



LAKE COUNTY/CITY  
AREA PLANNING  
COUNCIL

Regional Transportation Planning Agency

Fiscal Year 2013/14

**BUDGET**

Approved by Board of Directors: June 12, 2013

**Prepared By:**

Lake APC Staff  
367 North State Street, Suite 206  
Ukiah, CA 95482  
(707)263-7799

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# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
(707) 263-7799 / Fax 463-2212  
www.lakeapc.org

367 North State Street, Suite 206  
Ukiah, CA 95482

June 4, 2013

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

**FROM:** Lisa Davey-Bates, Executive Director

**RE:** **Lake APC 2013/14 Fiscal Year Budget**

The 2013/14 budget is submitted for your adoption at our board meeting on June 12, 2013. The draft budget summary was presented and reviewed at the last board meeting on May 8, 2013. The budget document includes many additional informational items and supporting documentation that were 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 Dow & Associates 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. A few years ago, staff requested that a contingency fund be added to the budget to capture expenses that went above and beyond our administrative contract.

At the Board Meeting on April 11, 2012 the Professional Services Agreement Extension between the Lake APC and Dow & Associates was approved. Year two of the contract includes a cost increase of \$5,707 to the administration portion of the contract, plus an adjustment according to the 2012 CPI, which was +2.2, or \$3,267. The administrative budget for Dow & Associates for fiscal year 2013/14 is \$149,135 from \$140,161 in FY 2012/13. The total Lake APC administrative budget for FY 2013/13 is \$178,294.

## **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 some 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. Depending on the projects and monies available, the Lake APC typically has grant funds programmed in the work program. Details for the OWP can be found in a separate document. 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.

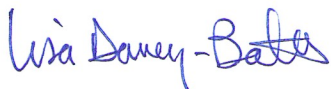
Lake APC 2011/12 Budget  
June 4, 2013

**Transit**

After allocating the Administration, Bicycle and Pedestrian, and Planning funds, the balance of remaining Local Transportation Funds (LTF) are then allocated to Lake Transit Authority (LTA), the only eligible claimant in Lake County. LTA also receives State Transit Assistance (STA) funds, which have been unpredictable for the past few years. This fiscal year LTA will receive STA funding in the amount of \$355,210 based the preliminary estimate provided by the State Controller's Office in January 2013.

I hope you find this document informational and helpful. Please feel free to contact me with any questions you may have about the 2013/14 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, flowing style.

Lisa Davey-Bates  
Executive Director

/ldb

Enclosures



LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2013/14

FINAL - BUDGET SUMMARY

| REVENUES  | Budget              |             |             |                     | Actual  |         |         |         | Year-to-Date Total | COMMENTS:  |
|---|---------------------|-------------|-------------|---------------------|---------|---------|---------|---------|--------------------|--|
|   | Adopted:            | Adjustment  | Adjustment  | Actual              | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |                    |  |
| <b>LOCAL:</b>   |                     |             |             |                     |         |         |         |         |                    |  |
| <b>Local Transportation Funds (LTF)</b>                         |                     |             |             |                     |         |         |         |         |                    |  |
| Local Transportation Funds (LTF) Estimated-2013/14              | \$ 1,300,000        | \$ -        | \$ -        | \$ 1,300,000        |         |         |         |         | \$0.00             |  |
| LTF Carry-Over from 2012/13 Work Program                        | \$ 19,248           | \$ -        | \$ -        | \$ 19,248           |         |         |         |         |                    | Actual Carryover amounts will be reflected in the 1st amendment.   |
| LTF Carry-Over from 2012/13 LTA Allocation                      | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    | Remaining LTA 2012/13 Allocation (Reso 12-13-4).   |
| LTF Carry-over -2% Bike & Ped - 2012/13 Allocation              | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    | These funds have been carried over and are expected to be allocated in this FY.  |
| LTF Carry-over - Administration - 2012/13 Allocation            | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    | Unexpended funds from FY 2012/13.  |
| Total Local Transportation Funds:                               | \$ 1,319,248        | \$ -        | \$ -        | \$ 1,319,248        |         |         |         |         |                    |  |
| <b>Planning Programming &amp; Monitoring (PPM) Funds</b>        |                     |             |             |                     |         |         |         |         |                    |  |
| Planning Programming & Monitoring (PPM) Funds-2013/14           | \$ 64,000           | \$ -        | \$ -        | \$ 64,000           |         |         |         |         |                    | Total 2013/14 PPM Allocation   |
| PPM Carry-Over Funds from 2012/13 Work Program                  | \$ 25,225           | \$ -        | \$ -        | \$ 25,225           |         |         |         |         |                    | Estimated carryover amounts-actuals will be adjusted in the 1st amendment.   |
| Total PPM Funds:  | \$ 89,225           | \$ -        | \$ -        | \$ 89,225           |         |         |         |         |                    |  |
| <b>Total Local Revenues:</b>                                    | <b>\$ 1,408,473</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,408,473</b> |         |         |         |         |                    |  |
| <b>STATE:</b>   |                     |             |             |                     |         |         |         |         |                    |  |
| <b>Rural Planning Assistance Funds (RPA)</b>                    |                     |             |             |                     |         |         |         |         |                    |  |
| Rural Planning Assistance (RPA) Funds programmed in 2013/14     | \$ 275,000          |             |             | \$ 275,000          |         |         |         |         |                    |  |
| RPA Carryover Funds from 2012/13 OWP                            | \$ 10,687           |             |             | \$ 10,687           |         |         |         |         |                    | Carryover Amounts will be adjusted in the 1st amendment.   |
| Total RPA Funds:  | \$ 285,687          | \$ -        | \$ -        | \$ 285,687          |         |         |         |         |                    |  |
| <b>State Transit Assistance (STA) Funds</b>                     |                     |             |             |                     |         |         |         |         |                    |  |
| STA Allocation to Lake Transit Authority                        | \$ 355,210          |             |             | \$ 355,210          |         |         |         |         |                    | 2013/14 STA Alloc. - Basedon Preliminary Estimate notice dated 1/25/13.  |
| STA Carry-Over to Lake Transit Authority 2012/13                | \$ 26,209           |             |             | \$ 26,209           |         |         |         |         |                    | Remaining Balance from FY 2012/13 (Reso. 12-13-5)  |
| <b>Community-Based Transportation Planning Grant Carry-Over</b> | \$ 18,000           | \$ -        | \$ -        | \$ 18,000           |         |         |         |         |                    | Carried over to complete the Clearlake Downtown Corridor Plan - CO will be reflected in Final  |
| <b>State Planning &amp; Research Funds Carry-Over</b>           | \$ 33,000           | \$ -        | \$ -        | \$ 33,000           |         |         |         |         |                    | Carried Over to complete the SR 29 S. Corridor Engineering Study -CO will be reflected in Final  |
| <b>Total State Revenues:</b>                                    | <b>\$ 718,106</b>   | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 718,106</b>   |         |         |         |         |                    |  |
| <b>FEDERAL:</b>   |                     |             |             |                     |         |         |         |         |                    |  |
| <b>Rural Blueprint Grant Funds:</b>                             |                     |             |             |                     |         |         |         |         |                    |  |
| Rural Blueprint Carry-Over Funds from 2012/13 OWP               | \$ 36,500           |             |             | \$ 36,500           |         |         |         |         |                    | Carried over to complete Phase V of the Regional Blueprint Program - Amounts will be reflected in Final                                |
| <b>Transit Planning - FTA 5304 Grant Funds:</b>                 |                     |             |             |                     |         |         |         |         |                    |  |
| FTA 5304 Carry-Over Funds from 2012/13 OWP                      | \$ 42,052           |             |             | \$ 42,052           |         |         |         |         |                    | Carried over to complete Transit Development Plan - WE 606   |
| <b>Partnership Planning Grant Carry-Over</b>                    | \$ 27,200           | \$ -        |             | \$ 27,200           |         |         |         |         |                    | Carried Over to complete the Middletown Community Action Plan  |
| <b>Regional Surface Transportation Program (RSTP)</b>           |                     |             |             |                     |         |         |         |         |                    |  |
| RSTP Local Agency Distribution (2012/13):                       | \$ 531,113          | \$ -        | \$ -        | \$ 531,113          |         |         |         |         |                    | Passes through to cities/County -  |
| Total RSTP Funds for Distribution:                              | \$ 531,113          | \$ -        | \$ -        | \$ 531,113          |         |         |         |         |                    | Estimated Apportionment for FY 2012/13. Allocation will be received in 2012/13<br>* Have not received the 12/13 allocation amount yet. |
| <b>5311 Federal Funds - FFY 2013</b>                            | \$ 350,432          |             |             | \$ 350,432          |         |         |         |         |                    | FFY 2013-Regional Apportionment to LTA   |
| <b>Total Federal Revenues:</b>                                  | <b>\$ 987,297</b>   | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 987,297</b>   |         |         |         |         |                    |  |
| <b>GRAND TOTAL REVENUES</b>                                     | <b>\$ 3,113,876</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,113,876</b> |         |         |         |         |                    |  |

**ALLOCATIONS**

**COMMENTS:**

|   | Budget              |             |             |                     | Actual  |         |         |         | Year-to-Date Total |  |
|---|---------------------|-------------|-------------|---------------------|---------|---------|---------|---------|--------------------|--|
|   | Adopted:            | Adjustment  | Adjustment  | Estimated Actual    | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |                    |  |
| <b>LOCAL:</b>   |                     |             |             |                     |         |         |         |         |                    |  |
| <u>Local Transportation Funds (LTF)</u>                         |                     |             |             |                     |         |         |         |         |                    |  |
| Administration Breakdown:                                       |                     |             |             |                     |         |         |         |         |                    |  |
| Dow & Associates Contract                                       | \$ 149,135          | \$ -        | \$ -        | \$ 149,135          |         |         |         |         |                    | According to contract increase<br>= \$140,161 + \$5,707 (proposed increase) + \$3,267.44 (CPI 2.24 % Increase) |
| Board Member Reimbursement for Meetings                         | \$ 4,000            | \$ -        | \$ -        | \$ 4,000            |         |         |         |         |                    |  |
| 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            |         |         |         |         |                    |  |
| Fiscal Audit  | \$ 9,000            | \$ -        | \$ -        | \$ 9,000            |         |         |         |         |                    |  |
| CalCOG Dues   | \$ 1,444            | \$ -        | \$ -        | \$ 1,444            |         |         |         |         |                    | No change in annual dues.  |
| National Assoc. for Regional Councils                           | \$ 215              | \$ -        | \$ -        | \$ 215              |         |         |         |         |                    | NARC dues to assist RTPAs at national level on important issues locally  |
| Contingency   | \$ 6,000            | \$ -        | \$ -        | \$ 6,000            |         |         |         |         |                    | Covers minor ongoing & unexpected costs. Increase due to Conf Call Expenses.                                   |
| <b>Total 2013/14 Administration Allocations</b>                 | <b>\$ 178,294</b>   | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 178,294</b>   |         |         |         |         |                    |  |
| LTF Carry-over - Administration - 2012/13 Allocation            | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    | Unexpended funds from FY 2011/12.  |
| <b>Bicycle and Pedestrian Reserve Fund</b>                      | <b>\$ 22,434</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 22,434</b>    |         |         |         |         |                    | 2% LTF Allocation for Bike and Pedestrian Purposes   |
| LTF Carry-over -2% Bike & Ped - 2012/13 Allocation              | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    | These funds have been carried over and are expected to be allocated in this FY.                                |
| <b>LTF 2013/14 Work Program Allocation</b>                      | <b>\$ 50,000</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50,000</b>    |         |         |         |         |                    |  |
| LTF Carry-Over from 2012/13 Work Program                        | \$ 19,248           | \$ -        | \$ -        | \$ 19,248           |         |         |         |         |                    | LTF Carry-Over will be adjusted in 1st Amendment.  |
| <b>LTF (Article 4.5) 5% Allocation to CTSA - 2013/14</b>        | <b>\$ 56,085</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 56,085</b>    |         |         |         |         |                    | Reso 13-14-7 Authorizes 5% of LTF Revenues to CTSA for NEMT Program  |
| LTF Carry-over -5% CTSA- 2012/13 Allocation                     | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    |  |
| <b>LTF Allocation to Lake Transit Authority</b>                 | <b>\$ 993,186</b>   | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 993,186</b>   |         |         |         |         |                    |  |
| LTF Carry-Over from 2012/13 LTA Allocation                      | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    | Remaining LTA 2010/11 Allocation (Reso 11-12-4).   |
| Total LTF Allocations:  | \$ 1,319,248        | \$ -        | \$ -        | \$ 1,319,248        |         |         |         |         |                    |  |
| <u>Planning Programming &amp; Monitoring (PPM) Funds</u>        |                     |             |             |                     |         |         |         |         |                    |  |
| Planning Programming & Monitoring (PPM) Funds                   | \$ 64,000           | \$ -        | \$ -        | \$ 64,000           |         |         |         |         |                    | Total 2013/14 PPM Allocation   |
| PPM Carry-Over from 2012/13 Work Program                        | \$ 25,225           | \$ -        | \$ -        | \$ 25,225           |         |         |         |         |                    |  |
| Total PPM Allocations:  | \$ 89,225           | \$ -        | \$ -        | \$ 89,225           |         |         |         |         |                    |  |
| <b>Total Local Allocations:</b>                                 | <b>\$ 1,408,473</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,408,473</b> |         |         |         |         |                    |  |
| <b>STATE:</b>   |                     |             |             |                     |         |         |         |         |                    |  |
| <u>Rural Planning Assistance Funds (RPA)</u>                    |                     |             |             |                     |         |         |         |         |                    |  |
| Rural Planning Assistance (RPA) Funds programmed in 2013/14     | \$ 275,000          | \$ -        | \$ -        | \$ 275,000          |         |         |         |         |                    |  |
| RPA Carryover Funds from 2012/13 OWP                            | \$ 10,687           | \$ -        | \$ -        | \$ 10,687           |         |         |         |         |                    | Carryover Amounts will be adjusted in the 1st amendment.   |
| Total RPA Funds:  | \$ 285,687          | \$ -        | \$ -        | \$ 285,687          |         |         |         |         |                    |  |
| <u>State Transit Assistance (STA) Funds</u>                     |                     |             |             |                     |         |         |         |         |                    |  |
| STA Allocation to Lake Transit Authority                        | \$ 355,210          | \$ -        | \$ -        | \$ 355,210          |         |         |         |         |                    |  |
| STA Carry-Over to Lake Transit Authority 2012/13                | \$ 26,209           | \$ -        | \$ -        | \$ 26,209           |         |         |         |         |                    | Remaining Balance from FY 2012/13 (Reso. 12-13-5)  |
| <b>Community-Based Transportation Planning Grant Carry-Over</b> | <b>\$ 18,000</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 18,000</b>    |         |         |         |         |                    | Carried over to complete the Clearlake Downtown Corridor Plan  |
| <b>State Planning &amp; Research Funds Carry-Over</b>           | <b>\$ 33,000</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 33,000</b>    |         |         |         |         |                    | Carried Over to complete the SR 29 S. Corridor Engineering Study   |
|   | \$ -                | \$ -        | \$ -        | \$ -                |         |         |         |         |                    |  |
| Total State Allocations:  | \$ 718,106          | \$ -        | \$ -        | \$ 718,106          |         |         |         |         |                    |  |
| <b>FEDERAL:</b>   |                     |             |             |                     |         |         |         |         |                    |  |
| <u>Regional Surface Transportation Program (RSTP)</u>           |                     |             |             |                     |         |         |         |         |                    |  |
| RSTP Local Agency Distribution (2012/13):                       | \$ 531,113          | \$ -        | \$ -        | \$ 531,113          |         |         |         |         |                    | 2012/13 Actual Figures not available yet, 2011/12 Funding amounts are shown.                                   |
| Lakeport (8%)   | \$ 62,079           | \$ -        | \$ -        | \$ 62,079           |         |         |         |         |                    | Passes through to cities/County  |
| Clearlake (22%)   | \$ 170,717          | \$ -        | \$ -        | \$ 170,717          |         |         |         |         |                    | Distributed based on population.   |
| Lake County (70%)   | \$ 298,317          | \$ -        | \$ -        | \$ 298,317          |         |         |         |         |                    | County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula                                   |
| <b>Rural Blueprint Grant Funds:</b>                             |                     |             |             |                     |         |         |         |         |                    |  |
| Rural Blueprint Carry-Over Funds from 2012/13 OWP               | \$ 36,500           | \$ -        | \$ -        | \$ 36,500           |         |         |         |         |                    | Carried over to complete V of the Regional Blueprint Program   |

Transit Planning - FTA 5304 Grant Funds:

FTA 5304 Carry-Over Funds from 2012/13 OWP

\$ 42,052 \$ 42,052

Carried over to complete Transit Development Plan - WE 606

Partnership Planning Grant Carry-Over

\$ 27,200 \$ - \$ - \$ 27,200

Carried Over to complete the Middletown Community Action Plan

5311 Federal Funds - FFY 2013

5311 Funds Allocated to Lake Transit Authority

\$ 350,432 \$ 350,432

FFY 2012-Regional Apportionment to LTA

Total Federal Allocations:

\$ 987,297 \$ - \$ - \$ 987,297

**GRAND TOTAL ALLOCATIONS**

\$ 3,113,876 \$ - \$ - \$ 3,113,876

Updated: 6/5/13 AJP



**LAKE COUNTY/CITY AREA PLANNING COUNCIL**  
**FY 2012/13**  
**1ST AMENDMENT - SCENARIO #2 - BUDGET SUMMARY**

| REVENUES  | Budget       |                      |            |              | Actual   |          |          |          | Year-to-Date Total | COMMENTS:   |
|---|--------------|----------------------|------------|--------------|----------|----------|----------|----------|--------------------|---|
|   | Adopted:     | Adjustment - 9/12/12 | Adjustment | Actual       | 1st Qtr. | 2nd Qtr. | 3rd Qtr. | 4th Qtr. |                    |   |
| <b>LOCAL:</b>   |              |                      |            |              |          |          |          |          |                    |   |
| <b>Local Transportation Funds (LTF)</b>                         |              |                      |            |              |          |          |          |          |                    |   |
| Local Transportation Funds (LTF) Estimated-2012/13              | \$ 1,250,000 | \$ 50,000            |            | \$ 1,300,000 |          |          |          |          | \$0.00             | Anticipate higher FY 2012/13 Revenues -\$50k added to 2012/13 Budget for LTA  |
| LTF Carry-Over from 2011/12 Work Program                        | \$ 48,390    | \$ 20,699            |            | \$ 69,089    |          |          |          |          |                    | Estimated carryover amounts-actuals will be adjusted in the 1st amendment.  |
| LTF Reserves (Added for Local Match WE 606)                     | \$ -         | \$ 11,815            |            | \$ 11,815    |          |          |          |          |                    | APC received a Transit Planning Grant to complete the Transit Development Plan                                      |
| LTF Carry-Over from 2011/12 LTA Allocation                      | \$ 43,122    |                      |            | \$ 43,122    |          |          |          |          |                    | Remaining LTA 2011/12 Allocation (Reso 11-12-4).  |
| LTF Carry-over -2% Bike & Ped - 2011/12 Allocation              | \$ 20,728    | \$ -                 |            | \$ 20,728    |          |          |          |          |                    | These funds have been carried over and are expected to be allocated in this FY.                                     |
| LTF Carry-over - Administration - 2011/12 Allocation            | \$ -         | \$ 6,945             |            | \$ 6,945     |          |          |          |          |                    | Unexpended funds from FY 2011/12.   |
| Total Local Transportation Funds:                               | \$ 1,362,240 | \$ 89,459            | \$ -       | \$ 1,451,699 |          |          |          |          |                    |   |
| <b>Planning Programming &amp; Monitoring (PPM) Funds</b>        |              |                      |            |              |          |          |          |          |                    |   |
| Planning Programming & Monitoring (PPM) Funds-2012/13           | \$ 65,000    |                      |            | \$ 65,000    |          |          |          |          |                    | Total 2012/13 PPM Allocation  |
| PPM Carry-Over Funds from 2011/12 Work Program                  | \$ 12,000    | \$ 32,390            |            | \$ 44,390    |          |          |          |          |                    | Estimated carryover amounts-actuals will be adjusted in the 1st amendment.  |
| Total PPM Funds:  | \$ 77,000    | \$ 32,390            | \$ -       | \$ 109,390   |          |          |          |          |                    |   |
| <b>Rural Counties Task Force (RCTF) Dues</b>                    |              |                      |            |              |          |          |          |          |                    |   |
| RCTF (Anticipated) Dues -2012/13 (7/1/12 - 12/31/12)            | \$ 18,000    | \$ (18,000)          |            | \$ -         |          |          |          |          |                    | E.D. is no longer RCTF Chair, dues will no longer be collected.   |
| RCTF Carryover Dues -2011/12 (1/1/12 - 6/30/12)                 | \$ -         | \$ 161               |            | \$ 161       |          |          |          |          |                    | Actual carryover amount.  |
| Total RCTF Dues:  | \$ 18,000    | \$ (17,839)          | \$ -       | \$ 161       |          |          |          |          |                    |   |
| Total Local Revenues:   | \$ 1,457,240 | \$ 104,010           | \$ -       | \$ 1,561,250 |          |          |          |          |                    |   |
| <b>STATE:</b>   |              |                      |            |              |          |          |          |          |                    |   |
| <b>Rural Planning Assistance Funds (RPA)</b>                    |              |                      |            |              |          |          |          |          |                    |   |
| Rural Planning Assistance (RPA) Funds programmed in 2012/13     | \$ 275,000   | \$ 1,687             |            | \$ 276,687   |          |          |          |          |                    | 2012/13 RPA Allocation & \$1,687 Redistributed from prior FY  |
| RPA Carryover Funds from 2011/12 OWP                            | \$ -         | \$ 12,542            |            | \$ 12,542    |          |          |          |          |                    | Actual carryover amount of Rural Planning Assistance (RPA) Funds  |
| Total RPA Funds:  | \$ 275,000   | \$ 14,229            | \$ -       | \$ 289,229   |          |          |          |          |                    |   |
| <b>State Highway Account (SHA) Funds</b>                        |              |                      |            |              |          |          |          |          |                    |   |
| State Highway Account (SHA) Carry-Over Funds from 2011/12       | \$ 81,112    | \$ 32,221            |            | \$ 113,333   |          |          |          |          |                    | Funding allocated to Lake APC for Micro-Simulation Model in April 2011.   |
| <b>State Transit Assistance (STA) Funds</b>                     |              |                      |            |              |          |          |          |          |                    |   |
| STA Allocation to Lake Transit Authority                        | \$ 379,249   | \$ 45,446            |            | \$ 424,695   |          |          |          |          |                    |   |
| STA Carry-Over to Lake Transit Authority 2011/12                | \$ 25,529    | \$ -                 |            | \$ 25,529    |          |          |          |          |                    | Remaining Balance from FY 2011/12 (Reso. 11-12-5)   |
| <b>Community-Based Transportation Planning Grant Carry-Over</b> |              |                      |            |              |          |          |          |          |                    |   |
| Community-Based Transportation Planning Grant Carry-Over        | \$ 112,500   | \$ 13,764            |            | \$ 126,264   |          |          |          |          |                    | Carried over to complete the Clearlake Downtown Corridor Plan   |
| <b>Partnership Planning Grant Carry-Over</b>                    |              |                      |            |              |          |          |          |          |                    |   |
| Partnership Planning Grant Carry-Over                           | \$ 96,000    | \$ 28,397            |            | \$ 124,397   |          |          |          |          |                    | Carried Over to complete the Middletown Community Action Plan   |
| <b>State Planning &amp; Research Funds Carry-Over</b>           |              |                      |            |              |          |          |          |          |                    |   |
| State Planning & Research Funds Carry-Over                      | \$ 100,000   | \$ 49,314            | \$ -       | \$ 149,314   |          |          |          |          |                    | Carried Over to complete the SR 29 S. Corridor Engineering Study  |
| Total State Revenues:   | \$ 1,069,390 | \$ 183,371           | \$ -       | \$ 1,252,761 |          |          |          |          |                    |   |
| <b>FEDERAL:</b>   |              |                      |            |              |          |          |          |          |                    |   |
| <b>Rural Blueprint Grant Funds:</b>                             |              |                      |            |              |          |          |          |          |                    |   |
| Rural Blueprint Carry-Over Funds (2010/11 Funds)                | \$ -         | \$ 27,861            |            | \$ 27,861    |          |          |          |          |                    | Carried over to complete Phase IV and V of the Regional Blueprint Program   |
| Rural Blueprint Carry-Over Funds (2011/12 Funds)                | \$ 89,600    | \$ (17,600)          |            | \$ 72,000    |          |          |          |          |                    | Carried over to complete Phase IV and V of the Regional Blueprint Program   |
| Total Blueprint Funding:  | \$ 89,600    | \$ 10,261            | \$ -       | \$ 99,861    |          |          |          |          |                    |   |
| <b>Regional Surface Transportation Program (RSTP)</b>           |              |                      |            |              |          |          |          |          |                    |   |
| RSTP Local Agency Distribution (2011/12):                       | \$ 531,113   | \$ -                 | \$ -       | \$ 531,113   |          |          |          |          |                    | Passes through to cities/County -<br>Estimated Apportionment for FY 2011/12. Allocation will be received in 2012/13 |



|                                      |                     |                   |             |                     |  |  |  |  |  |  |
|--------------------------------------|---------------------|-------------------|-------------|---------------------|--|--|--|--|--|--|
| Total RSTP Funds for Distribution:   | \$ 531,113          | \$ -              | \$ -        | \$ 531,113          |  |  |  |  |  |  |
| <u>5311 Federal Funds - FFY 2012</u> | \$ 239,588          |                   |             | \$ 239,588          |  |  |  |  |  | FFY 2012-Regional Apportionment to LTA |
| Total Federal Revenues:              | \$ 860,301          | \$ 10,261         | \$ -        | \$ 870,562          |  |  |  |  |  |  |
| <b>GRAND TOTAL REVENUES</b>          | <b>\$ 3,386,931</b> | <b>\$ 297,642</b> | <b>\$ -</b> | <b>\$ 3,684,573</b> |  |  |  |  |  |  |

**ALLOCATIONS** **COMMENTS:**

|   | Budget              |                   |             |                     | Actual   |          |          |          | Year-to-Date Total | COMMENTS:   |
|---|---------------------|-------------------|-------------|---------------------|----------|----------|----------|----------|--------------------|---|
|   | Adopted:            | Adjustment        | Adjustment  | Estimated Actual    | 1st Qtr. | 2nd Qtr. | 3rd Qtr. | 4th Qtr. |                    |   |
| <b>LOCAL:</b>   |                     |                   |             |                     |          |          |          |          |                    |   |
| <u>Local Transportation Funds (LTF)</u>                     |                     |                   |             |                     |          |          |          |          |                    |   |
| Administration Breakdown:                                   |                     |                   |             |                     |          |          |          |          |                    |   |
| <i>Dow &amp; Associates Contract</i>                        | \$ 140,161          |                   |             | \$ 140,161          |          |          |          |          |                    | Approved by Board of Directors on April 11, 2012                                |
| <i>Board Member Reimbursement for Meetings</i>              | \$ 4,000            |                   |             | \$ 4,000            |          |          |          |          |                    |   |
| <i>Travel Expenses (uncontracted)</i>                       | \$ 2,500            |                   |             | \$ 2,500            |          |          |          |          |                    | Covers expenses for travel not included in contract or work program.            |
| <i>Lake County Auditor/Controller</i>                       | \$ 6,000            |                   |             | \$ 6,000            |          |          |          |          |                    |   |
| <i>Fiscal Audit</i>   | \$ 9,000            |                   |             | \$ 9,000            |          |          |          |          |                    |   |
| <i>Tri-Annual Performance Audit (2009/10-2011/12)</i>       | \$ 13,000           |                   |             | \$ 13,000           |          |          |          |          |                    |   |
| <i>CalCOG Dues</i>  | \$ 1,444            |                   |             | \$ 1,444            |          |          |          |          |                    | No change in annual dues.   |
| <i>National Assoc. for Regional Councils</i>                | \$ 161              |                   |             | \$ 161              |          |          |          |          |                    | NARC dues to assist RTPAs at national level on important issues locally         |
| <i>Contingency</i>  | \$ 6,000            |                   |             | \$ 6,000            |          |          |          |          |                    | Covers minor ongoing & unexpected costs. Increase due to Conf Call Expenses.    |
| <b>Total 2012/13 Administration Allocations</b>             | <b>\$ 182,266</b>   | <b>\$ -</b>       | <b>\$ -</b> | <b>\$ 182,266</b>   |          |          |          |          |                    |   |
| LTF Carry-over - Administration - 2011/12 Allocation        | \$ -                | \$ 6,945          |             | \$ 6,945            |          |          |          |          |                    | Unexpended funds from FY 2011/12.   |
| <b>Bicycle and Pedestrian Reserve Fund</b>                  | <b>\$ 21,355</b>    |                   |             | <b>\$ 21,355</b>    |          |          |          |          |                    | 2% LTF Allocation for Bike and Pedestrian Purposes                              |
| LTF Carry-over -2% Bike & Ped - 2011/12 Allocation          | \$ 20,728           | \$ -              |             | \$ 20,728           |          |          |          |          |                    | These funds have been carried over and are expected to be allocated in this FY. |
| <b>LTF 2012/13 Work Program Allocation</b>                  | <b>\$ 50,000</b>    |                   |             | <b>\$ 50,000</b>    |          |          |          |          |                    |   |
| LTF Carry-Over from 2011/12 Work Program                    | \$ 48,390           | \$ 20,699         |             | \$ 69,089           |          |          |          |          |                    | LTF Carry-Over will be adjusted in 1st Amendment.                               |
| LTF Reserves from previous Work Programs                    | \$ -                | \$ 11,815         |             | \$ 11,815           |          |          |          |          |                    | Added for required local match to Work Element 606.                             |
| <b>LTF (Article 4.5) 5% Allocation to CTSA</b>              | <b>\$ -</b>         | <b>\$ 55,887</b>  |             | <b>\$ 55,887</b>    |          |          |          |          |                    | Reso 11-12-8 Authorizes 5% of LTF Revenues to CTSA for NEMT Program             |
| <b>LTF Allocation to LTA</b>                                | <b>\$ 996,379</b>   | <b>\$ (5,887)</b> | <b>\$ -</b> | <b>\$ 990,493</b>   |          |          |          |          |                    | 5% LTF allocation to CTSA-decreases LTA's FY 2012/13 Allocation.                |
| LTF Carry-Over from 2011/12 LTA Allocation                  | \$ 43,122           |                   |             | \$ 43,122           |          |          |          |          |                    | Remaining LTA 2011/12 Allocation (Reso 11-12-4).                                |
| Total LTF Allocations:                                      | \$ 1,362,240        | \$ 89,459         | \$ -        | \$ 1,451,699        |          |          |          |          |                    |   |
| <u>Planning Programming &amp; Monitoring (PPM) Funds</u>    |                     |                   |             |                     |          |          |          |          |                    |   |
| Planning Programming & Monitoring (PPM) Funds               | \$ 65,000           |                   |             | \$ 65,000           |          |          |          |          |                    | Total 2012/13 PPM Allocation  |
| PPM Carry-Over from 2011/12 Work Program                    | \$ 12,000           | \$ 32,390         |             | \$ 44,390           |          |          |          |          |                    | Reflects actual carryover amounts.  |
| Total PPM Allocations:                                      | \$ 77,000           | \$ 32,390         | \$ -        | \$ 109,390          |          |          |          |          |                    |   |
| <u>Rural Counties Task Force (RCTF) Dues</u>                |                     |                   |             |                     |          |          |          |          |                    |   |
| RCTF (Anticipated) Dues -2012/13 (7/1/12 - 12/31/12)        | \$ 18,000           | \$ (18,000)       |             | \$ -                |          |          |          |          |                    | E.D. is no longer RCTF Chair, dues will no longer be collected.                 |
| RCTF Carryover Dues -2011/12 (1/1/12 - 6/30/12)             | \$ -                | \$ 161            |             | \$ 161              |          |          |          |          |                    |   |
| Total RCTF Dues:  | \$ 18,000           | \$ (17,839)       | \$ -        | \$ 161              |          |          |          |          |                    |   |
| <b>Total Local Allocations:</b>                             | <b>\$ 1,457,240</b> | <b>\$ 104,010</b> | <b>\$ -</b> | <b>\$ 1,561,250</b> |          |          |          |          |                    |   |
| <b>STATE:</b>   |                     |                   |             |                     |          |          |          |          |                    |   |
| <u>Rural Planning Assistance Funds (RPA)</u>                |                     |                   |             |                     |          |          |          |          |                    |   |
| Rural Planning Assistance (RPA) Funds programmed in 2012/13 | \$ 275,000          | \$ 1,687          |             | \$ 276,687          |          |          |          |          |                    | 2012/13 RPA Allocation & \$1,687 Redistributed from prior FY                    |
| RPA Carryover Funds from 2011/12 OWP                        | \$ -                | \$ 12,542         |             | \$ 12,542           |          |          |          |          |                    | Actual carryover amount for FY 2011/12 RPA Funding.                             |
| Total RPA Funds:  | \$ 275,000          | \$ 14,229         | \$ -        | \$ 289,229          |          |          |          |          |                    |   |
| <u>State Highway Account (SHA) Funds</u>                    |                     |                   |             |                     |          |          |          |          |                    |   |
| State Highway Account (SHA) Carry-Over Funds from 2011/12   | \$ 81,112           | \$ 32,221         |             | \$ 113,333          |          |          |          |          |                    | Funding allocated to Lake APC for Micro-Simulation Model in April 2011.         |

|   |                     |                   |             |                     |  |  |  |  |  |
|---|---------------------|-------------------|-------------|---------------------|--|--|--|--|--|
| <b>State Transit Assistance (STA) Funds</b>                     |                     |                   |             |                     |  |  |  |  |  |
| STA Allocation to Lake Transit Authority                        | \$ 379,249          | \$ 45,446         |             | \$ 424,695          |  |  |  |  | Revised STA Allocation received 8-1-2012.                                    |
| STA Carry-Over to Lake Transit Authority 2011/12                | \$ 25,529           |                   |             | \$ 25,529           |  |  |  |  | Remaining Balance from FY 2011/12 (Reso. 11-12-5)                            |
| <b>Community-Based Transportation Planning Grant Carry-Over</b> |                     |                   |             |                     |  |  |  |  |  |
| Community-Based Transportation Planning Grant Carry-Over        | \$ 112,500          | \$ 13,764         |             | \$ 126,264          |  |  |  |  | Carried over to complete the Clearlake Downtown Corridor Plan                |
| Partnership Planning Grant Carry-Over                           | \$ 96,000           | \$ 28,397         |             | \$ 124,397          |  |  |  |  | Carried Over to complete the Middletown Community Action Plan                |
| State Planning & Research Funds Carry-Over                      | \$ 100,000          | \$ 49,314         | \$ -        | \$ 149,314          |  |  |  |  | Carried Over to complete the SR 29 S. Corridor Engineering Study             |
|   | \$ -                |                   |             | \$ -                |  |  |  |  |  |
| <b>Total State Allocations:</b>                                 | <b>\$ 1,069,390</b> | <b>\$ 183,371</b> | <b>\$ -</b> | <b>\$ 1,252,761</b> |  |  |  |  |  |
| <b>FEDERAL:</b>   |                     |                   |             |                     |  |  |  |  |  |
| <b>Regional Surface Transportation Program (RSTP)</b>           |                     |                   |             |                     |  |  |  |  |  |
| RSTP Local Agency Distribution (2010/11):                       | \$ 531,113          | \$ -              | \$ -        | \$ 531,113          |  |  |  |  | 2011/12 Actual Amounts   |
| Lakeport (8%)   | \$ 62,079           |                   |             | \$ 62,079           |  |  |  |  | Passes through to cities/County  |
| Clearlake (22%)   | \$ 170,717          |                   |             | \$ 170,717          |  |  |  |  | Distributed based on population.   |
| Lake County (70%)   | \$ 298,317          |                   |             | \$ 298,317          |  |  |  |  | County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula |
| <b>Rural Blueprint Grant Funds:</b>                             |                     |                   |             |                     |  |  |  |  |  |
| Rural Blueprint Carry-Over Funds (2010/11 Funding)              | \$ -                | \$ 27,861         |             | \$ 27,861           |  |  |  |  | Carried over to complete Phase IV of the Regional Blueprint Program          |
| Rural Blueprint Carry-Over Funds (2011/12 Funding)              | \$ 89,600           | \$ (17,600)       |             | \$ 72,000           |  |  |  |  | Carried over to complete Phase IV and V of the Regional Blueprint Program    |
| <b>5311 Federal Funds - FFY 2012</b>                            |                     |                   |             |                     |  |  |  |  |  |
| 5311 Funds Allocated to Lake Transit Authority                  | \$ 239,588          |                   |             | \$ 239,588          |  |  |  |  | FFY 2012-Regional Apportionment to LTA                                       |
| <b>Total Federal Allocations:</b>                               | <b>\$ 860,301</b>   | <b>\$ 10,261</b>  | <b>\$ -</b> | <b>\$ 870,562</b>   |  |  |  |  |  |
| <b>GRAND TOTAL ALLOCATIONS</b>                                  | <b>\$ 3,386,931</b> | <b>\$ 297,642</b> | <b>\$ -</b> | <b>\$ 3,684,573</b> |  |  |  |  |  |

Updated: 9/6/12 ldb



LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2011/12

2ND AMENDMENT 2/8/11 - BUDGET SUMMARY

| REVENUES  | Budget              |                    |                   | Actual              |              |              |              | Year-to-Date Total | COMMENTS:  |
|---|---------------------|--------------------|-------------------|---------------------|--------------|--------------|--------------|--------------------|--|
|   | Adopted:            | Adjustment 8/10/11 | Adjustment 2/8/12 | Actual              | 1st Qtr      | 2nd Qtr      | 3rd Qtr      |                    |  |
| <b>LOCAL:</b>   |                     |                    |                   |                     |              |              |              |                    |  |
| <u>Local Transportation Funds (LTF)</u>                     |                     |                    |                   |                     |              |              |              |                    |  |
| Local Transportation Funds (LTF) Estimated-2011/12          | \$ 1,200,000        |                    |                   | \$ 1,200,000        | \$318,701.04 | \$337,669.36 | \$ 86,600.00 |                    | To-Date Actual revenues have increased \$36,534.48   |
| LTF Carry-Over from 2010/11 Work Program                    |                     | \$ 8,063           |                   | \$ 8,063            |              |              |              |                    | Actual LTF Carryover from 2010/11 OWP  |
| LTF Reserves from Previous Work Programs                    |                     | \$ 32,358          |                   | \$ 32,358           |              |              |              |                    | LTF Reserves to replace lapsed RPA and local match for grants.                             |
| LTF Loan to WE 617 from 2010/11 Work Program                | \$ 15,000           |                    |                   | \$ 15,000           |              |              |              |                    | Loan to WE 617 will be reimbursed and reprogrammed   |
| LTF Carry-Over from 2010/11 LTA Allocation                  | \$ 143,871          |                    |                   | \$ 143,871          |              |              |              |                    | Remaining LTA 2010/11 Allocation (Reso 10-11-16).  |
| LTF Carry-over -2% Bike & Ped - 2010/11 Allocation          |                     | \$ 20,751          |                   | \$ 20,751           |              |              |              |                    | These funds have been approved for City of Clearlake, but waiting for invoicing from City. |
| LTF Carry-over - Administration - 2010/11 Allocation        |                     | \$ 2,231           |                   | \$ 2,231            |              |              |              |                    | Unexpended funds from FY 2010/11.  |
| Total Local Transportation Funds:                           | \$ 1,358,871        | \$ 63,403          | \$ -              | \$ 1,422,274        |              |              |              |                    |  |
| <u>Planning Programming &amp; Monitoring (PPM) Funds</u>    |                     |                    |                   |                     |              |              |              |                    |  |
| Planning Programming & Monitoring (PPM) Funds-2011/12       | \$ 136,000          |                    |                   | \$ 136,000          |              |              |              |                    | Total 2011/12 PPM Allocation   |
| PPM Carry-Over Funds from 2010/11 Work Program              | \$ 74,000           | \$ 7,963           |                   | \$ 81,963           |              |              |              |                    | Actual 2010/11 PPM Carryover   |
| Total PPM Funds:  | \$ 210,000          | \$ 7,963           |                   | \$ 217,963          |              |              |              |                    |  |
| <u>Rural Counties Task Force (RCTF) Dues</u>                |                     |                    |                   |                     |              |              |              |                    |  |
| RCTF (Anticipated) Dues -2011/12                            | \$ 19,250           |                    |                   | \$ 19,250           |              |              |              |                    | Participating RTPA's Bi-Annual RCTF dues.  |
| RCTF Carry-Over from 2010/11 OWP                            |                     | \$ 5,367           |                   | \$ 5,367            |              |              |              |                    | Unexpended RCTF dues from FY 2010/11.  |
| Total RCTF Dues:  |                     |                    |                   | \$ 24,617           |              |              |              |                    |  |
| Total Local Revenues:                                       | \$ 1,588,121        | \$ 71,366          | \$ -              | \$ 1,659,487        |              |              |              |                    |  |
| <b>STATE:</b>   |                     |                    |                   |                     |              |              |              |                    |  |
| <u>Rural Planning Assistance Funds (RPA)</u>                |                     |                    |                   |                     |              |              |              |                    |  |
| Rural Planning Assistance (RPA) Funds programmed in 2011/12 | \$ 275,000          |                    |                   | \$ 275,000          |              |              |              |                    |  |
| RPA Carryover Funds from 2010/11 OWP                        | \$ 63,500           | \$ 5,250           |                   | \$ 68,750           |              |              |              |                    | Effective 7-1-09, RPA may be carried over for 1 year. Actual Carryover amount.             |
| Total RPA Funds:  | \$ 338,500          | \$ 5,250           | \$ -              | \$ 343,750          |              |              |              |                    |  |
| <u>State Highway Account (SHA) Funds</u>                    |                     |                    |                   |                     |              |              |              |                    |  |
| State Highway Account (SHA) Carry-Over Funds from 2010/11   | \$ 250,000          | \$ (17,245)        | \$ 15,000         | \$ 247,755          |              |              |              |                    | Funding allocated to Lake APC for Micro-Simulation Model-Actual Carryover                  |
| <u>State Transit Assistance (STA) Funds</u>                 |                     |                    |                   |                     |              |              |              |                    |  |
| STA Allocation to Lake Transit Authority                    | \$ 294,918          |                    |                   | \$ 294,918          |              |              |              |                    |  |
| STA Carry-Over from 2010/11                                 | \$ -                | \$ 518             |                   | \$ 518              |              |              |              |                    | Accumulated interest.  |
| Total STA Funds:  | \$ 294,918          | \$ 518             | \$ -              | \$ 295,436          |              |              |              |                    |  |
| <u>Community-Based Transportation Planning Grant</u>        |                     |                    |                   |                     |              |              |              |                    |  |
| Partnership Planning Grant                                  | \$ -                | \$ 144,000         |                   | \$ 144,000          |              |              |              |                    | Grant funds awarded to complete the Clearlake Downtown Corridor Plan                       |
| State Planning & Research Funds                             | \$ -                | \$ 128,000         |                   | \$ 128,000          |              |              |              |                    | Grant funds awarded to complete the Middletown Community Action Plan                       |
| Total State Revenues:                                       | \$ 883,418          | \$ 260,523         | \$ 165,000        | \$ 1,308,941        |              |              |              |                    |  |
| <b>FEDERAL:</b>   |                     |                    |                   |                     |              |              |              |                    |  |
| <u>Rural Blueprint Grant Funds:</u>                         |                     |                    |                   |                     |              |              |              |                    |  |
| Rural Blueprint Carry-Over Funds from 2010/11 OWP           | \$ 60,000           |                    |                   | \$ 60,000           |              |              |              |                    | Funds awarded in March 2011  |
| Rural Blueprint Grant Funds 2011/12 - Phase V               | \$ -                | \$ -               | \$ 72,000         | \$ 72,000           |              |              |              |                    | Funds awarded in January 2012  |
| <u>Regional Surface Transportation Program (RSTP)</u>       |                     |                    |                   |                     |              |              |              |                    |  |
| 5311 Federal Funds - FFY 2011                               | \$ 531,113          |                    |                   | \$ 531,113          |              |              |              |                    | 2011/12 RSTP Allocation  |
| Total Federal Revenues:                                     | \$ 830,701          | \$ -               | \$ 72,000         | \$ 902,701          |              |              |              |                    | FFY 2011-Regional Apportionment to LTA   |
| <b>GRAND TOTAL REVENUES</b>                                 | <b>\$ 3,302,240</b> | <b>\$ 331,889</b>  | <b>\$ 237,000</b> | <b>\$ 3,871,129</b> |              |              |              |                    |  |

**ALLOCATIONS**

**COMMENTS:**

|   | Budget   |            |             |                  | Actual    |         |         |         | Year-to-Date Total |   |
|---|----------|------------|-------------|------------------|-----------|---------|---------|---------|--------------------|---|
|   | Adopted: | Adjustment | Adjustment  | Estimated Actual | 1st Qtr   | 2nd Qtr | 3rd Qtr | 4th Qtr |                    |   |
| <b>LOCAL:</b>   |          |            |             |                  |           |         |         |         |                    |   |
| <b>Local Transportation Funds (LTF)</b>                   |          |            |             |                  |           |         |         |         |                    |   |
| 2011/12 Administration Breakdown:                         |          |            |             |                  |           |         |         |         |                    |   |
| Dow & Associates Contract                                 | \$       | 134,317    |             | \$               | 134,317   |         |         |         |                    | Increase APC admin \$1,658-CA's CPI-224.110 (2009) increased to 226,919 (2010) - 1.25%. |
| Board Member Reimbursement for Meetings                   | \$       | 4,000      |             | \$               | 4,000     |         |         |         |                    |   |
| 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     |         |         |         |                    |   |
| Fiscal Audit  | \$       | 9,000      |             | \$               | 9,000     |         |         |         |                    |   |
| CalCOG Dues   | \$       | 1,644      |             | \$               | 1,644     |         |         |         |                    | No change in annual dues.   |
| National Assoc. for Regional Councils                     | \$       | 161        |             | \$               | 161       |         |         |         |                    | NARC dues to assist RTPAs at national level on important issues locally                 |
| Contingency   | \$       | 6,000      |             | \$               | 6,000     |         |         |         |                    | Covers minor ongoing & unexpected costs. Increase due to Conf Call Expenses.            |
| Total Administration Allocation:                          | \$       | 163,622    | \$ -        | \$ -             | 163,622   |         |         |         |                    |   |
| Bicycle and Pedestrian Reserve Fund                       | \$       | 20,728     | \$ 20,751   | \$               | 41,479    |         |         |         |                    | 2% LTF Allocation for Bike and Pedestrian Purposes                                      |
| LTF 2011/12 Work Program Allocation                       | \$       | 50,000     |             | \$               | 50,000    |         |         |         |                    | \$15,000 advanced for WE 618 bp Local Match in 2010/11 OWP.                             |
| LTF Reserves  |          |            | \$ 32,358   | \$               | 32,358    |         |         |         |                    | Reserve funds to be used to replace lapsed RPA and Local Match on grants.               |
| LTF Carry-over - Administration - 2010/11 Allocation      |          |            | \$ 2,231    | \$               | 2,231     |         |         |         |                    | Unexpended funds from FY 2010/11.   |
| LTF Carry-Over from 2010/11 Work Program                  |          |            | \$ 8,063    | \$               | 8,063     |         |         |         |                    | LTF Carry-Over to be determined.  |
| LTF Loan Re-Payment from 2010/11 Work Program             | \$       | 15,000     |             | \$               | 15,000    |         |         |         |                    | Loan will be reimbursed and reprogrammed in 2011/12                                     |
| LTF Commitment for Live Oak Seniors Project               | \$       | 11,500     |             | \$               | 11,500    |         |         |         |                    | Final Year Allocation   |
| LTF Allocation to Lake Transit Authority                  | \$       | 954,150    | \$ -        | \$               | 954,150   |         |         |         |                    |   |
| LTF Carry-Over from 2010/11 LTA Allocation                | \$       | 143,871    |             | \$               | 143,871   |         |         |         |                    | Remaining LTA 2010/11 Allocation (Reso 10-11-16).                                       |
| Total LTF Allocations:                                    | \$       | 1,358,871  | \$ 63,403   | \$ -             | 1,422,274 |         |         |         |                    |   |
| <b>Planning Programming &amp; Monitoring (PPM) Funds</b>  |          |            |             |                  |           |         |         |         |                    |   |
| Planning Programming & Monitoring (PPM) Funds             | \$       | 136,000    |             | \$               | 136,000   |         |         |         |                    | Total 2011/12 PPM Allocation  |
| PPM Carry-Over from 2010/11 Work Program                  | \$       | 74,000     | \$ 7,963    | \$               | 81,963    |         |         |         |                    |   |
| Total PPM Allocations:                                    | \$       | 210,000    | \$ 7,963    | \$ -             | 217,963   |         |         |         |                    |   |
| <b>Rural Counties Task Force (RCTF) Dues</b>              |          |            |             |                  |           |         |         |         |                    |   |
| RCTF (Anticipated) Dues -2011/12                          | \$       | 19,250     |             | \$               | 19,250    |         |         |         |                    | Participating RTPA's Bi-Annual RCTF dues.   |
| Total Local Allocations:                                  | \$       | 1,588,121  | \$ 71,366   | \$ -             | 1,659,487 |         |         |         |                    |   |
| <b>STATE:</b>   |          |            |             |                  |           |         |         |         |                    |   |
| <b>Rural Planning Assistance Funds (RPA)</b>              |          |            |             |                  |           |         |         |         |                    |   |
| RPA Funds programmed in 2010/11 OWP                       | \$       | 275,000    |             | \$               | 275,000   |         |         |         |                    |   |
| RPA Carryover Funds from 2009/10 OWP                      | \$       | 63,500     | \$ 5,250    | \$               | 68,750    |         |         |         |                    | Adjustment Based on Actual Carryover Amounts.   |
| Total RPA Funds:  | \$       | 338,500    | \$ 5,250    | \$ -             | 343,750   |         |         |         |                    |   |
| <b>State Highway Account (SHA) Funds</b>                  |          |            |             |                  |           |         |         |         |                    |   |
| State Highway Account (SHA) Carry-Over Funds from 2010/11 | \$       | 250,000    | \$ (17,245) | \$ 15,000        | 247,755   |         |         |         |                    | Funding allocated to Lake APC for Micro-Simulation Model in April 2011.                 |
| <b>State Transit Assistance (STA) Funds</b>               |          |            |             |                  |           |         |         |         |                    |   |
| STA Allocation to Lake Transit Authority                  | \$       | 294,918    | \$ 518      | \$               | 295,436   |         |         |         |                    | 2011/12 allocation from STA-flows thru APC to LTA                                       |
| Community-Based Transportation Planning Grant             | \$       | -          | \$ 144,000  | \$               | 144,000   |         |         |         |                    | Grant funds awarded to complete the Clearlake Downtown Corridor Plan                    |
| Partnership Planning Grant                                | \$       | -          | \$ 128,000  | \$               | 128,000   |         |         |         |                    | Grant funds awarded to complete the Middletown Community Action Plan                    |
| State Planning & Research Funds                           | \$       | -          | \$ -        | \$ 150,000       | 150,000   |         |         |         |                    | Grant funds programmed for the SR 29 S. Corridor Engineered Feasibility Study           |
| Total State Allocations:                                  | \$       | 883,418    | \$ 260,523  | \$ 165,000       | 1,308,941 |         |         |         |                    |   |
| <b>FEDERAL:</b>   |          |            |             |                  |           |         |         |         |                    |   |
| <b>Regional Surface Transportation Program (RSTP)</b>     |          |            |             |                  |           |         |         |         |                    |   |
| RSTP Local Agency Distribution (2010/11):                 | \$       | 531,113    | \$ -        | \$ -             | 531,113   |         |         |         |                    | 2011/12 Actual Figures not available yet, 2010/11 Funding amounts are shown.            |
| Lakeport (8%)   | \$       | 62,079     |             | \$               | 62,079    |         |         |         |                    | Passes through to cities/County   |
| Clearlake (22%)   | \$       | 170,717    |             | \$               | 170,717   |         |         |         |                    | Distributed based on population.  |
| Lake County (70%)   | \$       | 298,317    |             | \$               | 298,317   |         |         |         |                    | County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula            |
| <b>Rural Blueprint Grant Funds:</b>                       |          |            |             |                  |           |         |         |         |                    |   |
| Rural Blueprint Carry-Over Funds from 2010/11 OWP         | \$       | 60,000     |             | \$               | 60,000    |         |         |         |                    | Funding Awarded in March 2011   |
| Rural Blueprint Grant Funds - 2011/12                     | \$       | -          | \$ -        | \$ 72,000        | 72,000    |         |         |         |                    | Funding awarded in January 2012   |
| <b>5311 Federal Funds - FFY 2011</b>                      |          |            |             |                  |           |         |         |         |                    |   |
| 5311 Funds Allocated to Lake Transit Authority            | \$       | 239,588    |             | \$               | 239,588   |         |         |         |                    | FFY 2011-Regional Apportionment to LTA  |
| Total Federal Allocations:                                | \$       | 830,701    | \$ -        | \$ 72,000        | 902,701   |         |         |         |                    |   |
| <b>GRAND TOTAL ALLOCATIONS</b>                            | \$       | 2,418,822  | \$ 199,366  | \$ 237,000       | 3,871,129 |         |         |         |                    |   |

# SUPPORTING DOCUMENTATION FOR 2013/14 APC BUDGET

- NOTES ON FUNDING SOURCES
- TRANSPORTATION DEVELOPMENT ACT (TDA) BUDGET CALENDAR
- PROPOSED APC RESOLUTIONS 13-14-1 THROUGH 13-14-6
- DOW & ASSOCIATES CONTRACT AGREEMENT FOR SERVICES



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

2013/14 BUDGET  
Explanatory Notes on Funding Sources  
June 3, 2013

## 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

- 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 two 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 \$294,918 and \$424,695 for FY 2012/13.

## RPA - Rural Planning Assistance

- This program is funded by the State for required Overall Work Program (OWP) mandated planning functions
- In the past, RPA funds were received on a reimbursable basis, and must be expended in the year in which they are received. Beginning July 1, 2009, Caltrans officially notified the Regional Transportation Planning Agency that 25% of their RPA funds will be allowed to be carried-over into the following OWP.

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

- Under ISTEA legislation originally, subsequently under TEA21, now under SAFETEA-LU
- 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 and Research Program (SP&R) is authorized by Title 23, USC, and is regulated under 23 CFR Part 420
- SAFETEA-LU requires that States set aside 2 percent of the apportionments they receive from the Interstate Maintenance, National Highway System, Surface Transportation, Highway Bridge, Congestion Mitigation and Air Quality Improvement, and Equity Bonus programs for State planning and research activities
- Of this amount, States must allocate 25 percent for research, development, and technology

#### Transportation Planning Grant Programs

- Funded by: FTA - Federal Transit Administration, FHWA - Federal Highway Administration, and Caltrans – State Highway Account
- Intended to promote strong and healthy communities, economic growth, and protection of our environment. These planning grants support closer placement of jobs and housing, efficient movement of goods, community involvement in planning, safe and convenient pedestrian and bicycle mobility and access, smart or strategic land use, and commute alternatives. The seven planning categories available are:
  - Environmental Justice: Context-Sensitive Planning
  - Community-Based Transportation Planning
  - Partnership Planning
  - Transit Planning
    - Statewide Planning Studies
    - Transit Technical Planning Assistance
    - Transit Professional Development
- Eligible applicants include transit operators, public agencies, private non-profit organizations, Native American tribal governments, and universities
- Lake APC received a Partnership Planning Transportation Planning Grant for FY 2008/09, to complete the State Route 53 Corridor Study.
- Lake APC also received a Transit Technical Planning Assistance Grant for FY 2009/10 to complete the Non-Emergency Medical Transportation (NEMT) Plan.
- In FY 2011/12 APC received two Planning Grants, one Community Based Transportation Planning Grant to complete the Clearlake Downtown Corridor Plan and a second Partnership Planning Grant to complete the Middletown Community Action Plan.
- In 2012/13 the Lake APC was awarded an FTA 5304 -Transit Planning Grant to complete the Transit Development Plan and Marketing Plan Update, this grant will be carried over into the 2013/14 overall work program.
- LTA applies for funds regularly and has received several grants throughout the cycle of SAFETEA-LU
- There may be one last call for projects to expend remaining funds from SAFETEA-LU

With the passage of MAP-21 in March 2012, the construct of the Federal transportation bill has significantly changed how transportation projects will be funded/allocated. MAP-21 is a two-year transportation bill and a portion of the funding will be allocated to the States as mandated. The State of California is currently considering several legislative bills to determine how the flexible portion of the funds will be distributed.



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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Lisa Davey-Bates, Executive Director  
(707) 263-7799 / Fax 463-2212  
www.lakeapc.org

367 North State Street, Suite 206  
Ukiah, CA 95482

## 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 13-14-1

### ALLOCATION FOR 2013/14 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 2013/14 will be approximately the sum of \$178,294; and

WHEREAS, the projected expenses are necessary and reasonable,

#### NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$178,294 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 2013/14 for the APC, Lake Transit Authority and SAFE in the approximate sum of \$9,000.
2. Payment to the Lake County Auditor's Office for services to be performed in the year 2013/14 in the approximate sum of \$6,000.
3. Payment to Dow and Associates for services as the Executive Director, the sum of \$149,135 in monthly installments of \$12,427.92 for twelve months.
5. Payment to the Area Planning Council members in the sum of \$50.00 for each meeting attended up to \$4,000.
6. Member dues to CalCOG in the amount of \$1,444 and to National Association for Regional Councils in the amount of \$215.
7. 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.
8. 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 12<sup>th</sup> day of June 2013, 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

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Marsha Wharff  
Chairman

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 13-14-2

### ALLOCATION OF 2013/14 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 \$22,434 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 12<sup>th</sup> day of June 2013, 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

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Marsha Wharff  
Chairman

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 13-14-3

### ALLOCATION FOR 2013/14 WORK PROGRAM

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

WHEREAS, the Area Planning Council has approved the proposed 2013/14 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, 2012/13 Work Program has carry-over funding into the 2013/14 Work Program; and

WHEREAS, funds are also available from State Rural Planning Assistance; State, Planning and Research Funds; the Federal Transit Authority; the State Highway Account; Rural Blueprint Funds 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 2013/14 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 12<sup>th</sup> day of June 2013, 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

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Marsha Wharff  
Chairman

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 13-14-4

### 2013/14 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 \$993,186 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 2013/14.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 12<sup>th</sup> day of June 2013, 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

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Marsha Wharff  
Chairman

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 13-14-5

### 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 \$355,210 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 2013/14.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 12<sup>th</sup> day of June 2013, 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

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Marsha Wharff  
Chairman

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 13-14-6

### APPROVAL OF 2013/14 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 2013/14 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 2013/14 funding;

#### NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake County/City Area Planning Council hereby approves the 2013/14 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 12<sup>th</sup> day of June 2013, 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

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Marsha Wharff  
Chairman

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## PROFESSIONAL SERVICES AGREEMENT EXTENSION WITH DOW & ASSOCIATES

This extension of the Professional Services Agreement between the Lake County/City Area Planning Council, herein after referred to as “**APC**” and Dow & Associates, hereinafter referred to as “**Contractor**”, first entered into on June 14, 2006, is now entered into on April 11, 2012, by and between **APC** and **Contractor**

Whereas, the current Professional Services Agreement will expire on June 30, 2012; and

Whereas, Item 16 – Contract Terms of the (original) Professional Services Agreement permits up to three additional three-year terms upon written agreement between the **APC** and **Contractor**; and

Whereas, **Contractor** submitted a “Proposal for Agreement Extension”, dated April 11, 2012 that clarifies **Contractor’s** responsibilities for providing comprehensive staff services for the Lake County/City Area Planning Council, the Lake Transit Authority, and the Lake Service Authority for Freeway Emergencies; and

Whereas, the proposal for Agreement Extension specifies firm costs for administrative services and reimbursement ranges for necessary planning services for these three agencies for Fiscal Years 2012/13, 2013/14 and 2014/15; and

Whereas, after consideration and discussion of the Proposal for Agreement Extension at the regular APC meeting on April 11, 2012 the APC Board of Directors approved the Proposal for Agreement Extension submitted by **Contractor**.

**APC** and **Contractor** agree to the following extension provisions:

1. The term of this Agreement shall be extended from July 1, 2012 through June 30, 2015.
2. Roles of assigned personnel and compensation shall be as established in Proposal for Agreement Extension, April 11, 2012 as submitted by **Contractor**.
3. Proposal for Agreement Extension, dated April 11, 2012 shall be attached to this extension agreement and hereinafter identified as Exhibit A.

ALL OTHER TERMS AND CONDITIONS of the original agreement dated June 14, 2006 shall remain in full force and effect unless amended in writing by both **APC** and **Contractor**.



In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

Marsha Wharff

Marsha Wharff, Chair  
Lake County/City Area Planning Council

Date: 6-13-12

Phillip J. Dow

Phillip J. Dow, P.E., Owner  
Dow & Associates

Date: 6/13/12

# Lake County/City Area Planning Council

## Proposal for Agreement Extension

- FY 2012/13
- FY 2013/14
- FY 2014/15

April 11, 2012

**Dow & Associates**  
**367 N. State Street, Suite 206**  
**Ukiah, CA 95482**  
**707-463-1806**

### **III. FINANCIAL PROPOSAL**

#### **ADMINISTRATIVE, CLERICAL, AND RELATED SUPPORT SERVICES**

Dow & Associates is prepared to offer the Lake County/City Area Planning Council (APC) administrative, clerical and support services as described in this proposal on a lump sum basis for the three fiscal years under the term of the contract as follows:

Fiscal 2012/2013: \$140,161 TDA

Fiscal 2013/2014: \$145,868 TDA + 2012 CPI

Fiscal 2014/2015: \$FY 2013/14 TDA + 2013 CPI

#### **What is different from the 2009 Agreement?**

A cost increase of \$5,844 to the administration budget above the F.Y. 2011/12 amount is proposed for the first year of the contract. This is primarily due to built-in benefits provided to Dow & Associates staff to promote retention of our experienced personnel. Vacation/sick leave benefits increase after 5 years of service. Two key staff members assigned to the APC have, or will have, crossed the 5-year threshold in the first year of the contract extension (Administrative Assistant/Call Box Coordinator & Senior Planner).

An additional cost increase of \$5,707 is proposed for the second year of the contract, F.Y. 2012/14. This amount is needed to increase compensation for the Executive Director. Other than CPI-based cost-of-living adjustments, the Executive Director has not received a salary increase since being assigned to the job nearly 6 years ago. Six years ago Ms. Davey-Bates was new to the executive director responsibility. During the first 3 years of her tenure, Phil Dow attended most APC meetings to ensure a smooth transition for the Bill Kranz era and to provide back-up as needed. His presence was not needed during the second 3-year extension except where needed for technical or historical reasons.

Lisa Davey-Bates is in her second year as Chair of the Rural Counties Task Force. She chairs that statewide committee on a bi-monthly basis and reports directly to the California Transportation Commission on a monthly basis. She has become a recognized transportation leader in California. I believe that the APC Director is also the lowest paid Council of Governments Director in the state.

Concerns about the future are quite different than the previous 3-year extension. As explained in the response to the RFP years ago, we provide the APC with a proposed cost that includes almost everything the organization needs to run its business. There are usually no direct or indirect costs added to our claims. That means if there are huge cost increases in a sector of the economy, we will honor our proposal. We have already experienced significant fuel cost increases in the F.Y. 2011/12 contract. The assumptions that were built into bill-out rates did not contemplate \$4.30 gas costs. Dow & Associates

staff travels thousands of miles per year representing the interests of the APC. Although fuel costs currently remain at the top of the list of concerns, there are others that may affect the new contract period as well:

- Fuel Costs
- Health Insurance Costs (already rising as well)
- Declining Planning, Programming, & Monitoring (PPM) funds
- Runaway inflation

PPM funds are a portion of the State Transportation Improvement Program (STIP) funding that the APC receives that had been programmed in our Regional Transportation Improvement Program (RTIP). It is programmed in the Work Program for a variety of regional transportation planning projects. Normally, it is 5% of the Regional Improvement Program (RIP) share. As funding instability set in over recent years, our RIP shares have declined. This has led to less flexibility in the Work Program, and less ability to share planning funds with the APC's member agencies.

Inflation is already increasing, but is likely to be held in check by artificially low interest rates during the first half of the contract period. The major concern is during the second half of the contract period.

### **What remains the same?**

The Executive Director will continue to serve in both administrative and transportation planning capacities. The Director will be aided by additional staff to help with routine administrative and work program management duties. This will free up the Director's time for other work as well as control administrative costs. The APC Executive Director will be funded 60% (3 days/wk) through administration. Administrative assistance would be provided 20% (1 day/wk.) through the administration budget and 20% (1 day/wk.) through the work program. Overall clerical and reception services would be charged 25% (10 hrs. /wk.) to the administration budget.

Dow & Associates will continue to offer the Area Planning Council a turn-key operation. Virtually everything necessary to continue this agency is covered under this Agreement extension. We provide well-trained, experienced, and dedicated staff that is knowledgeable of Lake County, rural California, and Sacramento.

The lump sum bids identified above include all operating costs to staff the Lake County/City Area Planning Council office and include costs of professional, administrative, incidental planning, clerical services, facility costs, utilities, copy and reproduction costs, mileage and routine travel costs, telephone and facsimile costs, postage and delivery costs, publication costs, office supplies, office training, legal notices, furniture and equipment, memberships, contractor insurance (liability, employee health, & disability), and all other operating expenses.

Costs for legal services, environmental reviews, County Auditor services, travel (COG

officers, CalCOG & NADO); audits of the COG (fiscal, compliance and performance) and any insurance beyond that required of contractor related to the provision of services contemplated by the RFP shall be funded separately by the Area Planning Council.

### **TRANSPORTATION PLANNING SUPPORT SERVICES**

Dow & Associates expects that transportation planning activities will require between approximately 2.50 to 3.0 full time employees over the course of the proposed three-year contract. The Executive Director (Lisa Davey-Bates), two Senior Transportation Planners (Nephele Barrett & Terri Persons), and the Administrative Assistant/Call Box Coordinator (Alexis Pedrotti) typically charge to the transportation planning work program. Senior Staff (Phil Dow) has routinely charged to the work program in the past, but will be more limited to performing technical studies for the APC in the future. The appropriate level of staffing cannot be properly predicted three years at a time. For FY 2012/13, about 2.50 employees appears to be adequate, but as economic conditions improve, more staff may be needed in the planning program in the remaining years of the contract.

Transportation planning services cannot be bid on a lump sum basis for two reasons. First, as previously discussed, work loads vary from year to year. Second, a substantial part of the planning effort is reimbursable from State planning funds. The State will reimburse only for actual hours and direct costs expended for approved work program activities.

Transportation planning services have historically been billed monthly at a fully weighted rate which includes the entire cost of providing planning services to the agency. It is proposed that this practice will continue.

Dow & Associates is prepared to provide transportation planning services at a level needed to adequately staff the planning function on a monthly reimbursable basis at the following fully weighted rates for professional personnel:

|  |                              |
|--|------------------------------|
| Receptionist/Clerical:<br>2012/13: \$36.17/hr. (MJC)                   | Range \$29.67 - \$39.55/hr.  |
| Administrative Assist. /Call Box Coord.:<br>2012/13: \$41.55/hr. (AJP) | Range: \$39.28 - \$52.08/hr. |
| Assistant Transportation Planner:<br>2012/13: Position Not Filled      | Range: \$51.55 - \$70.09/hr. |
| Associate Transportation Planner:<br>2012/13: Position Not Filled      | Range: \$61.37 - \$80.10/hr. |
| Senior Transportation Planner:   | Range: \$66.04 - \$90.12/hr. |

2012/13: \$66.04/hr. (TCP) & \$77.77/hr. (NSB)

Senior Staff: (PJD) \$103.46/hr.

Executive Director: (LDB) \$103.63/hr.

The above rates will be applicable for the first year of the contract. They will be adjusted for cost of living increases per the yearly CPI in the second and third year.

It is expected that there will be some overlap between administrative and planning personnel so that the talents of individuals placed in these positions can be used to their fullest extent. It is expected that the Executive Director will devote approximately 30% of yearly hours to transportation planning activities in the work program.

Although the size of the transportation planning work program varies each year, it should be mutually understood that planning staff will be available to accommodate typical Staff Consultant yearly needs in the range of \$280,000 to \$300,000 per year.

**SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)**

The Board of Directors of the Lake County/City Area Planning Council also acts as the Board of Directors of the Lake County SAFE. The call box system will be completed in this contract extension and then transition into a maintenance and operations effort.

The adopted Lake SAFE Five-Year Strategic & Financial Plan identifies an administrative budget of \$14,000 annually for 2012/13. It is due for update in 2013; therefore there are no costs identified for 2013/14 and 2014/15. The lump sum proposal submitted for administrative, clerical and related support services reflects this annual budget contribution from the SAFE program. Administrative costs per the SAFE program are:

|            |          |
|------------|----------|
| FY 2012/13 | \$14,000 |
| FY 2013/14 | \$14,000 |
| FY 2014/15 | \$14,000 |

Planning and operations services performed by Dow & Associates will be charged to the SAFE program at the same fully weighted rates identified for the transportation planning program. These services will implement the Five-Year Strategic and Financial Plan. The Administrative Assistant/GIS/Call-Box Coordinator will be assigned to the SAFE program on a 20% maximum level. The FY 2012/13 charge rate for Planning & Operations is:

Call Box Coordinator (2012/13): \$46.68/hr. (CPI adjustment for 2013/14 & 2014/15)

## **LAKE TRANSIT AUTHORITY**

Dow & Associates will continue to provide administrative support for the Lake Transit Authority. The following positions will provide staffing at the following percentages of involvement:

Executive Director 5%

Associate Transportation Planner 5%

Clerical 5%

It is estimated that approximately \$19,500 will be required annually for LTA administration and this level of programming should be reserved in an appropriate element in the Work Program. CPI increases in years 2 and 3 are as proposed in the Work Program.