



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Regional Transportation Planning Agency

Fiscal Year 2018/19

## **BUDGET**

Approved by Board of Directors: June 13, 2018

**Prepared By:**

Lake APC Staff  
367 North State Street, Suite 204  
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# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
[www.lakeapc.org](http://www.lakeapc.org)

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

June 5, 2018

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

FROM: Lisa Davey-Bates, Executive Director

RE: **Lake APC 2018/19 Fiscal Year Budget**

The 2018/19 budget is being submitted for your consideration at the June 13, 2018 Lake APC Board meeting. The draft budget summary was presented and reviewed at the last board meeting on May 9, 2018. This budget document includes informational items and supporting documentation that was not originally included with the draft budget summary. Following is a brief summary of the four main components of the Lake APC's Budget:

## **Administration**

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

## **Bicycle & Pedestrian**

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

## **Planning**

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

## **Transit**

After allocating Local Transportation Funds (LTF) for Administration, Bicycle and Pedestrian, and Planning funds, the balance of remaining LTF is then allocated to Lake Transit Authority (LTA), the only eligible claimant in Lake County. LTA also receives State Transit Assistance (STA) funds. This fiscal year LTA will receive STA funding in the amount of \$482,518 based the preliminary estimate provided by the State Controller's Office. LTA will also receive funding in the amount of \$91,448 from the State of Good Repair

Program that was recently established as part of Senate Bill 1 (2017). All funds will be passed through the Lake APC as part of the State Transit Assistance Program to provide capital assistance to rehabilitate and modernize our local transit system.

I hope you find this document informational and helpful. Please feel free to contact me with any questions you may have about the 2018/19 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 2018/19

## FINAL - BUDGET SUMMARY

REVENUES										COMMENTS:	
	Budget				Actual				Year-to-Date Total		
	Adopted:			Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr			
LOCAL:											
<u>Local Transportation Funds (LTF)</u>											
Local Transportation Funds (LTF) Estimated-2018/19	\$ 1,476,471	\$ -	\$ -	\$ 1,476,471					\$0.00	Estimated 2018/19 Revenues - Formula based increased.	
LTF Prior-Year Unallocated LTF Revenue	\$ 32,517	\$ -	\$ -	\$ 32,517							
LTF Carry-Over from 2017/18 Work Program	\$ 35,327	\$ -	\$ -	\$ 35,327						2017/18 actual carryover amounts will be refelcted in the 1st Amendment	
LTF Carry-Over from 2017/18 LTA Allocation	\$ -	\$ -	\$ -	\$ -							
LTF Carry-over -2% Bike & Ped - 2017/18 Allocation	\$ 131,556	\$ -	\$ -	\$ 131,556							
LTF Carry-over - Administration - 2017/18 Allocation	TBD	\$ -	\$ -	\$ -							
LTF Carry-over -5% CTSA- 2017/18 Allocation	TBD	\$ -	\$ -	\$ -							
LTF Carry-Over - Exec Directors Reserve 2017/18	\$ 442,338	\$ -	\$ -	\$ 442,338						Reserve Account Balance will be adjusted to reflect the actual amount in the Final	
LTF Carry-Over - OWP Planning Reserve Account	TBD	\$ -	\$ -	\$ -							
Total Local Transportation Funds:	\$ 2,118,209	\$ -	\$ -	\$ 2,118,209							
<u>Planning Programming &amp; Monitoring (PPM) Funds</u>											
Planning Programming & Monitoring (PPM) Funds-2018/19	\$ 35,000	\$ -	\$ -	\$ 35,000							
PPM Carry-Over Funds from 2017/18 Work Program	\$ 69,077	\$ -	\$ -	\$ 69,077						Estimated Carryover amount, 1st Amendment will reflect actuals.	
Total PPM Funds:	\$ 104,077	\$ -	\$ -	\$ 104,077							
Total Local Revenues:	\$ 2,222,286	\$ -	\$ -	\$ 2,222,286							
STATE:											
<u>Rural Planning Assistance Funds (RPA)</u>											
Rural Planning Assistance (RPA) Funds programmed in 2018/19	\$ 294,000	\$ -	\$ -	\$ 294,000						2018/19 Allocation	
RPA Carryover Funds from 2017/18 OWP	TBD	\$ -	\$ -	\$ -						2017/18 carryover amounts will be refelcted in the Final or 1st Amendment	
Total RPA Funds:	\$ 294,000	\$ -	\$ -	\$ 294,000							
<u>State Transit Assistance (STA) Funds</u>											
STA Allocation to Lake Transit Authority	\$ 482,518	\$ -	\$ -	\$ 482,518						2018/19 STA Alloc. - Allocation based on preliminary estimate.	
STA Carry-Over to Lake Transit Authority 2017/18	\$ -	\$ -	\$ -	\$ -						2017/18 carryover amounts will be refelcted in the Final or 1st Amendment	
<u>State of Good Repair (SGR) Program Funds</u>											
State of Good Repair Program Allocation 2018/19	\$ 91,448	\$ -	\$ -	\$ 91,448							
Total State Revenues:	\$ 867,966	\$ -	\$ -	\$ 867,966							
FEDERAL:											
<u>Regional Surface Transportation Program (RSTP)</u>											
RSTP Local Agency Distribution (2018/19):	\$ 615,369	\$ -	\$ -	\$ 615,369						Passes through to cities/County	
RSTP Carryover Funding (2017/18)	\$ -									Apportionment for FY 2017/18. Allocation will be received in 2018/19	
Total RSTP Funds for Distribution:	\$ 615,369	\$ -	\$ -	\$ 615,369							
<u>FTA Section 5304 - Sustainable Communities</u>											
LTA Bus Passenger Facilities Plan	\$ 88,530	\$ -	\$ -	\$ 88,530						Grant Awarded to complete the LTA Bus Passenger Facility Plan in FY 2016/17	
L.C Pedestrian Facility Needs Inventory & Engineered Study	\$ 88,530	\$ -	\$ -	\$ 88,530						Grant Awarded to complete the LC Ped Facility Needs Inven. & Study in FY 2016/17	
<u>5311 Federal Funds - FFY 2018</u>											
	\$ 356,848			\$ 356,848						FFY 2018-Regional Apportionment to LTA - Projected	
Total Federal Revenues:	\$ 1,149,277	\$ -	\$ -	\$ 1,149,277							
GRAND TOTAL REVENUES	\$ 4,239,529	\$ -	\$ -	\$ 4,239,529							

## ALLOCATIONS

## COMMENTS:

	Budget					Actual				Year-to-Date Total		
	Adopted:	Adjustment	Adjustment	Estimated	Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr			
LOCAL:												
Local Transportation Funds (LTF)												
Administration Breakdown:												
DBC Contract (July 1, 2018 to June 30, 2019)	\$	276,761	\$	-	\$	-	\$	276,761				DBC Admin. Contract for FY 2017/18 (\$252,314) + 14/15 CPI 1.47% (\$3,709.02) + 15/16 CPI 1.8% (\$4,608.41) + 16/17 CPI 2.3% (\$5,994.540)
Board Member Reimbursement for Meetings	\$	4,000	\$	-	\$	-	\$	4,000				\$50 per diem reimbursement to board members for meeting attendance
Training/Travel Expenses (uncontracted)	\$	2,500	\$	-	\$	-	\$	2,500				Covers expenses for training/travel not included in contract or work program.
Lake County Auditor/Controller	\$	6,000	\$	-	\$	-	\$	6,000				Accounting services by the County of Lake Auditor's Office
Fiscal Audit	\$	9,500	\$	-	\$	-	\$	9,500				Annual requirement of TDA to audit LTF funds
Performance Audit	\$	15,000	\$	-	\$	-	\$	15,000				
Membership Dues -CalCOG, NARC, NSSR	\$	3,300	\$	-	\$	-	\$	3,300				Facilitates communication between COGs, local officials, state/federal agencies & public
Contingency	\$	6,000	\$	-	\$	-	\$	6,000				Unexpected costs beyond typical annual LTF expenses
Total 2018/19 Administration Allocations	\$	323,061	\$	-	\$	-	\$	323,061				
LTF Carry-Over - Administration - 2017/18 Allocation		TBD	\$	-	\$	-	\$	-				Carryover amount to be determined
Bicycle and Pedestrian Reserve Fund	\$	23,068	\$	-	\$	-	\$	23,068				2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2017/18 Allocation	\$	131,556	\$	-	\$	-	\$	131,556				
LTF 2018/19 Work Program Allocation	\$	54,122	\$	-	\$	-	\$	54,122				
LTF Carry-Over from 2017/18 Work Program	\$	35,327	\$	-	\$	-	\$	35,327				Actual Carryover amount will be reflected in the 1st Amendment
LTF (Article 4.5) 5% Allocation to CTSA - 2018/19	\$	57,671	\$	-	\$	-	\$	57,671				
LTF Carry-over -5% CTSA- 2017/18 Allocation		TBD	\$	-	\$	-	\$	-				Carryover amount to be determined
LTF Allocation to Lake Transit Authority 2018/19	\$	1,051,066	\$	-	\$	-	\$	1,051,066				
LTF Carry-Over from 2017/18 LTA Allocation	\$	-	\$	-	\$	-	\$	-				LTA was fully allocated for FY 2017/18
LTF Reserve Accounts												
LTF Carry-Over - Exec Directors Reserve 2017/18	\$	442,338	\$	-	\$	-	\$	442,338				Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account		TBD	\$	-	\$	-	\$	-				To be included in Final
Total LTF Allocations:	\$	2,118,209	\$	-	\$	-	\$	2,118,209				
Planning Programming & Monitoring (PPM) Funds												
Planning Programming & Monitoring (PPM) Funds	\$	35,000	\$	-	\$	-	\$	35,000				2018/19 PPM Allocation Amount
PPM Carry-Over from 2017/18 Work Program	\$	69,077	\$	-	\$	-	\$	69,077				Estimated Carryover amount, 1st Amendment will reflect actuals.
Total PPM Allocations:	\$	104,077	\$	-	\$	-	\$	104,077				
Total Local Allocations:	\$	2,222,286	\$	-	\$	-	\$	2,222,286				
STATE:												
Rural Planning Assistance Funds (RPA)												
Rural Planning Assistance (RPA) Funds programmed in 2018/19	\$	294,000			\$			294,000				
RPA Carryover Funds from 2017/18 OWP	\$	-	\$	-	\$			-				Carryover amount to be determined
Total RPA Funds:	\$	294,000	\$	-	\$	-	\$	294,000				
State Transit Assistance (STA) Funds												
STA Allocation to Lake Transit Authority	\$	482,518		\$	-	\$		482,518				2018/19 STA Alloc. - Based on preliminary estimate.
STA Carry-Over to Lake Transit Authority 2017/18	\$	-	\$	-	\$			-				Actual carryover amounts will be adjusted in the 1st amendment.
State of Good Repair (SGR) Program Funds	\$	91,448	\$	-	\$	-	\$	91,448				
State of Good Repair Program Allocation 2018/19	\$	-	\$	-	\$	-	\$	-				
Total State Allocations:	\$	867,966	\$	-	\$	-	\$	867,966				
FEDERAL:												
Regional Surface Transportation Program (RSTP)												
RSTP Local Agency Distribution (2018/19):	\$	615,369	\$	-	\$	-	\$	615,369				2018/19 Actuals
Lakeport (8%)	\$	68,820	\$	-	\$	-	\$	68,820				Passes through to cities/County
Clearlake (22%)	\$	189,253	\$	-	\$	-	\$	189,253				Distributed based on population.
Lake County (70%)	\$	357,296	\$	-	\$	-	\$	357,296				County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
FTA Section 5304 - Sustainable Communities												
LTA Bus Passenger Facilities Plan	\$	88,530	\$	-	\$	-	\$	88,530				Grant Awarded to complete the LTA Bus Passenger Facility Plan in FY 2016/17
L.C Pedestrian Facility Needs Inventory & Engineered Study	\$	88,530	\$	-	\$	-	\$	88,530				Grant Awarded to complete the LC Ped Facility Needs Inven. & Study in FY 2016/17
5311 Federal Funds - FFY 2018	\$	356,848			\$			356,848				FFY 2018-Regional Apportionment to LTA - Projected
Total Federal Allocations:	\$	1,149,277	\$	-	\$	-	\$	1,149,277				
GRAND TOTAL ALLOCATIONS	\$	4,239,529	\$	-	\$	-	\$	4,239,529				Updated: 6/4/18 AJP



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2017/18

4TH AMENDMENT - 6-13-18 - BUDGET SUMMARY

## REVENUES

## COMMENTS:

	Budget						Actual				Year-to-Date Total	
	Adopted: 6/14/17	1st Amendment 11/8/17	2nd Amendment 12/13/17	3rd Amendment 2-14-18	4th Amendment 6-13-18	Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
<b>LOCAL:</b>												
<b>Local Transportation Funds (LTF)</b>												
Local Transportation Funds (LTF) Estimated-2017/18	\$ 1,425,000	\$ -	\$ -	\$ -	\$ -	\$ 1,425,000	\$414,420.00	\$398,060.53			#####	Estimated 2017/18 Revenues
LTF Carry-Over from 2016/17 Work Program	\$ 8,134	\$ 24,203	\$ -	\$ -	\$ -	\$ 32,337						2016/17 actual carryover amounts
LTF Carry-Over from 2016/17 LTA Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						LTA was fully allocated for FY 2016/17.
LTF Carry-over -2% Bike & Ped - 2016/17 Allocation	\$ -	\$ -	\$ 109,011	\$ -	\$ -	\$ 109,011						Lakeport Balance \$15,000 + County Balance \$51,181 + Available Balance \$42,829.55
LTF Carry-over - Administration - 2016/17 Allocation	\$ -	\$ -	\$ 34,777	\$ -	\$ -	\$ 34,777						Administrative Reserve Balance
LTF Carry-over -5% CTSA- 2016/17 Allocation	\$ -	\$ -	\$ 84,883	\$ -	\$ -	\$ 84,883						(less \$100,000 loan to LTA Account) total account balance should be \$184,883
LTF Carry-Over - Exec Directors Reserve 2016/17	\$ 400,699	\$ -	\$ 28,100	\$ -	\$ -	\$ 428,799						LTF reserve balance
LTF Carry-Over - OWP Planning Reserve Account	\$ 28,012	\$ -	\$ -	\$ -	\$ -	\$ 28,012						
Total Local Transportation Funds:	\$ 1,861,845	\$ 24,203	\$ 256,771	\$ -	\$ -	\$ 2,142,819						
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>												
Planning Programming & Monitoring (PPM) Funds-2017/18	\$ 76,000	\$ -	\$ -	\$ -	\$ -	\$ 76,000						
PPM Carry-Over Funds from 2016/17 Work Program	\$ -	\$ 69,077	\$ -	\$ -	\$ -	\$ 69,077						2016/17 actual carryover amounts
Total PPM Funds:	\$ 76,000	\$ 69,077	\$ -	\$ -	\$ -	\$ 145,077						
Total Local Revenues:	\$ 1,937,845	\$ 93,280	\$ 256,771	\$ -	\$ -	\$ 2,287,896						
<b>STATE:</b>												
<b>Rural Planning Assistance Funds (RPA)</b>												
Rural Planning Assistance (RPA) Funds programmed in 2017/18	\$ 294,000	\$ -	\$ -	\$ -	\$ -	\$ 294,000						2017/18 Allocation
RPA Carryover Funds from 2016/17 OWP	\$ -	\$ 38,437	\$ -	\$ -	\$ -	\$ 38,437						2016/17 actual carryover amounts
Total RPA Funds:	\$ 294,000	\$ 38,437	\$ -	\$ -	\$ -	\$ 332,437						
<b>State Transit Assistance (STA) Funds</b>												
STA Allocation to Lake Transit Authority	\$ 261,197	\$ -	\$ -	\$ 147,138	\$ -	\$ 408,335	\$ 66,640					2017/18 STA Allocation Revised Estimate - October 2017
STA Carry-Over to Lake Transit Authority 2016/17	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ 44						2016/17 carryover amount.
<b>State of Good Repair (SGR) Program Funds</b>												
State of Good Repair Program Allocation 2017/18	\$ -	\$ -	\$ -	\$ -	\$ 91,448	\$ 91,448						State of Good Repair Program are pass through funds allocated to LTA
Total State Revenues:	\$ 555,197	\$ 38,437	\$ 44	\$ 147,138	\$ 91,448	\$ 832,264						
<b>FEDERAL:</b>												
<b>Regional Surface Transportation Program (RSTP)</b>												
RSTP Local Agency Distribution (2017/18):	\$ 808,363	\$ -	\$ -	\$ -	\$ -	\$ 808,363						Passes through to cities/County
RSTP Carryover Funding (2016/17)	\$ -	\$ -	\$ -	\$ -	\$ 312,915	\$ 312,915						Apportionment for FY 2016/17. Allocation will be received in 2017/18
Total RSTP Funds for Distribution:	\$ 808,363	\$ -	\$ -	\$ -	\$ 312,915	\$ 1,121,278						Actual Carryover Funding Amounts identified for local agencies.
<b>FTA Section 5304 - Sustainable Communities</b>												
LTA Bus Passenger Facilities Plan	\$ 115,089	\$ -	\$ -	\$ -	\$ -	\$ 115,089						Grant Awarded to complete the LTA Bus Passenger Facility Plan in FY 2016/17
L.C Pedestrian Facility Needs Inventory & Engineered Study	\$ 163,335					\$ 163,335						Grant Awarded to complete the LC Ped Facility Needs Inven. & Study in FY 2016/17
<b>5311 Federal Funds - FFY 2017</b>	\$ 348,879					\$ 348,879						FFY 2017-Regional Apportionment to LTA - Projected
Total Federal Revenues:	\$ 1,435,666	\$ -	\$ -	\$ -	\$ 312,915	\$ 1,748,581						
<b>GRAND TOTAL REVENUES</b>	\$ 3,928,708	\$ 131,717	\$ 256,815	\$ 147,138	\$ 404,363	\$ 4,868,741						

## ALLOCATIONS

## COMMENTS:

	Budget						Actual				Year-to-Date Total		
	Adopted: 6/14/17	1st Amendment 11/8/17	2nd Amendment 12/13/17	3rd Amendment 2-14-18	4th Amendment 13-18	6	Estimated	Actual	1st Qtr	2nd Qtr		3rd Qtr	4th Qtr
LOCAL:													
Local Transportation Funds (LTF)													
Administration Breakdown:													
DBC Contract (July 1, 2017 to June 30, 2018)	\$ 266,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,626						DBC Admin. Contract for FY 2017/18 (\$252,314) + 14/15 CPI 1.47% (\$3,709.02) + 15/16 CPI 1.8% (\$4,608.41) + 16/17 CPI 2.3% (\$5,994.540)
Board Member Reimbursement for Meetings	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000						\$50 per diem reimbursement to board members for meeting attendance
Training/Travel Expenses (uncontracted)	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500						Covers expenses for training/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	\$ 9,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,800						Annual requirement of TDA to audit LTF funds
CalCOG Dues	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500						Facilitates communication between COGs, local officials, state/federal agencies & public
National Assoc. for Regional Councils	\$ 215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215						NARC dues to assist RTPAs at national level on important issues locally
Contingency	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000						Unexpected costs beyond typical annual LTF expenses
Total 2017/18 Administration Allocations	\$ 297,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 297,641						
LTF Carry-Over - Administration - 2016/17 Allocation	\$ -	\$ -	\$ 34,777	\$ -	\$ -	\$ -	\$ 34,777						Carryover amount to be determined
Bicycle and Pedestrian Reserve Fund	\$ 22,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,547						2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2016/17 Allocation	\$ -	\$ -	\$ 109,011	\$ -	\$ -	\$ -	\$ 109,011						Carryover amount to be determined
LTF 2017/18 Work Program Allocation	\$ 72,862	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,862						
LTF Carry-Over from 2016/17 Work Program	\$ 8,134	\$ 24,203	\$ -	\$ -	\$ -	\$ -	\$ 32,337						2016/17 actual carryover amounts
LTF Reserve OWP Allocation for Local Match	\$ 36,074						\$ 36,074						
LTF (Article 4.5) 5% Allocation to CTSA - 2017/18	\$ 56,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,368						
LTF Carry-over -5% CTSA- 2016/17 Allocation	\$ -	\$ -	\$ 84,883	\$ -	\$ -	\$ -	\$ 84,883						Carryover amount to be determined
LTF Allocation to Lake Transit Authority 2017/18	\$ 975,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,582						
LTF Carry-Over from 2016/17 LTA Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						Carryover amount to be determined
LTF Reserve Accounts													
LTF Carry-Over - Exec Directors Reserve 2016/17	\$ 392,637	\$ -	\$ 28,100	\$ -	\$ -	\$ -	\$ 420,737						Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Total LTF Allocations:	\$ 1,861,845	\$ 24,203	\$ 256,771	\$ -	\$ -	\$ -	\$ 2,142,819						
Planning Programming & Monitoring (PPM) Funds													
Planning Programming & Monitoring (PPM) Funds	\$ 76,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,000						2017/18 PPM Allocation Amount
PPM Carry-Over from 2016/17 Work Program	\$ -	\$ 69,077	\$ -	\$ -	\$ -	\$ -	\$ 69,077						2016/17 Actual carryover amount
Total PPM Allocations:	\$ 76,000	\$ 69,077	\$ -	\$ -	\$ -	\$ -	\$ 145,077						
Total Local Allocations:	\$ 1,937,845	\$ 93,280	\$ 256,771	\$ -	\$ -	\$ -	\$ 2,287,896						
STATE:													
Rural Planning Assistance Funds (RPA)													
Rural Planning Assistance (RPA) Funds programmed in 2017/18	\$ 294,000						\$ 294,000						
RPA Carryover Funds from 2016/17 OWP	\$ -	\$ 38,437					\$ 38,437						2016/17 actual carryover amounts
Total RPA Funds:	\$ 294,000	\$ 38,437	\$ -	\$ -	\$ -	\$ -	\$ 332,437						
State Transit Assistance (STA) Funds													
STA Allocation to Lake Transit Authority	\$ 261,197		\$ -	\$ 147,138	\$ -	\$ -	\$ 408,335						2017/18 STA Alloc. - Based on Revised estimate - October 2017
STA Carry-Over to Lake Transit Authority 2016/17	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ -	\$ 44						Actual carryover amount for FY 2016/17
State of Good Repair (SGR) Program Funds													
State of Good Repair Program Allocation 2017/18	\$ -	\$ -	\$ -	\$ -	\$ 91,448	\$ -	\$ 91,448						State of Good Repair Program are pass through funds allocated to LTA
Total State Allocations:	\$ 555,197	\$ 38,437	\$ 44	\$ 147,138	\$ 91,448	\$ -	\$ 832,264						
FEDERAL:													
Regional Surface Transportation Program (RSTP)													
RSTP Local Agency Distribution:													
Lakeport (8% Allocation) - 2017/18	\$ 64,669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,669						2017/18 Actuals
Lakeport Carryover - 2016/17	\$ -	\$ -	\$ -	\$ -	\$ 130,848	\$ -	\$ 130,848						Passes through to cities/County
Clearlake (22% Allocation) - 2017/18	\$ 177,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,840						Distributed based on population.
Clearlake Carryover - 2016/17	\$ -	\$ -	\$ -	\$ -	\$ 181,236	\$ -	\$ 181,236						
Lake County (70% Allocation)	\$ 320,981	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,981						County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
Lake County Carryover - 2016/17	\$ -	\$ -	\$ -	\$ -	\$ 831	\$ -	\$ 831						
FTA Section 5304 - Sustainable Communities													
LTA Bus Passenger Facilities Plan	\$ 115,089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,089						Grant Awarded to complete the LTA Bus Passenger Facility Plan in FY 2016/17
L.C Pedestrian Facility Needs Inventory & Engineered Study	\$ 163,335						\$ 163,335						Grant Awarded to complete the LC Ped Facility Needs Inven. & Study in FY 2016/17
5311 Federal Funds - FFY 2017	\$ 348,879						\$ 348,879						FFY 2017-Regional Apportionment to LTA - Projected
Total Federal Allocations:	\$ 1,435,666	\$ -	\$ -	\$ -	\$ 312,915	\$ -	\$ 1,748,581						
GRAND TOTAL ALLOCATIONS	\$ 3,928,708	\$ 131,717	\$ 256,815	\$ 147,138	\$ 404,363	\$ -	\$ 4,868,741						Updated: 2/6/18 AJP





# LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2016/17

## 1ST AMENDMENT - BUDGET SUMMARY

REVENUES					COMMENTS:				
	Budget			Actual					
	Adopted:	1st Amendment 8/1/10/16		Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date Total
LOCAL:									
Local Transportation Funds (LTF)									
Local Transportation Funds (LTF) Estimated-2016/17	\$ 1,425,000	\$ 494	\$ -	\$ 1,425,494					\$0.00
LTF Carry-Over from 2015/16 Work Program	\$ 4,302	\$ 17,875	\$ -	\$ 22,177					
LTF Carry-Over from 2015/16 LTA Allocation	\$ -	\$ -	\$ -	\$ -					
LTF Carry-over -2% Bike & Ped - 2015/16 Allocation	\$ -	\$ 86,287	\$ -	\$ 86,287					
LTF Carry-over - Administration - 2015/16 Allocation	\$ -	\$ 33,907	\$ -	\$ 33,907					
LTF Carry-over -5% CTSA- 2015/16 Allocation	\$ -	\$ 105,799	\$ -	\$ 105,799					
LTF Carry-Over - Exec Directors Reserve	\$ -	\$ 400,698	\$ -	\$ 400,698					
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ -	\$ -	\$ -					
Total Local Transportation Funds:	\$ 1,429,302	\$ 645,060	\$ -	\$ 2,074,362					
Planning Programming & Monitoring (PPM) Funds									
Planning Programming & Monitoring (PPM) Funds-2016/17	\$ 68,000	\$ -	\$ -	\$ 68,000					
PPM Carry-Over Funds from 2015/16 Work Program	\$ 22,113	\$ -	\$ -	\$ 22,113					
Total PPM Funds:	\$ 90,113	\$ -	\$ -	\$ 90,113					
Total Local Revenues:	\$ 1,519,415	\$ 645,060	\$ -	\$ 2,164,475					
STATE:									
Rural Planning Assistance Funds (RPA)									
Rural Planning Assistance (RPA) Funds programmed in 2016/17	\$ 294,000	\$ -	\$ -	\$ 294,000					
RPA Carryover Funds from 2015/16 OWP	\$ -	\$ 18,991	\$ -	\$ 18,991					
Total RPA Funds:	\$ 294,000	\$ 18,991	\$ -	\$ 312,991					
State Highway Account - Sustainable Communities:									
Transit Hub Location Plan (WE 609) - Carryover FY 2015/16	\$ 33,198	\$ (3,253)	\$ -	\$ 29,945					
State Transit Assistance (STA) Funds									
STA Allocation to Lake Transit Authority	\$ 283,169	\$ -	\$ -	\$ 283,169					
STA Carry-Over to Lake Transit Authority 2015/16	\$ -	\$ (85,688)	\$ -	\$ (85,688)					
Total State Revenues:	\$ 610,367	\$ (66,697)	\$ -	\$ 540,416					
FEDERAL:									
Regional Surface Transportation Program (RSTP)									
RSTP Local Agency Distribution (2016/17):	\$ 816,977	\$ -	\$ -	\$ 816,977					
Total RSTP Funds for Distribution:	\$ 816,977	\$ -	\$ -	\$ 816,977					
5311 Federal Funds - FFY 2016	\$ 345,419		\$	\$ 345,419					
Total Federal Revenues:	\$ 1,162,396	\$ -	\$ -	\$ 1,162,396					
GRAND TOTAL REVENUES									
	\$ 3,292,178	\$ 578,363	\$ -	\$ 3,867,287					

ALLOCATIONS										COMMENTS:	
	Budget					Actual				Year-to-Date Total	
	Adopted:	Adjustment	Adjustment	Estimated	Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:											
<u>Local Transportation Funds (LTF)</u>											
Administration Breakdown:											
DBC Contract (July 1, 2016 to June 30, 2017)	\$ 258,091	\$ 494	\$ -	\$ -	258,585						DBC Admin. Contract: FY 2016/17 (\$250,333) + 14/15 CPI 1.8% (\$4505.99) + 15/16 CPI 1.47% (\$3746.13) - CPI
Board Member Reimbursement for Meetings	\$ 4,000	\$ -	\$ -	\$ -	4,000						\$50 per diem reimbursement to board members for meeting attendance

Travel Expenses (uncontracted)	\$	2,500	\$	-	\$	-	\$	2,500					Covers expenses for travel not included in contract or work program.
Lake County Auditor/Controller	\$	6,000	\$	-	\$	-	\$	6,000					Accounting services by the County of Lake Auditor's Office
Fiscal Audit	\$	9,500	\$	-	\$	-	\$	9,500					Annual requirement of TDA to audit LTF funds
CalCOG Dues	\$	2,500	\$	-	\$	-	\$	2,500					Facilitates communication between COGs, local officials, state/federal agencies & public
National Assoc. for Regional Councils	\$	215	\$	-	\$	-	\$	215					NARC dues to assist RTPAs at national level on important issues locally
Contingency	\$	6,000	\$	-	\$	-	\$	6,000					Unexpected costs beyond typical annual LTF expenses
<b>Total 2016/17 Administration Allocations</b>	\$	288,806	\$	494	\$	-	\$	289,300					
LTF Carry-Over - Administration - 2015/16 Allocation	\$	-	\$	33,907	\$	-	\$	33,907					Carryover amount to be determined
<b>Bicycle and Pedestrian Reserve Fund</b>	\$	22,724	\$	-	\$	-	\$	22,724					2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2015/16 Allocation	\$	-	\$	86,287	\$	-	\$	86,287					
<b>LTF 2016/17 Work Program Allocation</b>	\$	50,000	\$	-	\$	-	\$	50,000					
LTF Carry-Over from 2015/16 Work Program	\$	4,302	\$	17,875	\$	-	\$	22,177					Actual Carryover amount will be reflected in the 1st Amendment
<b>LTF (Article 4.5) 5% Allocation to CTSA - 2016/17</b>	\$	56,810	\$	-	\$	-	\$	56,810					
LTF Carry-over -5% CTSA- 2015/16 Allocation	\$	-	\$	105,799	\$	-	\$	105,799					Carryover amount to be determined
<b>LTF Allocation to Lake Transit Authority 2016/17</b>	\$	1,006,661	\$	-	\$	-	\$	1,006,661					
LTF Carry-Over from 2015/16 LTA Allocation	\$	-	\$	-	\$	-	\$	-					Carryover amount to be determined
<b>LTF Reserve Accounts</b>													
LTF Carry-Over - Exec Directors Reserve 2015/16	\$	-	\$	400,698	\$	-	\$	400,698					Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	\$	-	\$	-	\$	-	\$	-					
Total LTF Allocations:	\$	1,429,302	\$	645,060	\$	-	\$	2,074,362					
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>													
Planning Programming & Monitoring (PPM) Funds	\$	68,000	\$	-	\$	-	\$	68,000					2015/16 PPM Allocation Amount
PPM Carry-Over from 2015/16 Work Program	\$	22,113	\$	-	\$	-	\$	22,113					Estimated Carryover amount, 1st Amendment will reflect actuals.
Total PPM Allocations:	\$	90,113	\$	-	\$	-	\$	90,113					
<b>Total Local Allocations:</b>	\$	1,519,415	\$	645,060	\$	-	\$	2,164,475					
<b>STATE:</b>													
<b>Rural Planning Assistance Funds (RPA)</b>													
Rural Planning Assistance (RPA) Funds programmed in 2015/16	\$	294,000					\$	294,000					
RPA Carryover Funds from 2015/16 OWP	\$	-	\$	18,991			\$	18,991					
Total RPA Funds:	\$	294,000	\$	18,991	\$	-	\$	312,991					
<b>State Highway Account - Sustainable Communities:</b>													
Transit Hub Location Plan (WE 609) - FY 2015/16	\$	33,198	\$	(3,253)	\$	-	\$	29,945					Grant Awarded to complete the Transit Hub Location Plan in FY 2015/16
<b>State Transit Assistance (STA) Funds</b>													
STA Allocation to Lake Transit Authority	\$	283,169			\$	-	\$	283,169					2016/17 STA Alloc. - Based on preliminary estimate.
STA Carry-Over to Lake Transit Authority 2015/16	\$	-	\$	(85,688)			\$	(85,688)					
Total State Allocations:	\$	610,367	\$	(66,697)	\$	-	\$	540,416					
<b>FEDERAL:</b>													
<b>Regional Surface Transportation Program (RSTP)</b>													
RSTP Local Agency Distribution (2015/16):	\$	816,977	\$	-	\$	-	\$	816,977					2016/17 Actuals
Lakeport (8%)	\$	65,358	\$	-	\$	-	\$	65,358					Passes through to cities/County
Clearlake (22%)	\$	179,735	\$	-	\$	-	\$	179,735					Distributed based on population.
Lake County (70%)	\$	327,011	\$	-	\$	-	\$	327,011					County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
<b>5311 Federal Funds - FFY 2016</b>	\$	345,419					\$	345,419					FFY 2016-Regional Apportionment to LTA - Projected
Total Federal Allocations:	\$	1,162,396	\$	-	\$	-	\$	1,162,396					Updated: 8/4/16 AJP-Idb
<b>GRAND TOTAL ALLOCATIONS</b>	\$	3,292,178	\$	578,363	\$	-	\$	3,867,287					

# SUPPORTING DOCUMENTATION FOR 2018/19 APC BUDGET

- NOTES ON FUNDING SOURCES
- TRANSPORTATION DEVELOPMENT ACT (TDA) BUDGET CALENDAR
- PROPOSED APC RESOLUTIONS 18-19-1 THROUGH 18-19-8
- DAVEY-BATES CONSULTING ADMINISTRATIVE CONTRACT  
AGREEMENT FOR PROFESSIONAL SERVICES



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

2018/19 BUDGET

Explanatory Notes on Funding Sources

June 13, 2018

## 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

## SGR - State of Good Repair

- Senate Bill 1 (2017) established SGR to provide capital assistance to rehabilitate and modernize California's existing local transit systems
- SGR funds will be allocated under the State Transit Assistance Program
- Department of Transportation named as administrative agency, and statutes related to state-funded transit projects require a local or regional implementing agency to abide by regulations
- Department of Transportation developed guidelines for administering and distributing SGR funds
- Lake Area Planning Council as the regional implementing agency will allocate funding
- Lake Transit Authority shall provide transportation services under contract with Paratransit Services

## 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.

#### 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

#### Caltrans Sustainable Transportation Planning Grant Program

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

#### Active Transportation Program:

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

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



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

**Lisa Davey-Bates, Executive Director**  
[www.lakeapc.org](http://www.lakeapc.org)

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

## Transportation Development Act (TDA) Budget Calendar

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

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-1

### ALLOCATION FOR 2018/19 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 2018/19 will be approximately the sum of \$323,061; and WHEREAS, the projected expenses are necessary and reasonable,

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

The Area Planning Council hereby allocates the sum of \$323,061 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 2018/19 for the APC, Lake Transit Authority and SAFE in the approximate sum of \$9,500.
2. Payment to the Lake County Auditor's Office for services to be performed in the year 2018/19 in the approximate sum of \$6,000.
3. Payment to Davey-Bates Consulting for services as the Administration and Fiscal Services Contractor in the sum of \$276,761 in monthly installments of \$23,063.42 for twelve months.
4. Payment to the Area Planning Council members in the sum of \$50.00 for each meeting attended up to \$4,000.
5. Membership dues to CalCOG, NARC and NSSR in the amount of \$3,300.
6. Contingency funds in the amount of \$6,000 to be used as necessary to cover unexpected costs such as member travel expenses, conference calling, committee dues, etc.
7. For the Lake County/City Area Planning Council's staff training/travel expenses in the sum of \$2,500 to be used for travel not included in the contract or Work Program.
8. Payment for the Triennial Performance Audits for FY 2015/16, 2016/17, 2017/18 for the APC, Lake Transit Authority and SAFE in the approximate sum of \$15,000.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 13<sup>th</sup> day of June 2018, 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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Stacey Mattina, Chair  
APC Member

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-2

### ALLOCATION OF 2018/19 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 \$23,068 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 13<sup>th</sup> day of June 2018, 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

---

Stacey Mattina, Chair  
APC Member



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-3

### ALLOCATION FOR 2018/19 WORK PROGRAM

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

WHEREAS, the Area Planning Council has approved the proposed 2018/19 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, 2017/18 Work Program has carry-over funding into the 2018/19 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 \$54,122 to be expended upon the 2018/19 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 13<sup>th</sup> day of June 2018, 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

---

Stacey Mattina, Chair  
APC Member

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-4

### 2018/19 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 2017;

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

The Area Planning Council hereby allocates from the Local Transportation fund the sum of \$1,051,066 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 2018/19.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 13<sup>th</sup> day of June 2018, 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

---

Stacey Mattina, Chair  
APC Member

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-5

### 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 \$482,518 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 2018/19.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 13<sup>th</sup> day of June 2018, 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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Stacey Mattina, Chair  
APC Member

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-6

### APPROVAL OF 2018/19 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 2018/19 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 2018/19 funding;

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

The Lake County/City Area Planning Council hereby approves the 2018/19 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 13<sup>th</sup> day of June 2018, 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

---

Stacey Mattina, Chair  
APC Member

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-7

### ALLOCATION OF 2018/19 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 \$57,671 to the Consolidated Transportation Service Agency for Non-Emergency Medical Transportation (NEMT) purposes for FY 2018/19 pursuant to the Public Utilities Code Section 99233.7.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 13<sup>th</sup> day of June 2018, 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

---

Stacey Mattina, Chair  
APC Member

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 18-19-8

### ALLOCATION OF STATE OF GOOD REPAIR PROGRAM FUNDING TO LAKE TRANSIT AUTHORITY

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); 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 sum of the claimant's allocation from the State of Good Repair fund does not exceed the amount the claimant is eligible to receive during the fiscal year; and

WHEREAS, these State of Good Repair funds will be allocated under the State Transit Assistance (STA) Program formula to eligible agencies pursuant to Public Utilities Code (PUC) section 99312.1.

WHEREAS, the claimant is eligible for the allocations from the State of Good Repair fund for such purposes;

WHEREAS, the goal of the SGR Program is to provide funding for capital assistance to rehabilitate and modernize California's existing local transit systems.

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

The Area Planning Council hereby allocates the sum of \$91,448 to Lake Transit Authority from the State of Good Repair funds pursuant to Public Utilities Code (PUC) section 99312.1 for transportation purposes, for use by Lake Transit Authority in fiscal year 2018/19.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 13<sup>th</sup> day of June 2018, 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

---

Stacey Mattina, Chair  
APC Member

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## AGREEMENT FOR PROFESSIONAL SERVICES

WITH

DAVEY-BATES CONSULTING

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

WITNESSETH:

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

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

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

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

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

### 1. WORK TO BE PERFORMED

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

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

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

### 2. COMPENSATION

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

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

Fiscal Year 2015/16: \$248,556

Fiscal Year 2016/17: \$250,333

Fiscal Year 2017/18: \$252,314

Fiscal Year 2018/19: \$254,524

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

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

Fiscal Year 2014/15: \$10,937 (October 1 through June 30, 2015)

Fiscal Year 2015/16: \$14,661

Fiscal Year 2016/17: \$14,748

Fiscal Year 2017/18: \$14,846

Fiscal Year 2018/19: \$14,955

Fiscal Year 2019/20: \$3,739 (July 1 through Sept. 30, 2019-based on FY 2018/19 rates)

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

### 3. SUBCONTRACTING

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

### 4. SERVICES TO BE PROVIDED

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

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

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

### 5. FINANCIAL RECORDS

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

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

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

6. COMPLIANCE WITH LAWS AND ORDINANCES

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

7. COMPLIANCE WITH LICENSING REQUIREMENTS

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

8. OWNERSHIP OF EQUIPMENT

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

9. INSURANCE

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

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

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

OR

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

AND

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

AND



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

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

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

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

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

## 10. STATE AND FEDERAL REQUIREMENTS

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

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

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

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

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

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

#### 11. INDEPENDENT CONTRACTOR

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

#### 12. FINANCIAL INTEREST

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

#### 13. CONTRACT TERMS

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

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

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



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

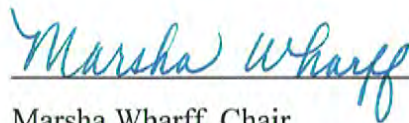
14. TIME

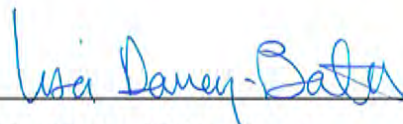
Time is of the essence.

15. EXTENT OF AGREEMENT

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

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

  
\_\_\_\_\_  
Marsha Wharff, Chair  
Lake County/City Area Planning Council

  
\_\_\_\_\_  
Lisa Davey-Bates, Owner  
Davey-Bates Consulting

Federal ID No.: 47-1862937

## CHAPTER 2: SCOPE OF SERVICES

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

### TRANSPORTATION DEVELOPMENT ACT ADMINISTRATION (TDA)

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

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

### REGIONAL TRANSPORTATION PLANNING AGENCY (RTPA) ADMINISTRATION

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



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

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

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

## **FISCAL SERVICES**

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

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

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

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

### **INTERAGENCY RELATIONSHIPS**

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

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

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

## **LOCAL ASSISTANCE**

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

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

## **SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE) ADMINISTRATION AND MANAGEMENT**

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

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

## **COORDINATION WITH LAKE APC PLANNING SERVICES CONSULTANT**

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

## CHAPTER 3: IMPLEMENTATION PLAN & SCHEDULE

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

### TRANSITION

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

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

### IMPLEMENTATION SCHEDULE

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

# LAKE APC ADMINISTRATIVE AND FISCAL SERVICES IMPLEMENTATION SCHEDULE

Table - A

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

## CHAPTER 4: COMPANY BACKGROUND & EXPERIENCE

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

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

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

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

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

### TEAM INTRODUCTION

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



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

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

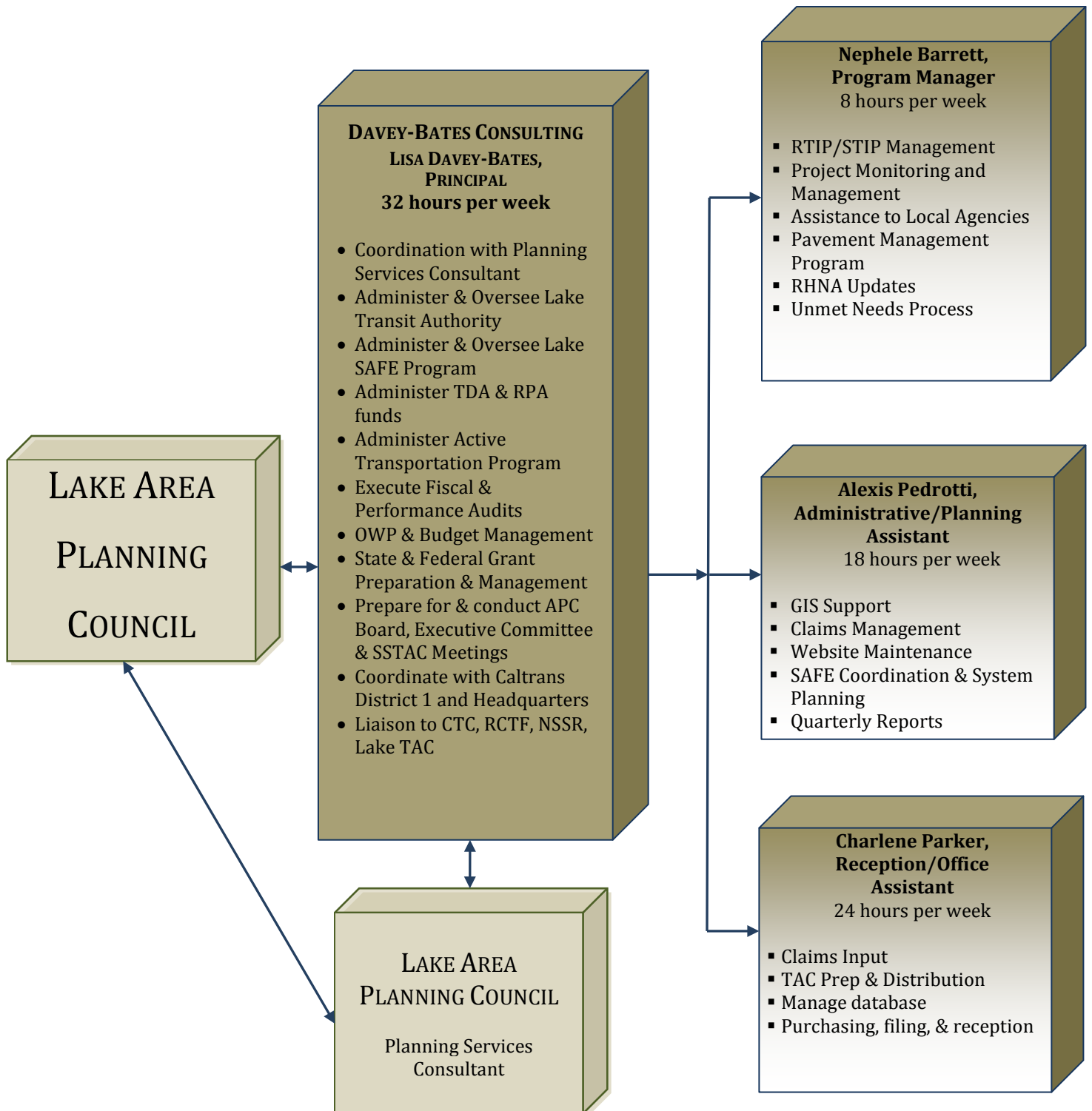
**Alexis Pedrotti**, Administrative Assistant, has worked with the staff of Dow & Associates for nine years and plays a key role in processing planning claims, preparing GIS maps for transportation planning documents and studies, and has managed the transportation planning website. This skill will be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

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

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

## TEAM ORGANIZATION

The following chart illustrates the proposed organization of our team.



# LISA DAVEY-BATES

## OWNER/PRINCIPAL

### EDUCATION

Bachelor of Arts, Public Administration  
University of San Francisco

### PROFESSIONAL DEVELOPMENT

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



### QUALIFICATIONS

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

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

### RELEVANT EXPERIENCE

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

# **NEPHELE BARRETT**

## **PROGRAM MANAGER**

### **EDUCATION**

Associate of Arts, General Studies, Mendocino College

### **PROFESSIONAL DEVELOPMENT**

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



### **QUALIFICATIONS**

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

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

### **RELEVANT EXPERIENCE**

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

# ALEXIS J. PEDROTTI

## ADMINISTRATIVE ASSISTANT

### PROFESSIONAL TRAINING

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



### QUALIFICATIONS

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

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

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

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

### RELEVANT EXPERIENCE

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



# CHARLENE PARKER

## OFFICE ASSISTANT

### PROFESSIONAL TRAINING

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

### QUALIFICATIONS

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

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

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



### RELEVANT EXPERIENCE

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

## **CHAPTER 5: COST PLAN & NARRATIVE**

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

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

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

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

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

## **LAKE APC FUNDING SOURCES**

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

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

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

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

### **LOCAL TRANSPORTATION FUNDS (LTF)**

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

### **RURAL PLANNING ASSISTANCE (RPA)**

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



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

#### **PLANNING, PROGRAMMING, AND MONITORING (PPM)**

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

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

#### **REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)**

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

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

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

## **STATE AND FEDERAL GRANT FUNDING**

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

## **LAKE APC COST PLAN SUMMARY**

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

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

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

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

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

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

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

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

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

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

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

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

## SAFE COST PLAN SUMMARY

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

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

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

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

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

**LAKE COUNTY/CITY AREA PLANNING COUNCIL**

**PROFESSIONAL SERVICES AGREEMENT WITH DAVEY-BATES  
CONSULTING**

**AMENDMENT NO. 1**

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

**WITNESSETH**

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, we agree as follows:

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

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

LAKE COUNTY/CITY AREA PLANNING COUNCIL DAVEY-BATES CONSULTING

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

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

**LAKE COUNTY/CITY AREA PLANNING COUNCIL**

**PROFESSIONAL SERVICES AGREEMENT WITH DAVEY-BATES  
CONSULTING**

**AMENDMENT NO. 2**

Amendment No. 2 is entered into this 10<sup>th</sup> day of January, 2018 by and between the Lake County/City Area Planning Council, herein after referred to as “APC” and Davey-Bates Consulting, hereinafter referred to as “Contractor”.

**WITNESSETH**

WHEREAS, an Agreement was entered into on September 26, 2014 to perform Fiscal and Administrative Staffing Services to the APC; and

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

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

WHEREAS, Amendment No. 1 was approved on April 8, 2015 to provide clarification to the original CONTRACTOR’S PROPOSAL, or Exhibit A, of the AGREEMENT for professional services with Davey-Bates Consulting; and

WHEREAS, Lake Transit Authority’s Executive Director and support staff are currently provided by Davey-Bates Consulting as part of the Fiscal and Administrative Services Agreement to the APC; and

WHEREAS, on April 4, 2017, Mark Wall, Lake Transit Authority – Transit Manager, announced his intention to retire in the upcoming months; and

WHEREAS, an Ad-Hoc Committee of the Lake Transit Authority comprised of Directors: Jeff Smith, Chair, Stacy Mattina, Vice-Chair and Chuck Leonard met on May 9, 2017 to discuss various options for the transition of the roles and responsibilities of the Transit Manager; and

WHEREAS, in the most recently adopted Transit Development Plan & Marketing Plan (2015) several options for succession were considered (Chapter 10); and

WHEREAS, the Ad-Hoc Committee supported the concept presented as option three in Chapter 10 of the Transit Development Plan to modify the scope of work of the Lake APC Administrative and Fiscal Services Contract to include all duties of the Transit Manager; and

WHEREAS, on November 8, 2017 at their regular meeting, the Lake Transit Authority Board of Directors voted unanimously to request that the APC consider seeking a proposal from Davey-Bates Consulting to amend their current contract to build a team to replace the existing Transit Manager’s scope of work; and

WHEREAS, on December 13, 2017, at their regular meeting, the APC voted unanimously to request a contract amendment proposal from Davey-Bates Consulting to include the roles and responsibilities of the Transit Management scope of work into the existing agreement; and

WHEREAS, Exhibit A (attached) provides job descriptions, resumes and an update to Table B of the original DBC proposal of July 9, 2014 outlining the Scope of Services and Rates of Payment for additional services to be provided by Davey-Bates Consulting; and

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

**NOW, THEREFORE, we agree as follows:**

The additional services outlined by the CONTRACTOR in Exhibit A shall be added to the existing work performed in the Professional Services Agreement between APC and Contractor, Davey-Bates Consulting. ALL OTHER TERMS AND CONDITIONS of the original agreement dated September 26, 2014 shall remain in full force and effect unless amended in writing by both **APC** and **CONTRACTOR**.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands on the day and year this Amendment No. 2 above written.

LAKE COUNTY/CITY AREA PLANNING COUNCIL   DAVEY-BATES CONSULTING

BY: \_\_\_\_\_  
Jeff Smith, Chair Date \_\_\_\_\_

BY: \_\_\_\_\_  
Lisa Davey-Bates, Owner                      Date



# TRANSIT MANAGER

**Annual Salary Range \$72,800 - \$93,600**

**Excellent Benefits Package**

*(Salary Dependent on Experience & Qualifications)*

## **About the Agency:**

Public transportation services have been operated in the Lake County region by the Lake Transit Authority (LTA) since its formation in 1996. Lake Transit Authority also currently serves as the Consolidated Transportation Services Agency (CTSA) for the region, providing additional transportation services including non-emergency medical transportation trips for seniors and people with disabilities and a volunteer driver program. Paratransit Services, Inc. is the current operations contractor providing fixed route and paratransit services for Lake Transit Authority.

The management structure of Lake Transit is a unique arrangement with the Transit Manager position hired through an independent contractor, Davey-Bates Consulting. The Transit Manager supervises the day-to-day responsibilities associated with the operations and administration of the transit agency, in partnership with our operations contractor, Paratransit Services.

**The Duties of the Transit Manager Position are outlined below. Experience in these Aspects of the position is preferred yet not required:**

- Manages the overall planning and development of Lake Transit Authority (LTA) to maximize the efficiency and responsiveness of public transit service for the Lake County Region. Evaluates system performance, develops service options, and provides oversight of creation of schedules, run cuts and work packages utilizing industry best practices.
- Coordinates with Executive Director in developing annual budgets, work plans and fiscal management of transit agency.
- Directs transit system operations and procedures, monitors and evaluates contract services, analyzes service utilization and operations.
- Coordinates and monitors accounting, procurement, property and operating records and procedures.
- Interacts with operations contractor, transit supervisors and other agency staff in a positive manner, to receive and give feedback on various scheduling/routing and bus stop issues, researches complaints, problems and prepares responses for LTA Board and Executive Director.

- Monitors fleet and equipment replacement and acquisition program. Prepare, as needed, vehicle and equipment specifications and manage acquisitions as authorized in the annual budget.
- Oversees use of on-board transit technology systems such as GPS tracking systems, mobile radios and communications, stop annunciators, and other technology as applicable; stays up-to-date on transit technology, including researching, evaluating and making recommendations on the utilization of new technologies, and coordinates with staff to ensure systems function appropriately.
- Proposes strategies to promote service to attract new riders and coordinates the development and implementation of marketing plans, fare structures, promotional campaigns, public presentations and other activities. Prepares press releases, flyers and other materials that do not require complex graphics or printing.
- Communicates with interregional transit partners to support transit coordination, connectivity of schedules and fare programs to support seamless travel for transit riders.
- Oversees development of LTA agenda, provides supporting documentation, provides staff assistance to the LTA Board of Directors, attends and makes presentations to LTA, and other committees (i.e. Social Services Technical Advisory Council (SSTAC) and Lake Technical Advisory Committee (TAC)) public meetings, conferences and other events on behalf of LTA.
- Plans, monitors and oversees data collection efforts, quarterly and annual performance and financial status reports, and presents findings and recommendations to LTA Board based on data collected.
- In consultation with the Executive Director, initiates grant applications, identifies grant opportunities, reviews guidelines, prepares applications, progress reports, and related documentation required for Local, State and Federal grant programs, including development of cost estimates for service alternatives.
- Coordinates with LTA administrative staff to maintain procurement records, and oversees consultants and vendors as needed in order to ensure project oversight as lead project manager for transit procurement.
- Coordinates and supports execution of fiscal & compliance audits.
- Monitors legislative and regulatory issues to ensure agency compliance with applicable laws and regulations, and to disseminate information to the Board of Directors regarding matters of interest to the Transit Authority.
- Serves as a liaison with Local, State and Federal agencies on matters related to Lake Transit.

- Works with consultants and Lake Area Planning Council (APC) staff to prepare major planning documents such as the Regional Transportation Plan, Short Range Transit Plan, Americans with Disabilities Act (ADA) Plan and other planning documents, including developing tasks, soliciting and merging input from jurisdictions and the public. Works with Lake APC staff, Operations Contractor, and Mobility Manager to jointly determine target audiences for public outreach based on policy and planning initiatives.
- Provides public transit agency review of regional transportation plans, and reviews proposed land use developments or road projects, and prepares written comments to promote transit supportive development
- Coordinates with planning staff, including prioritizing and assigning projects and provides feedback as needed to ensure transit goals are met.
- Performs related duties as required

#### OTHER JOB FUNCTIONS

- May be assigned additional managerial and administrative responsibilities as required

#### MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in Public Administration, Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field; AND a minimum of (4 years) of related professional experience. (A Master's Degree from an accredited college or university may substitute for (2 years) of professional experience.

And, knowledge of:

- Concepts, principles and practices of public transit operations
- Applicable Federal, State and Local laws, rules and regulations and policies related to public transit
- Financial administration, generally accepted accounting principles, budgeting and procurement principles
- Transportation funding sources and reporting requirements
- General understanding of scheduling software systems and related technologies
- Preparing written reports including creation of tables and visually appealing concepts
- Office software such as Microsoft Word, Excel, PowerPoint, Adobe Acrobat Pro, and Access

And, ability to:

- Manage projects, including facilitating continual progress on priority projects

- Decide the time, place and sequence of operations within an organizational framework
- Analyze operating data, identify issues and opportunities and recommend appropriate solutions
- Present information and respond to questions from management, elected officials, and the public
- Practice and demonstrate strong organizational and time management skills
- Establish and maintain cooperative relationships with those contacted during the course of work
- Maintain tact, poise and professional demeanor in the workplace and with the public and coworkers

LICENSES AND OTHER REQUIREMENTS: A valid California driver's license

- Work in an office environment
- Driving a vehicle to conduct work
- Speaking to make presentations
- Ability to operate standard office equipment

SELECTION PROCESS:

All applicants will be evaluated on their related work experience, education and qualifications. Qualified applicants may be invited to an oral interview.

HOW TO APPLY:

To apply, please submit the following by **February 5, 2018**:

- Cover letter: Your letter should briefly describe the professional skills, experience and vision that you would bring to the agency
- Resume: Your resume should highlight your education and experience as it relates to this position

**To be considered, please send the above documents as a single PDF document to:**

Davey-Bates Consulting  
Attention: Lisa Davey-Bates  
367 N. State Street, #204  
Ukiah, CA 95482  
Or by E-mail to: [ldaveybates@dbcteam.net](mailto:ldaveybates@dbcteam.net)

All statements made in the submitted documentation are subject to investigation and verification. Invalid applications are subject to disqualification.

# ALEXIS J. PEDROTTI

## ASSOCIATE PROGRAM PLANNER/ADMINISTRATOR

### PROFESSIONAL TRAINING

- Board Secretary/Clerk Conference, Ca Special Districts Assoc.
- Administration of Sub Recipients Agreements, RCTF
- General Procurement / A&E Procurement Guidelines, RCTF
- Transportation Funding in California, Dept. of Transportation
- Transportation Planning Academy, Dept. of Transportation
- MTC Streetsaver Pavement Management Program, Nichols
- TransCad Travel Demand Forecasting Model, Parsons Brinckerhoff
- Trans Modeler, Micro Simulation Project, Caliper Corp.
- Rural Blueprint Training - UPlan Model, UC Davis
- Website Design & Development, Mendocino College
- Introduction to QuickBooks, Fred Pryor
- Introduction into ArcGIS I, Environmental Systems Research Institute, Inc. (ESRI)
- ArcGIS Desktop II: Tools and Functionality, Environmental Systems Research Institute, Inc. (ESRI)



### QUALIFICATIONS

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

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

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

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

### RELEVANT EXPERIENCE

- TDA Budgetary Requirements; Budgets, Resolutions, and Allocation Instructions
- Invoice Processing and Management, Fiscal tracking, balancing and reconciling
- Oversees Fiscal and Triennial Performance Audits
- Overall Work Program development, amendments and closeout
- Project and Grant Management relating to Federal, State and Local funding
- Contract Administration and Procurement
- Coordination with transportation planners to evaluate and analyze proposed plans, programs and projects.
- Caltrans Quarterly Status Reporting/ Request for Reimbursements
- Agenda Packet / Minutes / Staff Reports
- Website Development and Management
- ArcGIS Mapping and Dataset Development, including data collection, manipulation and evaluation
- Development and Implementation of the Strategic and Financial 5-Year Plans for the Lake and Mendocino S.A.F.E.
- Monitoring the S.A.F.E. Maintenance Call Box System
- Coordination and collaboration with Local Agencies, Caltrans, and Consultant/Contractor Staff
- Represents the APC to member agencies or policy level committees

# CHARLENE PARKER

## EXECUTIVE ASSISTANT

### TRAINING

- Public Records Act & Retention, California Special Districts Association
- How to Use QuickBooks, Fred Pryor
- Business Professional's Grammar & Writing, Fred Pryor
- Outstanding Receptionist, Fred Pryor
- Intro to Word and Excel, R.O.P

### QUALIFICATIONS

Ms. Parker has worked for Davey-Bates Consulting since October 2014. Currently Ms. Parker Performs Executive Administrative Support to Agency Staff with a wide variety of routine to complex duties, as well as the duties she performed previously at Dow-Associates. Ms. Parker began her career for the Lake County/City Area Planning Council & Mendocino Council of Governments as part of Dow & Associates in April 2011 as the Receptionist/ Office Assistant.

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

Ms. Parker has excellent telephone, verbal communication skills. She has the ability to work effectively under pressure and tight time constraints with attention to detail.

Ms. Parker also has the ability to follow instructions well and make decisions with minimal supervision.

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



### RELEVANT EXPERIENCE

- Receptionist / Specialized Administrative Responsibilities
- Prepares and distributes agenda materials including agenda reports, resolutions, and other meeting packet materials
- Performs responsible executive administrative support work with accuracy, speed, and minimal supervision
- Fiscal and Triennial Performance Audit assistance
- Gathers, assembles, updates, and distributes a variety of agency-specific records, documents, and data as requested
- Processes and reviews invoices and supporting documentation, including ensuring compliance with contracts and Caltrans for state and federal regulations
- Understands the organization and operation of the agency as necessary to assume assigned responsibilities
- Maintains and updates agency record systems and distribution lists for Request for Proposals, contracts, and general agency correspondence
- Establishes and maintain files, purges files in accordance with record retention
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner
- Experienced in Microsoft Professional, Adobe Acrobat, QuickBooks Professional, and File Marker Pro
- Scheduling of facilities, and arranges necessary set-up and materials to be available for meetings and trainings

**LAKE AREA PLANNING COUNCIL**  
**ADMINISTRATIVE AND FISCAL SERVICES**  
**Table – B (Revised, in accordance with Amendment #2)**

		<b>2017/18</b>	
<b>Position</b>	<b>Hours per Week</b>	<b>Hourly Rate</b>	<b>Annual Cost</b>
<b>Lisa Davey-Bates,</b> Principal	30	\$117.68	\$156,754
<b>Nephele Barrett,</b> Program Manager	8	\$88.06	\$31,667
<b>Alexis Pedrotti,</b> Admin/Plng Assist.	18	\$65.07	\$55,425
<b>Charlene Parker,</b> Office Assistant	24	\$43.28	\$46,117
<b>Transit Manager</b>	40	\$86.53	\$159,217
<b>Yearly Total</b>			\$449,180

Rates reflect Rate and CPI Increases consistent with the original proposal submitted by Davey-Bates Consulting (July 9, 2014) and Amendment #2, to be proposed to the Lake APC Board of Directors at their regularly scheduled meeting of January 10, 2018.