



LAKE COUNTY/CITY
AREA PLANNING
COUNCIL

Regional Transportation Planning Agency

Fiscal Year 2014/15

BUDGET

Approved by Board of Directors: May 14, 2014

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

May 7, 2014

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

FROM: Lisa Davey-Bates, Executive Director

RE: **Lake APC 2014/15 Fiscal Year Budget**

The 2014/15 budget is submitted for your adoption at our board meeting on May 14, 2014. The draft budget summary was presented and reviewed at the last board meeting on April 9, 2014. 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. Contingency funds are added to the budget to capture expenses that go above and beyond the administrative contract, or for unexpected expenditures.

As discussed over the past several months, a finding of the Pre-Award Audit conducted by Caltrans Audits and Investigations is requiring the existing contract with Dow & Associates to be divided into two separate (Planning and Administration) contracts. The current contract with Dow & Associates is set to terminate on June 30, 2015. Until a new contract is executed, administration will be conducted under the current contract agreement. Administration costs for Fiscal Year 2014/15 increased slightly from last Fiscal Year to account for the Consumer Price Index (CPI) adjustment that was built into the existing contract. The CPI adjustment increased the cost of administration from \$149,135 (FY 13/14) to \$151,312 (FY 14/15), an increase of \$2,177 for the year.

Bicycle & Pedestrian

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

Planning

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

*Lake APC 2014/15 Budget
May 14, 2014*

Transit

After allocating Local Transportation Funds (LTF) for Administration, Bicycle and Pedestrian, and Planning funds, the balance of remaining LTF is then allocated to Lake Transit Authority (LTA), the only eligible claimant in Lake County. LTA also receives State Transit Assistance (STA) funds. This fiscal year LTA will receive STA funding in the amount of \$347,435 based the preliminary estimate provided by the State Controller's Office.

I hope you find this document informational and helpful. Please feel free to contact me with any questions you may have about the 2014/15 Lake APC Budget or other issues.

Best Regards,



Lisa Davey-Bates
Executive Director

/ldb

Enclosures



LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2014/15

FINAL - BUDGET SUMMARY

REVENUES	Budget				Actual				Year-to-Date Total	COMMENTS:
	Adopted:	Adjustment	Adjustment	Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Local Transportation Funds (LTF) Estimated-2014/15	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000					\$0.00	Estimated 2014/15 Revenues
LTF Carry-Over from 2013/14 Work Program	\$ 14,912	\$ -	\$ -	\$ 14,912						Actual 2013/14 LTF carryover amounts will be reflected in the 1st amendment.
LTF Carry-Over from 2013/14 LTA Allocation	\$ -	\$ -	\$ -	\$ -						
LTF Carry-over -2% Bike & Ped - 2013/14 Allocation	\$ -	\$ -	\$ -	\$ -						
LTF Carry-over - Administration - 2013/14 Allocation	\$ -	\$ -	\$ -	\$ -						
Total Local Transportation Funds:	\$ 1,314,912	\$ -	\$ -	\$ 1,314,912						
<u>Planning Programming & Monitoring (PPM) Funds</u>										
Planning Programming & Monitoring (PPM) Funds-2014/15	\$ 64,000	\$ -	\$ -	\$ 64,000						Total 2014/15 PPM Allocation - 5% of 2014 STIP Fund Estimate
PPM Carry-Over Funds from 2013/14 Work Program	\$ -	\$ -	\$ -	\$ -						Actual carryover amounts will be adjusted in the 1st amendment.
Total PPM Funds:	\$ 64,000	\$ -	\$ -	\$ 64,000						
Total Local Revenues:	\$ 1,378,912	\$ -	\$ -	\$ 1,378,912						
STATE:										
<u>Rural Planning Assistance Funds (RPA)</u>										
Rural Planning Assistance (RPA) Funds programmed in 2014/15	\$ 294,000	\$ -	\$ -	\$ 294,000						2014/15 Allocation, increase of \$19,000 over 2013/14
RPA Carryover Funds from 2013/14 OWP	\$ 2,000	\$ -	\$ -	\$ 2,000						Carryover amounts will be adjusted in the 1st amendment.
Total RPA Funds:	\$ 296,000	\$ -	\$ -	\$ 296,000						
<u>State Transit Assistance (STA) Funds</u>										
STA Allocation to Lake Transit Authority	\$ 347,435	\$ -	\$ -	\$ 347,435						2014/15 STA Alloc. - Basedon Preliminary Estimate notice dated 1/29/14
STA Carry-Over to Lake Transit Authority 2013/14	\$ -	\$ -	\$ -	\$ -						Carryover amounts will be adjusted in the 1st amendment.
Total State Revenues:	\$ 643,435	\$ -	\$ -	\$ 643,435						
FEDERAL:										
<u>FTA Section 5304: (Technical Transit Grant Funds)</u>										
Transt Development Plan (WE 606) - FY 2013/14 Carryover	\$ 28,772	\$ -	\$ -	\$ 28,772						Actual carryover amounts will be adjusted in the 1st amendment.
Transit Energy Reduction Plan (WE 621) - FY 2013/14 Carryover	\$ 86,316	\$ -	\$ -	\$ 86,316						Actual carryover amounts will be adjusted in the 1st amendment.
<u>Regional Surface Transportation Program (RSTP)</u>	\$ -	\$ -	\$ -	\$ -						Passes through to cities/County
RSTP Local Agency Distribution (2013/14):	\$ 804,915	\$ -	\$ -	\$ 804,915						Apportionment for FY 2013/14. Allocation will be received in 2014/15
Total RSTP Funds for Distribution:	\$ 804,915	\$ -	\$ -	\$ 804,915						
<u>5311 Federal Funds - FFY 2014</u>	\$ 434,526	\$ -	\$ -	\$ 434,526						FFY 2014-Regional Apportionment to LTA - Projected
Total Federal Revenues:	\$ 1,354,529	\$ -	\$ -	\$ 1,354,529						
GRAND TOTAL REVENUES	\$ 3,376,876	\$ -	\$ -	\$ 3,376,876						

ALLOCATIONS

COMMENTS:

	Budget				Actual				Year-to-Date Total	
	Adopted:	Adjustment	Adjustment	Estimated Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Administration Breakdown:										
Dow & Associates Contract	\$ 151,312	\$ -	\$ -	\$ 151,312						2013/14 allocation \$149,135 + \$2,177 (CPI 1.46 %) in accordance with Dow & Assoc. contract
Board Member Reimbursement for Meetings	\$ 4,000	\$ -	\$ -	\$ 4,000						\$50 per diem reimbursement to board members for meeting attendance
Travel Expenses (uncontracted)	\$ 2,500	\$ -	\$ -	\$ 2,500						Covers expenses for travel not included in contract or work program.
Lake County Auditor/Controller	\$ 6,000	\$ -	\$ -	\$ 6,000						Accounting services by the County of Lake Auditor's Office
Fiscal Audit	\$ 9,000	\$ -	\$ -	\$ 9,000						Annual requirement of TDA to audit LTF funds
CalCOG Dues	\$ 1,444	\$ -	\$ -	\$ 1,444						Facilitates communication between COGs, local officials, state/federal agencies & public
National Assoc. for Regional Councils	\$ 215	\$ -	\$ -	\$ 215						NARC dues to assist RTPAs at national level on important issues locally
Contingency	\$ 6,000	\$ -	\$ -	\$ 6,000						Unexpected costs beyond typical annual LTF expenses
Total 2014/15 Administration Allocations	\$ 180,471	\$ -	\$ -	\$ 180,471						Administration costs are expected to increase with new contract.
LTF Carry-over - Administration - 2013/14 Allocation	\$ -	\$ -	\$ -	\$ -						Actual carryover amounts will be adjusted in the 1st amendment.
Bicycle and Pedestrian Reserve Fund	\$ 22,391	\$ -	\$ -	\$ 22,391						2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2013/14 Allocation	\$ -	\$ -	\$ -	\$ -						Actual carryover amounts will be adjusted in the 1st amendment.
LTF 2014/15 Work Program Allocation	\$ 93,000	\$ -	\$ -	\$ 93,000						Pending approval of 2014/15 OWP
LTF Carry-Over from 2013/14 Work Program	\$ 14,912	\$ -	\$ -	\$ 14,912						Actual carryover amounts will be adjusted in the 1st amendment.
LTF (Article 4.5) 5% Allocation to CTSA - 2014/15	\$ 55,976	\$ -	\$ -	\$ 55,976						Pending Lake APC Board Approval
LTF Carry-over -5% CTSA- 2013/14 Allocation	\$ -	\$ -	\$ -	\$ -						Actual carryover amounts will be adjusted in the 1st amendment.
LTF Allocation to Lake Transit Authority	\$ 948,162	\$ -	\$ -	\$ 948,162						
LTF Carry-Over from 2013/14 LTA Allocation	\$ -	\$ -	\$ -	\$ -						Remaining LTA 2013/14 Allocation (Reso 13-14-4).
Total LTF Allocations:	\$ 1,314,912	\$ -	\$ -	\$ 1,314,912						
<u>Planning Programming & Monitoring (PPM) Funds</u>										
Planning Programming & Monitoring (PPM) Funds	\$ 64,000	\$ -	\$ -	\$ 64,000						Total 2014/15 PPM Allocation
PPM Carry-Over from 2012/13 Work Program	\$ -	\$ -	\$ -	\$ -						Actual carryover amounts will be adjusted in the 1st amendment.
Total PPM Allocations:	\$ 64,000	\$ -	\$ -	\$ 64,000						
Total Local Allocations:	\$ 1,378,912	\$ -	\$ -	\$ 1,378,912						
STATE:										
<u>Rural Planning Assistance Funds (RPA)</u>										
Rural Planning Assistance (RPA) Funds programmed in 2014/15	\$ 294,000			\$ 294,000						RPA Increased by \$19,000 for FY 2014/15
RPA Carryover Funds from 2012/13 OWP	\$ 2,000			\$ 2,000						Actual carryover amounts will be adjusted in the 1st amendment.
Total RPA Funds:	\$ 296,000	\$ -	\$ -	\$ 296,000						
<u>State Transit Assistance (STA) Funds</u>										
STA Allocation to Lake Transit Authority	\$ 347,435			\$ 347,435						2014/15 STA Alloc. - Based on Preliminary Estimate notice dated 1/29/14
STA Carry-Over to Lake Transit Authority 2013/14	\$ -			\$ -						Actual carryover amounts will be adjusted in the 1st amendment.
Total State Allocations:	\$ 643,435	\$ -	\$ -	\$ 643,435						
FEDERAL:										
<u>Regional Surface Transportation Program (RSTP)</u>										
RSTP Local Agency Distribution (2013/14):	\$ 804,915	\$ -	\$ -	\$ 804,915						2014/15 Actuals
Lakeport (8%)	\$ 64,393	\$ -	\$ -	\$ 64,393						Passes through to cities/County
Clearlake (22%)	\$ 177,081	\$ -	\$ -	\$ 177,081						Distributed based on population.
Lake County (70%)	\$ 318,568	\$ -	\$ -	\$ 318,568						County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
<u>FTA Section 5304 - Technical Transit:</u>										
Transit Development Plan (WE 606) - FY 2013/14 Carryover	\$ 28,772	\$ -	\$ -	\$ 28,772						Actual carryover amounts will be adjusted in the 1st amendment.
Transit Energy Reduction Plan (WE 621) - FY 2013/14 Carryover	\$ 86,316	\$ -	\$ -	\$ 86,316						Carried over amounts will be incorporated into 1st amendment
Total FTA Section 5304:	\$ 115,088	\$ -	\$ -	\$ 115,088						
5311 Federal Funds - FFY 2014	\$ 434,526	\$ -	\$ -	\$ 434,526						FFY 2014-Regional Apportionment to LTA - Projected
Total Federal Allocations:	\$ 1,354,529	\$ -	\$ -	\$ 1,354,529						
GRAND TOTAL ALLOCATIONS	\$ 3,376,876	\$ -	\$ -	\$ 3,376,876						Updated: 5/7/14 ldb



LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2013/14

1ST AMENDMENT - BUDGET SUMMARY

REVENUES	Budget				Actual				Year-to-Date Total	COMMENTS:
	Adopted:	Adjustment	Adjustment	Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Local Transportation Funds (LTF) Estimated-2013/14	\$ 1,300,000		\$ -	\$ 1,300,000						
LTF Carry-Over from 2012/13 Work Program	\$ 19,248	\$ 18,263	\$ -	\$ 37,511						Actual Carryover from 2012/13 OWP
LTF Carry-Over from 2012/13 LTA Allocation	\$ -	\$ -	\$ -	\$ -						
LTF Carry-over -2% Bike & Ped - 2012/13 Allocation	\$ -	\$ -	\$ -	\$ -						
LTF Carry-over - Administration - 2012/13 Allocation	\$ -	\$ -	\$ -	\$ -						
Total Local Transportation Funds:	\$ 1,319,248	\$ 18,263	\$ -	\$ 1,337,511						
<u>Planning Programming & Monitoring (PPM) Funds</u>										
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	\$ (1,751)	\$ -	\$ 23,474						Actual Carryover from 2012/13 OWP
Total PPM Funds:	\$ 89,225	\$ (1,751)	\$ -	\$ 87,474						
Total Local Revenues:	\$ 1,408,473	\$ 16,512	\$ -	\$ 1,424,985						
STATE:										
<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	\$ 444		\$ 11,131						Actual Carryover from 2012/13 OWP
Total RPA Funds:	\$ 285,687	\$ 444	\$ -	\$ 286,131						
<u>State Transit Assistance (STA) Funds</u>										
STA Allocation to Lake Transit Authority	\$ 355,210	\$ 14,721		\$ 369,931						2013/14 STA Alloc. - Based on Revised Estimate dated 8/1/13.
STA Carry-Over to Lake Transit Authority 2012/13	\$ 26,209			\$ 26,209						Remaining Balance from FY 2012/13 (Reso. 12-13-5)
<u>Community-Based Transportation Planning Grant Carry-Over</u>	\$ 18,000	\$ 10,091		\$ 28,091						Carried over to complete the Clearlake Downtown Corridor Plan - CO will be reflected in Final
<u>State Planning & Research Funds Carry-Over</u>	\$ 33,000	\$ 22,334	\$ -	\$ 55,334						Carried Over to complete the SR 29 S. Corridor Engineering Study -CO will be reflected in Final
Total State Revenues:	\$ 718,106	\$ 47,590	\$ -	\$ 765,696						
FEDERAL:										
<u>Rural Blueprint Grant Funds:</u>										
Rural Blueprint Carry-Over Funds from 2012/13 OWP	\$ 36,500	\$ 7,531		\$ 44,031						Carried over to complete Phase V of the Regional Blueprint Program - Amounts will be reflected in Final
<u>Transit Planning - FTA 5304 Grant Funds:</u>										
FTA 5304 Carry-Over Funds from 2012/13 OWP	\$ 42,052	\$ 39,414		\$ 81,466						Carried over to complete Transit Development Plan - WE 606
<u>Partnership Planning Grant Carry-Over</u>	\$ 27,200	\$ 33,163		\$ 60,363						Carried Over to complete the Middletown Community Action Plan
<u>Regional Surface Transportation Program (RSTP)</u>										
RSTP Local Agency Distribution (2013/14):	\$ 531,113	\$ 110,927	\$ -	\$ 642,040						Actual 2012/13 RSTP Apportionment. Distributed in FY 2013/14
Total RSTP Funds for Distribution:	\$ 531,113	\$ 110,927	\$ -	\$ 642,040						
5311 Federal Funds - FFY 2013	\$ 350,432			\$ 350,432						FFY 2013-Regional Apportionment to LTA
Total Federal Revenues:	\$ 987,297	\$ 191,035	\$ -	\$ 1,178,332						
GRAND TOTAL REVENUES	\$ 3,113,876	\$ 255,137	\$ -	\$ 3,369,013						

FTA 5304 Carry-Over Funds from 2012/13 OWP

\$ 42,052 \$ 39,414 \$ 81,466

Carried over to complete Transit Development Plan - WE 606

Partnership Planning Grant Carry-Over

\$ 27,200 \$ 33,163 \$ 60,363

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 \$ 118,458 \$ - \$ 1,178,332

GRAND TOTAL ALLOCATIONS

\$ 3,113,876 \$ 1,225,746 \$ - \$ 3,369,013

Updated: 9/4/13-ldb



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.		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
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						
<u>Planning Programming & Monitoring (PPM) Funds</u>										
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						
<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						Actual carryover amount.
Total RCTF Dues:	\$ 18,000	\$ (17,839)	\$ -	\$ 161						
Total Local Revenues:	\$ 1,457,240	\$ 104,010	\$ -	\$ 1,561,250						
STATE:										
<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 of Rural Planning Assistance (RPA) Funds
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.
<u>State Transit Assistance (STA) Funds</u>										
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)
<u>Community-Based Transportation Planning Grant Carry-Over</u>	\$ 112,500	\$ 13,764		\$ 126,264						Carried over to complete the Clearlake Downtown Corridor Plan
<u>Partnership Planning Grant Carry-Over</u>	\$ 96,000	\$ 28,397		\$ 124,397						Carried Over to complete the Middletown Community Action Plan
<u>State Planning & Research Funds Carry-Over</u>	\$ 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						
FEDERAL:										
<u>Rural Blueprint Grant Funds:</u>										
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						
<u>Regional Surface Transportation Program (RSTP)</u>										
RSTP Local Agency Distribution (2011/12):	\$ 531,113	\$ -	\$ -	\$ 531,113						Passes through to cities/County - 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					
GRAND TOTAL REVENUES	\$ 3,386,931	\$ 297,642	\$ -	\$ 3,684,573					

ALLOCATIONS **COMMENTS:**

	Budget				Actual				Year-to-Date Total	COMMENTS:
	Adopted:	Adjustment	Adjustment	Estimated Actual	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Administration Breakdown:										
<i>Dow & 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.
Total 2012/13 Administration Allocations	\$ 182,266	\$ -	\$ -	\$ 182,266						
LTF Carry-over - Administration - 2011/12 Allocation	\$ -	\$ 6,945		\$ 6,945						Unexpended funds from FY 2011/12.
Bicycle and Pedestrian Reserve Fund	\$ 21,355			\$ 21,355						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.
LTF 2012/13 Work Program Allocation	\$ 50,000			\$ 50,000						
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.
LTF (Article 4.5) 5% Allocation to CTSA	\$ -	\$ 55,887		\$ 55,887						Reso 11-12-8 Authorizes 5% of LTF Revenues to CTSA for NEMT Program
LTF Allocation to LTA	\$ 996,379	\$ (5,887)	\$ -	\$ 990,493						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 & 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						
Total Local Allocations:	\$ 1,457,240	\$ 104,010	\$ -	\$ 1,561,250						
STATE:										
<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.

State Transit Assistance (STA) Funds									
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)
Community-Based Transportation Planning Grant Carry-Over									
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
	\$ -			\$ -					
Total State Allocations:	\$ 1,069,390	\$ 183,371	\$ -	\$ 1,252,761					
FEDERAL:									
Regional Surface Transportation Program (RSTP)									
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
Rural Blueprint Grant Funds:									
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
5311 Federal Funds - FFY 2012									
5311 Funds Allocated to Lake Transit Authority	\$ 239,588			\$ 239,588					FFY 2012-Regional Apportionment to LTA
Total Federal Allocations:	\$ 860,301	\$ 10,261	\$ -	\$ 870,562					
GRAND TOTAL ALLOCATIONS	\$ 3,386,931	\$ 297,642	\$ -	\$ 3,684,573					

Updated: 9/6/12 ldb

SUPPORTING DOCUMENTATION FOR 2014/15 APC BUDGET

- NOTES ON FUNDING SOURCES
- TRANSPORTATION DEVELOPMENT ACT (TDA) BUDGET CALENDAR
- PROPOSED APC RESOLUTIONS 14-15-1 THROUGH 14-15-7
- DOW & ASSOCIATES CONTRACT AGREEMENT FOR SERVICES



LAKE COUNTY/CITY AREA PLANNING COUNCIL

2014/15 BUDGET

Explanatory Notes on Funding Sources

May 7, 2014

LTF - Local Transportation Fund

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

LTF Reserve

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

Local Agency Match

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

PPM - Planning, Programming & Monitoring / SB 45

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

STA - State Transit Assistance

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

RPA - Rural Planning Assistance

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

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

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

FHWA - State Planning and Research

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

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

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 in future grant cycles.

Active Transportation Program

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



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

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 14-15-1

ALLOCATION FOR 2014/15 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 2014/15 will be approximately the sum of \$180,471; and

WHEREAS, the projected expenses are necessary and reasonable,

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$180,471 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 2014/15 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 2014/15 in the approximate sum of \$6,000.
3. Payment to Dow and Associates for services as the Executive Director, the sum of \$151,312 in monthly installments of \$12,609.33 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 14th day of May 2014, 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

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 14-15-2

ALLOCATION OF 2014/15 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 \$22,391 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 14th day of May 2014, 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

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 14-15-3

ALLOCATION FOR 2014/15 WORK PROGRAM

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

WHEREAS, the Area Planning Council has approved the proposed 2014/15 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, 2013/14 Work Program has carry-over funding into the 2014/15 Work Program; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$93,000 to be expended upon the 2014/15 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 14th day of May 2014, 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

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 14-15-4

2014/15 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 \$948,162 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 2014/15.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of May 2014, 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

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 14-15-5

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 \$347,435 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 2014/15.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of May 2014, 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

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 14-15-6

APPROVAL OF 2014/15 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 2014/15 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 2014/15 funding;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake County/City Area Planning Council hereby approves the 2014/15 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 14th day of May 2014, 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

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 14-15-7

ALLOCATION OF 2014/15 LOCAL TRANSPORTATION FUNDS (5%) TO THE CONSOLIDATED TRANSPORTATION SERVICE AGENCY (CTSA) FOR NON-EMERGENCY MEDICAL TRANSPORTATION (NEMT) PURPOSES

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby allocates the sum of \$55,976 to the Consolidated Transportation Service Agency for Non-Emergency Medical Transportation (NEMT) purposes for FY 2014/15 pursuant to the Public Utilities Code Section 99233.7.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of May 2014, 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

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: 2012/13: \$36.17/hr. (MJC)	Range \$29.67 - \$39.55/hr.
Administrative Assist. /Call Box Coord.: 2012/13: \$41.55/hr. (AJP)	Range: \$39.28 - \$52.08/hr.
Assistant Transportation Planner: 2012/13: Position Not Filled	Range: \$51.55 - \$70.09/hr.
Associate Transportation Planner: 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.