet



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Draft Meeting Minutes

Tuesday May 10, 2016
1:45 p.m.

Lakeport City Hall
Front Conference Room
225 Park Street
Lakeport, California

Present

Ilene Dumont, Paul Branson, Bill McIntyre, Wanda Gray, Kaye Bohren, Michelle Dibble, Mark Wall

Absent

Tracy Thomas, Micki Dolby, Frank Parker

Also Present

Dave Carstensen, Joel Moran, Karl Parker, Lisa Davey-Bates, Nephele Barrett, Jesse Robertson

1. Call to order

Ilene Dumont called the meeting to order at 1:45 PM.

2. Public Input

No public input was offered.

3. Approval of the Draft March 9, 2016 SSTAC Minutes

Wanda Gray made a motion to accept the minutes from the March 9 SSTAC meeting. Paul Branson seconded the motion. The motion passed on a unanimous vote.

4. Approval of the Updated SSTAC Meeting Calendar

The SSTAC calendar was established for fiscal year 15/16 and the update to the calendar goes through the end of 2016. Both the Lake APC and the Lake Transit Authority calendars conclude at the end of 2016, so future calendar updates will take place during the same timeframe. Nephele Barrett explained that the SSTAC meetings will be scheduled in December, rather than November, to coincide with the unmet transit needs process.

Kaye Bohren made a motion to approve the updated calendar. Paul Branson seconded the motion. The motion passed unanimously.

5. Unmet Transit Needs Analysis Findings and Recommendations

Item #7 on the agenda was discussed in between items #4 and 5.

Nephele Barrett reported that the Lake APC made a determination of regional unmet transit needs at their March meeting and provided definitions. Based on the Board's findings, Mark Wall presented his analysis and findings for the 2015-16 unmet transit needs.

The medical trips to St Helena Clearlake, Sutter Lakeside and Tribal Health is the first unmet need. This was an unmet need from last year although the Tribal Health is a new addition for this year. Last year LTA assumed that medical trips would be provided within the year, which didn't happen. LTA currently provides fixed route service to all of these facilities, as well as through the Pay-Your-Pal program and other services. Mark believes that most of the needs are currently being met (not an unmet need). If there are more clearly defined needs, those can be added to next year's list of potential unmet needs.

Eastbound service to Spring Valley and connections further east to the Sacramento area/Central Valley. Mark Wall explained that funding for new fixed route service is limited. Lake Transit had two new applications for 5311(f) service that were wildly popular and applications need to be re-submitted again this year. Based on the limited amount of funding for new service in the State, this service is a lower priority. It is an unmet need that is not reasonable to meet at this time.

Non-Emergency Medical Transportation to outlying area. There are a lot of calls for service in Middletown, Kelseyville, and other parts of the County which are not currently being met. There are parts of the County with limited service, but additional study is needed to determine what the needs are and how to meet the need. Unmet need but not reasonable to meet at this time.

Out-of-area medical trips are another unmet need, separate from medical trips to local medical providers. Santa Rosa is the destination with the most unmet needs. LTA used to provide service to Santa Rosa one day a week, but at that time, shopping at Costco was the primary purpose for most riders. Coordination among the various referring agencies needs to help consolidate demand for service to make this service reasonable to meet. Unmet need but not reasonable to meet. Kaye Bohren noted her experiences in trying to schedule medical appointments in Ukiah; if she could provide her own transportation she could be seen far sooner than if she is dependent upon non-emergency medical transportation. This is a concern that should be addressed if not made into a goal for improving the existing service.

6. Non-Emergency Medical Transportation (NEMT) Stakeholder Coordination Discussion

- a. Upcoming Stakeholder/Provider Meeting - Ilene Dumont and Karl Parker have been working to get commitments from stakeholders to participate in a discussion about NEMT organization and service at the May 17 stakeholder meeting.
- b. Stakeholder Survey Responses - Karl Parker requested stakeholders to fill out a survey about local NEMT needs, which was helpful but follow-up work is needed to get a better sense of the diverse range of experiences. Some participants were very selective about what questions they answered. More information would help to interpret the results, i.e. answer the "why" behind the responses. Karl has been using this information to prepare for the May 17 meeting.
- c. Lake Links/Pay-Your-Pal (PYP) Program – Karl prepared a summary of the VF-RAP as a lesson learned for the PYP Program. VF-RAP had a much broader eligibility than the PYP is expected to be. More work will be made to determine medical eligibility. The program will look to begin service on July 1 of this year.
- d. MediCal Re-imbursed Non-Emergency Medical Trips – Karl Parker Mark Wall mentioned an Assembly Bill that would allow managed care to purchase rides from a variety of sources,

including public transit.

7. Update on Lake Transit projects and grants

a. FTA Rides to Wellness Grant

Jesse Robertson introduced the APC and LTA/Paratransit Services effort to submit an application for a brokerage service that coordinate NEMT and other 5310-type programs for Lake County residents. Ilene Dumont and others expressed interest in the types of services that could be provided. Karl Parker provided a description of the program goals and a discussion about the proposed use of grant funds to help initiate the brokerage program that the SSTAC has been working with stakeholders to develop. The grant funds would pay for an 18-month start-up period for Lake Links operations, after which time operating costs would need to be obtained through MediCal and other reimbursements. It was noted that the program is very competitive, with \$5.3 million available nationwide. Lisa Davey-Bates added that this was the first cycle of funding for the program, which may make for an easier competition when fewer applicants are prepared to fully meet the goals of the program.

b. CA Air Resources Board Low or No Carbon Truck and Bus Pilot Program

Mark Wall notified the group the grant application for the Air Resources Board was not approved. He and Lisa received verbal feedback on the application, which was generally well-regarded by agency staff. The main problem was that Lake County was not competitive in the program due to the emphasis on being a disadvantaged community within an area of the State with poor air quality. No rural communities anywhere in the State were awarded funds under this program for this cycle. Mark asked the Air Resources Board not to recommend that rural counties apply if they are not eligible or competitive for funding.

c. Mark Wall mentioned another Cap and Trade Program that emphasizes links to rail. Mark spoke about an application that Shasta County is interested in applying for, which would provide a connection to Sacramento. Lake County could partner with Shasta to create a regional transit connection to Sacramento and other destinations in the Central Valley.

8. Update on Lake Transit Authority (LTA) meetings

At the April LTA Board meeting, Mark Wall was authorized to submit grants for 5311 funds. Caltrans approved amendment #9 which would allow LTA to extend the existing contract until December 31st.

At the May 11 LTA meeting, Mark Wall will include a presentation of audit reports. The first report on operations notes LTA's highest monthly ridership ever. The free rides offered in the wake of the Valley Fire helped to build ridership which was continued beyond the period of free fares. Mark Wall will request to cancel RouteMatch software subscription for fixed route service, as it hasn't worked as intended. Mark would like to replace RouteMatch with other open-source software. RouteMatch will be continued for Paratransit operations. Feedback will be given about the Transit Hub Location Plan presentation before the County Board of Supervisors. Mark Wall addressed some of the existing concerns over relocating the transit hub for the benefit of the SSTAC. A discussion about crime at the Ray's Food Place came up.

Wanda Gray has accepted a new position in Willows, California. Bill MacIntyre will be the new regional manager for LTA. The President of Paratransit Services will be in the area tomorrow

9. Update on Human Services Transportation Programs

People Service just received vans from Caltrans as they have reached the end of their useful life

for Caltrans purposes.

10. Discussion of Issues and/or Concerns of the Members of the SSTAC

Kaye Bohren had a complaint about Dial-A-Ride (DAR) service in Lake County. Kaye has called up to a 13 days in advance and was still unable to receive DAR service. Wanda Gray responded by stating that the service is very inefficient and staff has been reduced to. Since the 18th of April, schedules have been reduced to meet operational performance standards. Wanda offered to meet with the dispatchers to see if the dispatchers are correctly following requirements. Mark Wall asked to revisit Kaye's complaint at the next meeting. Mark asked Kaye to document each time she does not get a ride within an hour of the requested time. Mark asked Bill MacIntyre to check with the dispatchers. Mark then asked to revisit performance of DAR service over the past few years, which has seen a drop-off in service.

11. Next Proposed Meeting

The next APC meeting will be on Tuesday, August 9, 2016. The new schedule needs to be revised to show the next meeting is on August 9, not August 11, as shown.

12. Announcements/Good of the Order

13. Adjourn Meeting

Meeting adjourned at 4:05 p.m.

Respectfully Submitted

(Draft)

Jesse Robertson



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday May 19, 2016
9 a.m.

City of Lakeport
Small Conference Room
225 Park Street
Lakeport, California

Present

Todd Mansell, Department of Public Works, County of Lake
Kevin Ingram, Community Development Department, City of Lakeport
Doug Grider, Public Works Superintendent, City of Lakeport
Doug Herren, Public Works Director, City of Clearlake
Dave Carstensen, Caltrans District 1 (by telephone)

Absent

Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council
Phil Dow, Lake Area Planning Council
Mark Wall, General Manager, Lake Transit Authority
Greg Folsom, City Manager, City of Clearlake
Mireya Turner, Assistant Planner, County of Lake
Hector Paredes, California Highway Patrol

Also Present

James Sookne, Transportation Planning, Lake County/City Area Planning Council
Jesse Robertson, Transportation Planning, Lake County/City Area Planning Council
Alexis Pedrotti, Lake County/City Area Planning Council
Nephele Barrett, Lake County/City Area Planning Council

1. Call to order

The meeting was called to order at 9:08 a.m.

2. Approval of April 21, 2016 Lake APC TAC Minutes

Kevin Ingram made a motion to approve the April 21, 2016 minutes with corrections. The motion was seconded by Todd Mansell and carried unanimously.

3. Discussion and Recommended Approval of the Draft 2016-17 OWP

Alexis Pedrotti reported that the Draft 2016-17 OWP was sent to Caltrans for review and has come back with comments. It is approximately \$412,000, not including any carry-over projects that will be incorporated in an August amendment. The new projects in this OWP are the Speed Zone Studies – County of Lake, the Countywide Sign Inventory Project, and the Regional Transportation Plan Update. Other than that, everything is the same as the previous OWP.

Doug Herren asked if there was any additional money in the 16-17 OWP for GIS Training. Alexis informed him that there isn't, however, the City of Clearlake has approximately \$3,000 in the current OWP for training. This money can be carried over to the 16-17 OWP if necessary, and Alexis advised putting it in the Training Work Element to allow for flexibility rather than forcing the money to be spent strictly on GIS training.

Nephele Barrett asked for clarification on Work Element 612 – Countywide Technology Support Services. Alexis stated that this work element used to be only for GIS support but was changed to allow for additional types of software, etc.

Kevin Ingram asked if there was any training money available in the 16-17 OWP. Alexis stated that there isn't any money available in the Training work element unless the money from the current OWP is carried over.

Alexis pointed out that there is no money currently set aside in the 16-17 OWP to pay for local agency time spent on the Regional Transportation Plan Update. She is hopeful that there will be some carry over funds available for the local agency time.

There were no additional questions or comments on the Draft 2016-17 OWP.

Kevin Ingram made a motion to recommend approval the 2016-17 OWP. The motion was seconded by Todd Mansell and carried unanimously.

4. Active Transportation Plan Discussion

Jesse Robertson reported that there has been some input on the mapping. The delayed completion of the maps has impacted the ability to broadly disseminate the draft plan for review and comments. As a result, it is unlikely that the plan will be adopted at the June APC meeting.

Due to a lack of available sidewalk data, one of the recommendations in the plan is to apply for a Caltrans Affordable Housing Sustainable Communities grant to do a comprehensive sidewalk survey throughout Lake County.

Dave Carstensen questioned why the segment of sidewalk from Shaul Road to Butler Avenue in Clearlake Oaks is included as a proposed project since it is within the segment from Keys Boulevard to Foothill Boulevard. Dave stated that because neither segment specifies which side of the road the sidewalk is to be constructed, the larger segment is all that would be needed to apply for future grants. It was decided that the segment between Shaul Road and Butler Avenue would be deleted from the table. Alexis also questioned the New Alignment from State Route 20 to 1st Street because there is no viable path for this segment to be constructed. Since this section of sidewalk would have to be constructed across private property, it will also be deleted from table. Alexis asked if she should leave the existing and proposed sidewalks unmapped since she doesn't know which side of the road they should be on. The consensus was to leave them unmapped until a complete sidewalk inventory is done.

Nephele stated that APC staff would like to bring the draft plan back to the TAC in June for a recommendation to the APC for action in August. The August APC Board meeting will also serve as a public hearing for the plan. The draft will need to go out for public review

between the May and June TAC meetings. This will be done by posting it on the APC website as well as distributing it to the contact list that was developed during the initial public participation process. Final comments from the local agencies are due to Alexis by May 27th.

One last issue was the use of the term “financially constrained”. The local agencies didn’t like that term and decided to use the terms “funded” and “unfunded”. If a project listed in the plan needs to be changed from “funded” to “unfunded” or vice versa, all that would be needed is an amendment to the plan which could be done at any APC meeting.

5. Announcements and Reports

a. Lake APC

i. Unmet Transit Needs Report

Nephele Barrett reported the changes to the list of unmet needs since the TAC meeting in February. These included additional identified needs, LTA’s analysis of each need, and the finding that was adopted by the APC on May 11, 2016. There were no items that were considered unmet needs that were reasonable to meet. Some were considered unmet needs but not reasonable to meet and some were not considered unmet needs based on the adopted definition.

One other change to the list that the TAC saw affected the section at the end regarding other concerns that were identified. Per Mark Wall’s request, those were completely separated out in another list. TDA dictates the unmet needs process, and it is specific to transit service needs, and these other needs weren’t transit service related. They are shown on the last page so that the APC and the public are aware of them and there is a response from LTA for each one.

ii. Active Transportation Program Update

Jesse Robertson is working with the City of Lakeport on their Hartley ATP application, and APC staff is awaiting the City of Clearlake’s decision on whether to pursue an ATP application.

Doug Herren reported that his City Council is considering reallocating the money that was to be used for the ATP project to a different project in the City. If this happens, the City of Clearlake will not submit an ATP application for Cycle 3.

iii. Tour of the Proposed Roundabout at State Routes 20 & 53

Nephele reported that there were 2 options for a roundabout discussed on the tour. One was a 3-legged roundabout and the other was a 4-legged roundabout. Both cost roughly the same amount of money. The 3-legged option would have a frontage road along the north side and a bypass lane for thru-traffic traveling west on State Route 20. The 4-legged roundabout would force all traffic through the roundabout.

iv. Miscellaneous

None.

b. Lake Transit Authority

i. Transit Hub Location Plan Update

Jesse Robertson announced that there was a charrette event on May 12. The main discussion at the event was about security around the transit hub. Some people in attendance expressed concern that the people who loiter around the existing transit hub would move to the new location. Mark Wall intends to mitigate that problem with additional security measures. The existing contract for the design of the hub may be extended to look at safety and security in more detail.

ii. NEMT Update

There was a meeting during the 3rd week of May (prior to the TAC meeting) involving representatives from the hospitals, transit, and the SSTAC to discuss how they are going to move forward with NEMT and look at what kind of partnerships can be formed with medical providers. Jesse Robertson spoke with Lisa Davey-Bates and Mark Wall, both of whom attended the meeting, and reported that there was unanimous support from Sutter Lakeside Hospital, Saint Helena Clearlake, the dialysis clinics, and other care providers. All of the attendees seemed to be willing to look into a brokerage system and participate in the CTSA.

iii. Miscellaneous

None.

c. Federal & State Grant Status Reports

i. HSIP Cycle 8 Call for Projects

Applications are due August 12th. The City of Lakeport may pursue a HSIP project along Martin Street.

ii. FTA Rides to Wellness Grant Application

Jesse Robertson is working on this grant with Mark Wall and Karl Parker. Caltrans is going to submit the grant on behalf of the APC. This application will be 1 of 3 that can be submitted by Caltrans statewide.

iii. Other Grant Updates

None.

d. Caltrans

i. Lake County Project Updates

Everyone liked the map of the projects. Dave Carstensen will likely update the list prior to the June TAC meeting. The two projects listed under “PSRs Complete & Not Yet Programmed (for Design)” will be moved to “Projects Programmed (in Design)” because they made it into the 2016 SHOPP.

ii. Other Updates

None.

e. Miscellaneous

i. Senate Bill (SB) 743

Nephele explained that the intent of SB 743 was to help streamline the CEQA process. Level of Service is no longer a metric that can be used to determine level of impact for CEQA. It looks like Vehicle Miles Traveled (VMT) will be the new metric. Mendocino County local agencies are interested in having training on SB 743 and how it will affect them. Local agencies in Lake County said they would also be interested in training. APC staff has spoken to Fehr and Peers regarding a joint training with Mendocino County that would be held in the fall.

6. Information Packet

7. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda.

None.

8. Next Proposed Meeting – June 16, 2016

9. Adjourn Meeting

Meeting adjourned at 10:34 a.m.

Respectfully Submitted,

(Draft)

James Sookne
Lake APC Transportation Planning