

CALAVERAS COUNCIL OF GOVERNMENTS

JOHN GOMES - CHAIR
CITIZEN MEMBER
JUSTIN CATALANO – VICE-CHAIR
CITIZEN MEMBER
TIM MUETTERTIES
CITIZEN MEMBER
GARY TOFANELLI
BOARD OF SUPERVISOR
DENNIS MILLS
BOARD OF SUPERVISOR
AMANDA FOLENDORF
CITY COUNCIL
LINDA HERMANN
CITY COUNCIL



MELISSA EADS
EXECUTIVE DIRECTOR
MELISSA RAGGIO
ADMINISTRATIVE SERVICES OFFICER
AMBER COLLINS
TRANSPORTATION PLANNER
SARA DAVIS
ADMINISTRATIVE STAFF
JIM JONES
LEGAL COUNSEL

444 East St. Charles St.
San Andreas CA, 95249
TEL:(209)-754-2094

April 5, 2017
5:30 PM
Regular Meeting Agenda

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS
891 Mountain Ranch Rd. San Andreas, CA 95249

IF YOU WISH TO ADDRESS THE COUNCIL ON AN AGENDA ITEM, PLEASE COME TO THE ROSTRUM, GIVE YOUR NAME AND COMMENTS. PLEASE LIMIT YOUR COMMENTS TO THE SPECIFIC SUBJECT UNDER DISCUSSION. TIME LIMITS SHALL BE AT THE DISCRETION OF THE CHAIR.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Consent Agenda Items are expected to be routine and non-controversial, and will be acted upon by the Council at one time without discussion. Any Council Member, Staff Member, or interested parties, may request that an item be removed from the Consent Agenda for further discussion.

1. Approval of the Calaveras Council of Governments Regular Meeting Minutes for March 1, 2017
2. Capital Improvement Program (CIP) Quarterly Report Submitted for Council Review and Possible Discussion.
3. FY 2016/17 Overall Work Program (OWP) Quarterly Report for Council Review and Discussion
4. FY 2016/17 Mid-Year Financial Reports and Budget to Actuals
5. Review of the Executive Director's Time Card, Travel Reimbursement, and the Organization's Credit Card Charges for the Month of February 2017
6. Release of Draft Amended Policies & Procedures as Recommended by the Triennial Performance Audit
7. Correspondance
 1. FY 2017/18 Local Transportation Funds (LTF) Estimate from County Auditor

2. Cal OES Program Reporting Deadlines

REGULAR AGENDA

8. Public Comment – Five (5) minutes per person. Comments shall be limited to items that are within the subject matter jurisdiction of the Council and not on the posted Agenda; Government Code Section 54954.3(a).
9. Presentation by Richardson and Co. with Request for Acceptance by the Council of the FY 2015/16 Annual Transportation Development Act (TDA) Financial Audits
10. Minute Order Authorizing the Appointment of Melissa Raggio as the Interim Director at the Current Approved Salary Range
11. Appointment of a Recruitment Committee Comprised of the Chair, County & City Members to Oversee the Recruitment of the Executive Director
12. Minute Order Increasing the Cal Card Credit Card Limit for Interim Director to Limits Consistent with the Executive Director Position
13. Resolution No. FY17-20 Authorizing the Executive Director and/or Appointed Designee to Sign, Submit and Execute Applications, Agreements, and Related Documents Necessary to Receive State and Federal Funding
14. Authorization to the Interim Director to Execute a Letter of Support for the State Route 4 Wagon Trail Federal Lands Grant Program
15. Minute Order Approving the FY 2016/17 Operation Budget Amendment No. 2
16. Minute Order Approving the FY 2016/17 Overall Work Program (OWP) Amendment No. 2
17. Resolution No. FY17-21 Approving the Revised Public Transportation Modernization, Improvement, & Service Enhancement Program Account (PTMISEA) Program Expenditure Plan and Allocation Instructions Totaling \$312,830.56
18. Resolution No. FY17-22 Certifying Federal Transit Administration (FTA) Section 5310 Grant Program Regional Application List
19. Minute Order Approving a Subrecipient Agreement Between Calaveras Council of Governments & Calaveras County Planning Department for Land Use and Traffic Modeling
20. Unmet Transit Needs Public Hearing
 - a. Open Public Hearing Regarding Unmet Transit Needs
 - b. Accept Public Comment
 - c. Close Public Comment
21. County Report-Verbal Report, No Supplemental Materials Included
22. Transit Report-Verbal Report, No Supplemental Materials Included
 - a. Calaveras Transit FY 2016/17 Year End Performance Report

- b. Update from County on 2016/17 LTF Claim & Staff's Request for Operational Analysis of Recommended Systems Changes Including Cost Benefit, Ridership Projections & System Wide Performance Projections.

23. City Report-Verbal Report, No Supplemental Materials Included

24. Caltrans Report-Verbal Report, No Supplemental Materials Included

25. Council Report-Verbal Report, No Supplemental Materials Included

26. Staff Reports-Verbal Report, No Supplemental Materials Included

27. **ADJOURNMENT** - The next scheduled meeting of the CCOG is **May 3, 2017 5:30 PM**

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Sara Davis at 209-754-2094 for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting, should telephone or otherwise contact CCOG as soon as possible.

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March 1, 2017
5:30 PM
Regular Meeting Minutes

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS
891 Mountain Ranch Rd. San Andreas, CA 95249

Call To Order

Attendee Name	Title	Status	Arrived
Amanda Folendorf	City Council	Present	
Tim Muetterties	Citizen Member	Present	
Justin Catalano	Citizen Member	Present	
Michael Oliveira	Board of Supervisor	Present	
Dennis Mills	Board of Supervisor	Present	
Linda Hermann	City Council	Present	
Susan Rudolph	City Council	Excused	
Gary Tofanelli	Board of Supervisor	Excused	
John Gomes	Citizen Member	Present	

Regular Meeting was called to order at 5:30 PM by Citizen Member John Gomes

Copies of handouts and meeting videos are available at the CCOG office and at www.calacog.org

Pledge of Allegiance

CONSENT AGENDA

Items 1 and 2 were pulled

- Approval of the Calaveras Council of Governments Regular Meeting Minutes for February 1, 2017
- Review of the Executive Director's Time Card, Travel Reimbursement, and the Organization's Credit Card Charges for the Month of January 2017
Dennis Mills- Suggests CCOG policy follows the county travel policy
Gary Caldwell- Questioned why Executive Directors time is being reviewed by board.
- Authorize Letter of Support for AB 174 Authored by Assemblymen Bigelow Calling for Rural Representation on the California Transportation Commission

4. Correspondance

1. State Transportation Improvement Program (STIP) Fact Sheet

REGULAR AGENDA

5. Public Comment

Gary Caldwell: Resident, Valley Springs

6. Minute Order MO-FY17-7 Requesting Approval of the FY 2017/18 Draft Operations Budget

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Linda Hermann, City Council
SECONDER:	Tim Muetterties, Citizen Member
AYES:	Folendorf, Muetterties, Catalano, Oliveira, Mills, Hermann, Gomes
ABSENT:	Tofanelli
EXCUSED:	Rudolph

7. Resolution No. FY17-18 Approving the FY 2017/18 Draft Overall Work Program (OWP) and Planning, Programming and Monitoring Expenditure Plan

Public Comments: Gary Caldwell: Resident, Valley Springs

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Muetterties, Citizen Member
SECONDER:	Justin Catalano, Citizen Member
AYES:	Folendorf, Muetterties, Catalano, Oliveira, Mills, Hermann, Gomes
ABSENT:	Tofanelli
EXCUSED:	Rudolph

8. Resolution No. FY17-19 Revising the Allocation Instructions to Remove the \$45,435 Shortfall of Revenues Compared to Allocations for FY 2014-2015 and FY 2015-2016 Combined from the FY 2016-2017 Allocations

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Muetterties, Citizen Member
SECONDER:	Justin Catalano, Citizen Member
AYES:	Folendorf, Muetterties, Catalano, Oliveira, Mills, Hermann, Gomes
ABSENT:	Tofanelli
EXCUSED:	Rudolph

9. County Report-Verbal Report, No Supplemental Materials Included

Jeff Crovitz, Public Works Director: Flood Damage -\$6 million in damage to county. Capital Improvement & Highway Bridge Program

Murphys Project- School crosswalks- met with school, waiting to hear back 1st of April on grants.

Ordinance for parking bridge in Murphys on March 14th

10. Transit Report-Verbal Report, No Supplemental Materials Included

Deborah Mullen, Calaveras Transit Manager: Outreach to community about transit and hopper coming to town. Applying for 5310 grant for bus replacement, application was submitted 3/1

New routes begin April 3rd. Time point changes on Delta gold line to Stockton.

Minutes Acceptance: Minutes of Mar 1, 2017 5:30 PM (CONSENT AGENDA)

11. City Report-Verbal Report, No Supplemental Materials Included

Dave Hanham, City Director: Kick-Off Meeting for Angels Creek & Trails was this week.

12. Caltrans Report-Verbal Report, No Supplemental Materials Included

Carl Baker, Caltrans D10: High School Rd, Jeff to submit letter to district . Location of speed signs in Burson are where speed study shows they should be.

Murphys Project- Waiting to hear back on grant response

Tom Bell & Penn Gulch- Two way turn lane possibly put in 2018 SHOPP- Budget / Project start timeline 2020/2021

Federal Lands Access Program (FLAP) Wagon Trail Project - Grant Deadline April 7th.

Council comments and questions: Council member Justin Catalano questioned when Hwy 26 would be re-opened.

13. Council Report-Verbal Report, No Supplemental Materials Included

No Comments

14. Staff Reports-Verbal Report, No Supplemental Materials Included

No Comments

1. Transportation Planner: Status of Planning Projects

15. **ADJOURNMENT** - The next scheduled meeting of the CCOG is **April 5, 2017 5:30 PM**



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 2
Capital Improvement Program (CIP) Quarterly Report Submitted for Council Review and Possible Discussion.		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Informational Item PowerPoint Presentation Included? No		

Recommendation:

No action is required. The Capital Improvement Program (CIP) Quarterly Report is submitted to the Council for review and possible discussion.

Background:

One of the roles of the Calaveras Council of Governments (CCOG) as the Regional Transportation Planning Agency is to track and monitor CCOG Federal and State funded projects. These include funds such as State Transportation Improvement Program (STIP), Congestion Mitigation and Air Quality Program (CMAQ), California Office of Emergency Service (CalOES), Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA), State Planning Grants and Federal Demonstration (Earmark) Funds.

Staff continues to work with the Member Agencies and their staff through the Technical Advisory Committee (TAC) to regularly update the Capital Improvement Program (CIP). The CIP is a technical tool that tracks and monitors Council approved programming, and is intended to be an innovative and reliable resource for member agencies and members of the public.

Staff has implemented additional functions which include, email notifications, project archive system, and council members user access. Staff is working on refining Reports available.

Discussion:

None

Fiscal Impact:

The CIP Database went live in November 2013. CCOG Staff expects reporting of project status and invoiced to date amounts to be updated by each implementing agency. CCOG Staff has notified the Member Agencies that future

allocations on claims will not be recommended for approval until a report or accounting of past allocations has been provided.

**Capital Improvement Program
Summary of All Project Funding "At a Glance" for Board of Directors**

Project Name	Lead Agency	Fund Source Expenditures						
		Fund	Fiscal Year	Phase	Programmed	Total	% Invoiced	Supervisor District
					Amount	Invoiced to Date	to Date	
Angels Camp Main Street Plan	City of Angels	LTF	15/16	PE	\$23,427	\$12,824	55%	0
		State Highway Account (SHA)	14/15	PE	\$180,823	\$98,983	55%	0
Angels Camp SR 4/49 Project Study Report	City of Angels	RSTP	15/16	PE	\$156,000	\$0	0%	0
		CMAQ	15/16	PE	\$334,743	\$0	0%	0
Angels Creek Bike & Pedestrian SR 49 Gap Fill	City of Angels	CMAQ	14/15	PE	\$1,118,882	\$50	0%	0
		State Highway Account (SHA)	16/17	PE	\$100	\$99	99%	0
		FHWA Partnership Planning Grant	15/16	PE	\$4,500	\$1,000	22%	0
Bus AVL System	Calaveras County	PTMISEA	10/11	CON	\$68,775	\$0	0%	1
Bus Stop Improvements, Phase 4	Calaveras County	PTMISEA	10/11	CON	\$27,068	\$3,189	12%	0
		PTMISEA	14/15	CON	\$303,122	\$50,931	17%	0
Bus Stop Lighting Project	Calaveras County	CalOES	11/12	PE	\$36,697	\$1,604	4%	0
		CalOES	12/13	PE	\$36,697	\$0	0%	0
Collector Roads Striping & Stop Sign Replacement	City of Angels	RSTP	15/16	PE	\$80,000	\$0	0%	0
County Roadway Sign Retroreflectivity Upgrade	Calaveras County	RSTP	17/18	PE	\$196,598	\$0	0%	0
Main Street (SR 49) Sidewalk & Landscaping	City of Angels	RIP	07/08	PE	\$65,000	\$65,000	100%	0
		RIP	11/12	PS&E	\$100,000	\$100,000	100%	0
		RIP	12/13	CON	\$550,000	\$0	0%	0
Mountain Ranch Road Turnout and Safety Improvements	Calaveras County	RSTP	12/13	PE,PE	\$163,528	\$163,528	100%	1
		RSTP	13/14	PS&E	\$153,000	\$153,000	100%	1
		HRRR	12/13	CON,PE	\$900,000	\$135,135	15%	1
		RIM	12/13	PE	\$65,245	\$65,245	100%	1
Murphys Grade Road Improvement	City of Angels	LTF	14/15	CON	\$13,200	\$0	0%	0
		RSTP	14/15	CON	\$46,000	\$0	0%	0
		RSTP	16/17	CON	\$165,000	\$0	0%	0
		CMAQ	12/13	PE	\$321,000	\$0	0%	0
		CMAQ	15/16	CON	\$334,743	\$0	0%	0
O'Byrnes Ferry Rd. Left Pine Street West Point Bike Path	Calaveras County	CMAQ	18/19	CON	\$334,743	\$0	0%	0
	Calaveras County	RSTP	14/15	PE,PE	\$347,158	\$0	0%	4
Purchase Equipment for Shelter and Bus Maintenance	Calaveras County	Bike and Pedestrian	19/10	CON	\$120,000	\$0	0%	2
Purchase	Calaveras County	PTMISEA	10/11	CON	\$23,735	\$22,169	93%	0
Purchase Three Class C Edorado Nationals	Calaveras County	PTMISEA	10/11	CON	\$32,000	\$30,025	94%	0
San Andreas Sidewalk	Calaveras County	PTMISEA	10/11	CON	\$297,707	\$0	0%	0
SR 12 / SR 26 Intersection	Calaveras County	CMAQ	16/17	PE	\$406,168	\$0	0%	1
		CMAQ	08/09	PE	\$350,000	\$350,000	100%	1
		CMAQ	10/11	PE	\$231,000	\$135,194	59%	1
		CMAQ	12/13	R/W	\$507,000	\$483,182	95%	1
		CMAQ	14/15	CON	\$1,092,000	\$0	0%	1
		RIM	12/13	PE	\$131,887	\$55,051	42%	1
SR 4 Wagon Trail Realignment	Calaveras County	RIM	13/14	CON,R/W	\$362,973	\$79,163	22%	1
		PLH	09/10	PA&ED,PA&ED	\$951,401	\$951,401	100%	4
		RIP	10/11	PA&ED	\$250,000	\$118,109	47%	4
		RIP	15/16	PS&E	\$1,390,000	\$0	0%	4
		RIP	16/17	R/W	\$1,310,000	\$0	0%	4
		RIP	17/18	CON	\$5,325,000	\$0	0%	4
	Calaveras County	HPP (Demo)	10/11	PA&ED	\$899,806	\$708,546	79%	4

Attachment: cip (1263 : Quarterly CCOG Capital Improvement Program (CIP) Reports)

**Capital Improvement Program
Summary of All Project Funding "At a Glance" for Board of Directors**

Project Name	Lead Agency	Fund Source Expenditures						
		Fund	Fiscal Year	Phase	Programmed	Total	% Invoiced	Supervisor District
					Amount	to Date	to Date	
SR 49 Commercial Gateway Corridor Study	Calaveras County	LTF	15/16	PE	\$52,706	\$29,189	55%	1
		RSTP	15/16	PE	\$50,000	\$0	0%	1
		FHWA Partnership Planning Grant	15/16	PE	\$150,824	\$116,755	77%	1
SR-49 Mountain Ranch Rd Intersection, Roadway Improvement & Government Center Bikeway Project	Calaveras County	RSTP	14/15	CON	\$146,000	\$0	0%	1
		CMAQ	10/11	PE	\$100,000	\$73,867	74%	1
		CMAQ	12/13	PS&E	\$135,000	\$0	0%	1
		CMAQ	17/18	CON	\$383,908	\$0	0%	1
		CMAQ	18/19	CON	\$383,908	\$0	0%	1
Vehicle Replacement	Calaveras County	PTMISEA	09/10	PE	\$168,143	\$0	0%	0
		PTMISEA	10/11	PE	\$131,584	\$0	0%	0



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 3
FY 2016/17 Overall Work Program (OWP) Quarterly Report for Council Review and Discussion		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Informational Item PowerPoint Presentation Included? No		

Recommendation:

No action required. The Overall Work Program (OWP) Quarterly Report is submitted to the Council for review and possible discussion.

Background:

None

Discussion:

The attached Report is due to Caltrans one month following the close of the quarter. The report provides expenditures associated with each Work Element per fund, also indicating a percentage of progress made to date for the identified Fiscal Year. The total budgeted amount reflects the OWP Amendment No. 2 approved by the Council at the October 5, 2016 Regular Meeting. The report and invoice for Rural Planning Assistance (RPA) funds in the amount of \$46,604 was submitted to Caltrans on January, 27 2017.

Fiscal Impact:

Informational Item.

FY 2016/2017 Overall Work Program 2nd Quarter Progress Report Expenditures from October 1, 2016-December 31, 2016																
Calaveras County																
Work Element #	Work Element Title	Current Yr. % of Work Completed	Expected Completion Date	Total All Funds Budgeted for Work Element	Year to Date Expenditures of All Funds	RPA Funds 2nd Quarter	Total Budgeted State RPA	Expended State RPA	FHWA/SPR Partnership Planning Only	Local Match and/or n Kind Service	Grants/ Earmarks	2% RIP (PP&M)	RSTP Funds	LTF Local Funds		
16/17-01	Transportation Development Act (TDA) Admin	43%	Jun-17	\$ 244,178	\$ 105,677	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244,178		
16/17-02	Regional Planning and Coordination	87%	Jun-17	\$ 73,637	\$ 63,824	\$ 12,980	\$ 35,831	\$ 26,397	\$ -	\$ -	\$ -	\$ -	\$ 37,806	\$ -		
16/17-03	Overall Work Program - Development	24%	Jun-17	\$ 61,752	\$ 15,064	\$ 9,880	\$ 31,521	\$ 14,695	\$ -	\$ -	\$ -	\$ -	\$ 30,231	\$ -		
16/17-04	Planning, Programming and Mornitoring	24%	Jun-17	\$ 130,971	\$ 31,235	\$ 2,620	\$ 24,292	\$ 14,879	\$ -	\$ -	\$ -	\$ 70,000	\$ 36,679	\$ -		
16/17-05	Project Delivery and Support	22%	Jun-17	\$ 46,102	\$ 10,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,900	\$ 34,202	\$ -		
16/17-06	Grant Develment	9%	Jun-17	\$ 46,459	\$ 4,331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,459	\$ -		
16/17-07	Regional Transportation Plan (RTP) Update	33%	Jun-17	\$ 97,834	\$ 31,886	\$ 13,200	\$ 87,834	\$ 31,886	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -		
16/17-08	Special Studies, Online Data Development	2%	Jun-17	\$ 28,500	\$ 535	\$ 535	\$ 28,500	\$ 535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
16/17-09	Tri-County UPLAN & Data Development	1%	Jun-17	\$ 65,733	\$ 796	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,333	\$ -	\$ 12,400	\$ -		
16/17-10	Mobility Management	6%	Jun-18	\$ 205,500	\$ 12,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,000	\$ -	\$ -	\$ 19,500		
16/17-11	Transit Planning	29%	Jun-17	\$ 45,700	\$ 13,360	\$ 7,388	\$ 45,700	\$ 13,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
16/17-12	Active Transportation Outreach and Education	60%	Jun-17	\$ 25,328	\$ 15,079	\$ -	\$ 8,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,428		
16/17-13	Active Transportation Program	13%	Jun-17	\$ 20,312	\$ 2,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,312		
16/17-14	Angels Camp Main Street Plan Grant	37%	Jun-18	\$ 144,251	\$ 53,632	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,325	\$ -	\$ -	\$ 15,926		
16/17-15	Countywide Pavement Management	0%	Jun-17	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -		
16/17-16	SR 49 Commercial Gateway Corridor Study	42%	Jun-18	\$ 155,676	\$ 65,919	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,453	\$ -	\$ 50,000	\$ 35,223		
16/17-17	Transportation Planning Grants Match	0%	Jun-17	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000		
16/17-18	Wagon Trail PA&ED	20%	Jun-17	\$ 189,760	\$ 37,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,760	\$ -	\$ -	\$ -		
				\$ 1,781,693	\$ 463,930	\$ 46,604	\$ 262,578	\$ 101,752	\$ -	\$ -	\$ 627,871	\$ 81,900	\$ 357,777	\$ 451,567		

Attachment: OWP 2nd Quarter report - (1265 : 2016/17 OWP Quarterly Report)



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 4
FY 2016/17 Mid-Year Financial Reports and Budget to Actuals		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Informational Item PowerPoint Presentation Included? No		

Recommendation:

No action is required. The reports are submitted for Council review and possible discussion.

Background:

None.

Discussion:

Fund 6100 OWP Account

Fiscal Year 2016/17 Overall Work Program (OWP) Amendment No. 1 totals \$1,781,693. CCOG's Operations Budget Amendment No. 1 totaled \$548,475. In addition to \$5.2 million allocated to County & City in CIP, nearly 70% of OWP is allocated to County & City projects/purposes. The current balance of the OWP operating account is \$573,790. Outstanding accounts payable totaled \$170,147. Estimated revenue and expense is on track for mid-year.

Revenues

Revenue received July 1, 2016 – December 31, 2016 totals \$523,285
 \$327,999– CCOG Operations Budget Revenue received to date
 \$107,988–County and CCOG outstanding reimbursable revenue
 \$2,084 – Interest Accrued July 1 – Dec 31

Expenditures

Expenditures for July 1, 2016 – December 31, 2016 are \$463,930
 \$249,551 – 54% CCOG Operations Budget expended to date
 \$214,378 – City, County, and CCOG project expenditures

Fund 6110 LTF Account (Local Transportation Fund ¼% Sales Tax)

Expenditures	\$340,338
Revenue	\$710,369
Interest	\$ 4,349
Balance	\$1,262,357

LTF funding is received monthly from the State Board of Equalization deposits to date total \$710,369 not including interest. At year-end \$196,700 deposit was posted in error. At year-end allocations for FY 2016/17 total \$385,915 to date Calaveras Transit has not submitted a claim for FY 2016/17.

Fund 6140 RSTP Account (Regional Surface Transportation Program)

Expenditures	\$0
Revenue	\$421,218
Interest	\$4,640
Balance	\$1,178,143

FY 2015/16 Apportionment to fund FY 2016/17 Overall Work Program (OWP) and Capital Improvement Program (CIP) totaling \$416,578 was received July 2016. Allocations approved by the Council total \$224,202 for CCOG's Operation Budget. City and County programmed CIP projects for FY14/15, FY 15/16 and FY 16/17 total \$613,374 at year-end no claims have been submitted.

Fund 6120 STA Account (State Transit Assistance)

Expenditures	\$118,675
Revenue	\$118,675
Interest	\$ 41.09
Balance	\$ 2,274

STA is received quarterly from the State Board of Equalization. July – Dec. deposit totaled \$118,675. The FY 2016/17 estimate from the State Controller was \$189,455.

Fund 5440 Bike & Ped Account (2% of LTF apportionment)

Expenditures	\$0
Revenue	\$0
Interest	\$ 159
Balance	\$40,273

As dictated by TDA, 2% of the years LTF after off the top goes to the Bike and Pedestrian Fund, this fiscal year's allocation is \$10,899.

Fund 6150 PTMISEA Account (Transit Capital Projects)

Expenditures	\$ 3,062
Revenue	\$ 3,818
Interest	\$ 2,635
Balance	\$663,143

PTMISEA funding is programmed in the PTMISEA Expenditure Plan approved by the Board of Supervisors and ratified by the Council. Revenue is based on Prop 1B bond sales as the revenue becomes available CCOG receives the funds by projects programmed. To date CCOG has received revenue for fiscal year 08/09 – 14/15. Calaveras Transit Manager programs and oversee the Transit Capital projects.

Fund 5615 CalOES Account (Transit Capital Projects)

Expenditures	\$14,933
Revenue	\$0
Interest	\$ 316

Balance \$73,025

CalOES funding is programmed through the California Office of Emergency Services Work Plan and approved by the Council. Revenue is based on Prop 1B bond sales as the revenue becomes available CCOG receives the funding by Fiscal Year apportionments. To date CCOG has received revenue for 09/10 -12/13. Calaveras Transit Manager programs and oversee the Transit Capital projects. Funding is available for 14/15 - \$36,697 and 16/17 - \$29,357 that the County has not allocated.

Fiscal Impact:
Informational item.

**County of Calaveras
Budget and Actuals by Budget Class**

As of 12/31/2016

Fiscal Year: 2016

	Budget Version-	Budget	Encumbrance	Y-T-D Actuals	Balance	% Remaining
Org Key:	61000010					
	Council of Governments					
<u>Revenue From Use of Money/ Property</u>						
4300	Interest	0.00	0.00	2,084.31	(2,084.31)	0.00 %
Total Revenue From Use of Money/ Propert		0.00	0.00	2,084.31	(2,084.31)	0.00
<u>Intergovernmental Revenue- State</u>						
4412	State SRPAF Subvention Funds	230,000.00	0.00	142,004.59	87,995.41	38.25 %
4455	State Grants	53,333.00	0.00	22,966.08	30,366.92	56.93 %
4479	State Other Programs	53,000.00	0.00	0.00	53,000.00	100.00 %
Total Intergovernmental Revenue- State		336,333.00	0.00	164,970.67	171,362.33	50.95
<u>Intergovernmental Revenue- Fed</u>						
4505	Federal Grant	574,538.00	0.00	132,399.38	442,138.62	76.95 %
4521	Federal Aid Secondary	0.00	0.00	0.00	0.00	0.00 %
4529	Federal Miscellaneous	0.00	0.00	37,199.40	(37,199.40)	0.00 %
Total Intergovernmental Revenue- Fed		574,538.00	0.00	169,598.78	404,939.22	70.48
<u>Misc. Revenue</u>						
4708	Refund - Miscellaneous	25,000.00	0.00	636.98	24,363.02	97.45 %
Total Misc. Revenue		25,000.00	0.00	636.98	24,363.02	97.45
<u>Operating transfers in</u>						
4719	Operating Trfs - Intrafund	596,192.00	0.00	185,995.00	410,197.00	68.80 %
Total Operating transfers in		596,192.00	0.00	185,995.00	410,197.00	68.80
Total Revenue		1,532,063.00	0.00	523,285.74	1,008,777.26	
<u>Salaries and Employee Benefits</u>						
5001	Salaries/Wages - Permanent	315,941.00	0.00	156,761.87	159,179.13	50.38 %
5002	Extra-Hire	10,000.00	0.00	3,116.15	6,883.85	68.83 %
5049	PERS - Employer	28,991.00	0.00	15,031.55	13,959.45	48.15 %
5051	Social Security (OASDI)	400.00	0.00	200.28	199.72	49.93 %
5053	Medicare	4,500.00	0.00	2,385.96	2,114.04	46.97 %
5054	Long Term Disability	1,490.00	0.00	745.20	744.80	49.98 %
5055	Insurance - Group Health	34,550.00	0.00	14,511.18	20,038.82	57.99 %
5056	Insurance - Group Life	525.00	0.00	231.00	294.00	56.00 %
5057	Insurance - Vision	1,000.00	0.00	405.00	595.00	59.50 %
5058	Insurance - Dental	3,400.00	0.00	1,487.40	1,912.60	56.25 %
5061	Deferred Compensation - ER	2,400.00	0.00	1,200.00	1,200.00	50.00 %
Total Salaries and Employee Benefits		403,197.00	0.00	196,075.59	207,121.41	51.36
<u>Services and Supplies</u>						
5121	Communications	3,000.00	0.00	1,612.15	1,387.85	46.26 %
5153	Insurance - Workers' Comp	4,000.00	0.00	0.00	4,000.00	100.00 %
5159	Insurance - Unemployment	2,000.00	0.00	197.64	1,802.36	90.11 %
5160	Insurance - Liability Exp	14,000.00	0.00	14,179.93	(179.93)	-1.28 %
5182	Maint of Equipment - Auto	1,000.00	0.00	0.00	1,000.00	100.00 %
5183	Maint of Equipment - Other	1,763.00	0.00	856.50	906.50	51.41 %
5201	Maint of Buildings/Grounds	200.00	0.00	0.00	200.00	100.00 %

Report ID: GL_Budget_Actual_Class

Page: 1

Run Date & Time: 03/09/2017 16:20:37

GLBA_MSTR.glba_fy = '2016' AND GLBA_MSTR.glba_gr = 'GL' AND GLBA_MSTR.glba_key matches '61000010'
AND GLBA_MSTR.glba_level = 'OB'

**County of Calaveras
Budget and Actuals by Budget Class**

As of 12/31/2016

Fiscal Year: 2016

	Budget Version-	Budget	Encumbrance	Y-T-D Actuals	Balance	% Remaining
5221	Memberships	5,600.00	0.00	2,757.00	2,843.00	50.76 %
5241	Office Expense	4,000.00	0.00	1,832.69	2,167.31	54.18 %
5243	Office Expense - Postage	2,000.00	0.00	190.33	1,809.67	90.48 %
5245	Office Expense - Copies	4,000.00	0.00	2,056.04	1,943.96	48.59 %
5257	Office Expense - Small Equip	3,000.00	0.00	111.01	2,888.99	96.29 %
5271	Prof and Specialized Services	28,300.00	0.00	4,869.80	23,430.20	82.79 %
5272	Prof and Spec Serv - Spec Purp	1,233,218.00	0.00	214,378.58	1,018,839.42	82.61 %
5300	CCTV - Miscellaneous	1,500.00	0.00	386.55	1,113.45	74.23 %
5301	Reimb Co Depts For Services	0.00	0.00	511.20	(511.20)	0.00 %
5381	Legal Notices	2,000.00	0.00	1,534.10	465.90	23.29 %
5391	Rents and Leases - Equip	3,585.00	0.00	1,195.29	2,389.71	66.65 %
5392	Rents and Leases - Other	25,450.00	0.00	10,242.39	15,207.61	59.75 %
5411	Special Department Expense	3,900.00	0.00	2,316.47	1,583.53	40.60 %
5422	Training	4,000.00	0.00	2,009.56	1,990.44	49.76 %
5477	Personal Mileage Reimburs	3,000.00	0.00	1,875.19	1,124.81	37.49 %
5478	Travel Expense	4,000.00	0.00	1,205.31	2,794.69	69.86 %
5480	Gas and Oil Expense	500.00	0.00	0.00	500.00	100.00 %
5501	Utilities	3,480.00	0.00	1,536.93	1,943.07	55.83 %
Total Services and Supplies		1,357,496.00	0.00	265,854.66	1,091,641.34	80.41
Capital Assets						
5704	Capital Assets - Software	1,000.00	0.00	405.00	595.00	59.50 %
Total Capital Assets		1,000.00	0.00	405.00	595.00	59.50
Appropriation for Contingencie						
5990	Contingencies	20,000.00	0.00	1,595.21	18,404.79	92.02 %
Total Appropriation for Contingencie		20,000.00	0.00	1,595.21	18,404.79	92.02
Total Expenses		1,781,693.00	0.00	463,930.46	1,317,762.54	
Total Revenue		1,532,063.00	0.00	523,285.74	1,008,777.26	
Total Expenses		1,781,693.00	0.00	463,930.46	1,317,762.54	
Key Total for	61000010	(249,630.00)	0.00	59,355.28	(308,985.28)	

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

**County of Calaveras
Budget and Actuals by Budget Class**

Fiscal Year: 2016

As of 12/31/2016

Budget Version-	Budget	Encumbrance	Y-T-D Actuals	Balance	% Remaining
Report Revenues	1,532,063.00	0.00	523,285.74	1,008,777.26	
Report Expenses	1,781,693.00	0.00	463,930.46	1,317,762.54	
REPORT TOTAL	(249,630.00)	0.00	59,355.28	(308,985.28)	

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 12/31/2016

Fund 6100 Council of Governments

<u>Object Code</u>	<u>Object Description</u>		<u>Balance</u>
<u>Assets</u>			
1006	Cash in Treasury	61000000	588,534.42
1007	Outstanding Checks	61000000	(14,744.36)
Total Assets			<u>\$573,790.06</u>
<u>Liabilities</u>			
Total Liabilities			<u>\$0.00</u>
<u>Fund Balance</u>			
3002	Fund Bal Unreserv/Undesign	61000000	514,362.99
3007	Prior period adjustment	61000000	71.79
Total Fund Balance			<u>\$514,434.78</u>
Year-to-Date Revenues			\$337,290.74
Year-to-Date Expenditures			\$463,930.46
Year-to-Date Transfers In			\$185,995.00
Year-to-Date Transfers Out			\$0.00
Year-to-Date Clearing Accounts			<u>\$0.00</u>
Total Fund Equity			<u>\$573,790.06</u>
Total Liabilities and Fund Equity			<u>\$573,790.06</u>

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 12/31/2016

Fund 6110 Transportation Development

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	1,253,423.88
1007	Outstanding Checks	8,934.00
Total Assets		<u>\$1,262,357.88</u>
<u>Liabilities</u>		
Total Liabilities		<u>\$0.00</u>
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	892,326.65
Total Fund Balance		<u>\$892,326.65</u>
Year-to-Date Revenues		\$710,369.62
Year-to-Date Expenditures		\$154,343.39
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$185,995.00
Year-to-Date Clearing Accounts		<u>\$0.00</u>
Total Fund Equity		<u>\$1,262,357.88</u>
Total Liabilities and Fund Equity		<u>\$1,262,357.88</u>

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 12/31/2016

Fund 6120 State Transit Assistance

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	2,274.52
Total Assets		<u>\$2,274.52</u>
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	2,233.43
Total Fund Balance		<u>\$2,233.43</u>
Year-to-Date Revenues		\$118,716.09
Year-to-Date Expenditures		\$118,675.00
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		<u>\$0.00</u>
Total Fund Equity		<u>\$2,274.52</u>
Total Liabilities and Fund Equity		<u>\$2,274.52</u>

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 12/31/2016

Fund 6140 Region Surface Trns Prg

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	1,178,143.53
Total Assets		<u>\$1,178,143.53</u>
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	756,925.23
Total Fund Balance		<u>\$756,925.23</u>
Year-to-Date Revenues		\$421,218.30
Year-to-Date Expenditures		\$0.00
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		<u>\$0.00</u>
Total Fund Equity		<u>\$1,178,143.53</u>
Total Liabilities and Fund Equity		<u>\$1,178,143.53</u>

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 12/31/2016

Fund 5440 Ped/Bike Facilities Fund

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	40,273.49
Total Assets		\$40,273.49
 <u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	40,113.53
Total Fund Balance		\$40,113.53
Year-to-Date Revenues		\$159.96
Year-to-Date Expenditures		\$0.00
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		\$0.00
Total Fund Equity		\$40,273.49
Total Liabilities and Fund Equity		\$40,273.49

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 12/31/2016

Fund 6150 PTMISEA

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	663,143.35
Total Assets		<u>\$663,143.35</u>
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	659,751.05
Total Fund Balance		<u>\$659,751.05</u>
Year-to-Date Revenues		\$6,454.42
Year-to-Date Expenditures		\$3,062.12
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		<u>\$0.00</u>
 Total Fund Equity		 <u>\$663,143.35</u>
 Total Liabilities and Fund Equity		 <u>\$663,143.35</u>

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)

County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 12/31/2016

Fund 5615 CaleMA Transit Security

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	73,025.40
Total Assets		<u>\$73,025.40</u>
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	87,642.51
Total Fund Balance		<u>\$87,642.51</u>
Year-to-Date Revenues		\$316.66
Year-to-Date Expenditures		\$14,933.77
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		<u>\$0.00</u>
Total Fund Equity		<u>\$73,025.40</u>
Total Liabilities and Fund Equity		<u>\$73,025.40</u>

Attachment: item 4 (1266 : FY 2016/17 Mid Year Financial Reports and Budget to Actuals)



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Sara Davis, Administrative Assistant</i>	Board Meeting Date April 5, 2017	Agenda Number 5
Review of the Executive Director's Time Card, Travel Reimbursement, and the Organization's Credit Card Charges for the Month of February 2017		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Informational Item PowerPoint Presentation Included? No		

Recommendation:

Staff recommends the Council review the Executive Director's timecard and travel reimbursements, and the Organization's credit card charges for the month of February 2017.

Background:

The Executive Director is required to have a higher level review of the above aforementioned items. The need for this review is the result of Administrative Training offered by Caltrans and the Rural Transportation Planning Agencies received on January 12, 2017. As a result of this training, staff is evaluating internal administrative practices.

Discussion:

The attached time card is the Executive Directors time for February 2017.

Per CCOG's Policies & Procedures Travel Reimbursement Policy employees are reimbursed mileage for work related travel. The attached Calaveras Council of Governments reimbursement form for the month of February consists of reimbursement mileage at a rate of .535 (2017 IRS mileage rate) per mile.

The attached Calaveras Council of Governments CalCard purchasing log reflects the expenses for February 2017.

Fiscal Impact:

Costs as identified are budgeted.

Calaveras Council of Governments

Month: February/2017

Melissa Eads

CCOG Work Elements	Sun							Mon							Tue							Wed							Thu							Fri							Sat							Totals
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																						
1- Transportation Development Act (TDA) Administration	3	2				2						1	0.5															9																						
2- Regional Planning and Coordination	2	1				2	4	4.5	6			4	4	5	1.5	2												36																						
3- Overall Work Program - Development						3	2	3	2			1	2	0.5														13.5																						
4- Planning, Programming and Monitoring of State and Federal Programs	1	1				2	1.5	1				1	1	2		1											9.5																							
5- Project Delivery and Support																											3																							
6- Grant Development																0.5	4										6.5																							
7- Regional Transportation Plan (RTP) Update																											1																							
8- Special Studies, Online Data Development and GIS Support																											0																							
9- Tri-Country/UPlan & Data Development																											0																							
10- Mobility Management																											0																							
11- Transit Planning														0.5													0																							
12- Active Transportation Outreach and Education Campaign																											0																							
13- Active Transportation Program																											0																							
Total CCOG Staff Hours:	2	0	0	1	8	0	0	9	1	8	0	8	8	8	3	4	5	0	0	0	0	0	0	0	0	0	89																							
Holiday																											0																							
Vacation																											10																							
Sick																											4																							
CTO Used (-)																											0																							
SUB-TOTAL:	2	0	0	0	4	0	0	0	6	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	14																							
CTO Earned (Actual work hours)																											0																							
CTO Earned (Additional 50% gained)																											0																							
TOTAL:	2	0	0	0	4	0	0	0	6	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	14																							

Employee Signature: *M.B. Eads*
 Date: 2/17/17

Supervisor Signature: _____
 Date: _____

Administrative Assistant Signature: _____
 Reconciled w/ Payroll Bi-Weekly Timecard

Calaveras Council of Governments

Month: February 2017

Melissa Eads

COOG Work Elements	Sun	Mon	Tu	Wed	Th	Fri	Sat	Sun	Mon	Tu	Wed	Th	Fri	Sat	Sun	Mon	Tu	Wed	Th	Fri	Sat	Sun	Mon	Tu	Wed	Th	Fri	Sat	Totals
1- Transportation Development Act (TDA) Administration																													11.2
2- Regional Planning and Coordination																													25
3- Overall Work Program - Development																													9
4- Planning, Programming and Monitoring of State and Federal Programs																													6
5- Project Delivery and Support																													1.5
6- Grant Development																													0.5
7- Regional Transportation Plan (RTP) Update																													0
8- Special Studies: Online Data Development and GIS Support																													0
9- Tri-County UPlan 3 Data Development																													0
10- Mobility Management																													0
11- Transit Planning																													0.5
12- Active Transportation Outreach and Education Campaign																													0
13- Active Transportation Program																													0
Total COOG Staff Hours:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	53.7
Holiday																													8
Vacation																													0
Sick																													0
CTO Used (+)																													0
SUB-TOTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8
CTO Earned (Actual work hours)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CTO Earned (Additional 50% gained)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8

Employee Signature: *[Handwritten Signature]*

Date: *8/3/10*

Supervisor Signature: _____
Date: _____

Administrative Assistant Signature: _____
Date: _____

Reconciled w/ Payroll Bi-Weekly Timecard

#1 25% #4 12%
#2 28% #5 5%
#3 11%



CALAVERAS COUNCIL OF GOVERNMENTS
REIMBURSEMENT FORM

CALAVERAS COUNCIL
of GOVERNMENTS

Name: Melissa Eads Title: Executive Director Month: February

The undersigned, under the penalty of perjury, states this claim and items therein are true and correct.

Employee Signature: *Melissa Eads* Date: 2-27-17

Date	Trip Description/Vendor	From	To	Trip Total
02-22-17	California Transprotation Forum	San Andreas	Sacramento	134.20
02-23-17	SJCOG Regional Agencies Meeting	San Andreas	Stockton	84.60
02-27-17	Wagon Trail FLAPP Meeting	San Andreas	Hathaway Pines	53.00
			Total Mileage	271.80
			Total Mileage Cost@.535	\$145.41
			Total Cash Expenses	\$0.00
Travel Object Code:			Total Reimbursement	\$145.41

The information in the above reimbursement form has been approved by me and is due and payable.

Melvin Raggio
Authorized Signature

3/3/17
Date

6100
approv

0041418

M
\$145.41

5477 EX

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Melissa Eads

Subject: CTF's 18th Annual Transportation Forum
Location: Sheraton Grand Hotel in Sacramento 1230 J Street,Sacramento, CA- 95814.

Start: Wed 2/22/2017 9:00 AM
End: Wed 2/22/2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Karlee Kane
Required Attendees: Melissa Eads

The program starts **promptly** at 10:00 a.m. Check-in is available as early as 9:00 a.m.

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)



Recognize · Remember · Educate

CTF Board of Directors

Sasha Dansky, P.E.
Mark Thomas & Co.
Chair

Sunnie House
AECOM
Vice Chair

Andre Boutros
Retired CTC
Treasurer

Mary Rotelli
Teichert Construction
Secretary

Ryan Chamberlain
Caltrans District 12

Tilly Chang
SFCTA

Janet Dawson
Asst. Trans. Com.

Chris Gerber
G3 Quality, Inc.

William Gray
Gray-Bowen-Scott

Carlton Haack
HDR

Timothy Haife, P.E.
Michael Baker International

Patrick Harder
Nossaman LLP

Tony Harris, P.E.
pointC, LLC

Michael Miles, P.E.
Caltrans Retired

James E. Moore II
USC

Bob Morrison.
Bender Rosenthal, Inc.

Stacey Mortensen
SJRR

Eric Shan, P.E., P.T.P.
US DOT

D.J. Smith
Smith, Watts & Hartmann

Suzanne Smith
SCTA

Dianne Steinhauer
TAM

Jeff Watson
HNTB

Tad Widby
WSP Parsons Brinckerhoff

Ray Wolfe
SANBAG

Executive Director
Sarah West

Emeritus Director
Heinz Heckerath

California Transportation Foundation Transportation Forum Registration Confirmation

FEBRUARY 22 - 10:00 (PROMPTLY) -2:30PM REGISTRATION OPENS AT 9:00AM
SACRAMENTO SHERATON GRAND HOTEL 1230 J STREET
(PARKING IS AT LOT AT 13TH AND J)

Melissa Eads
Executive Director
Calaveras Council of Governments
PO Box 280
444 E. St. Charles
San Andreas, CA 95228

209-754-2094
meads@calacog.org

This letter confirms your registration for the 18th Annual CTF Transportation Forum. Check in is available as early as 9:00 a.m. and the program starts **promptly** at 10:00 a.m. Lunch will be provided. There are no refunds after January 31, but substitutions are welcome with prior notice.

If any of your contact information, listed above, is incorrect please email changes to sarah_west@transportationfoundation.org.

We look forward to seeing you soon!

California Transportation Foundation 581 La Sierra Dr., Sacramento CA 95864 (916) 489-1629
Sarah_west@transportationfoundation.org www.transportationfoundation.org

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

2-22
CTF Forum

From: San Andreas, CA.
To: 1230 J St, Sacramento, CA.
Total Distance: 67.1 miles
Total Time: 1 hrs 20 min

A San Andreas, CA.

Distance: 67.102 miles
Time: 1 hrs 20 min

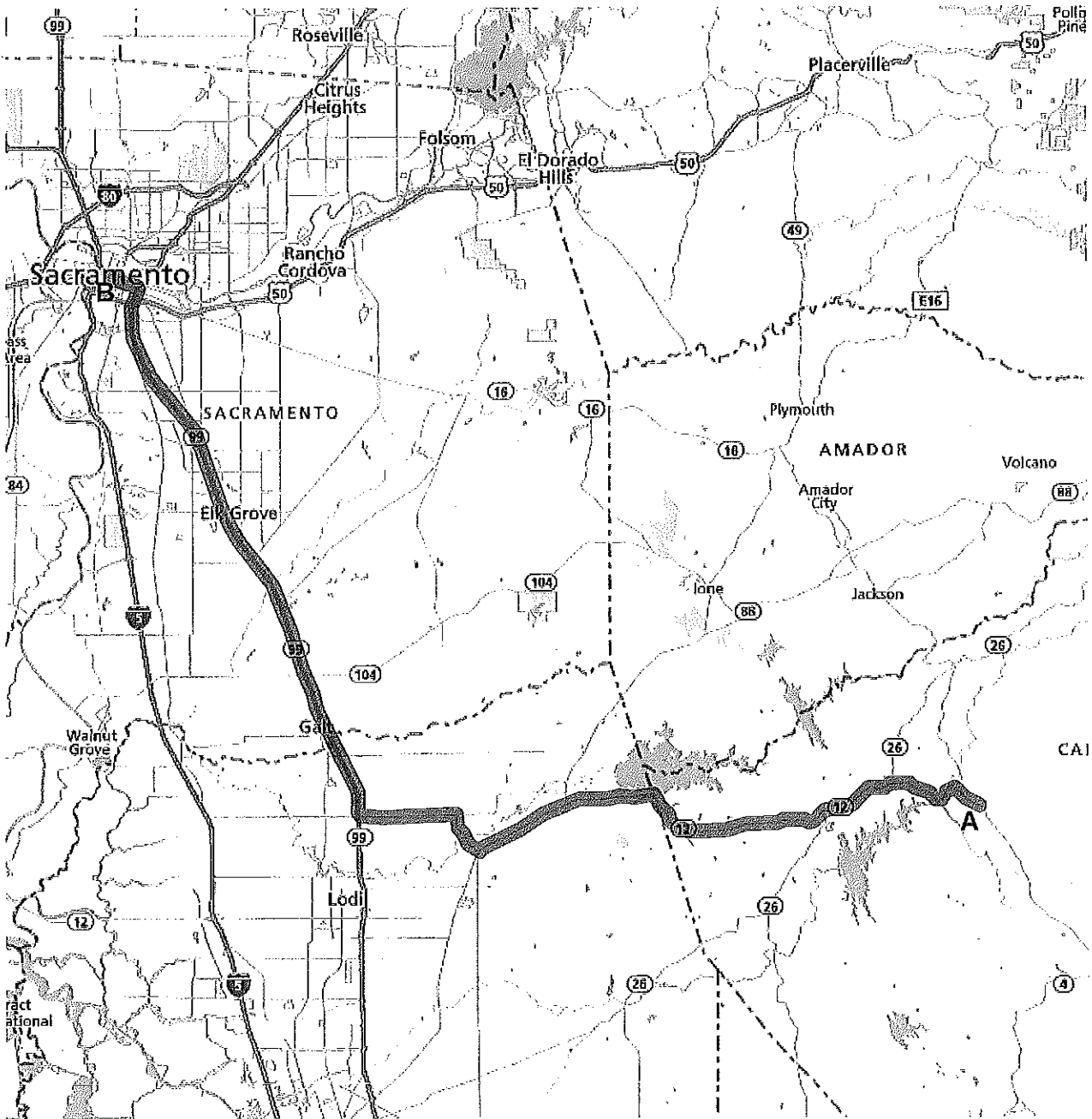
Directions	Distance	Total Distance	
1. Start out going northwest on CA-49/W Saint Charles St toward Adams Ave.	1.06 miles	1.06 miles	Show Step Map
2. Keep left at the fork to go on CA-49.	0.04 miles	1.1 miles	Show Step Map
3. Stay straight to go onto CA-12.	27.72 miles	28.82 miles	Show Step Map
4. Turn right onto J5/N Tully Rd. Continue to follow J5.	2.3 miles	31.12 miles	Show Step Map
5. Turn left onto J12/E Peltier Rd.	4.92 miles	36.04 miles	Show Step Map
6. Turn right onto 99 Frontage Rd.	0.12 miles	36.16 miles	Show Step Map
7. Merge onto CA-99 via the ramp on the left.	27.82 miles	63.98 miles	Show Step Map
8. Stay straight to go onto I-80 Business/S Sacramento Fwy. Continue to follow I-80 Business.	0.83 miles	64.81 miles	Show Step Map
9. I-80 Business becomes CA-99.	0.16 miles	64.97 miles	Show Step Map
10. CA-99 becomes I-80 Business E/Capital City Fwy.	0.12 miles	65.09 miles	Show Step Map

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Directions	Distance	Total Distance	
11. Take EXIT 7A toward N Street.	0.24 miles	65.33 miles	Show Step Map
12. Turn slight left onto 30th St.	0.16 miles	65.49 miles	Show Step Map
13. Turn left onto L St.	1.39 miles	66.88 miles	Show Step Map
14. Turn right onto 12th St.	0.16 miles	67.04 miles	Show Step Map
15. Turn right onto J St.	0.07 miles	67.11 miles	Show Step Map

B 1230 J St, Sacramento, CA.

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)



Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Any directions obtained from this site or obtained from a Rand McNally mobile device are intended to be used for planning purposes, and are subject to Rand McNally's Terms of Use and Privacy Policy. Do not use this site or other Rand McNally mobile devices or services in a way that distracts you and prevents you from obeying traffic and safety laws. Rand McNally makes no representation or guarantee concerning the accuracy of the content, route usability, traffic, road conditions or road construction projects, and you assume all risk in planning your route. © 2014 Rand McNally

Karlee Kane

Subject: Meet SJCOG and Mountain Counties: Calaveras, Amador, and Tuolumne
Location: SJCOG

Start: Thu 2/23/2017 1:30 PM
End: Thu 2/23/2017 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Melissa Eads
Required Attendees: Darin Grossi (dgrossi@co.tuolumne.ca.us); john@actc-amador.org; Diane Nguyen (nguyen@sjcog.org); Andrew Chesley (Chesley@sjcog.org)

Meeting to discuss the formation of the San Joaquin Valley Regional Agencies, goals, vision, and implementation as well as the organization and planning of the Regional Agencies Summit.

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

2-23
SJLOG
meeting



YOUR TRIP TO:

555 E Weber Ave, Stockton, CA, 95202-3016

52 MIN | 42.3 MI

Est. fuel cost: \$3.38

Trip time based on traffic conditions as of 12:25 PM on February 24, 2017. Current Traffic: Light

Suggested Turn

1. Start out going west on E Saint Charles St/CA-49 toward Main St.
Then 1.10 miles 4.10 total miles
2. Stay straight to go onto CA-12/Highway 12.
Then 8.25 miles 9.35 total miles
3. Turn left onto S Highway 26/CA-26. Continue to follow CA-26.
CA-26 is just past Chestnut St.
If you are on W Highway 12 and reach Cedar St you've gone a little too far.
Then 29.62 miles 38.97 total miles
4. Merge onto CA-99 S toward Fresno.
If you reach N Windsor Ave you've gone about 0.1 miles too far.
Then 0.50 miles 39.48 total miles
5. Merge onto CA-4 W/Ort J Lofthus Fwy W via EXIT 254A toward Downtown Stockton/San Francisco.
Then 2.22 miles 41.70 total miles
6. Take the Stanislaus St exit, EXIT 66B, toward Downtown Stockton.
Then 0.24 miles 41.94 total miles
7. Turn right onto S Stanislaus St.
If you are on E Washington St and reach S American St you've gone a little too far.
Then 0.22 miles 42.16 total miles
8. Turn left onto E Weber Ave.
If you reach E Channel St you've gone a little too far.
Then 0.11 miles 42.27 total miles
9. 555 E Weber Ave, Stockton, CA 95202-3016, 555 E WEBER AVE is on the right.
Your destination is just past N American St.
If you reach N California St you've gone a little too far.

Use of directions and maps is subject to our Terms of Use. We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

Suggested Turn

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Karlee Kane

Subject: Wagon Trail FLAPP Grant Meeting
Location: 5519 State Highway 4, Hathaway Pines, CA 95233

Start: Fri 2/17/2017 10:30 AM
End: Fri 2/17/2017 11:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Karlee Kane
Required Attendees: Melissa Eads; carl_baker@dot.ca.gov; Jeff Crovitz (JCrovitz@co.calaveras.ca.us); rcablaman@fs.fed.us; MSatow@drakehaglan.com

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

YOUR TRIP TO:



Hathaway Pines

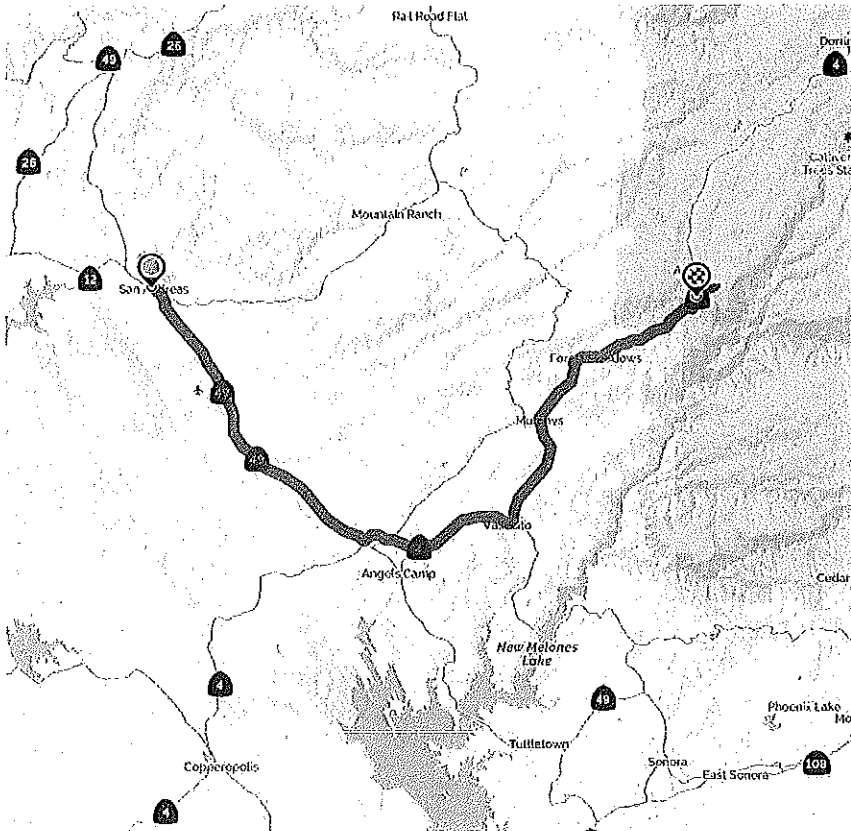
33 MIN | 26.5 MI 🚗

Est. fuel cost: \$2.15

Trip time based on traffic conditions as of 10:32 AM on February 27, 2017. Current Traffic: Light

- 1. Start out going southeast on E Saint Charles St/CA-49 toward Gatewood Ave.
Continue to follow E Saint Charles St.
Then 0.87 miles 0.87-total miles
- ↑ 2. E Saint Charles St becomes Highway 49.
Then 6.02 miles 6.88-total miles
- ↑ 3. Highway 49 becomes N Main St/CA-49.
Then 3.66 miles 10.74-total miles
- ← 4. Turn left onto CA-4/Highway 4.
CA-4 is just past Dogtown Rd.
If you are on S Main St and reach Monte Verda St you've gone about 0.1 miles too far.
Then 15.79 miles 26.54 total miles
- 📍 5. Hathaway Pines, Calaveras County, CA, US, 5181 HIGHWAY 4 is on the right.
If you reach Hillcrest Dr you've gone a little too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

**CALAVERAS COUNCIL OF GOVERNMENTS
CCOG CALCARD PURCHASING LOG**

Statement 1 2/22/2017

Statement 1 \$ 1,361.51

Company: Calaveras Council of Governments

Date	Vendor	Description	Small Equip 5257	Auto Expense 5480	Office Exp 5241	Postage 5243	Travel 5478	Training 5422
01/30/17	ME USPS	Postage				\$ 39.20		
01/31/17	ME Fresno COG	TRAINING						\$ 198.00
02/10/17	ME CALCOG	TRAINING						\$ 475.00
02/10/17	ME Tech Transfer	TRAINING						\$ 400.00
02/13/17	ME Pickle Patch	MEAL					\$ 23.85	
01/25/17	KK Treat's	WATER		\$ 15.56				
01/25/17	KK CA Transpt Foundation	TRAINING						\$ 157.65
01/26/17	KK Angels Food Market	OFFICE EXPENSE			\$ 10.00			
01/30/17	KK CA Transpt Foundation	TRAINING						\$ (150.00)
02/13/17	KK USPS	Postage				\$ 98.00		
02/17/17	KK ADOBE	MONTHLY FEE			\$ 24.99			
02/06/17	AC Sutter Galleria	PARKING					\$ 3.00	
02/10/17	AC UC Davis	PARKING					\$ 9.00	
02/10/17	AC Zias Delicatessen	MEAL					\$ 9.20	
02/13/17	AC UC Davis	PARKING					\$ 9.00	
02/13/17	AC Zias Delicatessen	MEAL					\$ 7.00	
02/14/17	AC Pickle Patch	MEAL					\$ 50.32	
1/27/2017	US Bank	Over Payment			-18.26			
TOTAL								\$ 1,080.65

Cardholder Signature
Melissa Eads

Melissa Raggio: Approver

Karlee Kane
Cardholder Signature
Karlee Kane

Date

Date

2/28/17

Date

Date

Cardholder Signature

Karlee Kane

Cardholder Signature
Amber Collins

Wagon trail mailing

SAN ANDREAS
315 RUSSELL RD
SAN ANDREAS
CA

95249-9998
0567200249

02/10/2017 (800)275-8777 11:37 AM

Product Description	Sale Qty	Final Price
---------------------	----------	-------------

US Flag Coil/100	2	\$98.00
(Unit Price:\$49.00)		

Total		\$98.00
-------	--	---------

Credit Card Remitd		\$98.00
(Card Name:VISA)		
(Account #:XXXXXXXXXXXX8207)		
(Approval #:083194)		
(Transaction #:633)		

 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Wagon trail -

SAN ANDREAS
315 RUSSELL RD
SAN ANDREAS
CA

95249-9998
0567200249

01/27/2017 (800)275-8777 2:24 PM

Product Description	Sale Qty	Final Price
---------------------	----------	-------------

US Flag Bklt/20	4	\$39.20
(Unit Price:\$9.80)		

Total		\$39.20
-------	--	---------

Credit Card Remitd		\$39.20
(Card Name:VISA)		
(Account #:XXXXXXXXXXXX8802)		
(Approval #:093732)		
(Transaction #:608)		

 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

Amador / Tol meeting

PICKLE PATCH DELI GA
577 W ST CHARLES ST
SAN ANDREAS, CA 95249

02/10/2017 11:47:59

CREDIT CARD

VISA SALE

Card #	XXXXXXXXXXXX8802
SEQ #:	11
Batch #:	578
INVOICE	11
Approval Code:	075331
Entry Method:	Swiped
Mode:	Online
Tax Amount:	\$1.45
Cust Code:	

MDSE/SERVICES \$23.85

TIP _____

TOTAL AMOUNT _____

CUSTOMER COPY

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

UC DAVIS
 Data Acq.
 Cal CARD

WELCOME TO UC DAVIS
 QUAD STRUCTURE
 UC DAVIS

Meter: 900
 Trans: 002916
 Time: 8:01AM FEB 09

Price: \$9.00
 Card: *****710
 Auth: 009402
 Expires:

6:59AM FRI
 FEB 10 2017

NOT LIABLE FOR THEFT
 OR DAMAGE TO VEHICLE
 PERMIT VALID
 LEVELS 3 AND 4

UC DAVIS
 Data Acq.
 Cal CARD

WELCOME TO UC DAVIS
 QUAD STRUCTURE
 UC DAVIS

Meter: 900
 Trans: 003032
 Time: 8:09AM FEB 10

Price: \$9.00
 Card: *****710
 Auth: 023235
 Expires:

6:59AM SAT
 FEB 11 2017

NOT LIABLE FOR THEFT
 OR DAMAGE TO VEHICLE
 PERMIT VALID
 LEVELS 3 AND 4

UC DAVIS Data Acq.
 Cal CARD
 ZIAS DELICATESSEN DAVIS
 616 3RD ST
 DAVIS, CA. 95616
 530-750-7870

UC DAVIS Data Acq.
 Cal CARD
 ZIAS DELICATESSEN DAVIS
 616 3RD ST
 DAVIS, CA. 95616
 530-750-7870

Executive meeting
 PICKLE PATCH DELI GA
 577 W ST CHARLES ST
 SAN ANDREAS, CA 95249

02/13/2017 11:42:58

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXX7101
 Chip Card: VISA CREDIT
 AID: A00000003101001
 ATC: 0004
 TC: 75781807B8A2B3D8
 SEQ #: 21
 Batch #: 579
 INVOICE 21
 Approval Code: 056014
 Entry Method: Chip Read
 Mode: Issuer
 Tax Amount: \$3.32
 Cust Code:

MDSE/SERVICES \$50.32

TIP

TOTAL AMOUNT

SALE

SALE

REF#: 00000032
 Batch #: 363
 02/09/17 12:09:57
 CVV2: P
 APPR CODE: 002006
 Trace: 32
 VISA Chip/Swiped
 *****7101 **/**

AMOUNT \$9.20

REF#: 00000030
 Batch #: 364
 02/10/17 12:21:42
 CVV2: P
 APPR CODE: 056532
 Trace: 30
 VISA Chip/Swiped
 *****7101 **/**

AMOUNT \$7.00

APPROVED

APPROVED

THANK YOU

THANK YOU

CUSTOMER COPY

Office waters

TREAT'S General Store Since 1852

197 EAST ST. CHARLES
SAN ANDREAS CA. 95249
209-754-3501

			EILEEN	
0001	01	01470207	01/23/17	1:19pm 286
		MARS FUN SIZE BG	\$5.99	F
		TWIX CARMEL	\$1.19	F
\$		C/GEYSER 24 PAC	\$2.99	F
		(YOU SAVE	\$1.00)	
		CRV	\$1.20	F
\$		C/GEYSER 24 PAC	\$2.99	F
		(YOU SAVE	\$1.00)	
		CRV	\$1.20	F

SUBTOTAL \$15.56

TOTAL \$15.56

VISA \$15.56

ACCT# XXXXXXXXXXXX8207
01/23/17 13:19
AUTH # 017907
REF # 48000000
SEQ # 010000

CHANGE \$0.00

Angels Main st grant

WELCOME TO
ANGELS
FOOD MARKET

WELCOME TO
ANGELS
FOOD MARKET

Purchase \$ 10.00

VISA #SXXXXXXXXXXX8207
Auth # 077100
Lane # 02 Cashier # 128
01/24/17 16:28 Ref/Seq # 022397
Mrch=959831 Term=001 IC=CC
EPS Sequence # 022397

GROCERY

NV SWT&SLTY			
2 @ 2 FOR	\$5.00	\$5.00	N F
NV TRL MX BR			
2 @ 2 FOR	\$5.00	\$5.00	N F

TOTAL SALES \$10.00

4 BALANCE DUE \$10.00
VISA \$10.00

Auth Code = 077100

CHANGE \$0.00

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Refunds: 1 Refunds for \$-150.00 Total

01/26/2017 @ 12:42 PM EST : RD1001382 \$-150.00 Refunded for Registration E1060505_A

Cancellations: 1

01/26/2017 @ 12:42 PM EST: Registration - Register to Attend (6590) -Early Bird Registration - E1060505_A

Transaction Details	Registrant Details	Charge Details
Transaction ID : T1190019	Registrant First Name : Melissa	Transaction Source : Integrated Gateway
Transaction Type : Registration, Mailing List	Registrant Last Name : Eads	Total Transaction Amount : \$150.00
Transaction Date : Jan 24, 2017	Registrant Email : meads@calacog.org	Transaction Fair Market Value : \$0.00
Transaction Time (EST) : 05:38pm	Registrant Phone : 209-754-2094	Transaction Tax Deductible Amount : \$150.00
Day of week : Tuesday	Registrant Address : P.O. Box 280	Fee Covered by Supporter? : Yes
Campaign Title : CTF Transportation Forum	Registrant City : San Andreas	Processing fee Paid by Supporter : \$7.65
Campaign ID : 13528	Registrant State/Province : CA	Processing fee Paid by Organization : \$0.00
	Registrant Postal Code : 95249	Total Charged Amount : \$157.65
	Registrant Country : United States	Total Received (Flipcause Gateway) : \$150.00
	Wants to Remain Anonymous? : No	Total received (Offline) : \$0.00
		Fee Coverage Option Setting : On
		Guarantee-Qualified Transaction : Yes
		Payment Method : Credit Card
Registration Transaction Details	Credit Card Details	Gateway Details
Registration Order : 1 x \$150.00 - Register to Attend (6590) - Early Bird Registration - (E1060505_A)	Card Brand : Visa	Trace Number : ch_19fcvtBy97X1HG7H4FGarEbZ
	Card Last 4 digits : 8207	

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Karlee Kane

From: PayPal <service@paypal.com>
Sent: Monday, January 30, 2017 10:53 AM
To: Karlee Kane
Subject: Your receipt for payment to www.fresnocog.org

**You paid \$198.00 USD to
www.fresnocog.org**

Thanks for using PayPal, Melissa Eads

Create a PayPal account in just a few seconds so every checkout is a snap!

Activate PayPal Now

Payment details

For your purchase on January 30, 2017

Details

12th Annual San Joaquin Valley Policy Conference - 2017 - Melissa Eads	\$198.00 USD
<hr/>	
Subtotal	\$198.00 USD
Total	\$198.00 USD

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)



Paid with

VISA x-8802

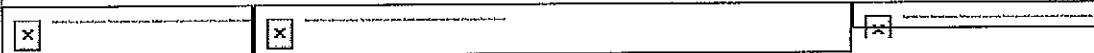
The transaction will appear on your statement as PayPal *PAYPAL
*WWWFRESNOCO

Merchant details

www.fresnocog.org

tgraham@fresnocog.org

559 2334148

**Right to Refund**

You, the customer, are entitled to a refund of the money to be transmitted as a result of this agreement if PayPal, Inc. does not forward the money received from you within 10 days of the date of its receipt, or does not give instructions committing an equivalent amount of money to the person designated by you within 10 days of the date of the receipt of the funds from you unless otherwise instructed by you.

If your instructions as to when the money shall be forwarded or transmitted are not complied with and the money has not yet been forwarded or transmitted, you have a right to a refund of your money. If you want a refund, you must mail or deliver your written request to PayPal, Inc. at P.O. Box 45950, Omaha, NE 68145-0950.

If you do not receive your refund, you may be entitled to your money back plus a penalty of up to \$1000 and attorney's fees pursuant to Section 2102 of the California Financial Code.

PayPal, Inc., 2211 N. First St., San Jose, CA 95131.

[Help Center](#) | [Resolution Center](#) | [Security Center](#)

Please do not reply to this email. To get in touch with us, click **Help & Contact**.


Karlee Kane

From: Adobe Systems Incorporated <storemanager@adobe.com>
Sent: Wednesday, June 15, 2016 1:40 PM
To: Karlee Kane
Subject: Your Order Number: AD020911009

Dear karlee Kane,

Thanks for subscribing to Acrobat Pro DC subscription. Here's a snapshot of your order and steps for getting started.

Subscription order details:

	Acrobat Pro DC subscription (month-to-month)	US\$24.99 per month
		Tax/VAT: US\$0.00
		Total payment today: US\$24.99

For complete details, just click your order number [AD020911009](#) and log in with your Adobe ID kkane@calacog.org and password.

Here's how to get started:

Sign in to the Adobe Document Cloud with your Adobe ID and password to download Acrobat Pro DC and access online services. To work with PDFs on the go install the Acrobat DC mobile app.

If you need support, visit the help pages.

Service begins as soon as your initial payment is processed. You'll be charged the rate stated at the time of purchase, every month, until you cancel. Because there's no annual contract, your rate is subject to change, but we'll always notify you beforehand. If you cancel within 14 days of your order, you'll be fully refunded. Should you cancel after 14 days, your payment is non-refundable and your service will continue until the end of that month's billing period. Payments for business services such as Behance ProSite or Adobe Talent are non-refundable. Cancellations can be made any time by visiting your [Adobe account](#) page or by contacting [customer support](#) in your region.

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Karlee Kane

From: Melissa Eads
Sent: Wednesday, February 08, 2017 2:14 PM
To: Karlee Kane
Subject: FW: Order Confirmation

Melissa Eads
 Calaveras Council of Governments
 PO Box 280
 San Andreas, CA 95249
 209-754-2094

From: Registrar, Technology Transfer Program [<mailto:Registrar@techtransfer.berkeley.edu>]
Sent: Wednesday, February 08, 2017 1:45 PM
To: Melissa Eads
Subject: Order Confirmation

CyberSource
 the power of payment

Receipt

Date: 08-02-2017

Order Number: AH28DLSS

Billing Information

Melissa Eads
 P.O.Box 280
 San Andreas
 CA
 US
 95249

meads@calacog.org
 209-754-2094

Payment Details

Visa
 xxxxxxxxxxxx8802
 04-2017

Order Total

Total \$400.00
 amount

Please keep a copy of this receipt for your records

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

REGISTRATION FEES

- Full conference fee (including special event dinner at Monterey Bay Aquarium): \$475
- Thursday ONLY fee (dinner included): \$345
- Thursday ONLY fee (dinner NOT included): \$275
- Friday ONLY fee: \$175



Note: There are a limited number of seats available for the Thursday night dinner at the Monterey Bay Aquarium. Once all conference attendees are accounted for, additional dinner tickets for guests or spouses may be purchased for a \$100 fee.



ACCOMMODATIONS

We have reserved block of rooms at the Monterey Marriott. A regular room rate of \$189 for single/double occupancy and a government rate of \$134 are both available. The deadline to book a hotel room under the discounted room rate is Tuesday, March 7. To reserve a room at the Monterey Marriott under the CALCOG room block, please contact the hotel directly at (831) 649-4234. Please contact us if you have any issues reserving a hotel room.

Hotel Information:

Monterey Marriott
 350 Calle Principal
 Monterey, CA 93940
 Phone: (831) 649-4234

Book your group rate for CALCOG-Regional Leadership Forum

Book your group rate for CALCOG-Regional Leadership Forum-Government

Register for the Leadership Forum

Follow Us on Social Networks



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 Website by Accrisoft
 Privacy Policy

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Karlee Kane

From: Melissa Eads
Sent: Tuesday, December 13, 2016 10:47 AM
To: Karlee Kane
Subject: FW: Your order for CTF Transportation Forum-Register to Attend

Melissa Eads
 Calaveras Council of Governments
 PO Box 280
 San Andreas, CA 95249
 209-754-2094

From: California Transportation Foundation [mailto:sarah_west@transportationfoundation.org]
Sent: Tuesday, December 13, 2016 10:34 AM
To: Melissa Eads
Subject: Your order for CTF Transportation Forum-Register to Attend



Hi Melissa,

Thank you for registering for CTF's 18th Annual Transportation Forum at the Sheraton Grand Hotel in Sacramento. The Forum takes place Wednesday, February 22 from 10:00 a.m. - 2:30 p.m. The program starts **promptly** at 10:00 a.m. Check-in is available as early as 9:00 a.m.

There are no refunds after January 20, but substitutions are welcome with prior notice. Notify us at 916-489-1629 or sarah_west@transportationfoundation.org with any substitutions or cancellations as soon as possible.

Confirmation Receipt

Your PDF Confirmation(s) are attached to this receipt. Please save this email for your records.

An email has been sent with registration confirmation to individual participants.

Registrant Name: Melissa Eads
Campaign Title: CTF Transportation Forum
Group Title: Register to Attend
Transaction ID: T1166961

Event Registration ID(s): E1055641,

Address: 1230 J Street, Sacramento, CA- 95814.

Order Type 1: 1 x Early Bird Registration at \$150.00

Total Price: \$150

Processing Fee: \$7.65 (Paid directly to the credit card processor on behalf of California Transportation Foundation. This fee is non-refundable and not tax deductible.)

Total Payment: \$157.65

Date of Reservation: 12/13/2016

Payment Method: Credit Card

Status: Complete

Maximum Tax Deductible Amount*: \$150.00

*All donations to 501(c)3 organizations are tax-deductible as allowed by law. The amount listed is your potential tax deductible amount. As with any donation, you should consult with your personal income tax advisor about your particular tax situation.

Participant PDF Link(s):

6590-Melissa Eads

Additional Information:

Q: Company

A: Calaveras Council of Governments

Q: Title

A: Executive Director

Q: If you have a severe food allergy or dietary restriction~^ please include the information below.

A:

Organization's Information:

Name: California Transportation Foundation

EIN: 68-0165257

Address: 581 La Sierra Drive

Sacramento, California, 95864

Organization Phone Number: 916-489-1629

Organization Email Address: sarah_west@transportationfoundation.org

Thanks again for supporting California Transportation Foundation!

*Copyright © 2016 California Transportation Foundation. All rights reserved.
581 La Sierra Drive, Sacramento, California 95864*

Attachment: Timecard, Mileage, Calcard (1230 : February Eads Reimbursement)

Section 4.0 Filing Claims

All requests for expense reimbursement or advances shall be submitted on forms established by the Senior Administrative Analyst. Forms shall be signed by the submitting employee and the Executive Director, or his/her designee. Claims for reimbursement of travel and related expenses must be submitted within ninety (90) days of the last day of travel or within twenty (20) days following the end of the fiscal year, whichever occurs first. Claims filed after these periods will require the Executive Director's approval for payment.

Multiple events can be combined and claimed on one travel claim form. Employees may use the CCOG Reimbursement Form to track their travel expenses.

Section 5.0 Expense Reimbursement/Advance Rates and Methods

5.1 Transportation

- a. Automobile mileage shall be reimbursed at the current IRS rate per mile. The Sr. Administrative Analyst shall be responsible for updating information to employees regarding the current IRS mileage reimbursement rate.
- b. Air travel shall be reimbursed at the lowest rate reasonably available. Receipts are required for reimbursement. All domestic air travel will be in coach class. Tickets shall be purchased as far in advance as possible to take advantage of the most economical rate, i.e., 7 or 14 days advance purchases. If there are penalties associated with changing reservations, the CCOG will pay for these, provided the CCOG required the change or the change was beyond the control of the employee. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee.
- c. Travel by other public conveyance (i.e., train, bus, taxi, etc.) shall be reimbursed with proper receipts.
- d. In general, the lowest cost form of transportation normally available shall be utilized. For example, if an employee chooses to drive his/her personal vehicle to a meeting in Southern California when airfare and parking would be cheaper than automobile mileage reimbursement, the reimbursement to the employee shall not exceed the costs associated with an air trip.
- e. All calculations for claims for mileage reimbursement shall begin from the location of the employee's normal work site. If the employee starts or ends his/her business trip from home, calculations for mileage reimbursement shall begin from the employee's normal work site, or his/her home, whichever is a lower mileage calculation.
- f. Automobile rental shall be reimbursed at the lowest rate reasonably available. Receipts are required for reimbursement. Whenever possible, rental vehicles should be refueled before being returned to the rental agency. The size of the automobile rented shall be the least expensive appropriate to the use required by the employee. Luxury cars are not authorized under any circumstance.



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 6
Release of Draft Amended Policies & Procedures as Recommended by the Triennial Performance Audit		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Informational Item PowerPoint Presentation Included? No		

Staff requests the CCOG receive the Draft organizational Procedures Manual as amended for review and discussion. Comments are welcome.

Background:

The Draft Organizational Procedures Manual was accepted by CCOG in 2011. The Manual is provided to the Council as a foundation by which CCOG Staff and the Organization is expected to operate. The Triennial Performance Audit in June of 2015 called for CCOG to update the Policies & Procedures Manual with the agreed process for the call for projects and the most recent federally compliant procurement processes. Staff is not recommending approval of the document at this time, instead would like the Council to review the document for adoption in a later month. Comments received from the Council, and audit recommendations, will be incorporated into the document for final approval. A legal review of the Draft is also pending.

Discussion:

Fiscal Impact:

None

Calaveras Council of Governments

Policies & Procedures Manual

Adopted 12/07/2011
Amended 04/17/2013
Amended 12/04/2013
Amended 9/03/2014
Amended 04/01/2015

Amended 05/06/2015

Amended 06/03/2015

Amended 11/04/2015

Amended 02/01/2017

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Calaveras Council of Governments

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Attachment: Policies and Procedures November 4Eadschanges (1183 : Policies and Procedures)

- 16. _____ Title VI Complaint Procedures and Forms
- 17. Title VI Program -*Approved 5/6/2015*
- 18. _____ Transportation Development Act (TDA) Guidebook- *Approved 6/5/2013*
- 19. _____ Social Media Standards and Procedures- *Approved 9/3/2014*
- 20. ~~Catastrophic Leave Program and Donation Policy- *Approved 2/1/2017*~~
- 21. ~~Regional Surface ~~Transportation~~ Transportation Program (RSTP) Claim Form~~
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The Calaveras Council of Governments (CCOG) has adopted this Organization & Procedures Manual for two purposes:

- 1) To act as an orientation guide for new CCOG members and employees; and,
- 2) To provide an operational guide and bylaws concerning procedures and activities to insure the smooth and proper execution of CCOG related business.

The CCOG's roles and responsibilities fall generally into two overlapping categories:

- 1) To serve as the Regional Transportation Planning Agency for the Calaveras County region; and
- 2) Administration of the Transportation Development Act (TDA) and other funding programs of which the CCOG is responsible.

The State of California Business, Transportation and Housing Agency and the California Transportation Commission (CTC) have the authority to establish rules for the expenditure, allocation and programming of funds by the CCOG. The statutory rules which apply to these roles and responsibilities are found in the following:

- 1) Government Code (GC)
- 2) California Code of Regulations (CCR)
- 3) Public Utilities Code (PUC)
- 4) Streets and Highways Code
- 5) California State Constitution
- 6) United States Code (USC)
- 7) CTC Guidelines for the State Transportation Improvement Program (STIP)

8) CTC Guidelines for the Regional Transportation Plan

These rules have been made part of this manual and where conflicts may arise in the future between this manual and modified Federal or State rules, the Federal or State rules shall supersede those contained in this manual.

This Policies and Procedures Manual supersedes Rules and Regulations previously adopted by the Calaveras Council of Governments.

CALAVERAS COUNCIL OF GOVERNMENTS

The *Calaveras Council of Governments Policies and Procedures Manual* will serve as a guide for the organization, its functions, and responsibilities. The Manual is considered a living document and may be amended as necessary. Any changes to this Manual must be approved by the Calaveras Council of Governments prior to implementation. In the event the Manual is determined to be in conflict with the Joint Powers Agreement (JPA), the terms and provisions of the JPA will take precedence.

CREATION

In 1972 the Calaveras County Local Transportation Commission (LTC) was designated as the Regional Transportation Planning Agency (RTPA) for the County of Calaveras. This designation was made by the Director of Transportation pursuant to Title 3, Division 3, Chapter 2, Section 29532 of the California Government Code. The LTC was disbanded in 1997 in favor of a Council of Governments (COG).

In 1998 the Calaveras Council of Governments (CCOG) was formed and identified as the Regional Transportation Planning Agency (RTPA) for the County of Calaveras and the City of Angels with the creation and adoption of the Joint Powers Agreement (JPA). The Joint Powers Agreement (JPA) was first amended in 1999, and again in 2011.

CCOG MEMBERSHIP

The CCOG membership is made up of two representatives from each of the Member Agencies (The City of Angels City Council and Calaveras County Board of the Supervisors) and three Citizen Members. The seven members make up the CCOG.

Membership Selection

The City of Angels shall have two (2) members who shall be members of and appointed by the City of Angels City Council.

The County of Calaveras shall have two (2) members who shall be members of and appointed by the

Calaveras Council of Governments

County Board of Supervisors.

Each Member Agency shall designate at least one alternate representative who shall be a member of and appointed by that Member Agency.

Each Member Agency representative or alternate member as assigned shall be entitled to one vote on all matters coming before the CCOG provided such votes of the Member Agency representative are subject to any necessary and legal approval of their acts by their respective Member Agency Board.

Citizen Member Selection

There shall be three (3) Citizen Members on the CCOG. The Citizen Members shall be selected by the majority of the Member Agency representatives on the CCOG.

- 1) The Citizen Members shall be residents of Calaveras County or the City of Angels.
- 2) There shall not be two Citizen Members from the same supervisorial district or the City of Angels serving on the CCOG at the same time unless approved by the Member Agency's governing body.

Citizen Members will serve a two (2) year term. Terms as established are staggered with appointments occurring annually. Citizen Members may not miss more than three (3) consecutive meeting without the approval of the Chair. Citizen Members may be removed at any time by a majority vote of the Member Agency representatives.

Attendance by Council Members

When an active Council member becomes aware that he/she will be unable to attend a Council meeting, he/she shall notify City/County alternate. City alternates may not fill a County vacancy and County alternates may not fill a City vacancy. Citizen members are to contact the CCOG secretary. The CCOG secretary shall notify the alternate to fill the vacancy for the meeting involved.

Fees/Stipends

The Council members receive \$50 per meeting. Meetings include regular CCOG board meetings and Executive Management Group Meetings (Chair and Vice Chair). Periodically, the Council may review and adjust the stipend schedule. Council members may deny/refuse the monthly stipend.

Appointment of the Chair and Vice Chair

The Chair and Vice Chair shall be appointed by a majority vote of members present in February or as soon thereafter as possible, or at the regular meeting after a vacancy occurs. The Chair shall preside at all meeting and call special meetings. The Vice Chair shall perform all duties of the Chair, in the latter's absence.

PURPOSE

The Calaveras Council of Governments (CCOG) is intended to act as the lead planning and funding agency for transportation projects and programs in Calaveras County. The CCOG is an organization by which Member Agencies address regional needs through coordination, collaboration, and partnership.

As the Regional Transportation Planning Agency, the primary purpose of the Calaveras Council of Governments is to develop and adopt the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), the Federal Transportation Improvement Program (FTIP), and to administer the Transportation Development Act (TDA). The CCOG also reviews and develops transportation plans and programs of member agencies, and endorses them based upon their satisfaction of regional need and the consistency of the plan or program with adopted regional plans and policies.

The Calaveras Council of Governments, as jointly formed by the City of Angels and the County of Calaveras, serves to:

- 1) Develop regional plans and policies and perform regional transportation planning duties, as they pertain to the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), the Federal Transportation Improvement Program (FTIP), the Transportation Development Act and the Federal Transit Administration.
- 2) Identify, clarify and plan for solutions to regional transportation issues requiring multi-jurisdiction cooperation.
- 3) Provide a forum for discussion and study of countywide transportation issues of mutual interest to the Member Agencies.
- 4) Facilitate cooperation and agreement among Member Agencies for specific projects, interrelated developmental action and common policies with respect to common issues.
- 5) Facilitate interagency coordination between County, City, Caltrans and Community Groups.
- 6) Take action as necessary to qualify local transportation projects and programs for funding.
- 7) To identify potential funding sources, assist Member Agencies in obtaining funding, and ensure Member Agencies' compliance with State and Federal requirements.
- 8) Administer the Transportation Development Act. With the coordinated efforts of City, County and State, the CCOG will bring about positive improvements to the overall County transportation network.

CCOG Staff

Section 1.

1.01 Executive Director

The Executive Director of the CCOG shall function as the Secretary to the CCOG. The powers and duties of the Executive Director are: as stated in the approved Job Description provided for in the Appendices.

- ~~a) To serve as the chief administrative officer of the CCOG and be responsible to the Council for the proper administration of all CCOG affairs.~~
- ~~b) To provide general oversight, including policy, professional support and administrative direction of CCOG activities.~~
- ~~c) To have charge of all books, records, and property of the CCOG with the exception of money and all CCOG Financial books and/or records.~~
- ~~d) To transmit to the Executive Director's successor all books and records of the CCOG in his or her possession.~~
- ~~e) To represent the CCOG at California Transportation Commission (CTC) meetings.~~
- ~~f) To participate in Federal, State and regional transportation groups to advance policies of the CCOG.~~
- ~~g) Meet with Federal, State and local elected officials to formulate policy consistent with the Regional Transportation Plan and CCOG resolutions.~~
- ~~h) To employ staff and contract with consultants as necessary.~~
- ~~i) To provide leadership in strategic and long range transportation planning.~~
- ~~j) To supervise and participate in the development and implementation of CCOG goals, objectives, policies and procedures as set forth in the Joint Powers Agreement.~~
- ~~k) To supervise the preparation and dissemination of CCOG and advisory committee agendas, including backup reports and materials.~~
- ~~l) To attend, personally or by designee, all meetings of the CCOG and act as the secretary to the CCOG.~~
- ~~m) To conduct a variety of transportation planning studies, including, but not limited to, regional transportation plans, regional transportation improvement programs and short range transit plans.~~
- ~~n) To research, prepare and administer grant programs and annual work programs.~~
- ~~o) To secure transportation funding and provide oversight of project implementation consistent with State and Federal requirements.~~
- ~~p) To oversee Transportation Development Act funds, including Local Transportation Funds and State Transit Assistance funding allocations; acquire financial reports and other required reports, and conduct fiscal and performance audits.~~

- ~~q) To prepare and administer the CCOG budget; monitor and recommend expenditures in accordance with budgetary limitations, government policies and sound fiscal management principles.~~
- ~~r) To coordinate, review and monitor major State and County highway projects.~~
- ~~s) To develop and apply a County wide traffic model and long range, strategic transportation financing program.~~
- ~~t) To review proposed Federal and State legislation; prepare written analyses of issues affecting CCOG operations and prepare recommendations for policy board positions.~~
- ~~u) To make presentations before policy boards and community organizations; represent the CCOG in meetings with representatives of governmental agencies, professional/business/community organizations and the public.~~
- ~~v) To plan, organize and supervise CCOG staff and operations.~~
- ~~w) To negotiate, manage and administer contracts for services in compliance with laws, codes and regulations pertaining to such services.~~
- ~~x) To oversee the work of CCOG staff and consultants to ensure the successful completion of assignments and projects.~~
- ~~y) To supervise, counsel and evaluate the performance of assigned staff, provide for appropriate professional/technical development for staff and implement disciplinary action as appropriate.~~
- ~~z) To develop and maintain contact with social service organizations and other agencies involved with the transportation needs of persons with disabilities.~~
- ~~aa) To perform such other duties as the CCOG may require in carrying out the policies and directives of the CCOG.~~

The CCOG Executive Director shall serve as an "at will" employee at the pleasure of the CCOG board. Appendix No. [23](#): Executive Director Job Description.

Performance reviews of the Executive Director will be conducted annually by the CCOG Board, with input from the Executive Management Group ([EMG](#)).

Technical Staff

In addition to the Executive Director, the following employees may provide professional and administrative support to the CCOG:

1.02 Administrative Services Officer: The Administrative Services Officer is responsible for coordinating the programming of Local, State and Federal transportation funds; assisting in the administration of recipient agency projects; budget preparation and management; and facilitating the adoption and implementation of the Regional Transportation Improvement Program and Overall Work Program. Appendix No. [43](#): Administrative Services Officer Job Description

1.03 Transportation Planner: The Transportation Planner performs professional office and field work to assist the development of transportation plans and studies including, but not limited to: system planning, preparation of grant applications, and facilitation of the annual unmet transit needs process. Appendix No. [45](#): Transportation Planner Job Description

1.04 Administrative Assistant: The Administrative Assistant provides administrative support to the CCOG and its staff in the day-to-day implementation of the regional transportation planning agency responsibilities as identified in the Joint Powers Agreement. Appendix No. 65: Administrative Assistant Job Description

1.05 CCOG Personnel

All employees of the CCOG are considered "at-will". The Calaveras Council of Governments has adopted a Position Control List, Salary Grade, and Job Descriptions. Any changes or modifications will be made with Council approval. Appendix No. 7-6: Position Control List and Salary Grade.

A focused staff classification, compensation and utilization study of CCOG staff will be reviewed by the Executive Management Group (EMG) and Calaveras Council of Governments every five (5) years to ensure appropriate staffing levels, positions and compensation. Should an update to the study be warranted it will be conducted by an outside entity and will be reviewed by the Executive Management Group (EMG) and CCOG Board.

1.06 Other Personnel

Additional (engineering, planning, geographic information system and administrative) staff services for the CCOG may be provided by the City, County, Caltrans, consultants, or Limited Term Positions.

The CCOG may annually negotiate an agreement with the County or City for services that may include, but not be limited to: Treasurer, Auditor-Controller, Legal Services, Information Technology (IT) and Human Resources.

Committees and Advisory Groups

Section 2.

2.01 Technical Advisory Committee (TAC)

The Technical Advisory Committee was established by the CCOG Board as the clearinghouse and technical review body for all items that go before the CCOG. The TAC is advisory to the CCOG on all matters relating to regional transportation planning including, but not limited to: the development of the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), ~~and the~~ annual Overall Work Programs (OWPs), Call for Projects, the Capital Improvement Program, and Transit planning documents.

Membership of the TAC consists of the CCOG Executive Director, County Public Works Director, County Planning Director, City Engineer, City Planning Director and Caltrans District 10 Director or designee. Other City, County, CCOG and Caltrans Staff members may attend and participate in TAC meetings, and may serve as alternates to regular members of the TAC. The Executive Director shall serve as the Chairperson of the TAC.

TAC meetings will be held at the time and place designated by the CCOG Executive Director and will be appropriately noticed and documented in accordance with Brown Act requirements.

At each TAC meeting, the TAC will review items to be presented at the subsequent CCOG meeting. CCOG agendas will be developed in consideration of TAC recommendations. The activities of the TAC, are open to the public. Meeting agendas and minutes can be viewed on the CCOG website.

It is expected that TAC members attend meetings on a regular basis, taking into consideration vacations or other conflicts that may arise occasionally. The CCOG will be notified in the event of reoccurring absences and will work with the Member Agencies to ensure adequate representation.

2.02 Social Services Transportation Advisory Council (SSTAC)

The SSTAC is intended to be an Advisory Committee to the CCOG on matters pertaining to the transit needs of transit dependent and transit disadvantaged persons. The input and recommendations of the SSTAC shall be considered in, and made an integral part of, the CCOG's annual "Unmet Transit Needs" hearing and findings process.

The SSTAC is comprised of a myriad of representatives of potentially transit dependent segments of the community (e.g., senior citizens, persons with disabilities, persons of limited means, etc.) and transit operators. SSTAC members are appointed by the CCOG. CCOG staff and the Caltrans District 10 Transit Representative are ex-officio members of the SSTAC. The composition of the SSTAC, the terms of SSTAC appointments and precise responsibilities of the SSTAC are found in and controlled by Section 99238 of the Public Utilities Code (PUC).

2.03 Executive Management Group (EMG)

The Executive Management Group, comprised of the CCOG Chair, Vice Chair, CCOG Executive Director, County Chief Administrative Officer and City Administrator, will meet at least quarterly, or as necessary. All action items related to budget, policy, personnel and other matters related to the administration and management of the organization will be reviewed by the EMG prior to presentation to the CCOG Board for approval.

The Executive Group shall have the following powers and responsibilities:

- Serve as a review panel for all personnel and policy matters and make recommendations to the CCOG Board.
- Conduct an annual review of the CCOG Executive Director and make recommendations to

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- the CCOG Board.
- Carry out any special duties as may be assigned by the CCOG Board.
- Review the findings and make recommendations to the CCOG board on the Triennial classification, compensation and utilization study.

2.04 Interagency Transit Committee (ITC)

The Interagency Transit Committee (ITC) meets quarterly and throughout Transit planning processes including but not limited to the update of the Short Range Transit Plan (SRTTP), to review the performance of the transit system and provide recommendations to the CCOG for improving the effectiveness and efficiency of public transportation services (PUC 99244). Members of the ITC include: CCOG Transportation Planner, County Public Works Transportation Manager, a representative from the City, and the General Manager of the contracted public transit operator.

As the Regional Transportation Planning Agency, it is CCOG's responsibility to annually identify, analyze, and recommend to the transit operator (County), potential productivity improvements which could lower operating costs. The CCOG provides improvement recommendations to the County based on ITC's recommendations.

Meetings, Quorums, Voting and Agendas

Section 3.

3.01 Dates, Times and Locations of Meetings

The CCOG should adopt a meeting schedule at the beginning of each calendar year. Unless otherwise specified, the CCOG will meet the first Wednesday of every month in the County Board of Supervisors Chambers. The Chair of the CCOG will confirm the subsequent meeting date prior to the end of each CCOG meeting.

3.02 Committee Quorum and Majority Requirements

The presence of four or more CCOG Board Members in attendance at their respective meetings shall constitute a quorum.

The presence of three or more TAC or SSTAC Members in attendance at their respective meetings shall constitute a quorum.

A quorum shall be necessary for the purpose of conducting official business. Except as otherwise required by law, a majority vote of those present shall be required to take any action. All such actions taken at a noticed meeting shall be binding and carry full force and effect.

3.03 Agendas

Submission of Agenda Items: All items to be placed on the CCOG agenda shall be submitted to the Executive Director two weeks prior to the meeting date. In order for an item to be placed on the agenda, the following materials are to be submitted per the deadline identified above:

- 1) The exact title of the agenda item
- 2) A brief paragraph explaining the agenda item, the desired action of the CCOG, and a notation of any related staff reports and/or documents which will be included in the CCOG packets

Development & Dissemination of Final Agenda: The Executive Director of the CCOG shall be responsible for the development and preparation of final CCOG and TAC agendas. The Administrative Staff shall be responsible for assembling and disseminating the agenda packets and appropriately posting notices of meetings. The agenda will be distributed in accordance with the Joint Powers Agreement (JPA). Agenda packets should be distributed no later than six calendar days prior to the respective meeting.

In conformance with the Brown Act, the CCOG may agendaize items that arise subsequent to agenda timelines.

Archived Agendas: All prior agendas, meeting minutes and CCOG Board packets will be maintained on the CCOG website and available to the public upon request.

Major Administrative and Planning Functions

Section 4.

4.01 Oversight of Transportation Funding Programs and Grants

The CCOG is responsible for the general oversight, administration and/or coordination of various Federal and State transportation funding programs and grants. These include, but are not limited to, the following:

- Regional Transportation Improvement Program (RTIP)
- State Transportation Improvement Program (STIP)
- Transportation Development Act (TDA), including Local Transportation Funds (LTF) and State Transit Assistance Funds (STA)
- ~~Transportation Enhancement (TE)~~
- Rural Planning Assistance (RPA)
- Planning, Programming and Monitoring (PPM)
- Regional Surface Transportation Program (RSTP)
- Congestion Mitigation and Air Quality (CMAQ)
- Caltrans Transportation Planning Grants
- Federal Transit Administration (FTA) grants (Sections 5310, 5311), ~~5316, 5317~~

Comment [ME1]: Amber please update new FTA Programs

The CCOG is responsible for planning, programming and monitoring projects within the incorporated and unincorporated areas of Calaveras County in the RTIP and State Transportation Improvement Program (STIP), which includes project delivery, timely use of funds and compliance with Federal and State law, and California Transportation Commission (CTC) guidelines.

CCOG responsibilities may also include managing Non-Member Agency contributions to transportation planning projects.

A detailed description of the above programs follows in Section IV of this Manual. It should be noted that the information provided for each funding source is current as of the date of this document. Amendments/revisions may occur from time to time that may change certain aspects of these programs. The CCOG will make efforts to monitor changes and update the Organization and Procedures Manual as appropriate.

4.02 CCOG Budget and Accounting Services

Through the annual development of the Overall Work Program (OWP), the CCOG programs available funding ~~to CCOG core functions to specific work activities~~. For budget management and accounting purposes, the CCOG adopts an account specific line item budget that is consistent with the OWP. CCOG Staff is responsible for the day-to-day management of the OWP and the adopted CCOG budget. In addition, CCOG Staff ensures compliance with applicable laws, regulations and policies of the various funding and grant programs administered by the CCOG. More detail regarding the CCOG's annual OWP follows under the "Planning Functions" section of this document (see Section ~~4F~~).

The Finance Officer of the City and/or Treasurer of the County functions as the Treasurer of the CCOG, as defined in Section 9.1 of the Joint Powers Agreement, attached hereto as Appendix No. 1.

The Finance Officer of the City and/or the Auditor-Controller of the County functions as the Auditor-Controller of the CCOG, as defined in Section 10.1 of the Joint Powers Agreement.

~~On or before March 1st each year, the CCOG shall prepare budget estimates of the expenses of conducting CCOG for the ensuing year. In accordance with Caltrans Transportation Planning~~

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Guidebook and the Overall Work Program schedule, the CCOG shall prepare draft and final work programs for the ensuing year.

The budget estimates for the work program shall be in such form as the CCOG may prescribe using the guidelines of the California State Controller. The budget estimates shall contain a summary of the fiscal policy of the CCOG for the budget year and shall include data showing the relation between the total proposed expenditures and the total anticipated income or other means of financing the budgets for the ensuing year, contrasted with the actual year-to-date income and expenditures plus estimated remaining income and expenditures for the current year.

After preparation of the draft budget estimates and prior to the approval of the final budget, the CCOG shall fix a time and place for hearing by the CCOG thereon. The CCOG shall cause notice of such hearing to be published at least ten (10) days prior to the date set for hearing in a newspaper of general circulation in the area pursuant to Sections 6060 and 6061 of the Government Code of the State of California, and shall give emailed notice of such hearing to each party to this Agreement. Additionally, all hearings will be posted on the CCOG website.

At the budget hearing, the CCOG may increase or decrease any item in the budget estimates and may delete any item there from or add any new item thereto.

Upon the conclusion of the budget hearing and not later than July 1st of each year, the CCOG shall approve the budget estimates, as revised by the CCOG, and thereupon the same shall constitute the final budgets for the ensuing fiscal year. The CCOG may amend the budget as necessary.

4.03 Administration of the Transportation Development Act

The CCOG is responsible for the allocation, payment and proper record keeping associated with TDA and its funding mechanisms. TDA provides two major funding sources: the Local Transportation Fund (LTF) and State Transit Assistance (STA). The LTF can be utilized by CCOG for administrating the TDA and by Member Agencies for public transit, pedestrian and bicycle facilities, and for streets and roads purposes. The allocation procedures are outlined in Section 5.01 of this manual.

Annual Fiscal and Compliance Audit

Annually, CCOG will designate an independent auditor to conduct a TDA Fiscal and Compliance Audit for CCOG and public transit activities. The Final Audit Reports are due to the State Controller within 180 days after the end of each fiscal year. The audits shall be conducted in accordance with generally accepted auditing standards by a certified public accountant who is not an officer or employee of CCOG, the County or City (Refer to CCR Sections 6661 and 6751).

Triennial Performance Audit

The CCOG will designate an independent entity to conduct a performance audit of CCOG and public transit activities with respect to the TDA pursuant to Public Utilities Code Section 99246. The performance audit must be submitted to the Director of the Department of Transportation by July 1st triennially (Refer to CAC Section 6662.5).

4.04 CCOG Associations

Rural Counties Task Force: The California Rural Counties Task Force (RCTF) is a committee made up of representatives from the State's smaller rural regions. The purpose of the Rural Counties Task Force is to address issues that may affect the rural regions as a group, and to address the California Transportation Commission on issues in a cooperative manner and with greater force than if addressed individually. In addition, this group will assist in maintaining cooperative working relationships with agencies with similar issues as well as Caltrans and the California Transportation Commission.

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The CCOG should participate in this group to stay apprised of issues that may affect rural counties and, specifically, Calaveras County.

RTPA Group: The RTPA Group is an organization that includes representatives from the California Regional Transportation Planning Agencies (RTPAs) and Metropolitan Planning Organizations (MPOs). The purpose of the RTPA Group is to address issues that may affect both rural and urban areas and, as with the RCTF, address the California Transportation Commission on issues in a cooperative manner. This group usually meets just prior to the CTC meeting each month.

California Association of Council of Governments: The California Association of Council of Governments (CALCOG) was established in 1977 and is a statewide association representing 38 regional planning agencies. Most of the agencies within CALCOG were formed as councils of governments, meaning that they represent joint powers agreements of cities and counties, such as the CCOG. Others were created as transportation commissions by the State Legislature. Nearly all transportation commissions and councils of governments have transportation planning responsibility under both state and federal law. Councils of governments and transportation commissions are governed by city council members and county supervisors chosen by their peers.

The functions of the CALCOG include:

- 1) Providing advocacy and liaison in the State Capitol and with administrative agencies.
- 2) Reviewing or proposing statewide legislation, plans and policies on subjects agreed upon by members.
- 3) Coordinating policy development and legislative effort, when appropriate, with the League of California Cities, the California State Association of Counties, the National Association of Regional Councils and the Association of Metropolitan Planning Organizations.
- 4) Promoting more effective planning at the regional level.
- 5) Conducting statewide workshops and conferences which provide members with an ideal opportunity to discuss key issues and to learn from recognized experts in various fields.
- 6) Providing an informational clearinghouse on issues of concern to the regions and the state.

The CCOG should remain an active member of CALCOG to advocate the CCOG's interests and have a greater voice in transportation programs and funding bills.

California Association of Coordinated Transportation: The California Association of Coordinated Transportation (CalACT) is the largest state transit association in the United States, with nearly 300 members. The CalACT organization is dedicated to promoting professional excellence, sharing innovative ideas and advocating for effective community transportation. CalACT provides resources and training opportunities to professionals in the transportation field. ~~CCOG Staff membership in CalACT is maintained by CCOG's LTF Administration funds.~~

4.05 Legislation

The CCOG should be involved in reviewing and commenting on proposed legislation that could potentially affect transportation planning and funding issues in Calaveras County.

To assist in this role, CCOG Staff should develop and maintain effective contacts with area representatives of elected officials as well as maintaining a cooperative working relationship with Caltrans, the California Transportation Commission, and the California State Association of Counties, surrounding counties, the National Forest Service, the National Park Service, the State Park System and other RTPAs.

CCOG Staff will analyze legislation and present reports, as appropriate, to the CCOG on legislation that may affect Calaveras County, and present resolutions that take a position on specific legislation where appropriate.

4.06 Regional Transportation Plan (RTP)

Since the mid-1970s, with the passage of AB 69, (Chapter 1253, Statutes of 1972) California state law has required the preparation of RTPs to address transportation issues and assist local and state decision makers in shaping California's transportation infrastructure. SB 375 requires that the RTP Guidelines are developed pursuant to California Government Code Section 14522 and 65080.

"14522. In cooperation with the regional transportation planning agencies, the commission may prescribe study areas for analysis and evaluation by such agencies and guidelines for the preparation of the regional transportation plans."

"6580 (d) Except as otherwise provided in this subdivision, each transportation planning agency shall adopt and submit, every four years, an updated regional transportation plan to the to the California Transportation Commission and the Department of Transportation A transportation planning agency located in a federally designated air quality attainment area or that does not contain an urbanized area may at its option adopt and submit a regional plan every five years. When applicable, the plan shall be consistent with federal planning and programming requirements and shall conform to the regional transportation plan guidelines adopted by the California Transportation Commission. Prior to adoption of the regional transportation plan, a public hearing shall be held after giving of notice of the hearing by publication in the affected county or counties pursuant to Section 6061."

Consistent with California Government Code, CCOG can therefore adopt the RTP every five years.

The Calaveras County RTP is a multi-modal transportation plan covering the incorporated City of Angels and the unincorporated area of the County. The RTP is prepared according to the RTP Guidelines adopted by the CTC; and must correlate with land use plans; include policy, action and financial elements; and a program level environmental document per the California Environmental Quality Act (CEQA).

The CCOG, City and County shall work together to develop the list of projects to be included in the RTP. The Capital Improvement Programs (CIP) for the County and City shall be recognized in the development of the RTP. Any updates to the County or City CIP of regional significance shall be reflected in an RTP amendment.

CCOG, in coordination with the County and City, may revise the RTP using the procedures identified in the California Transportation Commission's California Regional Transportation Plan Guidelines. The amended RTP shall be submitted to the CCOG Board for approval and submitted to the CTC and Caltrans. Copies of the amended RTP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

4.07 Regional Transportation Improvement Program (RTIP)

The California Government Code requires each RTPA prepare, adopt and submit a Regional Transportation Improvement Program to the CTC by December 15th on a biennial basis (on odd-numbered years).

Of the funds available in the State Transportation Improvement Program (STIP), seventy-five percent (75%) are committed to the Regional Transportation Improvement Program and twenty-five percent (25%) are committed to the Interregional Transportation Improvement Program (ITIP). The 75% Regional Share is further subdivided by formula into County Shares. County Shares are available solely for projects nominated by regions in their RTIP.

The RTIP is the CCOG's programming document that [app](#) includes transportation projects (highways, transit, aviation, local streets and roads, etc.) for which Federal or State funding is proposed for programming in the STIP. Projects may not be included in the RTIP without a complete Project Study Report (PSR) or, for a project that is not on a State highway, a project study report equivalent or major investment study.

The CCOG is held responsible for planning, programming and monitoring Calaveras County projects programmed in the RTIP and STIP, including project delivery, timely use of funds and compliance with State law and the CTC guidelines.

Through the RTIP, CCOG may also recommend projects to improve State highways with ITIP funds. However, a project recommended for funding should constitute a usable segment and should not be a condition for inclusion of other projects in the RTIP and STIP.

4.08 Interregional Transportation Improvement Program (ITIP)

Twenty-five percent (25%) of the funds available through the STIP are committed to the Interregional Transportation Improvement Program. The ITIP includes projects that are identified by Caltrans to address mobility between regions, including interregional highway routes and intercity rail systems. Projects included in the ITIP must have a Project Study Report or major investment study and must be consistent with the respective county's Regional Transportation Plan.

The CCOG may recommend projects to improve State highways with ITIP funds pursuant to Section 164 of the Streets and Highways Code. A project recommended for funding should constitute a usable segment and should not be a condition for inclusion of other projects in the RTIP and STIP.

The CCOG should participate in the development of the ITIP to encourage the funding of high priority projects in Calaveras County.

4.09 State Transportation Improvement Program (STIP)

In October 1997, the Governor signed Senate Bill 45 (effective January 1, 1998) into law which created significant changes in the State Transportation Improvement Program process. Senate Bill 45 (SB 45) succeeded the 1989 Transportation Blueprint legislation and made fundamental changes in the funding, programming and planning of transportation improvements in California. SB 45 essentially gives the regions the discretion to nominate projects for which State highway capital improvement program funds are spent within their region.

SB 45 was enacted with the following objectives:

- Preserve the basic planning and programming process, avoiding legislative budgeting of projects, while changing the STIP from a project delivery document to a resource management document.
- Transfer transportation decision making responsibility to those who are closest to the problems.
- Eliminate artificial constraints and barriers to programming.
- Preserve geographic equity through a measure of "return to source", while recognizing that California is one state with statewide concerns. Place State highway, local road and transit projects on equal footing for access to support costs.
- Recognize the Caltrans role as owner-operator of the State Highway System, while removing Caltrans from lead responsibility for resolving urban congestion problems created largely by local decisions.
- Provide incentives for regional accountability for the timely use of funds.

- Retain the California Transportation Commission role as guardian of State capital dollars, with responsibility for determining how best to manage those dollars in a wise and cost-effective manner.

Caltrans continues to be responsible for the operation, maintenance and rehabilitation of the State Highway System. Caltrans is also responsible for programming improvement projects funded through the ITIP. However, for projects funded with RTIP funds, Caltrans can only promote and recommend highway improvement projects to the CCOG for inclusion in their RTIP.

4.10 State Highway Operation and Protection Program (SHOPP)

Caltrans is required to prepare and submit a ten-year State Highway rehabilitation plan for the rehabilitation and reconstruction, or combination thereof, of all highways and bridges owned by the State. The purpose of the State Highway Operations and Protection Program is to preserve and protect the State Highway System. The SHOPP is a program of projects that has the purpose of traffic safety, roadway rehabilitation, roadside rehabilitation or operations related to the State Highway System.

New projects are programmed on a statewide basis according to safety and rehabilitation needs in the year Caltrans estimates the project can be delivered. All new projects must have a Project Study Report (PSR) or equivalent document identifying a project's scope, estimated cost and delivery schedule.

Caltrans provides an opportunity for the CCOG to review and comment on draft versions of each proposed SHOPP, and considers the comments received from the regional transportation planning agencies before finalizing their Program.

The CCOG should participate in the development of the SHOPP to encourage the funding of high priority projects in Calaveras County.

4.11 Overall Work Program (OWP)

Regional Transportation Planning Agencies are required by the State to annually prepare and submit an Overall Work Program. The OWP serve as an annual program management document, identifying all regional transportation planning activities of the CCOG and the funding sources that have been approved to accomplish the identified activities. The OWP projects may be proposed by the CCOG and Member Agencies. The TAC reviews, prioritizes, and recommends all projects to the CCOG Board for final consideration and approval.

The OWP is the region's means of securing funding planning funds and allocating staffing in order to create, implement and expand upon those policies and actions outlined in the RTP. Maintaining an up-to-date OWP is critical to the CCOG's functioning as the regional transportation planning agency. Draft OWP's are due to Caltrans annually by March 1st and final OWP's are due in June in accordance with the Caltrans Regional Planning Guidebook.

Eligible Applicants

~~Eligible applicants include the parties to CCOG's Joint Powers Agreement (JPA), which are the CCOG, the City of Angels and the County of Calaveras. Special Districts, citizen groups, and other agencies are encouraged to apply. Such agencies must apply through their respective jurisdiction (County or City) if applying for funds that may compete with City or County projects or priorities.~~

Application Process

~~The cycle for the OWP process shall begin each year in October. During the October TAC meeting, CCOG Staff will issue a Fund Estimate and Call for Projects. Final applications will be due to the~~

~~CCOG office no later than 5:00pm on December 1st of each year. If this date falls on a weekend, the following Monday shall apply.~~

~~Application packets must include the following items for each project submittal:~~

- ~~• Application Form~~
- ~~• Evaluation Criteria Checklist for Prioritizing All Projects Submitted~~
- ~~• Evaluation Criteria Checklist for Prioritizing by Type~~
- ~~• Local Jurisdiction Endorsement Form~~
- ~~• Applicable Section of RTP~~

~~All applications from non-JPA Member Agencies must be endorsed by the County Board of Supervisors or City Council. If applying for funds that may compete with Member Agency projects or priorities, applications must be accompanied by a resolution or minute order from the Member Agency for approval of each project.~~

~~The County and City may include costs for staff time associated with each OWP project in their applications. Appendix No. 8: Sample Call for Projects and OWP Application Process~~

~~Applicants must submit one electronic copy of the completed application. Incomplete applications will not be accepted and will be returned to the applicant. All projects must be approved by the County Board of Supervisors or City Council prior to submission of the applications. Potential projects will be posted on the CCOG website and on the respective Member Agency's website.~~

~~Applications for project nominations will be reviewed by TAC during the December TAC meeting. The draft and approved OWP will be posted on CCOG's website as will subsequent amendments.~~

Amendments to the OWP

~~Upon mutual agreement of the parties, the~~The CCOG may amend the OWP from time to time to program additional projects Work Elements, deprogram projects Work Elements, address issues that arise necessitation amendment or modification, and/or change funding appropriations. Amendments must be presented to TAC for recommendations to the CCOG Board. OWP Amendments must be deemed eligible by Caltrans, and subsequently adopted by resolution by the CCOG. OWP Amendments must also be submitted to Caltrans no later than April 1st each year.

~~If unexpected issues arise which necessitate reductions in project funding or removal of a project, the projects for which that funding source was allocated will be reviewed. The affected agencies will have the opportunity to present this to their respective governing bodies prior to CCOG's approval of the amendment.~~

~~If a project is significantly delayed, CCOG will solicit alternate projects using the process identified in Section IV of this Manual. A new Call for Projects will be issued in an effort to maximize available funds and ensure timely completion of viable projects.~~

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OWP Quarterly Progress Reports

The CCOG is required by Caltrans to submit quarterly progress reports on the various work products and funding programmed in the OWP. Caltrans will utilize these reports to monitor the progress of the activities and funding of the Work Program, as well as a basis for approving reimbursement requests for Rural Planning Assistance (RPA) funds (see Section IV, C)

Reimbursement Requests by Agencies

As work is completed by those entities so specified in the OWP, claims for reimbursement costs are submitted to the CCOG Executive Director. Reimbursement requests will include breakdowns for

salary, benefits, overhead and contract costs. CCOG, County and City staff time will be reimbursed only with supporting documentation (i.e. payroll reports).

4.12 Short Range Transit Plan (SRTP)

While not specifically required by either the California Government Code or the Transportation Development Act (TDA), it is important for the CCOG to regularly update the County Short Range Transit Plan. This document is invaluable in forming the basis of the CCOG's annual findings regarding "unmet transit needs" within the County (see PUC Section 99401.5) as well as identifying possible improvements to existing transit services. The SRTP is also utilized as a supporting document for the County's Public Transit Contract and updates to the Regional Transportation Plan. Historically, the CCOG has updated the SRTP every five years.

Every five years, CCOG will solicit proposals from qualified firms for the update of the Calaveras Transit Short Range Transit Plan. Member Agency staff will be included in the consultant selection process and will be actively involved in development of the Plan update. The SRTP updates will be adopted by the CCOG and by the County Board of Supervisors.

4.13 Non-Motorized Transportation

The primary forms of non-motorized transportation used in Calaveras County are by bicycle, walking or horseback. The CCOG, in coordination with the County and City, incorporates planned non-motorized transportation projects in the RTP. The County and City are responsible for implementing the projects.

4.14 Air Quality Conformity

The purpose of ambient air quality standards is to protect public health and welfare. Health scientists determine which air pollutants result in health problems and at what concentration level. This information is the basis of the ambient air quality standards. Air quality standards consist of four elements – the pollutant, the averaging time, the level or concentration not to be exceeded and the form of the standard or attainment test. Air quality designations are intended to notify the public about air quality in the areas where they live, work or travel. This is accomplished by designating areas as non-attainment, attainment or unclassifiable.

The Federal Transportation Conformity Rule and ensuing programs are aimed at reducing statewide, regional and community exposure to air toxics. The Federal Transportation Conformity Rule (40 Code of Federal Regulations Parts 51 and 93) specifies criteria and procedures for conformity determinations for transportation plans, programs and projects and their respective amendments in order for non-attainment areas to continue to receive Federal funding for projects. According to the Federal Transportation Conformity Rule, the following steps must be taken upon non-attainment designation. A State Implementation Plan (SIP) must be developed that describes how and when the non-attainment areas will attain the standard. Toxic Control Measure (TCM) programs must be implemented that ensure emissions from new and modified stationary and mobile sources in the region comply with the lowest achievable emission rates. Transportation projects that increase capacity to roadways must undergo air quality conformity analysis to ensure they will not increase air pollution toxins in the environment.

Calaveras County is designated as a non-attainment area with respect to federal air quality standards for one criteria pollutant, ozone. Therefore, the CCOG is responsible for ensuring compliance with the requirements pertaining to that designation.

4.15 Intelligent Transportation Systems

The CCOG should participate in the efforts by Caltrans and other rural counties in looking for ways to utilize Intelligent Transportation Systems (ITS) to help solve transportation problems. Identification of appropriate systems and technologies can provide tourists, commuters, transportation operators and

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emergency service providers with real-time information about road and weather conditions in the Sierra Nevada region. The CCOG should also monitor and identify potential funding sources that may be applicable to ITS strategies that are identified.

Funding Mechanisms and Application/Claim Process

Section 5.

5.01 Call for Projects

On a Triennial basis ~~T~~he CCOG will conduct a Call for Projects for every funding source available to the County and City. The Call for Projects will include, at a minimum:

1. Application process and timeline
2. Identified funding amount
3. Identified years for which funding is programmed
4. Process and criteria by which projects are approved and prioritized

All projects to be funded through CCOG will be approved and prioritized by the TAC prior to CCOG approval. Changes in project funding will also be presented to the TAC prior to CCOG approval.

Appendix No. 8: Sample Call for Projects ~~and OWP~~ Application Process

Eligible Applicants

Eligible applicants include the parties to CCOG's Joint Powers Agreement (JPA), which are the CCOG, the City of Angels and the County of Calaveras. Special Districts, citizen groups, and other agencies are encouraged to apply. Such agencies must apply through their respective jurisdiction (County or City) if applying for funds that may compete with City or County projects or priorities.

Application Process

The cycle for the Call for Projects shall begin on a triennial basis in October. During the October TAC meeting, CCOG Staff will issue the Call for Projects to include at a minimum a fund estimate, schedule, and application process.

Application packets must include the following items for each project submittal:

- Application Form
- Evaluation Criteria Checklist for Prioritizing All Projects Submitted
- Evaluation Criteria Checklist for Prioritizing by Type
- Local Jurisdiction Endorsement Form
- Applicable Section of RTP

All applications from non-JPA Member Agencies must be endorsed by the County Board of Supervisors or City Council. If applying for funds that may compete with Member Agency projects or priorities, applications must be accompanied by a resolution or minute order from the Member Agency for approval of each project.

The County and City may include costs for staff time associated with each project in their applications.
~~Appendix No. 8: Sample Call for Projects Application Process~~

Applicants must submit one electronic copy of the completed application. Incomplete applications will not be accepted and will be returned to the applicant. All projects must be approved by the County Board of Supervisors or City Council prior to submission of the applications.

Applications for project nominations will be reviewed by TAC during the December TAC meeting. The approved programming will be posted on CCOG's website as will subsequent amendments.

5.04-2 Transportation Development Act (TDA)

The CCOG is responsible for the allocation, payment, and proper record keeping associated with the Transportation Development Act and its funding mechanisms. The TDA governs two major transportation funding sources, Local Transportation Funds and State Transit Assistance Funds. Local Transportation Funds (LTF) may be utilized for administration of the TDA, pedestrian and bicycle facilities, the public transit system (operations and capital) and for streets and roads projects. State Transit Assistance Funds (STA) may be utilized for public transit purposes only.

The CCOG adopted a Transportation Development Act Guidebook on June 5, 2013, and amended on June 1, 2016. The Guidebook was developed to provide a useful reference for claimants of TDA funds and the CCOG staff to continue to provide a clear and understandable process for the filing and administration of TDA claims now and into the future.

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Unmet Transit Needs Process

Section 99401.5, of the Public Utilities Code, requires that prior to making any allocation of LTF not directly related to public transportation services, specialized transportation services, or facilities provided for the exclusive use of pedestrians and bicycles, each transportation planning agency shall annually do all of the following:

- a) Consult with the Social Services Transportation Advisory Council.
- b) Identify the transit needs of the jurisdiction which have been considered as part of the transportation planning process, and perform certain assessments as defined in Section 99401.5, b), of the TDA.
- c) Identify the unmet transit needs of the jurisdictions that are reasonable to meet. The CCOG shall hold at least one public hearing pursuant to Section 99238.5, of the TDA, for the purpose of soliciting comments on the unmet transit needs that may exist within the CCOG's jurisdiction and that might be reasonable to meet by establishing or contracting services or by expanding existing services. The hearing must be advertised at least 30 days in advance of the hearing date.

The definition adopted by the regional transportation planning agency for the terms "unmet transit needs" and "reasonable to meet" shall be documented by resolution or in the minutes of the agency. – (See Appendix B for the current resolution)

The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet. An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the needs for streets and roads.

- d) Adopt by resolution a finding for the jurisdiction that; 1) there are no unmet transit needs, 2) there are no unmet transit needs that are reasonable to meet, or 3) there are unmet needs including needs that are reasonable to meet. The resolution shall include information developed pursuant to section b) above which provides the basis for the finding.
- e) If the transportation planning agency adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any allocation is made for streets and roads within the jurisdiction.

The CCOG must prepare and submit a report, including the appropriate resolution adopted pursuant to section d) above, on its findings regarding unmet transit needs before August 15th of the fiscal year of the allocation or within 10 days after the adoption of the finding, whichever is later. The documentation shall include the following:

- a) A copy of the notice of hearing and proof of publication and a description of the actions taken to solicit citizen participation pursuant to Section 99238.5 of the TDA.

b) A copy of the resolution or minutes documenting the CCOG's definitions of "unmet transit needs" and "reasonable to meet".

c) A copy of the resolution adopting the unmet transit needs finding described in subdivision d), of Section 99401.5, of the TDA.

Upon adoption of a finding, as defined above, and providing funding accordingly, the CCOG may allocate remaining LTF to streets and roads purposes.

Local Transportation Funds (LTF)

The Transportation Development Act creates in Calaveras County a Local Transportation Fund for various transportation purposes. LTF dollars can be used for CCOG's expenses related to administering TDA, pedestrian and bicycle facilities, transit systems and/or for streets and roads projects. LTF revenues are derived from ¼ cent of the retail sales tax collected statewide. The ¼ cent is returned by the State Board of Equalization to each county according to the amount of tax collected in that county.

The CCOG is responsible to allocate LTF in Calaveras County, and in the specific priority order identified in Article 3, Section 99233, of the TDA. Claims for administration, pedestrian and bicycle projects, and public transportation purposes are funded first. Remaining LTF funds, if any, may be allocated to local streets and roads projects only after all documented unmet transit needs have been met.

Local Transportation Funds are received on a monthly basis and deposited into a trust account by the County Auditor. The LTF is allocated by the CCOG in conformance with the Transportation Development Act.

According to the TDA, the CCOG should first allocate to itself the amount of funds needed to administer the requirements of the TDA. The amount allocated each year is calculated based on the amount of CCOG staff hours, and the cost of those staff hours, determined to be necessary to complete the activities required of the CCOG in administering the program. Each year, these funds are programmed to the various activities in the CCOG Overall Work Program.

The CCOG sets aside two percent (2%) of the remaining balance (total allocation less CCOG's allocation for TDA administration) each year for pedestrian and bicycle facility projects. These funds are allocated by resolution to the Pedestrian/Bicycle Local Transportation Funds Account and held in reserve for future projects. The funds are then allocated to specific projects through the CCOG's LTF claiming process. Note that LTF funds for bicycle and pedestrian projects can be utilized for purposes of implementing the Americans with Disabilities Act (ADA).

The CCOG retains in fund as an unallocated apportionment 10% of the LTF Fund Estimate. The 10% unallocated apportionment is to be used primarily for operational expenses associated with the provision of public transit services (pursuant to Transportation Development Act, Article 4 PUC 99233.8). The primary purpose of these funds will be/ but not limited to: unforeseen cost increases and the need to provide uninterrupted service levels in the event of a revenue shortfall or emergency.

During each budget/planning cycle the unallocated apportionments retained rollover in the LTF fund and shall be equal to 10% of the estimate for the given fiscal year. The remaining LTF is available for public transportation services. After completing the required Unmet Transit Needs process, as described above, and defined in Section 99401.5 of the TDA, the CCOG determines and allocates the amount of LTF needed to cover all transit needs that are reasonable to meet based upon the adopted criteria. Transit claims may be submitted by any eligible transit agency providing a service that meets the CCOG's adopted "reasonableness" criteria. In Calaveras County, the City of Angels and County of Calaveras have been the eligible claimants of LTF for public transit services.

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Any remaining LTF may be allocated to the City and County for streets and roads purposes, or other related purposes. Revenues from the LTF must be apportioned by population to the County and City. Based upon the most recent population data provided by the Department of Finance.

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Apportionment/Allocation Process and Payment/Reimbursement to Claimants

Please refer to the Transportation Development Act Guidebook as approved by the CCOG, Appendices No. ~~XX~~18

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a) Prior to February 1st each year, the County Auditor shall furnish to the Executive Director of the CCOG an estimate of monies to be available for apportionment and allocation during the ensuing fiscal year (see CCR Section 6620).

b) Prior to March 1st each year, the CCOG shall determine and advise all prospective claimants (the City and County) of all area apportionments of LTF dollars for the following fiscal year. The final amount of LTF funds available for apportionment to the City and County will be derived per procedures outlined in CCR Section 6644 (a) and PUC Section 99233. The resulting balance of TDA dollars will be apportioned per the most recent population figures published by the State Department of Finance (see PUC Section 99231).

c) Prior to April 1st each year, each claimant (the City and County) shall submit to the Executive Director of the CCOG its annual LTF claims per the form and priorities set forth in CCR Section 6630 and PUC Section 99400. The Executive Director may extend the deadline for claim submittals.

d) Prior to CCOG approval of these claims, a finding must be made that all unmet transit needs which are reasonable to meet have been met (see PUC Section 99401.5).

e) Upon approval by the CCOG of the appropriate LTF allocations, the Executive Director of the CCOG shall convey allocation instructions to the County Auditor by written memorandum, accompanied by a certified copy of the resolutions authorizing the allocations (see CCR Section 6659 and PUC Section 99235).

Payment/Reimbursement to Claimants

Payments to claimants for LTF dollars will be made at the beginning of each fiscal year and/or as money becomes available from the State. All claimants receiving LTF dollars in this manner will be required to supply the County Auditor with all reports and other information necessary for the proper and timely completion of those quarterly reports called for in CCR Section 6622. This rule will be consistent with the allocating instructions conveyed to the County Auditor (see CCR Section 6621).

State Transit Assistance Funds (STA)

The State Transit Assistance (STA) fund provides a second source of TDA funding for transportation planning, public transportation, and community transit purposes as specified by the Legislature. The STA program was created under Chapter 161 of the Statutes of 1971 (SB 620). STA funds are generated from the statewide sales tax on diesel fuel, which is deposited in the Transportation Planning and Development Account in the State Transportation Fund. Unlike LTF, STA funds may not be allocated for fund administration, streets, roads, or pedestrian/bicycle facility purposes. Chapter 161 of the Statutes of 1979 (SB 620) created the State Transit Assistance Fund. STA provides a second funding source from the Transportation Development Act for transit purposes. STA are administered and/or controlled by guidelines set forth in the TDA. Funds for the program are derived from the Statewide sales tax on gasoline and diesel fuel. STA can only be used for public transportation purposes.

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These funds are appropriated to the Secretary of the Business, Transportation and Housing Agency for allocation by formula to each Regional Transportation Planning Agency. The formula is 50 percent

according to population and 50 percent according to operator revenues for the prior fiscal year. The CCOG receives STA under PUC section 99313, which is based upon the ratio of the population of Calaveras County to the total population of the State of California. Since Calaveras County contracts the operations of its public transit services to a private transportation firm, it does not receive the revenue based allocation.

Public Utilities Code section 99313.6 requires each regional transportation planning agency create a State Transit Assistance Fund and deposit therein the funds allocated to it pursuant to the TDA.

Apportionment/Allocation Process and Payment/Reimbursement to Claimants

Please refer to the Transportation Development Act Guidebook as approved by the CCOG, Appendices No. ~~XX~~18

- a) ~~In January each year, the State Controller shall furnish to the Executive Director of the CCOG a preliminary estimate of STA monies to be available for apportionment and allocation during the ensuing fiscal year (see PUC § 99312.7).~~
- b) ~~In August each year, the State Controller will provide a final estimate of STA monies to be available for apportionment and allocation during the ensuing fiscal year.~~
- e) ~~Once the final estimate is received, each claimant shall prepare and submit to the Executive Director of the CCOG its annual STA claims form and priorities set forth in CCR Sections 6730-6732, PUC Sections 99313.3 and 99314.5 (including Sec. 5 of Chapter 322, Statutes of 1982 AB 2551).~~
- d) ~~Pursuant to CCR Section 6753, the CCOG shall adopt a resolution approving the STA claims and allocating the funds. The resolution shall make specific findings required for STA funds as outlined in CCR Section 6754.~~
- e) ~~Based upon the allocating resolution, the Executive Director of the CCOG shall convey to the County Auditor allocation instructions as stipulated in CCR Section 6753.~~

Payment/Reimbursement to Claimants

~~Payments to claimants for STA dollars will be made at the beginning of each fiscal year and/or as money becomes available from the State. All claimants receiving STA dollars in this manner will be required to supply the County Auditor with all reports and other information necessary for the proper and timely completion of those quarterly reports called for in CCR Section 6622. This rule will be consistent with the allocation instructions conveyed to the County Auditor (see CCR Section 6621).~~

5.02 Transportation Enhancement Program (TE)

~~Through the Federal Transportation Act, ten percent of the Surface Transportation Program funding is set aside for the Transportation Enhancement (TE) Program. TE Program funds are used for transportation related capital improvement projects that enhance quality of life in or around transportation facilities. Projects must be over and above normal transportation projects, including mitigation and permit requirements. Projects should have a quality of life benefit while providing the greatest benefit to the greatest number of people. Regional Transportation Planning Agencies, such as the CCOG, receive 75 percent of the TE dollars in California (Regional TE Program), the other 25 percent goes to the State (State TE Program).~~

~~The TE Program is a Federal, reimbursable funding program for transportation enhancement type projects. A non-Federal funding match of 11.47% is required in each phase of the project and administering agencies must commit to cover cost increases if the project turns out to be under funded. Organizations may nominate projects, in partnership, through either the County or City. The County or City will take responsibility for carrying out and maintaining the project. Improvements to private~~

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property and commercial facilities are not eligible. In addition, projects must comply with Federal environmental requirements and with other Federal regulations, as outlined in the Caltrans Local Assistance Procedures Manual. Generally, this is a capital improvement program, not for planning, maintenance, equipment or operations.

Regional transportation planning agencies program TE funding to eligible projects through their Regional Transportation Improvement Program (RTIP), which is then adopted into the State Transportation Improvement Program (STIP) by the California Transportation Commission (CTC). A region may include in its RTIP any TE-eligible project and may program a reserve for TE-eligible projects. The STIP Fund Estimate will include a TE target for each county for each fiscal year of the STIP. The programming of TE-eligible projects and reserves in the RTIP, however, is not limited by the TE target. Federal TE apportionments will be identified in the Fund Estimate as resources for the STIP and included in the calculation of county and interregional shares. All TE-eligible projects in the STIP will be counted as part of the county or interregional share.

TE projects programmed into the RTIP and STIP must comply with the STIP Timely Use of Funds Policy, as described in the CTC's STIP Guidelines.

Application Procedure

Every STIP Cycle and/or in coordination with the OWP development process, a Call for Projects for a specified amount of Regional TE funds will be issued, and an application submittal deadline will be set. A TE application submittal includes a completed TE application form, which will include the scope, cost and schedule of the proposed project, and a resolution or letter requesting funds for the proposed project from the Member Agency.

Non-Member agencies must submit a completed TE application form, which will include the scope, cost and schedule of the proposed project, and a resolution from the public agency (City or County) willing to sponsor the project. TE applications must be submitted to the Caltrans TE Program Coordinator for review for eligibility prior to programming by the CCOG. The CCOG will prioritize eligible projects and program them into the RTIP as funding is available.

The RTIP will then be submitted to the California Transportation Commission along with a request to program the TE project(s) into the STIP. Within the year funds are programmed in the STIP, the Member Agency will submit allocation request and request for authorization of funds forms to the Caltrans Division of Local Assistance. Project reimbursements are not eligible prior to the CTC's approval of the funding allocation and Caltrans' approval of the request for authorization of funds. Specific procedures for project reimbursements on TE projects may be found in the Caltrans Local Assistance Procedures Manual.

In the event of significant delays to a given project, CCOG will re-issue a Call for Projects to identify an alternate project for funding.

5.03 Rural Planning Assistance (RPA) Program

The Rural Planning Assistance Program provides funding to the CCOG for transportation planning activities. The RPA funds must be utilized on the projects and programs as they are delineated in the CCOG's annual Overall Work Program (OWP). Twenty-five percent (25%) of RPA funds may be carried over to the next fiscal year.

Programming/Application Procedure

As stated above, the allocation and application of RPA funds is accomplished through the OWP. Caltrans will provide an apportionment estimate of RPA funds to the CCOG each year. The CCOG will program these funds to specific projects in the corresponding OWP.

The allocation of RPA funds is tied directly to the State's acceptance of the CCOG's OWP and the passing of the State Budget. As part of the OWP, the CCOG executes an OWP Agreement (OWPA), in which the RPA funds are identified. The CCOG must submit to the State its draft OWP by March 1 each fiscal year. The final OWP, including the OWPA, is due to Caltrans in June.

As work is completed, invoices for reimbursement of costs are submitted to the Caltrans District 10 Planning office. Reimbursements may be requested monthly, but are typically submitted quarterly along with OWP Quarterly Progress Reports.

5.04 Planning, Programming and Monitoring Program (PPM)

Through the Regional Transportation Improvement Program (RTIP), the CCOG may program up to 5% of Calaveras County's Regional Improvement Program funds for planning, programming and monitoring purposes. These funds are then programmed into the State Transportation Improvement Program (STIP) as State-only funds. The California Transportation Commission (CTC) approves allocations of these funds in accordance with the amounts programmed in the STIP.

PPM funds are to be used for the CCOG's project planning, programming and monitoring activities related to the development of the RTIP and STIP, and for the monitoring of project implementation for projects approved in these documents, more specifically as follows:

- Regional transportation planning, including the development and preparation of the regional transportation plan (RTP).
- Project planning, including the development of project study reports or major investment studies, conducted by regional agencies or by local agencies in cooperation with regional agencies.
- Program development, including the development of regional transportation improvement programs and studies supporting them.
- Monitoring the implementation of STIP projects, including project delivery, timely use of funds and compliance with State law and the CTC's guidelines.

Programming/Application Procedure

The PPM funds are programmed to specific projects or activities through the CCOG's annual Overall Work Program (OWP). The CCOG is required to approve an annual PPM Plan, which identifies the projects to which the funds have been programmed. CCOG will complete a CTC allocation request in August. Caltrans then prepares a fund transfer agreement to facilitate reimbursement(s). Upon final execution of the Agreement, the CCOG submits a Request for Allocation to the Caltrans Division of Local Assistance. Once the Allocation Request is approved, the CCOG may invoice for the full year's apportionment.

5.05 Regional Surface Transportation Program (RSTP)

Section 182.6g, of the Streets and Highways Code, permits rural regional transportation planning agencies to exchange their annual apportionments of Federal Regional Surface Transportation Program funds for non-Federal State Highway Account funds. The Code permits an eligible county represented by that RTPA to exchange its entire annual sub-apportionment (110% of their 1990/91 Federal-Aid Secondary minimum) for State Highway Account funds.

This exchange of funds removes Federal regulations and enables the agency to use the funds for transportation related purposes as defined in Section 133c of Title 23 of the United States Code and Article 19 of the State Constitution.

Application Procedure

The State will provide an estimate (usually in March) of the RSTP apportionment available to Calaveras County for that year. The State issues Exchange Agreements on or around May of each year. In October As part of the Triennial Call for Projects, CCOG will identify in the Fund Estimate the amount eligible for application. Member Agencies, upon allocation of funds as approved by CCOG, will be required to execute RSTP Exchange Agreements with CCOG inclusive of sample claims forms. Refer to Appendices No. ~~XX~~21

RSTP Reserve Contributions to RSTP Reserve Account

Once completed, an individual project that has unexpended RSTP funds will have the remaining RSTP allocations ~~transferred to the~~ will be retained in the RSTP ~~Reserve~~ Account.

If surplus funds are identified in CCOG's final yearly RSTP total allocation, the surplus funds (i.e., the difference between the preliminary allocation and the final allocation in the CCOG Operations Budget) will be identified as carryover in the subsequent CCOG Operations Budget.

If CCOG's final yearly total allocation is less than the preliminary total allocation, the TAC will be responsible for adjusting the approved project list or approving the use of RSTP reserve funds to remedy the shortfall.

Use of RSTP Reserve Account Funds

CCOG RSTP Reserve Funds may be used for local matches, unanticipated costs overruns, unanticipated losses in revenue, and/or other allocations as deemed necessary and appropriate by the CCOG. Member Agencies must submit a request for Reserve RSTP to the CCOG Executive Director for consideration by the TAC. The TAC recommends the allocation of Reserve Funds to the CCOG Board for consideration and approval.

5.06 Congestion Mitigation and Air Quality (CMAQ) Program

~~The Congestion Mitigation and Air Quality program was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, continued under the Transportation Equity Act for the 21st Century (TEA 21) and reauthorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA LU). By the year 2006, the program had supported nearly 16,000 transportation projects across the country.~~

The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the national ambient air quality standards (NAAQS) for ozone, carbon monoxide (CO) and particulate matter (PM).

The CMAQ program supports two important goals of the Department of Transportation: improving air quality and relieving traffic congestion.

The CMAQ Program enables communities to increase public awareness regarding the link between transportation and air quality, fund technological applications to improve transportation systems, or increase transit services, as a few examples. Most of the CMAQ project categories include a wide variety of measures to decrease vehicle emissions. Policy considerations exclude highway maintenance and reconstruction projects because these activities preserve existing levels of service and are unlikely to contribute to further improvements in air quality. Specific eligibility information on activities and projects may be found in the CMAQ Program Guidelines found on the Federal Highway Administration website (<http://www.fhwa.dot.gov/environment/cmaqpgs/>).

The State has provided annual apportionment estimates for CMAQ funding for the Calaveras County Region beginning with FY06 and through FY11, which average approximately \$400,000 per year. The Federal share for most eligible CMAQ projects is 88.53%, with an 11.47% local match required. Certain activities, including traffic control signalization, commuter carpooling and vanpooling and signalization projects to provide priority for transit vehicles may be funded at 100 percent Federal share

if they meet certain requirements of the program.

The CCOG, in their role as the Regional Transportation Planning Agency for Calaveras County, is responsible for determining eligibility of CMAQ projects and will do so in compliance with the Triennial Call for Projects. Once projects have been determined eligible and are approved by CCOG, they must be programmed in the Federal Transportation Improvement Program (FTIP). Upon amendment of the project into the FSTIP, Member agencies are responsible for project programming.

5.07 Other Transportation Planning Grants

Approximately \$8.5 million is available each year for several transportation planning grants. These funds are designated for transportation planning studies and not eligible for use on capital improvements. All of these grants have a similar application process and are administered by the Caltrans Headquarters Division of Transportation Planning. Generally, the applicant must be a Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) and the project must be included in the agency's Overall Work Program (OWP). A brief description of each of the grants follows. Additional detail as well as the latest version of the application is available on the Caltrans Division of Transportation Planning website, see www.dot.ca.gov/hq/tpp/.

STATE TRANSPORTATION PLANNING

Community Based Transportation Planning

~~This grant will provide planning funds that support livable communities (such as long-term economic development, multimodal linkages, jobs/housing balance), coordinate land use and transportation planning, reflect community values and include non-traditional participants in transportation decision-making. These grants require a local 20% match with a maximum 10% in-kind contribution allowed.~~

Environmental Justice - Context Sensitive Planning

~~This grant is for studies promoting participation from or providing funding for transportation planning efforts that affect low-income, minority communities and Native American Tribal Governments. These grants provide funding for planning related projects that promote environmental justice in local planning, contribute to the early and continuous involvement of low-income and minority communities in the planning and decision-making process, improve mobility and access for under-served communities, and create a business climate that leads to more economic opportunities, services and affordable housing. These grants require a local match of 10% with a 5% in-kind contribution maximum.~~

TRANSIT PLANNING

Transit Planning funds must be used for transit-related planning projects and require a 41.47% non-Federal match. The following are the three Transit Planning grant categories and the types of projects each support:

Statewide Transit Planning Studies

~~Studies should be aimed at reducing urban transportation demand and improving transit services. To qualify, studies need to have statewide or multi-regional significance, as well as reflect a critical need, improve public involvement and government-to-government relations, and enhance planning and implementation efforts for state, regional or local transportation services and projects.~~

Transit Technical Planning Assistance

~~This grant is intended to assist in public/intermodal transportation planning studies in rural and small urban transit service areas of California with a transit service area of 100,000 or less. Studies must result in increased efficiency, increased use and expansion of rural and small urban public transit systems.~~

Transit Professional Development

Calaveras Council of Governments

~~This grant provides funding for training and development for transit planning professionals and transit related student internships.~~

PARTNERSHIP PLANNING

~~This grant will fund studies that have statewide benefit/multi-regional significance performed by the applicant, with participation from Caltrans, or projects that make improvements to the state or regional transportation system. Additionally, these studies/projects should reflect a critical need, improve public involvement, improve government-to-government relations, and enhance planning and implementation efforts for state, regional or local transportation services and projects. These grants require a 20% non-Federal funding match.~~

5.08 Specialized Transit and Procurement Grants Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310)

The Federal Transit Administration (FTA) Section 5310 Program provides capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities; where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation capital grants for the purpose of meeting the transportation needs of persons with disabilities and the elderly where public mass transportation services are otherwise unavailable, insufficient or inappropriate. These funds are available on a statewide competition basis. Section 5310 Call for Projects is typically conducted on a multi-year cycle, every two or three years. Section 5310 applications are typically due to the State in March each year. Projects are funded in priority order, based upon specific scoring criteria, until all available funds are programmed.

CCOG Review & Findings: ~~While the CCOG is not a direct claimant or distributor of these funds,~~ **CCOG** is responsible for reviewing, scoring and ranking the applications generated from within the Calaveras County region pursuant to the program's specific scoring criteria and ranking requirements, and make the following findings:

- 1) That the agency applying for the grant has to the maximum extent possible, coordinated its program with other transportation programs in the County; and
- 2) That the program and grant are consistent with the Regional Transportation Plan (RTP) included in the most recently adopted Calaveras County Coordinated Public Transit-Human Services Transportation Plan.

The CCOG is required to adopt a project priority list ~~including the results of the application scoring and ranking. The adopted Section 5310 Project Priority List is then submitted and submit~~ to Caltrans and ~~included as part of the applicant's grant application.~~ Caltrans will utilize the application scores developed and submitted by the RTPAs as a basis to develop the draft Statewide funding list. The final funding list of projects is adopted by the California Transportation Commission.

5.09 Non-Urbanized Area Formula Grants (FTA Section 5311)

The Federal Transit Administration (FTA) Section 5311 ~~P~~program provides supplemental funding for public transit service in non-urbanized (rural) areas for capital and operating ~~funds for public transportation in rural areas.~~ Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the state and must provide maximum feasible coordination with transportation services assisted by other Federal sources. Grant applications are due to the State prior to June 30th each year.

These funds are provided to claimants in one of two possible ways:

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- 1) Upon submission of a successful application which stays within the County's projected annual allocation of FTA Section 5311 funds; or,
- 2) Upon submission of a successful application for competitive State Discretionary Reserve FTA Section 5311 funds.

CCOG Review & Findings: While the CCOG is not a direct claimant of these funds, it is involved in reviewing each application generated within the County in order to make the following findings:

- 1) That the agency applying for the grant has, to the maximum extent possible, coordinated its program with other transportation programs in the County; and,
- 2) That the program and grant are consistent with the Regional Transportation Plan (RTP).

~~**Public Hearing & Establishment of Program of Projects:** The CCOG must also establish a group of projects which together will be allowed to apply for the County's annual projected allocation of FTA Section 5311 dollars. This grouping of projects is called the Program of Projects. In order to establish an annual Program of Projects that contains capital grant requests, the CCOG must hold an advertised public hearing to discuss the proposed projects. After the public hearing, the final Program of Projects is approved and certification of that action along with the CCOG's earlier findings are due to Caltrans before December 31st each year. A Program of Projects that contains only operating assistance requests does not require a public hearing.~~

5.10 Job Access and Reverse Commute (JARC) Grants (FTA Section 5316)

~~This grant provides funds to help improve mobility and economic opportunity for welfare recipients and other low-income people through the provision of new or expanded transportation services in rural and small, urbanized areas (pop. of 200,000 or less).~~

5.11 New Freedom (NF) Program (FTA Section 5317)

~~This program provides grant funds to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA).~~

Programming/Application Procedure for JARC and NF Grants

~~Both of the above, JARC and NF funding programs are statewide, competitive, formula grants for small urban and non-urban areas. Applicants may include local government agencies, tribal governments, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), social service agencies, private and public transit operators and non-profit organizations.~~

~~Funds may be used for planning, capital, or operating costs of providing access to jobs. The program will provide up to 80 percent (80/20 match) of capital projects, and not more than 50 percent (50/50 match) for operating assistance. Non-DOT (Department of Transportation) Federal funds and local and private funds may be used as a match.~~

~~All selected JARC and NF projects must be derived from a local developed, Coordinated Public-Transit Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan is required to be developed by a process that includes representatives of public, private and non-profit transportation and human services providers and participation by the public. The Plan should identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting those local needs, and prioritize transportation services for funding and implementation. The Coordinated Plan should be integrated into and consistent with the Regional Transportation Plan (RTP), and serve as the foundation for the development of a "Program of Projects"~~

for the region.

All JARC and NF projects proposed for funding are required to be included in the Regional Transportation Improvement Program and in the STIP. The POP is submitted to the FTA for approval along with the grant application. Applications are typically due in August each year. Once the grant application is approved through the final review process, the FTA will award and obligate the funds.

5.102 Title VI Nondiscrimination Policy

The Calaveras Council of Governments (CCOG) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services or programs on the basis of race, color or national origin as afforded under Title VI of the Civil Rights Act of 1964.

CCOG, as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. The CCOG is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with, or affected by, their programs.

Section 601 under Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

~~Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.~~

~~The CCOG is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with, or affected by, their programs.~~

~~The CCOG’s commitment includes vigorously enforcing all applicable laws and regulations that affect the CCOG and those organizations, both public and private, which participate and benefit through our programs.~~

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and subrecipient’s of Federal Transit Administration (FTA) funding to ensure that their activities comply with DOT Title VI regulations. In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT’s Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances to FTA.

FTA requires that all direct and primary recipients document their compliance with DOT’s Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Sub-recipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

Calaveras COG is a subrecipient of FTA funds; while the California Department of Transportation (Caltrans) is the primary recipient. Therefore, Caltrans develops policies for the submittal of Title VI Programs. Calaveras COG adopted a Title VI Program on May 6, 2015 to comply with this requirement

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and to guide the CCOG in its administration and management of Title VI-related activities, and details how CCOG meets the requirements as set forth in FTA Circular 4702.1B.

The CCOG will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate. In addition, the CCOG will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

CCOG's contractors and subcontractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services.

The CCOG is responsible for providing leadership, direction and policy to ensure compliance with Title VI of the 1964 Civil Rights Act in respect to its services or programs. Any person(s) who feels that they have been discriminated against is encouraged to report such violations in writing to: Calaveras Council of Governments, 444 E. Saint Charles Street, Suite A, P. O. Box 280, San Andreas, CA 95249. See Appendices No.15 or CCOG website for Title VI Complaint forms.

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Attachment: Policies and Procedures November 4 Eadschanges (1183 : Policies and Procedures)

Required Records, Reports and Audits

Section 6.

6.01 RECORDS MANAGEMENT

Records must be maintained in accordance with the RTPA Records Retention Schedule until their retention period expires, after which the records should be disposed of promptly and appropriately. The periods shown in the Records Retention Schedule are minimum time periods that do not start until the document and/or project is complete. Records can be maintained for time periods in excess of the retention period in the schedule if the records are still needed for reference.

The Records Management Policy applies to all persons, including employees, consultants, and contractors, responsible for the generation and/or maintenance of RTPA records. See Appendices No. ~~XX~~22 for the Records Management Policy and Forms.

6.01 Records & Reporting Requirements

The City Finance Officer and/or County Auditor, as determined by the CCOG Board, shall maintain accounting records of all CCOG funds in accordance with the State Controller's Manual of Accounting Standards and Procedures for Counties. Such records shall be kept for a minimum of four years. Monthly, the City Finance Officer and/or County Auditor shall report the status of all funds to the Executive Director of the CCOG. At quarterly intervals, the City Finance Officer and/or County Auditor shall report the status of all funds to the Executive Director of the CCOG and the Secretary of the Business, Transportation and Housing Agency. The reports shall conform to those standards established in CCR Section 6622.

Transit Service Claimants (the City and County): Shall keep and maintain accurate and complete records and shall prepare an annual report of its operations in accordance with the Uniform System of Accounts and Records adopted by the State Controller pursuant to PUC Section 99243. The report shall be submitted to the Executive Director of the CCOG and to the State Controller within 90 days of the close of each fiscal year (on or before October 1). (Refer to CCR Section 6637)

Non-Transit Claimants (the City and County): Shall keep and maintain accurate and complete records per standard principles of accounting. Such records shall be kept for a minimum of four years. Expenditures of monies received for any non-transit purposes shall be reported to the State Controller on or before October 1 or within 90 days of the close of each fiscal year. (Refer to CCR Section 6665 and PUC Section 99406)

6.02 Annual Fiscal and Compliance Audits

Annually and within 180 days after the end of the fiscal year, the City and/or County Auditor shall submit a report of a fiscal and compliance audit of the financial statements of the CCOG's LTF and STA accounts to the Executive Director of the CCOG and the State Controller. The audit shall be conducted in accordance with generally accepted auditing standards by the State Controller or by a certified public accountant who is not an officer or employee of the CCOG, the City of Angels or the County of Calaveras. (Refer to CCR Sections 6661 and 6751)

All Claimants (the City and County): Annually and within 180 days after the end of the fiscal year, each claimant shall submit a report of a fiscal and compliance audit to the Executive Director of the CCOG and the State Controller, the audit(s) shall be conducted by independent auditors. (Refer to CCR Sections 6664, 6666 and 6667)

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6.03 Triennial Performance Audits of Planning Entities and Transit Operators

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As the Regional Transportation Planning Agency, the CCOG is statutorily required to triennially designate an independent entity to conduct a performance audit of its activities with respect to the TDA pursuant to Public Utilities Code Section 99246. The CCOG also conducts a performance audit of the transit system and transit operator during this process. Performance audits evaluate the efficiency, effectiveness and economy of the operations of CCOG and the Public Transit System. Performance audits must be in compliance with the Transportation Development Act and consistent with the requirements in the Performance Audit Guidebook issued by the California Department of Transportation.

The CCOG conducts a formal Request for Proposals process to hire an independent auditor to conduct a performance audit of both the CCOG and Public Transit System. The State requires the submittal of the CCOG performance audit, and verification that a performance audit was conducted on the Transit Operator. The CCOG shall approve both the CCOG and Transit performance audits. The CCOG performance audit shall be submitted to the Director of Caltrans by July 1, 1980, and by July 1 triennially thereafter. (Refer to CCR Section 6662.5 and PUC Section 99248)

Project Tracking and Reporting

~~As necessary to track and monitor the effective and efficient use of CCOG funding, the CCOG, County and City shall report the project status for all CCOG funded projects via the web-based Capital Improvement Program (CIP). Refer to the CIP User's Manual Appendices No. XX8 and as available at www.calacog.org. Failure to report to the Council the status of CCOG funded projects may result in denial of subsequent claims or future request for funding. CIP reports are generated by CCOG Staff and presented to the CCOG on a quarterly basis. provide written quarterly reports documenting the progress of each of its CCOG-funded projects. Written reports will be submitted to the TAC and shall include at a minimum: project description and narrative update, project photos, project identification numbers, programming status per phase, programmed cost per phase and expenditures to date, funding deadlines including allocation requests, RFAs, Reversion Dates, etc., and a detailed schedule per phase including bid notification, award dates, and end construction dates.~~

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~~If a project is significantly delayed, an opportunity will be provided to re-allocate funding until the delayed project becomes viable. Once the delayed project becomes viable, a new application must be submitted.~~

~~CCOG, County and City staffing expenditures should be clearly identified with supporting documentation (i.e. payroll reports). Only documented expenditures will be funded.~~

6.04 AUDITS OF ALLOCATED FUNDS

At the discretion of the CCOG, Member Agencies may be required to submit audits on projects whereby the CCOG has allocated funds. Additionally, at the discretion of the Member Agencies, CCOG may be required to submit an audit on all non-TDA related revenues and expenditures.

6.05 FEDERAL AUDITS REQUIREMENTS

The Calaveras Council of Governments will obtain grant agreements from the grantor or pass through entity that lists the Catalog of Federal Domestic Assistance (CFDA) number at the time the Council receives a federal award and retain the agreements in the grant file so they are available in years that a single audit is required.

Accounting Overview

Section 7.

7.01 Fraud Policy

This policy applies to any fraud or suspected fraud involving employees, officers, as well as members, vendors, consultants, contractor funding sources and/or any other parties with a business relationship with the CCOG. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with the CCOG.

The Executive Director is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of material facts for the purpose of inducing another to act upon it to his or her injury. The Executive Director must be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Executive Director or, alternatively, to the Chair of the CCOG. The CCOG Chair is responsible for the coordination of all investigations.

Actions Constituting Fraud

The term fraud, misappropriation, and/or other fiscal irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act.
2. Forgery or alteration of any document or account belonging to the CCOG.
3. Forgery or alteration of a check, bank draft, or any other financial document.
4. Misappropriation of funds, securities, supplies, equipment, or other assets of the CCOG.
5. Impropriety in the handling or reporting of money or financial transactions.
6. Disclosing confidential or proprietary information to outside parties.
7. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to the CCOG.
8. Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.
9. Any similar or related irregularity.

Other Irregularities

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by the Executive Director and Chair of the CCOG. If there is a question as to whether an action constitutes fraud, contact the Executive Director or the Chair of the CCOG for guidance.

Investigation Responsibilities

Upon notification by the Executive Director the CCOG Chair will oversee and coordinate the investigation of all suspected fraudulent acts as defined within this policy. The Executive Management Committee may utilize whatever internal and or external resources it considers necessary in conducting an investigation. If an investigation substantiates that fraudulent activities have occurred, the Executive Management Committee will issue reports to appropriate designated personnel and, if appropriate, to the Council. Decisions to prosecute or refer the examination of results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final dispositions of the case.

If suspected fraud or other wrongdoing involves programs funded in whole or in part with federal funds, additional responsibilities, such as special reporting and disclosure to the awarding agency, may apply to the organization. It is the policy of the CCOG to fully comply with all additional reporting, disclosure and other requirements pertaining to suspected acts of fraud as described in award documents.

Confidentiality

The Executive Management Committee and the Executive Director treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Executive Director or CCOG Chair immediately, and should not attempt to personally conduct investigations or interviews related to any suspected fraudulent act (See Reporting Procedures Section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect CCOG from potential civil liability. As part of this confidentiality policy, the CCOG may conduct closed meetings at which time such matters may be discussed. All meetings conducted in closed session will be in compliance with the Brown Act.

Reporting Procedures

An employee or complainant who discovers or suspects fraudulent activity will contact the Executive Director or the Chair of the CCOG immediately. The employee or other complainant as well as information provided will remain confidential. All inquiries concerning the activity under investigation from the suspected individuals, his or her attorney or representative, or any other inquirer should be directed to the Executive Management Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to an inquiry is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to the "the allegation", "the crime", "the fraud", "the forgery", "the misappropriation", or any other specific reference.

7.02 Financial Functions

Financial records shall be maintained in accordance with generally accepted accounting principles, applicable grant agreements, 2CFR Part 225 and applicable state regulations governing special districts.

CCOG shall organize and assign work duties and responsibilities so that no single employee performs a complete accounting cycle. In addition, established procedures shall require proper authorizations by designated officials for all actions taken.

The CCOG accounting functions consist of three (3) staff who manage and process financial information. ~~City Calaveras County Auditor Controller's~~ staff plays an integral role in auditing the records and requests submitted on behalf of the CCOG. The positions responsible for fulfilling this function are as follows:

- Executive Director- Serving as CCOG Chief Administrative Officer
- ~~City of Angels Finance Director~~ County of Calaveras – Auditor Controller
- CCOG Administrative Services Officer
- CCOG Administrative Assistant

Funds and Account Groups

The Calaveras Council of Governments shall maintain separate and distinct funds, as follows:

Overall Work Program (OWP) Operating Account – 6100: This fund shall be managed as a general fund used to account for all projects and CCOG operations budget expenditures outlined in the Annual Overall Work Program (OWP).

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Attachment: Policies and Procedures November 4Eadschanges (1183 : Policies and Procedures)

Pursuant to the Transportation Development Act (TDA) and this manual, CCOG shall create and maintain the following agency trust funds:

Local Transportation Funds (LTF) Account – 6110: This fund shall account for all financial activity generated pursuant to the Transportation Development Act, Articles 3, 4.5, and 8.

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State Transit Assistance (STA) Account – 6120: This fund shall account for all financial activity generated pursuant to the Transportation Development Act, Article 6.5.

Bicycle and Pedestrian Account – 5440: This fund is required under the Transportation Development Act (TDA). The RTPA is required to set aside 2% of Local Transportation Funds (LTF) for bicycle and pedestrian projects.

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Regional Surface Transportation Program (RSTP) Account – 6140: This fund is required under the Streets and Highways Code, permits rural regional transportation planning agencies to exchange their annual apportionments of Federal Regional Surface Transportation Program funds for Non-Federal State Highway Account funds.

Public Transportation Modernization, Improvement and Service Enhancement (PTMISEA) Account – 6150: This fund was established for the local jurisdictions (City of Angels and County of Calaveras). These funds account for activity generated pursuant to the General obligation bond law, California Government Code Section 16724.4.

California Office of Emergency Services (CalOES) – 5615: This fund was established for the local jurisdictions (City of Angels and County of Calaveras). These funds account for Transit System Safety, Security and Disaster Response activity.

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The primary responsibilities of the accounting functions consist of:

- General Ledger
- Budgeting
- Cash Management
- Asset Management
- Grant and Contract Administration
- Purchasing
- Accounts Receivable and Billing
- Cash Receipts
- Accounts Payable
- Payroll and Benefits
- Financial Statement Processing
- External Reporting of Financial Information
- Account Reconciliation
- Compliance of Government Reporting Requirements
- Annual Audits
- Leases
- Insurance

Records and Reports

CCOG shall keep and maintain complete and accurate financial records and prepare required reports in accordance with uniform system of accounts and records, adopted by the State Controller of the State of California, California Office of Emergency Services, and the Internal Revenue Service.

CCOG Staff will provide the Council with financial reports reflecting all fund account activity on a biannual basis.

Attachment: Policies and Procedures November 4Eadschanges (1183 : Policies and Procedures)

Processing of Checks and Cash Received in the Mail

Funds received directly to the CCOG office are centralized to ensure that funds are appropriately directed, recorded, and deposited on a timely basis.

Mail is opened by the Administrative Assistant or by the Administrative Services Officer in the absence of the Administrative Assistant. The checks received are delivered to the Administrative Services Officer who ~~prepares reviews and initials~~ prepares reviews and initials the deposit slip. The deposit slip contains the project information/invoice. Deposit slips are signed by the Administrative Services Officer and approved by the Executive Director. A copy of the deposit slip is maintained by the Administrative Services Officer. The Administrative Assistant or the Administrative Services Officer will deliver the deposit to the City of Angels, Finance Director or County Auditor Controller as contracted, who will initial and date the receipt received.

Timelines of Bank Deposits

Deposits to the City Finance Director or County Auditor Controller as contracted will be made as received by the CCOG office.

Reconciliation of Deposits

Monthly, the Administrative Services Officer shall reconcile the listings of receipts to the City Finance Director or County Auditor Controller as contracted, ~~as, as~~ reflected on the month end reports. Any discrepancies are immediately corrected through the City of Angels Administrative Office or County Auditor's Controller's Office as appropriate. A Request for Correction form will be completed by CCOG Staff and submitted to the City Finance Director or County Auditor Controller.

Use of Post Office Box

Funds are to be delivered to the CCOG. All checks payable to the Organization are to be mailed directly to the CCOG post office box. As such, all invoices prepared by CCOG will include a reference to the post office box to which payments should be sent.

The CCOG uses the following Post Office Box:
P.O. Box 280
San Andreas, CA 95249

7.03 Accounts Payable and Accounts Receivable

The recording of asset expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods and services. The vendor invoice should be approved by the ~~Executive Director Administrative Services Officer or the Executive Director~~ Executive Director prior to being processed. Invoices and related general ledger account distribution codes are reviewed at month end.

The primary objective for accounts payable and cash disbursement is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor/ contractor credit terms and operating cash are managed for maximum benefits

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner. Accounts payable are processed on a bi-weekly basis.

Establishment of Control Devices

Control of invoices is established by the Administrative Services Officer upon receipt of the invoice by the Administrative Assistant. Each invoice as a contract charge shall be recorded under the work element or job number, and distributed to the Project Manager for approval. All general organizational invoices are stamped received and distributed to the Administrative Services Officer for approval. The Administrative Assistant processes the accounts payable claims and all invoices are subject to the approval by the Executive Director. Payment for invoices may be held pending grant reimbursement. The Administrative Services Officer is authorized to sign time sensitive claims in the absence of the Executive Director.

Preparation and Processing of Accounts Payable

Preparation of Voucher Package

Prior to any account payable being submitted for payment, a package called a "voucher package" shall be assembled.

Each voucher package shall contain the following:

1. Batch cover sheet
2. Original invoice
3. Packing slip (where appropriate)
4. Any other supporting documentation deemed appropriate

Processing of Voucher Package

The following procedures shall be applied to each voucher package by the Administrative Assistant and Administrative Services Officer:

1. Check for mathematical accuracy.
2. Properly code each invoice with the organization key, object code, and OWP project number.
3. Obtain the review approval of the Executive Director prior to submission to the County Auditor's office for approval and payment.

Approval by the Executive Director indicates his/her acknowledgement of satisfactory receipt of the goods or services as invoiced, agreement with all term appearing on the vendor invoice, agreement with the general ledger coding, agreement with all funding terms and contracts.

Purchasing Procedures

Section 8.

Purchasing Procedures

The Administrative Assistant is responsible for ordering the purchase of supplies and materials. Staff will prepare a list of items and submit the request to the Administrative Assistant based upon need. The Administrative Assistant will prepare the Purchasing Order form for approval within the purchase limits identified below.

8.01 Equipment & Supplies

In general, the following procedures shall be followed by the CCOG Staff in securing equipment, supplies, and in the award and execution of service contracts:

1. Single items costing more than \$100 and less than \$500 must be authorized prior to purchase, by the Executive Director.
2. Any one item of equipment costing \$5,000 or more must be identified specifically in the current approved OWP, or approved by the CCOG prior to purchase. The purchase of equipment or supplies that are not fixed assets and that cost less than \$5,000 may be authorized by the Executive Director.
3. Any fixed asset (a single item of property costing \$5,000 or more) must be recorded on the CCOG Inventory of Property when purchased.
4. It is the responsibility of the Executive Director to ensure that all purchases are made at the most favorable price for the CCOG consistent with efficient operation. Items purchased under the authority of the Executive Director shall be made after obtaining at least two competitive quotes for like or similar items.

All invoices for services rendered will be accounted for by the Administrative Services Officer according to the cost allocations for the given fiscal year. All invoices processed for payment by the Administrative Assistant and/or Administrative Services Officer will be submitted to the Executive Director for authorization to process. The Executive Director shall supervise and direct the purchasing and contract payment process including making the final determination on any proposed purchase or payment where budgetary or other contractual conditions may result in denial.

8.02 CAL Card Purchasing

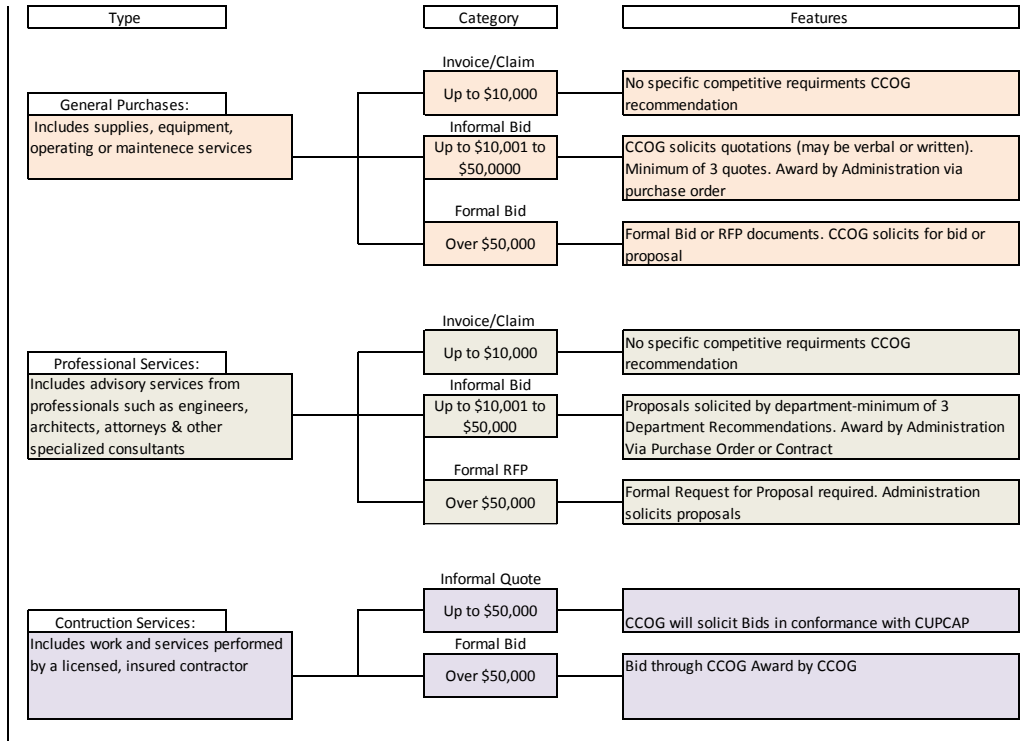
All employees of the organization will receive and sign a use policy agreeing to the terms and conditions. After one (1) year of employment an employee may receive a CAL Card. The Executive Director will have a purchasing limit of \$2,000 dollars, the Administrative Services Officer will have a purchasing limit of \$1,000 and other staff will have a purchasing limit of \$500. Purchasing procedures outlined in section VII. A. are applicable to credit card purchases. No employee shall incur travel or training expense without the approval of the Executive Director. See Travel Policy in Appendix 129.

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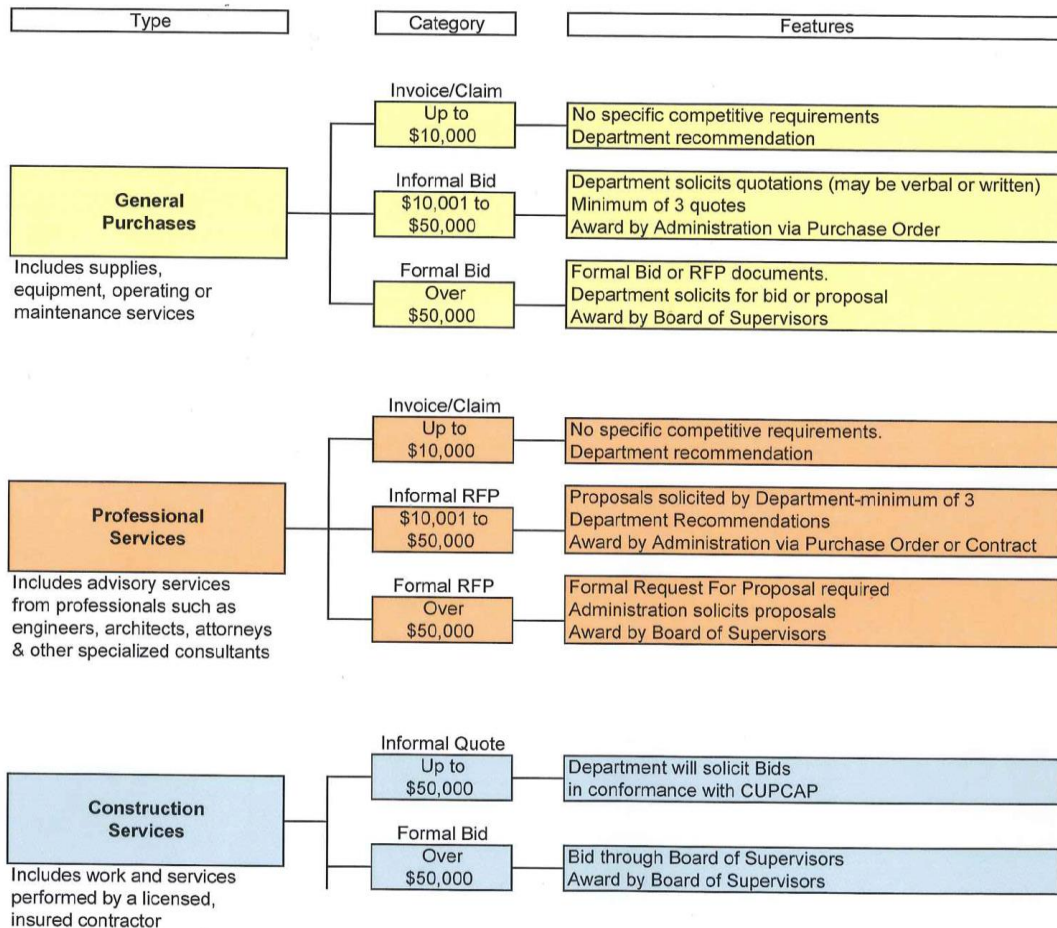
8.03 Contractual Services

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Attachment: Policies and Procedures November 4 Eadschanges (1183 : Policies and Procedures)



Attachment: Policies and Procedures November 4 Eadschanges (1183 : Policies and Procedures)



8.04 Professional Services

A Request for proposals (RFP) will be issued whenever there is a need for work to be performed by other than CCOG staff. Contracts for work to be performed at a cost of less than \$50,000 may be awarded through a fairly informal procedure where price or rate quotations are obtained from an adequate number of sources. Contracts for work under \$10,000 may, at the discretion of the Executive Director, be directly negotiated, omitting the RFP process.

When requesting federal or state funds to reimburse A&E Consultants, CCOG staff must follow the selection and contracting procedures specified by the Division of Local Assistance Consultant Procurement Manual and Chapter 10 of the Local Assistance Procedures Manual and in Local Program Procedure 00-05, Revised Pre-award Audit Requirements and Consultant Procurement (LPP 00-05). The provisions of the Brooks Act (40 USC, Section 1104) require local agencies to award federally funded engineering and design related contracts, otherwise known as Architectural and Engineering contracts, on the basis of fair and open competitive negotiations, demonstrated competence, and professional qualifications (23 Code of Federal Regulations (CFR), Part 172) at a fair and reasonable price (48 CFR 31.201-3). Both federal regulation and California state law (Government

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Code 4525-4529 et al) require selection of A&E consultant services on the basis of demonstrated competence and professional qualifications.

Non-A&E contract procurement for federal or state funded transportation projects must comply with California State Public Contract code 10301-10381. Local agencies must use their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal laws and regulations (2 CFR Part 200). Compliance with the Brook Act and qualification based selection is optional for non-A&E consultant procurement. All non-A&E procurements for federal-aid funded projects must be conducted by competitive proposals in a manner providing full and open competition consistent with federal and state standards. Refer to California State Public Contract Code 10335-10381 for more information.

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Form and Content of the RFP

Introduction/General: This section should set forth and describe the agency requesting the services, the amount and source of funds that are available for the project (note, however, that in some instances it may be desirable not to state the amount of funds available), the general parameters of the work product, the deliverable products or services, and the Proposal, address and CCOG staff contact person should be included.

Background: In this portion of the RFP, discuss the events which have taken place that have make this project desirable; provide general data or status information, etc.

Problem Statement/Project Summary and Description: The problem that must be solved or issues to be addressed is specifically defined for the proposed contractors.

Objectives of the Project: The objectives should be clearly set forth, and where appropriate, the objectives should be stated in quantifiable terms to facilitate evaluation of the contractual effort.

Statement of Work: This section should describe the tasks, schedules, and intermediate products which are expected. The description of work should be concise and clearly understandable. The focus will usually be on types of activities and the results expected, allowing the consultant creativity in the approach to the work.

Deliverable Products: This will be the expected end result of the work effort. Examples are: a manual, a seminar, an audit or analysis, etc.

Proposal Evaluation Criteria: If the criteria to be used are known, the contractors should be provided an outline of the criteria. This information may be communicated during a preproposal conference, if one is conducted.

Contact: Identify a contact person and contact information for RFP questions. Specify a question submittal deadline.

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Project Timetable: Provide a timeline of events for the RFP and anticipated project begin and completion dates.

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General Conditions: This section specifies conditions of award, pre-contractual expenses, limitations, RFP addendum, conflict of interest, proposal format, and other general conditions of the RFP.

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Sample Agreement: Include as an attachment a sample of the agreement the consultant should be expected to execute for the particular project.

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Request for Resume/References: Should a contractor be required to submit information regarding its staff, the proposed project team, or professional references, the request for such information may be indicated in this section.

Attachment: Policies and Procedures November 4Eadschanges (1183 : Policies and Procedures)

Conference: Time and place of preproposal conference, if any

Form of Proposal

Transmittal Letter: The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant(s) firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter needs to be prepared to accompany all copies of the technical and cost proposals.

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Table of Contents: A listing of the major sections in the proposal and the associated page numbers.

Introduction: A brief description of the proposer's firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and annual gross receipts of the firm. Please include a statement of the firm's qualifications for performing the subject consulting services. Include a brief description of the firm's recent experience in performing similar services for other agencies or companies. Determined by bidder.

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Technical Approach: Statement of the problem or issue as the bidder understands it. Outline the objectives the bidder feels will constitute an effective solution to the problem or issue. Describe factors or issues whose resolution the bidder feels is essential to properly addressing the issue, or that would otherwise influence the course of the project. The managerial and technical approach the successful bidder will follow. Describe the phases or levels the bidder would follow during the project; identify time points when conferences with CCOG personnel may be necessary, etc.

Work Plan: Outline and describe in detail all project tasks to be undertaken; including estimation of human and computer resource time to complete each identifiable task. An identifiable end result must be specified.

Project Schedule for each task, outline the time frame by month or appropriate interval in which the task will be completed.

Project Management: The proposer must prepare an explanation of the project management system and practices to be used to assure that the required proposed services are completed timely and that the quality of the products will meet CCOG's requirements.

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Consultant Staff: The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff proposed who will provide services must be included.

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Consultant Qualifications and References: The proposal must include at least three references. References should include client contact names, addresses, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. The proposal must also include discussion of the consultant's affirmative action policy, use of DBE's in the performance of this work, and disclosure of any actual, apparent, or potential conflicts of interest.

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Cost Proposal: The cost proposal should be submitted in a separate sealed envelope. Do not include with the body of the proposal. The cost proposal shall describe both the hourly rate for principal(s) and employees to be assigned to this contract and a summary of any other related costs that are to be billed directly. Cost proposal should show amount budgeted per task. Payment for services under this agreement shall be made on a monthly basis or as tasks are completed.

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Number of copies shall be specified by CCOG staff in the RFP.

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Attachment: Policies and Procedures November 4Eadschanges (1183 : Policies and Procedures)

~~Costs: Identify the costs for each phase or task of the entire project. Costs should be broken down by time and materials.~~

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~~Method of Payment: Specify the methods of payment to which the bidder would agree in a resultant contract ("Cost plus" contracts are specifically not acceptable).~~

~~Personnel: Staff assignments Specify by name and position, where feasible, the individual's bidder will assign to the project, and the contribution each would make to the bidder's effort.~~

~~Staff Organization: Specify the organizational structure of the staff relative to the project. Include a resume for each individual proposed for work on the project, which includes the following information: General Background Length, scope and degree of experience; include education and other achievements. Related Experience Include description of experience related to the type of effort described in the RFP. If a subcontractor is to be used, personnel must be identified.~~

~~Corporate Information: Describe the company's general background in similar projects, primary areas of expertise in which it markets its services, the staff and facilities it can utilize if needed, and other information to be considered in establishing bidder capabilities.~~

~~Qualifications: Include information that clearly demonstrates the company's actual experience in conducting similar projects. Place particular emphasis on similar projects performed for comparable local governments.~~

~~Other Information: If the bidder wishes to provide information not specifically provided for in any other section, include that information in this section.~~

RFP Distribution

The RFP will be distributed and may be advertised in newspapers or general circulation. All consultants, from established CCOG files, or those who appear to be qualified for a specific project, will be notified of the intentions of the CCOG to accept proposals. Any qualified consultant requesting an RFP will be provided one and placed on a consultant list for future distribution.

The CCOG will take all reasonable steps to ensure that disadvantaged business enterprises (DBE's) are afforded a maximum opportunity to participate in the proposal process.

Evaluation of Proposals

A panel of technically competent persons will be formed to evaluate the proposals received. Each proposal will be evaluated for its responsiveness to the RFP and the established evaluation criteria. The panel will formulate a recommendation of selection to the Executive Director. The evaluation panel's analysis of proposals will be documented.

Interview and Reference Checks

Based upon the recommendation of the evaluation panel, consulting firms may be interviewed pending further consideration.— Regardless of whether interviews are conducted, professional references provided by the consultant will be contacted.

8.05 Affirmative Consideration of Minority, Small Business and Women-Owned Businesses

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Positive effort shall be made by the CCOG to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. The following steps shall be taken in furtherance of this goal:

1. Ensure that small business, minority-owned firms, and women's business enterprises are solicited to the fullest extent practicable.

2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, and women’s business enterprises.
3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, and women’s business enterprises.
4. Encourage contracting with consortiums of small businesses, minority-owned firms, and women’s business enterprises when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce’s Minority Business Development Agency in the minority-owned firms and women’s business enterprises.

Disadvantaged Business Enterprise (DBE) ~~Race – Conscious Requirements~~

When applicable, according to State and Federal programs, the CCOG meets ~~the Caltrans approved Race Conscious Disadvantaged Business Enterprise (DBE)~~ requirements according ~~to DBE Program Plan~~ to State and Federal guidance. ~~These include both annual reporting requirements as well as requirements for third party contracts.~~

It is the policy of the U.S. Department of Transportation that minority and women-owned business enterprises (hereby referred to as DBE’s) as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. CCOG will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin.

The Caltrans Director’s Policy on DBE assures equal opportunity in doing business with Caltrans or subrecipients, such as MPOs/RTPAs and their outside contractors (e.g., consultants). The Director’s Policy also ensures that MPOs/RTPAs and local governmental entities meet DBE program requirements, and data and reports on DBE participation are collected for federal reporting requirements.

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8.06 Conflict of Interest Prohibited

Conflict of interest is defined generally as acting in any way contrary to the best interest of the CCOG. Employees are expected to exercise good judgment and discretion in evaluation any particular activity so as to avoid any actual or apparent conflict of interest. No employee shall take any action on behalf of the CCOG, which they know, or reasonably should know, violates any applicable law or regulation. This will obviously include such activities as kickbacks, bribery, falsehood, misrepresentation, and divulging non-public information to organizations that could potentially benefit from exclusive information. Employees are urged to conduct their activities in such a manner as to comply with the spirit as well as the letter of this policy.

Employees shall be free from any personal influence, interest, or relationship that might conflict with the best interests of the CCOG. Acceptance of entertainment, travel, or gifts of a character which might reasonably be deemed by others to affect the judgment or action of an employee in the performance of his employment with the CCOG would violate this policy.

When writing personal letters, articles to be published, and when participating in public affairs, staff members are cautioned to avoid embarrassing situations for the writer or participant and the CCOG. Personal letters may not be written on CCOG letterheads for obvious reasons. Endorsements, testimonials, publications, and participation in public affairs should be undertaken cautiously lest they be misinterpreted as endorsements by the CCOG.

This policy in no manner prohibits membership in any political organization, attendance at meetings,

expression of views on political matters nor voting with complete freedom. Employees are in fact encouraged to actively support their individual political beliefs on their own time as long as these opinions are not represented as the official viewpoint of the CCOG. Therefore:

1. Staff members may not use their position with the CCOG to promote any specific political action, candidate, or belief.
2. Staff members may not use their CCOG titles in either written or verbal communications concerning political activities or beliefs.
3. Staff members may not use CCOG letterhead stationery for personal and/or political correspondence.
4. Supervisory employees shall not attempt, through any means to coerce other staff member into working for or accepting their political beliefs or candidates.
5. Staff member may not conduct personal political activity of any kind during working hours, nor use any CCOG property, resources, or office supplies, while engaged in personal political activity.

The CCOG does not encourage employees to engage in outside employment. No employee shall engage in outside employment which requests or requires employment with the CCOG as a prerequisite for said outside employment, creates a conflict of interest, or interferes with the employee's efficiency and quality of work. The name and location of any outside employer shall be filed with the Executive Director by the employee within three days after beginning such outside employment. This is a confidential file, which shall be reviewed by legal counsel annually to assure there is not conflict of interest.

Any questions regarding a potential conflict of interest or outside work shall be discussed in advance with the Executive Director.

Employment and Personnel

Section 9.

9.01 Definitions

Regular Hire: When applied to a position or employee, either full-time or part-time, means a permanent, year-round basis of employment with a regular schedule of time worked per pay period. It excludes extra-hire positions and extra-hire employees.

Extra Hire: Means any employee who is employed for work of a seasonal, part time or emergency nature, or to fill a short term vacancy in a regular authorized position. Extra-hire staff are not eligible for any benefits normally awarded to permanent CCOG employees, and may not acquire seniority rights. An Extra-hire employee is an at will employee and may be terminated without cause. An Extra-hire employee is restricted to working not more than 1000 hours per fiscal year unless the extra-hire employee is a PERS retiree. A PERS retiree is restricted to working not more than 960 hours per calendar year.

Limited Term or Limited Term Position: Means an employee or job vacancy utilized to perform a specific mission in a given period of time due to special needs or pursuant to a special program as adopted by the Council. Limited term positions may be established by the Council based on need and available funds. Such positions are established as part-time or full-time position with benefits but do not allow the incumbent to acquire permanent status due to the limited term nature of the position. The intent of the limited term position is to establish a position with an anticipated ending or position elimination date. A limited term position carries with it no service credit, seniority or guarantee of continued employment. A limited term employee is an at-will employee and may be terminated without cause.

9.02 Recruitment Process

The CCOG is an equal opportunity employer and hires individuals on the basis of their qualifications and ability to fulfill the responsibilities of the position for which they have applied. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Job openings will be posted in the office, local newspapers, community websites, and other locations deemed appropriate by the Executive Director. Each job posting will include the dates of the posting period, job title, job summary, essential duties, and qualifications.

As part of the hiring process, the Administrative Services Officer will conduct inquiries into references provided. Responses to such inquiries will confirm only dates of employment, wage rates, and positions held. Similarly, the Administrative Services Officer will respond to all reference check inquiries from other employers confirming only employment dates, wage rates, and positions held.

The Organization relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications, or material omissions in the information or data provided, may result in the exclusion of the individual from further consideration or, if the person has been hired, termination of employment.

As part of the recruitment process the Administrative Services Officer will maintain all recruitment files containing the job flier, all media posting of the position, all applications received, screening committee documentation, interview list, interview panel, interview questions, and interview scoring sheets. After a candidate has been selected an offer of employment will be delivered to the candidate outlining the position, wage, start date and orientation date.

9.03 Orientation Process

The Administrative Services Officer will conduct an orientation meeting with all new employees

As part of the orientation process, all newly hired employees will be required to complete the following:

1. Personnel Action Form
2. Employee Information Sheet
3. Form W-4 Employee Federal Withholding Certificate
4. Form I-9 Employment Eligibility Verification
5. Copy of Valid Driver's License
6. Copy of Social Security Card
7. Oath of Office
8. Payroll Warrant
9. Direct Deposit Enrollment Authorization (Optional)
10. Designation Form
11. Vehicle Policy
12. Discrimination/Harassment Policy Acknowledgement Form (Appendix)
13. Internet Access Consent and Waiver (Appendix)
14. Password Security Responsibility (Appendix)
15. Travel Policy
16. Confidentiality Policy (Appendix)

New employees will be provided with the following as part of the orientation process.

1. Job Title and Salary Schedule
2. Payroll Calendar
3. Discrimination/Harassment Policy (Appendix)
4. Discrimination/Harassment Complaint Form (Appendix)
5. Travel and Reimbursement Policy (Appendix)
6. Internet Ethics and Acceptable Use Agreement (Appendix)

9.04 Personnel Files

The Organization maintains personnel files on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, waivers and Policy acknowledgements and other employment records.

Personnel files are the property of the Organization, and access to the information contained within is confidential. Generally, only the Executive Director and Administrative Services Officer are positions within the Organization granted access to, with legitimate reason, information contained within Personnel Files.

Employees who wish to review their own file should contact the Administrative Services Officer. With reasonable advance notice, employees may review their own personnel files in CCOG offices and in the presence of an individual appointed to maintain the files.

9.05 Probationary Period

All original and promotional appointments are tentative and subject to a probationary period of twenty-six (26) complete pay periods. The probationary period shall be used to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets the standard of work. The Organization uses this period to evaluate employee capabilities, work habits, and overall performance. Either employee or employer may end the employment relationship at any time during the probationary period.

If the Executive Director determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, an employee's probationary period may be extended for an additional thirteen (13) pay periods to a maximum of thirty-nine (39) pay periods. The Executive Director shall notify the employee of the decision to extend the probationary period no later than 30 days preceding the effective date of the employee's anniversary date.

Released While on Probation

An employee on probation may be released at any time without cause, and shall not have any right to appeal or other recourse.

9.06 Authorization to Discipline

The Executive Director may dismiss, suspend or demote any employee in the classified service. If the employee does not appeal such action with ten (10) working days after notification of such action, the disciplinary action shall be final.

Progressive discipline is an integral part of the CCOG's discipline policy and may include four steps. The first offense calls for a verbal warning, the second offense may call for a written warning, the third may lead to suspension, and finally, the fourth step may require termination. The major purpose of any disciplinary action is to correct the problem, prevent reoccurrence, and to prepare the employee for satisfactory service in the future. The Executive Director, as the appointing authority, may dismiss, suspend, or demote any employee in accordance with established procedures. Notably, the CCOG recognizes that there are certain types of employee problems that are serious enough to justify either suspension, or in extreme situations, termination of employment without going through the usual progressive discipline steps. An employee subject such disciplinary actions may appeal such action within ten (10) working days after notification of such action. In the event that this does not occur, the disciplinary action shall be final.

Conduct Subject to Discipline

An employee may be dismissed, suspended or demoted for just cause including but not limited to the following:

1. Failure to meet the prescribed standard of work, performance, attendance, and/or ethics to an extent that the employee's performance is deemed below standard.
2. Theft or destruction of property
3. Inefficiency
4. Incompetence
5. Neglect of duty
6. Insubordination
7. Conviction of a felony
8. Discourteous treatment of the public or other employees
9. Unauthorized absences or abuse of sick leave
10. Improper political activity as defined in federal, state, or local laws
11. Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of his/her duties
12. Falsification of records or fraud in securing appointment
13. Willful disobedience
14. Other conduct either during or outside of duty hours, including obscene or immoral conduct, which causes credit to his/her employment
15. Dishonesty
16. Drunkenness
17. Intemperance
18. Impairment from, possession of, sale or use of illegal drugs while on duty
19. Inexcusable absence without leave
20. Conviction of a misdemeanor when the conviction discredits the CCOG and its business operations
21. Use of CCOG property in violation of the law, Council order, or policy
22. Any other failure of good behavior or acts either during or outside of duty hours, which are incompatible with or inimical to the public service

Disciplinary Appeal

An employee who is dismissed, suspended, or demoted for cause may appeal the disciplinary action pursuant to the following:

1. The disciplinary appeal shall be filed in writing with the Council's Executive Management Committee within seven (7) workdays of the time at which the affected employee was notified of the final determination of discipline.
2. The Council's Executive Management Committee shall have the authority to settle disciplinary appeals. This authority to settle the appeal includes the authority to modify the disciplinary action with or without the award of back pay.

9.07 Leaves

The Calaveras Council of Governments will adhere to the provisions of the Family Medical Leave Act (FMLA), the California Paid Family Leave Program and other related federal, state, and local laws with regards to paid and unpaid leaves of absence.

Family Medical Leave Act

An unpaid leave of absence may be granted under the provisions of FMLA only if the employee has worked for the Organization at least twelve (12) months including a minimum of 1,250 hours of paid service during the twelve (12) month period preceding the leave.

Employees eligible for leave may elect to take up to twelve (12) weeks of unpaid leave to attend to the birth or adoption of a child, to care for a seriously ill member of his/her immediate family or when the employee is unable to work because of his/her own serious medical condition.

The CCOG will continue to provide group health benefits and will pay the Organization's share of the health policy during leave. The employee is responsible for timely payment of his/her portion of the policy.

The CCOG will reinstate the employee to the employee's previously held position or a substantially equivalent position if said position is not available. The employee, however, will lose reinstatement rights to such a position if the employee is unable to perform the essential functions of the job due to physical or mental conditions.

An employee on FMLA is equally subject to layoffs as are others continuously employed by the Organization.

The employee is required to give thirty (30) calendar days' notice to the Executive Director that a leave under the FMLA is being requested. If such an advance notice is not practical, the employee shall inform the Executive Director of the need for leave as soon as possible. Leave must be applied for in writing to the Executive Director with accompanying documentation and verification by the appropriate medical provider.

Non-Family Medical Leaves of Absence

If a leave does not qualify under FMLA, the employee must request a paid or unpaid leave of absence for personal or medical reasons in accordance with the following:

3. All requests for leaves of absence pursuant to the sections shall first be submitted in writing to the Executive Director. Leaves of fourteen (14) calendar days or less may be approved or denied by the Executive Director. Leaves of fourteen (14) days or more may be approved or denied by the Executive Management Committee.
2. A request for medical leave under the provisions of this section requires medical verification by the employee's medical provider and must be provided for in writing to the Executive Director.
3. The CCOG will continue to pay the Organization's share of the employee's group health insurance policy, the employee is responsible for the timely payment of his/her portion of the health policy. The payment schedule shall be determined by the Executive Director.
4. The CCOG will not contribute to the health insurance policy if the leave is for reasons other than disability.

5. The CCOG reserves the right to deny such leave and to deny extensions of such leave.
6. An employee granted a leave under this provision is expected to return to his/her normally assigned duties upon the expiration of the leave. He/She is equally subject to layoffs.
7. An employee unable to perform the essential functions of the job under provisions of the Americans with Disabilities Act may not be reinstated to CCOG employment.

Workers' Compensation

An unpaid leave of absence will be granted to employees who are on authorized workers compensation status due to industrial illness or injury as provided by state law. The Organization will continue to pay the CCOG portion of the employee's health insurance policy during this leave. It is the employee's responsibility to pay his/her portion of the policy in a timely manner. An employee on Workers' Compensation leave may be terminated as provided by state law, including participation in vocational rehabilitation or retirement.

Military Leave

An employee who is a member of the Military Reserves, and is ordered to duty, shall be granted leave with pay while engaged therein, provided the leave does not exceed limits set forth in the Military and Veteran's Code. All regular employees in the service of the CCOG who have been inducted into the Army, Navy, Marine Corps, Air Force, or any other branch of Military Service of the United States or the State of California shall be allowed leave of absence without pay for the duration of a national emergency. An employee shall be reinstated in the position held when inducted into Military Service, as set forth in the Military and Veteran's Code.

Absence Due to Required Attendance in Court

With prior notice, a regular employee shall be authorized absence from duty for appearance in court because of jury service, in obedience to subpoena or by direction of proper authority, in accordance with the following provisions:

1. Said absence from duty will be with full pay for each day the employee serves on the jury or testifies as a witness in a criminal or civil case, other than as a defendant, including necessary travel time. As a condition of receiving such pay, the employee must remit to the Executive Director, within fifteen (15) days after receipt, all fees received.
2. Jury duty or witness duty shall be considered in terms of whole days (8 hours) or half days (4 hours) of service. If an employee is not due to appear for jury duty or as a witness until an afternoon court session, he/she will be expected to work his/her usual morning schedule.

If an employee is required to appear for morning court session and is sent home before noon and not required to return in the afternoon, he/she will be expected to work the usual afternoon schedule.

3. Absence from duty will be without pay when the employee appears in private litigation to which the CCOG is not a party, or the employee is suing CCOG.

Time Off to Vote

The Calaveras Council of Governments encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule, or via absentee ballot. If employees are unable to vote in an election during nonworking hours, the Organization will grant up to two (2) hours of paid time off.

Requests for time off must be made to the Executive Director in advance. A voter's receipt must be

submitted on the first working day following the election to qualify for paid time.

Absence without Leave

Failure to report for duty at the expiration of a leave or failure to report for duty after a leave of absence request has been disapproved, revoked, or cancelled by the Executive Director, shall be considered as an unauthorized absence without leave.

Absence without Leave

Absence without leave due to lack of sick leave, vacation, or CTO hours: employees who are absent from their regularly assigned workday shall be expected to use, as appropriate, available accrued sick leave, vacation leave, or CTO hours, or have obtained prior approval for an authorized leave of absence as in accordance with existing policy. Employees whose absence places them in unpaid status due to lack of accumulated paid leave hours and who have not received authorization for an approved leave of absence shall be considered absent without leave and subject to disciplinary action.

Absence from duty without leave for any length of time without a satisfactory explanation is cause for dismissal. Absence without leave for three (3) or more consecutive shifts without a satisfactory explanation shall be deemed a tender of resignation. Employees wishing to challenge a finding of resignation may appeal within ten (10) calendar days to the Calaveras Council of Governments Administrative Committee, whose decision shall be binding.

9.08 Workers' Compensation

The employee is protected by the Organization's workers' compensation insurance policy while employed by the Calaveras Council of Governments, at no cost to the employee. The policy offers coverage in case of occupational injury or illness. Please see the Section entitled "Leaves of Absence" for more information.

9.09 Benefits

Holidays

The Calaveras Council of Governments will grant paid time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate times the number of hours the employee would have otherwise worked on that day. The following days shall be observed as holidays:

- | | |
|------------------------|------------------------|
| New Year's Eve | Columbus Day |
| News Year's Day | Veteran's Day |
| Martin Luther King Day | Thanksgiving Day |
| President's Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | |

If a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. If a holiday falls on a Sunday, the following Monday shall be observed as a holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Health, Dental, Vision

The Calaveras Council of Governments agrees to provide health, dental, and vision insurance coverage accessible through a qualified cafeteria plan. The CCOG provides a comprehensive medical insurance plan for eligible employees and their dependents. The CCOG Contribution equates to 80% of the Health insurance premium for each CCOG employee and their eligible dependents. Dental and

Vision Insurance Contribution equates to 100% for the Calendar year of 2014. Health, Dental and Vision Insurance Coverage will be evaluated on an Annual bases and presented to the Council for approval.

Open Enrollment

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All employees understand that their election as a participant in the CCOG's Cafeteria Plan cannot be changed during the plan year unless the employee has a change in the status of their family. These changes are defined as qualifying events such as, but not limited to death, divorce, and birth/adoption of a child, marriage or change in employment. All employees shall also understand that any contribution the employee is required to make for coverage that the employee has chosen shall be taken from their earnings.

Cash in Lieu of Health Insurance

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For employee's who elect not to partake in the CCOG's medical coverage, and provide proof of existing health insurance, they will be provided with four hundred dollars (\$ 400.00) monthly not to exceed \$ 4,800 a year. Employees electing the "Cash in Lieu" of benefits shall request this option only during the annually designated open enrollment period or at date of hire. If an employee elects dental and vision benefits in addition to "Cash in Lieu" the monthly "Cash in Lieu" benefit will be three hundred dollars (\$300.00) monthly not to exceed \$3,600 a year.

Long Term Disability

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The Calaveras Council of Governments provides a long term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. Long term disability is designed to ensure a continuation of income for employees who are disabled and unable to work.

Unemployment Compensation

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The Calaveras Council of Governments contributes each year to the California Unemployment Insurance Fund on behalf of its employees.

Workers' Compensation

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The employee is protected by the Organization's workers' compensation insurance policy while employed by the Calaveras Council of Governments, at no cost to the employee. The policy offers coverage in case of occupational injury or illness. Please see the Section entitled "Leaves of Absence" for more information.

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PERS Paid by Calaveras Council of Governments

CCOG will continue to contribute the Employer's portion of the employee's regular gross salary as identified annually in the CalPERS Actuarial Report. The CCOG implemented PERS two percent (2%) at age fifty five (55) retirement formula effective July 1, 2007.

Employee's hired on or after January 1, 2013 CCOG will contribute an amount equal to six and a half (6.5) percent of the employee's regular gross salary towards the Employer's portions of PERS . The CCOG implemented PERS two percent (2%) at age sixty two (62) retirement formula effective January 1, 2013.

PERS Paid by Employees

Effective the first pay period in December 2013 (December 14, 2013) employee's will pay seven (7%) percent of the employee's regular gross salary, the total portion of the Employee Contribution of PER

Attachment: Policies and Procedures November 4Eadschanges (1183 : Policies and Procedures)

Deferred Compensation Program

The Calaveras Council of Governments offers a voluntary Deferred Compensation Plan to all full-time employees. The Plan complies with the requirements of Internal Revenue Code 457 for State and Local Government Employees and is administered by the ICMA Retirement Corporation. Employees may contribute up to the maximum allowable under the Code Section 457 guidelines for the Plan. The CCOG will contribute on a monthly basis \$50 -for each employee participating in the Organization-sponsored deferred compensation plan up to a maximum CCOG match of \$600 yearly.

Life Insurance

The CCOG offers eligible employees a \$50,000 life insurance policy at no cost to the employee. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Longevity Pay

The Calaveras Council of Governments will compensate employees for longevity with the CCOG by offering the following incentives:

- 6 continuous years = 21/2% increase in pay
- 10 continuous years = 21/2% increase in pay
- 15 continuous years = 21/2% increase in pay
- 20 continuous years = 21/2% increase in pay
- 25 continuous years = 21/2% increase in pay

Longevity incentive compensation shall be computed on the base salary of the employee and shall not be computed on a salary that includes payment for any other longevity incentive. By way of further clarification, an employee eligible to receive all longevity incentives shall receive a maximum of twelve and one half percent (12.5%) above his/her base salary.

Bereavement Leave

Regular employees shall be entitled up to twenty-four (24) hours of bereavement leave per fiscal year for bereavement leave due to the death of persons in the immediate family. The Executive Director may grant additional hours as he/she determines appropriate.

This provision is limited to immediate family defined as: mother/father; mother/father-in-law; husband, wife, son, son-in-law, grandchild, grandparents, brother/sister; brother/sister-in-law; daughter, daughter-in-law; or any relative living in the immediate household.

Management Time Off (MTO)

Non FSLA employees receive forty (40) hours use it or lose it annually at the beginning of the calendar year.

Sick Leave

Accrual: Regular employees working (50) percent of full-time or more shall accrue sick leave at the rate of 3.692 hours for each full eighty-hour (80) payroll period.

Employees shall accrue sick leave on the basis of regular hours worked. Unused sick leave shall accumulate from year to year. Employees shall continue to accrue sick leave while off duty on authorized sick leave. Employees shall not accrue sick leave during any leave or leaves of absence without pay. Sick leave accrual begins on the first hour worked. "Hours worked" as used herein are straight time hours only and do not include overtime.

Usage: Employees may use sick leave, charged in minimum increments of one-half (1/2) hour, for those hours which the employee would normally have worked, to a maximum of the hours accrued, for the following reasons:

1. Illness/Self: The employee's illness, injury, or exposure to contagious disease, which incapacitates him/her from performing his/her duties.

- 2. Illness/Immediate Family: The employee's attendance on a member of his/her immediate family who is ill. An employee may use up to sixty (60) hours per fiscal year of accrued sick leave for illness in the immediate family (FMLA). For the purpose of this Section, immediate family means parent, spouse, child, or sibling.
- 3. In special cases, the Executive Director may grant sick leave in other circumstances. No sick leave shall be paid to an employee during a leave of absence without pay.
- 4. An employee shall not be permitted to use sick leave if the employee is eligible to receive long term disability benefits.

Unused Sick Leave: An employee who submits a written resignation from CCOG service shall not be eligible to use sick leave in lieu of vacation. Accumulated sick leave is not available for payout at the time an employee, resigns, or is released from his/her duties, however the employee can elect to apply all accumulated sick leave towards PERS service credit for retirement purposes if applicable.

Vacation

Employees in continuous, full-time service shall accrue vacation per the following schedule. Vacation accrual shall begin with the first hour of work. Full-time services are defined as 2080 hours per work year.

The time at which employees may take vacation leave shall be approved by the Executive Director. An employee whose employment terminates will receive any vacation accruals included in his/her final compensation.

Employees on unpaid leave will not accrue paid time off. Paid time off will be accrued on the following basis:

0–3 years	80 hours per year
3-10 years	120 hours per year
More than 10 years	160 hours per year

Vacation accrual shall be at the rate of approximately 3.080 hours bi-weekly for the first three (3) complete years; thereafter, it shall accrue approximately 4.615 hours bi-weekly through ten (10) complete years; and thereafter, vacation shall be accrued at approximately 6.154 hours bi-weekly. Regular employees who work fifty (50) percent of full-time or more shall accrue vacation credits. Vacation shall accrue on the basis of regular hours worked.



COUNTY OF CALAVERAS

Office of AUDITOR-CONTROLLER

Rebecca Callen
Auditor-Controller

Wednesday, March 01, 2017

Melissa Eads
Calaveras Council of Governments

Subject: ESTIMATE OF FUNDS AVAILABLE FOR FY 2017-18

Dear Ms. Eads,

As required by the Transportation Development Act, our estimate of Local Transportation Funds Available for Fiscal Year 2017-18 is:

	2015-16	2016-17	2016-17	Variance	2017-18
	Actual	Estimate	Projected	Favorable (Unfavorable)	Estimate
Unapportioned Fund Balance, July 1	698,300	892,327	892,327		120,971
Revenues:					
¼% Sales Tax	883,405	914,465	949,580	35,115	992,312
Interest	4,600	2,500	8,000	5,500	8,000
Returned Funds	21,345	0		0	
Total Revenue	909,350	916,965	957,580	40,615	1,000,312
Total Funds Available	1,607,650	1,809,292	1,849,907	40,615	1,121,283
Approved Allocations to Jurisdictions					
City of Angels	0	12,181	44,400	(32,219)	Pending
County of Calaveras (Transit)	291,492	477,945	739,927	(261,982)	Pending
County of Calaveras (15-16 STA Short)			45,435	(45,435)	
County of Calaveras (Public Works)	0	515,801	415,801	100,000	Pending
CCOG Projects	421,331	382,889	385,915	(3,026)	Pending
Total to Jurisdictions	712,823	1,388,816	1,631,478	(242,662)	
County Administrative Costs	2,500	2,500	2,500	0	2,500
Total Expenditures	715,323	1,391,316	1,633,978	(242,662)	2,500
Reserve			94,958		
Total Fund Balance, June 30	892,327	417,976	120,971	(202,046)	

We are again projecting a 4.5% growth based on historical trends and the State Board of Equalizations most recent growth estimate. If you have any questions regarding the basis of the above estimated receipts, please call Rebecca Callen at 209-754-6348.

Sincerely,

Rebecca Callen
Auditor-Controller
Government Center

* 891 Mountain Ranch Rd * San Andreas, CA 95249 * (209) 754-6343

Communication: FY 2017/18 Local Transportation Funds (LTF) Estimate from County Auditor (Correspondence)

Melissa Raggio

To: Melissa Eads
Subject: RE: performance reports

Performance reports are due April 30, 2017 for all open grants. Don't forget the supporting documents listed below. 13-14 grants expire March 31, 2017.....you will either need to extend or close out

Please review your grants and if an extension is required please submit it now.

Interest Statement- Interest needs to be reported separately per grant cycle. The interest statement needs to match the dollar amount reported on the performance report. Bank statements are allowed only if the interest matches what is reported on the performance report. If all the interest is together in one account please address how you came up with the dollar amount *listed*. Label interest rolled and which grant cycle it came from.

Equipment List must have the following:

- o Description (detailed)
- o Serial # or other identifying number (ie: asset tag #)
- o Location of Equipment
- o Disposition (ie: in operation, sold to..., warranty repair at..., etc)
- o Acquisition Date
- o Cost (totaling the same amount on PR)

Please mail your report to: **Cal OES**
Attn: Prop 1B
3650 Schriever Avenue
Mather, CA 95655

Your report is considered incomplete without the backup information. Incomplete reports will be reported to Department of Transportation as well as returned to you for completion.

Laurie Ballard
Cal OES
Prop 1B
(916) 845-8127
Laurie.Ballard@caloes.ca.gov



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 9
Presentation by Richardson and Co. with Request for Acceptance by the Council of the FY 2015/16 Annual Transportation Development Act (TDA) Financial Audits		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Action Item PowerPoint Presentation Included? Yes		

Recommendation:

Staff recommends the acceptance of the Fiscal Year 2015/16 Annual Transportation Development Act (TDA) Financial Audit for the Calaveras Council of Governments (CCOG), with direction to submit the final documentation to the State Controller.

Staff also recommends the acceptance of the Fiscal Year 2015/16 Transportation Development Act (TDA) Financial Audit for the Calaveras County Public Works Dept. as the Transit Operator, Calaveras Transit and the Fiscal Year 2015/16 Annual Transportation Development Act (TDA) Financial Audit of Non Transit Streets and Roads Audit for the City of Angels.

Background:

None.

Discussion:

According to the Transportation Development Act (TDA), Sections 6661, 6662 and 6751, CCOG is required, within 180 days following the close of each fiscal year, to submit reports of fiscal and compliance audits to the California State Controller. These audits are performed in accordance with Generally Accepted Auditing Standards by a certified public accountant and include a determination of compliance with TDA rules and regulations. The Council approved a 90 day extension at the December 7, 2016 Regular Meeting.

Richardson & Co will present the audit findings and will be available to answer any questions the Council may have. Staff will also be equipped to answer any questions the Council may have regarding the backup documentation provided to complete the audit.

Calaveras Council of Governments 2015/16 Annual TDA Financial Audit, Richardson & Co. identified one (1) Finding.

CCOG Findings:

2016-001 Numerous audit adjustments were identified during the audit. Adjustments included entries needed to make fund balance roll-forward due to prior year adjustments not being posted, entries to accrue revenue earned and liabilities incurred at year-end, entries to separately report amounts reported in the governments-wide financial statements in a separate fund so they did not misstate the General Fund and entries to reclassify revenues and expenses into the proper accounts to be consistent with how the amounts are reported in the financial statements.

Response: Council Staff will work with the County Auditor Controller to more closely review the activity reported in the general ledger, including implementing a quarterly review procedure to compare the revenues to program activity summaries maintained by the Council and by performing cut-off procedures over revenue and expenditures at year-end.

Calaveras County Public Works Department as the Transit Operator is required to conduct an Annual financial audit pursuant to the Transportation Development Act (TDA). Richardson & Co. identified two (2) Findings.

Transit Findings:

2015/16-001 A number of audit adjustments were posted during the 2016 audit. Entries posted include entries needed to reclassify negative cash as due to other funds, true-up capital assets, accrue intergovernmental revenues and receivables, reclassify LCTOP fare subsidies as special transit fares, record the pension liability and related deferred inflows and outflows of resources, true-up unearned revenue and record the investment in capital assets.

2015/16-002 The County did not meet the minimum fare revenue to operating expense ratio for the fiscal year ended June 30, 2016 as reported in Note G to the financial statements.

The City of Angels, Streets and Roads Audit reflects excess Local Transportation Funds received for fiscal year 2014/15 and claimed in fiscal year 2015/16 totaling \$34,962.

City Findings:

None.

Fiscal Impact:

None.



550 Howe Avenue, Suite 210
 Sacramento, California 95825
 Telephone: (916) 564-8727
 FAX: (916) 564-8728

To the Council Members
 Calaveras Council of Governments
 San Andreas, California

We have audited the financial statements of the governmental activities, the major fund and the aggregate remaining fund information of the Calaveras Council of Governments (the Council) for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Governmental Auditing Standards as well as certain information related to the planned scope and timing of our audit. We communicated such information in our engagement letter dated July 1, 2013 and in an email to a Council member on November 4, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Council are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Council during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Council's financial statements include the fair value adjustment for the County investment pool, grant receivables based on management's determination of qualifying expenses incurred as of year-end, the amount and current portion of the compensated absence liability, and the deferred outflows of resources, net pension liability and deferred inflows of resources related to the pension plan with CalPERS based on the CalPERS actuarial valuation. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the contingencies disclosures in Note E, pension plans disclosures in Note G, and PTMISEA disclosures in Note H.

The financial statement disclosures are neutral, consistent and clear.

To the Council Members
Page 2

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Twenty-seven audit adjustments and closing entries to the Council's financial statements were posted during our audit. Adjustments included entries needed to make fund balance roll-forward due to prior year adjustments not being posted, entries to accrue revenue earned at year-end, entries to accrue liabilities incurred at year-end, entries to separately report amounts reported in the government-wide financial statements in a separate fund so they did not misstate the General Fund and entries to reclassify revenues and expenses into the proper accounts to be consistent with how the amounts are reported in the financial statements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 15, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Council's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Council's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis, the budgetary comparison schedule and required supplementary information related to the Council's pension plans, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic

To the Council Members
Page 3

financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information listed in the table of contents of the financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the Council Members and management of the Council and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

March 15, 2017



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To the Council Members and Management
Calaveras Council of Governments
San Andreas, California

In planning and performing our audit of the financial statements of the governmental activities, the major fund and the aggregate remaining fund information of the Calaveras Council of Governments (the Council) as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Council's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiency in internal control to be a material weakness.

We identified numerous audit adjustments necessary to properly report the Council's activity in accordance with generally accepted accounting principles (GAAP). Adjustments included entries needed to make fund balance roll-forward due to prior year adjustments not being posted, entries to accrue revenue earned at year-end, entries to accrue liabilities incurred at year-end, entries to separately report amounts reported in the government-wide financial statements in a separate fund so they did not misstate the General Fund and entries to reclassify revenues and expenses into the proper accounts to be consistent with how the amounts are reported in the financial statements. This shows a lack of effective controls to close the Council's books when preparing for the audit.

We recommend the Council implement the following controls to ensure its financial activity is properly reported in the Council's general ledger to minimize audit adjustment necessary to properly report financial activity:

- We believe the Council should hire a qualified bookkeeper familiar with governmental accounting to assist with the year-end closing and preparation for the audit at a minimum. This should not be the responsibility of the financial statement auditor.

To the Council Members and Management
Page 2

- We recommend the Council work with the County Auditor-Controller's Office to request a staff level person that has the time necessary to work with Council staff to ensure correcting entries are made on a timely basis if regular reconciliations are performed.
- The Council maintains summaries of activity related to revenue sources. The Council should review classifications of revenues in the revenue summaries to the general ledger on a quarterly basis to make sure the classifications in the general ledger are consistent with the type of revenue received. This will reduce the number of revenue misclassifications and will reduce the amount of time spent closing the books at year-end.
- Subsequent receipts for governmental revenue and cost reimbursement grant expenses/expenditures should be reviewed at year-end and a receivable should be accrued if the revenue was earned at year-end. If related to the General Fund and received after the Council's availability period, the amounts should be accrued and deferred in the General Fund and a separate entry made for government-wide purposes to recognize the unavailable revenue.
- Accounts that relate to the government-wide statements should be reported in a separate fund so they do not misstate the General Fund's balances, including capital assets, compensated absences, deferred outflows and inflows related to the pension plan, the net pension liability, the net investment in capital assets, a net position account and the changes that are posted in income statement related to these balances. Separate income statement accounts need to be established so the change in the government-wide balances do not misstate the General Fund statements, such as the change in compensated absences and pension expense entries.
- We recommend the Council review expense invoices received after year-end and ensure any invoices for services performed prior to year-end are accrued.
- We recommend expense accounts be established for LTF, STAF and other trust fund allocations. We also recommend the general ledger be reconciled to Resolutions approved on a quarterly basis and posted in the proper account for reporting purposes as reflected in the financial statements.

The situation has not improved over the past several years. If the County does not have the staffing necessary to help the Council establish a GAAP compliant chart of accounts and assist the Council close the books in an effective and timely manner, we believe the Council should consider terminating the contract with the County for accounting services and should implement accounting software that can perform fund accounting and maintain its own records with the assistance of a qualified bookkeeper that understands governmental accounting.

This communication is intended solely for the information and use of management, the Council and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

March 15, 2017

**CALAVERAS COUNCIL OF
GOVERNMENTS**

Audited Financial Statements
Supplementary Information and Compliance Report

June 30, 2016

Attachment: CalCOG Audited Financial Statements 2016 (1187 : 2015/16 Audit Presentation)

CALAVERAS COUNCIL OF GOVERNMENTS

Audited Financial Statements,
Supplementary Information and Compliance Reports

June 30, 2016

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INDEPENDENT AUDITOR'S REPORT

To the Council Members
Calaveras Council of Governments
San Andreas, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund and the aggregate remaining fund information of the Calaveras Council of Governments (the Council), as of and for the years ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Council Members
Calaveras Council of Governments

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund and the aggregate remaining fund information of the Calaveras Council of Governments, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedules, Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions to the Pension Plan listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

To the Council Members
Calaveras Council of Governments

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2017 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, including the Transportation Development Act and PTMISEA Guidelines. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Richardson & Company, LLP

March 15, 2017

CALAVERAS COUNCIL OF GOVERNMENTS

Management's Discussion and Analysis June 30, 2016

This section of Calaveras Council of Governments' (the Council) basic financial statements presents management's overview and analysis of the financial activities of the Council for the fiscal year ended June 30, 2016. We encourage the reader to consider the information presented here in conjunction with the financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Council's audited financial statements, which are comprised of the basic financial statements (pages 10-30). This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements — and Management's Discussion and Analysis — for States and Local Governments*.

The required financial statements include the Combined Government-wide and Fund Financial statements; Balance Sheet and Balance Sheet – General Fund; Statement of Activities and Statement of Revenues, Expenditures and Changes in Fund Balance – General Fund; and the Statement of Revenues, Expenditures and Changes in Fund Balance, Budget and Actual – General Fund.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Council.

The Basic Financial Statements

The Basic Financial Statements comprise the Combined Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the Council's financial activities and financial position.

The Government-wide Financial Statements provide a longer-term view of the Council's activities as a whole, and comprise the Balance Sheet and the Statement of Activities. The Balance Sheet provides information about the financial position of the Council as a whole, including all of its capital assets, deferred inflows and outflows of resources related to the pension plan and long-term liabilities on the full accrual basis, similar to that used by private companies. The Statement of Activities provides information about all of the Council's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of the Council's programs. The Statement of Activities explains in detail the change in net position for the year.

All of the Council's activities are reported as Government Activities, as explained below.

The Fund Financial Statements report the Council's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the Council's General Fund. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts. Major funds account for the major financial activities of the Council and are presented individually. Major funds are explained below.

The Fiduciary Fund Statements provide financial information about the activities of the Transportation Development Act Funds and Regional Surface Transportation Program Fund for which the Council acts solely as agent. The Fiduciary Fund Statements provide information about the cash balances and activities of these funds. These statements are separate from, and their balances are excluded from, the Council's financial activities.

CALAVERAS COUNCIL OF GOVERNMENTS

Management's Discussion and Analysis June 30, 2016

The Government-wide Financial Statements

Government-wide Financial Statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the Council as a whole.

The Balance Sheet and the Statement of Activities present information about the Council's Governmental Activities. The Council's basic services are considered to be governmental activities. These services are supported by specific program revenues from state grants and local transportation claims.

Fund Financial Statements

The Fund Financial Statements provide detailed information about the Council's General Fund, which is the only major fund. The concept of major funds, and the determination of which are major funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each major fund is presented individually, with all non-major funds summarized and presented only in a single column. Major funds present the major activities of the Council for the year and may change from year-to-year as a result of changes in the pattern of the Council's activities.

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements.

Comparisons of budget and actual financial information are presented for the General Fund as required supplementary information along with required supplementary information related to the Council's pension plans.

The Council's fiduciary activities are reported in the separate Statement of Fiduciary Net Position and the Statement of Changes in Fiduciary Net Position. Their balances are excluded from the Council's other financial statements because the Council cannot use these assets to finance its own operations.

Government-wide Financial Analysis

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Council, assets exceeded liabilities by \$1,417,497 at the close of the most recent fiscal year. Net position includes \$747,394 restricted for grant programs and \$669,299 that is unrestricted. The Council's unrestricted net position increased 28% during the year due to focused project delivery as described in the pages that follow.

CALAVERAS COUNCIL OF GOVERNMENTS

Management's Discussion and Analysis June 30, 2016

The following table summarizes the changes in the Council's Condensed Government-wide Balance Sheets:

CONDENSED BALANCE SHEETS

	June 30,		Change	%
	2016	2015		
ASSETS				
Current and other assets	\$ 774,801	\$ 669,112	\$ 105,689	16%
Restricted cash and investments	747,394	1,190,512	(443,118)	-37%
Capital assets, net	804	1,065	(261)	-25%
Total assets	1,522,999	1,860,689	(337,690)	-18%
DEFERRED OUTFLOWS OF RESOURCES				
	83,180	40,259	42,921	107%
Total assets and deferred outflows of resources	\$ 1,606,179	\$ 1,900,948	\$ (294,769)	-16%
LIABILITIES				
Long-term liabilities	\$ 73,222	\$ 52,111	\$ 21,111	41%
Other liabilities	85,359	107,806	(22,447)	-21%
Total liabilities	158,581	159,917	(1,336)	-1%
DEFERRED INFLOWS OF RESOURCES				
	30,101	26,768	3,333	12%
NET POSITION				
Investment in capital assets	804	1,065	(261)	-25%
Restricted	747,394	1,190,512	(443,118)	-37%
Unrestricted	669,299	522,686	146,613	28%
Total net position	1,417,497	1,714,263	(296,766)	-17%
Total liabilities, deferred inflows of resources and net position	\$ 1,606,179	\$ 1,900,948	\$ (294,769)	-16%

The decrease in the Restricted cash and investments of \$443,118, or 37%, was attributed to the completion of lingering Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA) projects by the County, such as the purchase of two (2) buses, two (2) vans, a service pickup truck and radio system.

The increase in long-term liabilities of \$21,111, or 41% was due to an increase in the pension liability from reduced investment earnings. The related deferred outflows of resources increased due to an increase in the Council's proportion of the cost-sharing pool in which it participates. Information about the Council's pension plan is available in Note G to the financial statements. The change in other liabilities was due to changes in the outstanding balance of payables on project expenditures.

With the implementation of the CIP, the Council no longer holds the member agency's project allocations in the Overall Work Program operating fund, instead RSTP, LTF, and Bike and Pedestrian allocations are programmed in the CIP to City or County approved projects. The Council approves City and County claims for reimbursement base on progress to date.

The following table summarizes the changes in the Council's Condensed Government-wide Statement of Activities:

CALAVERAS COUNCIL OF GOVERNMENTS

Management's Discussion and Analysis June 30, 2016

CONDENSED STATEMENTS OF ACTIVITIES

	June 30,		Change	%
	2016	2015		
REVENUES				
Program revenues:				
Operating grants and contributions	\$ 577,860	\$ 2,030,656	\$ (1,452,796)	-72%
General revenues:				
Local Transportation Fund allocation	423,597	229,749	193,848	84%
Regional Surface Transportation				
Program allocation	181,703	177,734	3,969	2%
Other revenues	9,308	8,495	813	10%
Total revenues	<u>1,192,468</u>	<u>2,446,634</u>	<u>(1,254,166)</u>	<u>-51%</u>
EXPENSES				
Planning, programming, monitoring and project delivery	<u>1,489,234</u>	<u>1,844,510</u>	<u>(355,276)</u>	<u>-19%</u>
Change in net position	(296,766)	602,124	(898,890)	-149%
Net position, beginning of year	<u>1,714,263</u>	<u>1,112,139</u>	<u>602,124</u>	<u>54%</u>
Net position, end of year	<u>\$ 1,417,497</u>	<u>\$ 1,714,263</u>	<u>\$ (296,766)</u>	<u>-17%</u>

The decrease in program revenues of \$1,452,796, or 72%, was due to the receipt of \$1,064,869 in Proposition 1B funding from the State in fiscal year 2014/15. County Public Works programmed ten (10) Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA) projects and three (3) California Office of Emergency Services (CalOES) projects.

The increase in Local Transportation Fund allocations in the Overall Work Program of \$193,848, or 84% was attributed to match contributions for County and City Planning projects in the amount of \$76,133-nearly 40% of the 84% increase. While the CCOG budget has not increased for four years, we have been forced to reevaluate the redistribution of indirect cost ineligible under other State and Federal funding programs. CCOG is actively reviewing indirect cost accounting systems to realize greatest benefit of all funding.

The increase in Local Transportation Funds (LTF) was offset by a reduction in Regional Surface Transportation (RSTP) funds. CCOG is preparing and analyzing the benefit of an indirect cost allocation plan which may yield approximately \$30,000 towards eligible indirect expense. This may be considered pending internal systems review in the fiscal year 2017/18.

CALAVERAS COUNCIL OF GOVERNMENTS

Management's Discussion and Analysis June 30, 2016

Analyses of Major Funds

Governmental Funds

The Council's governmental fund balance, the General Fund, amounted to \$1,246,552 as of June 30, 2016, a decrease of \$310,239 from 2015. This change in fund balance is reflected in the Statement of Revenues, Expenditures and Changes in Fund Balance – General Fund. The Council's fund balance as of June 30, 2016 comprised the following:

- Cash and investments (including restricted cash) of \$1,261,757, decreased \$238,635, or 16%, from the prior year primarily due to no project claims from the City or County.
- Due from other agencies of \$258,528, which mainly represents reimbursable grant proceeds earned by incurring qualifying expenses that were not yet received as of year-end.
- Current liabilities, including accounts payable, accrued wages and benefits, and due to other governments of \$75,305. This represents a decrease of \$23,951 over the prior year primarily due to timely invoicing.
- Deferred inflows of resources of \$200,338 represents grant proceeds that were not received within the Council's 60 day availability period.

General Fund revenues decreased \$1,107,605 this fiscal year due primarily to a reduction in grant funding programmed and administered by CCOG. General Fund expenditures were \$1,505,946, a decrease of \$336,427 from the prior year, which was mainly due to the allocation of funds to the County for the purchase of two new transit buses.

The Fund's fiscal year end fund balance of \$1,246,552 represents funds not yet expended on operations. \$747,394 of this amount represents PTMISEA and CalEMA revenues received and not yet expended on approved projects, a decrease of \$443,118 over the prior year amount of \$1,190,512. Unassigned fund balance of \$497,248 represents an increase of \$130,969 over the prior year amount of \$366,279.

Overall Work Program and Budget

The Council annually adopts a budget through the preparation of an Overall Work Program (OWP). This OWP describes the multiple projects and phases within each project that are to be funded and the type of grant funding that will pay for each project. This work program, in draft form, is prepared by the Executive Director, submitted and approved by the Council and submitted to the State of California, Department of Transportation (Caltrans) by March of each year and approved by June 30.

As shown on page 31 of the financial statements, the FY 2015/16 budgeted revenues and expenses were each \$1,959,005. Actual revenues and expenditures were \$1,195,707 and \$1,505,946, respectively. The Council's OWP revenue budget includes all project revenue expected to be received over the life of the project. The overall revenue variance of \$763,298 represents the project carryover from one accounting cycle to the next as some of the budgeted projects included in the OWP span numerous years between project inception and completion. For example, the Wagon Trail project programmed in the Overall Work Program reflects federal funding from three funding sources totaling \$2.1 million. Annual expenditures were \$149,634 for 2015/16.

CALAVERAS COUNCIL OF GOVERNMENTS**Management's Discussion and Analysis
June 30, 2016****Capital Assets**

GASB Statement No. 34 requires the Council to record all its capital assets. Detail on capital assets and current year additions can be found in Note C. Only a small amount is not fully depreciated at June 30, 2016.

Debt Administration

The Council does not utilize long-term debt to fund operations or growth.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Council.

The Council will continue to maintain a watchful eye over expenditures and remain committed to sound Fiscal management practices to deliver the highest quality service to the citizens of the area.

Contacting the Council's Financial Management

This comprehensive Annual Financial Report is intended to provide citizens, taxpayers, and creditors with a general overview of the Council's finances. Questions about this report should be directed to the Senior Administrative Analyst at Calaveras Council of Governments, P.O. Box 280, San Andreas, CA 95249.

CALAVERAS COUNCIL OF GOVERNMENTS

BALANCE SHEET

June 30, 2016

	Governmental Activities
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	
ASSETS	
CURRENT ASSETS	
Cash and investments	\$ 514,363
Due from other agencies	258,528
Prepaid expenses	1,910
TOTAL CURRENT ASSETS	<u>774,801</u>
NONCURRENT ASSETS	
Restricted cash and investments	747,394
Capital assets, net	804
TOTAL NONCURRENT ASSETS	<u>748,198</u>
TOTAL ASSETS	<u>1,522,999</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pensions	83,180
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 1,606,179</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	
CURRENT LIABILITIES	
Accounts payable	\$ 39,840
Accrued wages and benefits	5,017
Due to other agencies	30,448
Compensated absences - current portion	10,054
TOTAL CURRENT LIABILITIES	<u>85,359</u>
NONCURRENT LIABILITIES	
Compensated absences - noncurrent portion	2,358
Net pension liability	70,864
TOTAL NONCURRENT LIABILITIES	<u>73,222</u>
TOTAL LIABILITIES	<u>158,581</u>
DEFERRED INFLOWS OF RESOURCES	
Pensions	30,101
NET POSITION	
Investment in capital assets	804
Restricted for PTMISEA projects	659,751
Restricted for CalEMA projects	87,643
Unrestricted	669,299
TOTAL NET POSITION	<u>1,417,497</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 1,606,179</u>

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2016

	<u>Governmental Activities</u>
GOVERNMENTAL ACTIVITIES	
PROGRAM EXPENSES	
Governmental activities:	
Planning, programming, monitoring and project delivery	\$ 1,489,234
PROGRAM REVENUES	
Operating grants and contributions	<u>577,860</u>
NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION	(911,374)
GENERAL REVENUES	
Local Transportation Fund allocation	423,597
Regional Surface Transportation Program allocation	181,703
Other revenues	<u>9,308</u>
TOTAL GENERAL REVENUES	<u>614,608</u>
CHANGE IN NET POSITION	(296,766)
Net position, beginning of year	<u>1,714,263</u>
NET POSITION, END OF YEAR	<u><u>\$1,417,497</u></u>

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

BALANCE SHEET - GENERAL FUND

June 30, 2016

ASSETS		
CURRENT ASSETS		
Cash and investments		\$ 514,363
Due from other agencies		258,528
Prepaid expenses		<u>1,910</u>
	TOTAL CURRENT ASSETS	<u>774,801</u>
NONCURRENT ASSETS		
Restricted cash and investments		<u>747,394</u>
	TOTAL NONCURRENT ASSETS	<u>747,394</u>
	TOTAL ASSETS	<u><u>\$ 1,522,195</u></u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE		
LIABILITIES		
Accrued liabilities		\$ 39,840
Accrued wages and benefits		5,017
Due to other agencies		<u>30,448</u>
	TOTAL LIABILITIES	<u>75,305</u>
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenue		<u>200,338</u>
FUND BALANCE		
Nonspendable		1,910
Restricted for PTMISEA projects		659,751
Restricted for CalEMA projects		87,643
Unassigned		<u>497,248</u>
	TOTAL FUND BALANCE	<u>1,246,552</u>
	LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	<u><u>\$ 1,522,195</u></u>

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO
THE GOVERNMENT-WIDE BALANCE SHEET - GOVERNMENTAL ACTIVITIES

June 30, 2016

Fund balance - governmental funds, June 30, 2016	\$ 1,246,552
Amounts reported for governmental activities in the government-wide balance sheet are different from those reported in the governmental funds above because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	804
Pension contributions made subsequent to the measurement date and other pension adjustments will reduce the pension liability in the future and are reported as deferred outflows of resources on the government-wide balance sheet.	83,180
Certain liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	
Compensated absences	(12,412)
Net pension liability	(70,864)
Net differences between projected and actual earnings on pension plan investments and changes in assumptions are reported as deferred inflows of resources on the government-wide balance sheet.	(30,101)
Long-term assets are not available to pay current year expenditures and, therefore, are deferred in the governmental funds. Unavailable revenue is recognized under the full accrual basis for government-wide purposes.	<u>200,338</u>
Net position - governmental activities, June 30, 2016	<u><u>\$ 1,417,497</u></u>

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND

For the Year Ended June 30, 2016

REVENUES

Intergovernmental revenues:		
Federal highway administration grants		\$ 297,201
State subvention and planning grants		303,898
Local Transportation Fund allocation		403,597
Regional Surface Transportation Program allocation		181,703
Other revenue		9,308
	TOTAL REVENUES	<u>1,195,707</u>

EXPENDITURES

Services and supplies:		
Professional services, including County and City contracts		1,020,043
Salaries and benefits		398,959
Rents and leases		26,098
Office expense		18,847
Insurance		12,868
Training and travel		10,077
Other expenses		19,054
	TOTAL EXPENDITURES	<u>1,505,946</u>

NET CHANGE IN FUND BALANCE (310,239)

Fund balance, beginning of year 1,556,791FUND BALANCE, END OF YEAR \$1,246,552

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE OF THE GOVERNMENTAL
FUND TO THE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2016

Net change in fund balance - governmental fund \$ (310,239)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures. In the Statement of Activities, however, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. The change in capital assets consists of:

Depreciation expense (261)

Changes in certain expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in compensated absences liability (1,857)

Change in deferred outflows of resources related to pension plans 42,921

Change in net pension liability (20,758)

Change in deferred inflows of resources related to pension plans (3,333)

Revenues not received within the availability period are deferred in governmental funds, but are recognized as revenue under the full accrual method of accounting in the government-wide statements.

Amount represents the change in unavailable revenue. (3,239)

Change in net position - governmental activities \$ (296,766)

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

STATEMENT OF FIDUCIARY NET POSITION -
FIDUCIARY FUNDS - PRIVATE PURPOSE TRUST FUNDS

June 30, 2016

ASSETS		
Cash and investments		\$1,691,599
Due from other agencies		<u>231,640</u>
	TOTAL ASSETS	<u>1,923,239</u>
LIABILITIES		
Due to other agencies		<u>187,984</u>
	TOTAL LIABILITIES	<u>187,984</u>
NET POSITION		
Net position held in trust for other purposes		
Restricted/apportioned		132,647
Unrestricted/unapportioned		<u>1,602,608</u>
	TOTAL NET POSITION	<u><u>\$1,735,255</u></u>

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS - PRIVATE PURPOSE TRUST FUNDS

For the Year Ended June 30, 2016

ADDITIONS:

Taxes:

Local Transportation Fund allocation	\$ 903,839
State Transit Assistance Fund allocation	174,073
Other revenue	24,099
TOTAL ADDITIONS	<u>1,102,011</u>

DEDUCTIONS:

Allocations to claimants:

CCOG - Planning, programming, monitoring and project delivery	585,300
Calaveras County - Transit	512,998
City of Angels - Streets and roads	34,962
Pedestrian and bicycle	17,734
TOTAL DEDUCTIONS	<u>1,150,994</u>

CHANGE IN NET POSITION (48,983)

Net position, beginning of year 1,784,238NET POSITION, END OF YEAR \$ 1,735,255

The accompanying notes are an integral part of these financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2016

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Calaveras Council of Governments (the Council) are prepared in conformity with U.S. generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The most significant accounting policies of the Council are described below.

Description of Reporting Entity: The Council, the regional transportation planning agency for the County of Calaveras, was created pursuant to Title 3 of California Government Code Section 29535. The Council is responsible for transportation planning activities as well as administration of the Local Transportation Fund (LTF) and the State Transit Assistance Fund (STAF). The Council does not exercise control over any other entities and, thus, has no component units. Criteria used in determining the reporting entity was based on control or dependence determined on the basis of budget adoption, funding, and appointment of the respective governing board.

The Council is composed of seven members – two County Supervisors, two Council Members from the City of Angels and three members selected from the public at large. The public members serve 2-year terms and are appointed by the elected members, who are appointed by their respective bodies on a yearly basis.

Basis of Presentation – Government-wide Financial Statements: The government-wide balance sheet and statement of activities display information about the non-fiduciary activity of the primary government (the Council). These statements include only the financial activities of the Council and not the fiduciary funds.

The statement of activities presents a comparison between direct expenses and program revenues for the Council's governmental activities. Direct expenses are those that are specifically associated with the Council's activities. Program revenues include operating grants and contributions that are restricted to meeting the operational requirements of the Council. Revenues that are not classified as program revenues, including regional surface enhancement program allocations, LTF allocations and interest income, are presented as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Nonexchange transactions in which the Council gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements and contributions. Revenues from grants and contributions are recognized in the fiscal year in which all eligibility requirements have been satisfied, even if no claim has been filed.

Basis of Presentation – Fund Financial Statements: The accounts of the Council are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund is established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions, or limitations.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Council considers all revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual basis accounting, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured and are payable from current financial resources. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Non-exchange transactions, in which the Council gives or receives value without directly receiving or giving equal value in exchange, include grants, entitlements, and contributions. Revenue from grants, entitlements, and contributions is recognized in the fiscal year in which all eligibility requirements have been met.

The Council may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted fund balance/net position may be available to finance program expenditures. The Council's policy is to first apply restricted resources to such programs, followed by unrestricted revenues as necessary.

The Council reports the following major governmental fund:

General Fund – The General Fund is the general operating fund of the Council and accounts for revenues collected to provide services and finance the fundamental operations of the Council. The fund is charged with all costs of operations not reported in another fund.

Fiduciary Fund Types: The Council reports four fiduciary funds. Fiduciary funds are used to account for assets held in a trustee or agent capacity for others and therefore cannot be used to support the governments' own programs. Private purpose trust funds are used to report trust arrangements under which principal and income benefit individuals, private organizations or other governments. Private purpose trust funds use the accrual basis of accounting and the economic resources measurement focus. Although the Council receives resources from the Local Transportation Fund, the resources provided are not considered significant enough to preclude the use of a private purpose trust fund to account for the Local Transportation Fund. Private purpose trust funds are used by the Council for the following purposes:

Local Transportation Fund (LTF) - This fund is utilized by the Council, as trustee, to receive the 1/4 of 1% retail sales tax collected under the Transportation Development Act (TDA) that is returned to each county by the State Board of Equalization. These funds are apportioned and allocated by the Council to eligible claimants for transit, streets and roads projects, transportation planning and for administration.

State Transit Assistance Fund (STAF) - This fund is utilized by the Council, as trustee, to receive sales tax derived from statewide sales of gasoline and diesel fuel. Each county receives its share of these funds based upon a population and operator revenue formula. These funds may only be allocated by the Council to fund transit operations.

Regional Surface Transportation Program Fund (RSTP) - This fund is utilized by the Council, as trustee, to account for regional transportation projects.

Pedestrian Bike Fund - This fund is utilized by the Council, as trustee, to account for pedestrian and bicycle projects.

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The process for delivering the LTF and STA funds to the various recipients is as follows:

- The County Auditor-Controller estimates the amount of funds to be available in the LTF, and notifies the claimants before February 1 of each year.

The Council determines how much funding it will need for the planning work program and administration of the TDA, as well as how much of the funds will be reserved for pedestrian and bicycle facilities. The Council then determines the split of LTF funds between the County of Calaveras and the City of Angels based upon the population amounts provided by the State of California Department of Finance. Each recipient is then notified of the amount of LTF funds available in its area of apportionment (apportionment being the process of dividing the funds based upon population). Calaveras County Transit then submits a claim for LTF funds as a joint powers of eligible claimants, with transit needs required to be met before any streets and roads funds can be claimed.

- The Council acts upon transit claims, adopting resolutions and preparing allocation instructions that notify the recipient of the funds approved, and notifies the County Auditor-Controller of what expenditures are approved and when they are to be paid.

The STA process is similar, except that the estimate is made by the State of California Controller's Office and the funds cannot be used for administration, streets and roads, or pedestrian and bicycle facilities. Calaveras County Transit Fund is the only eligible claimant.

Budgets: An annual appropriated budget is adopted for the General Fund. The budget presented in the Budget vs. Actual Schedule reported as required supplementary information is not on a basis consistent with U.S. generally accepted accounting principles because the budget includes carry-over funding from the overall work program, which represents the use of fund balance resulting from revenue previously recognized in a prior year. Budgeted revenues and expenditures represent the originally adopted budget modified by amendment during the year.

General Fund - The Council annually adopts a budget through the preparation of an overall work program. This work program describes the projects or work elements that are to be funded and the type of funds that will pay for the expenditures, such as Rural Planning Assistance, Local Transportation or Federal Transit Administration (FTA). The work program, in draft form, is prepared by the Executive Director, submitted and approved by the Council and submitted to the State of California, Department of Transportation (Caltrans) in March and the final work program is approved by June 30. Caltrans, as the grantor of Rural Planning Assistance and 1-TA funds, approves the work program, which then becomes the budget for the operating fund of the Council for the fiscal year.

Restricted Cash and Investments: The Council has amounts invested with the County of Calaveras that are restricted for Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) projects totaling \$659,751 and for the CalEMA California Transit Security Grant Program (CTSGP), California Transit Assistance Fund projects totaling \$87,643 at June 30, 2016.

Capital Assets: Capital assets are stated at historical cost or estimated historical cost if historical cost is not available. Capital assets are defined as assets with an initial cost of \$500 or more and an estimated useful life in excess of one year. Donated capital assets are recorded at the acquisition value, which is the

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date. Provision is made for depreciation by the straight-line method over the estimated useful lives of these individual assets, which is five years for automobiles and range from three to seven years for office furniture and equipment. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Deferred Outflows and Inflows of Resources: In addition to assets and liabilities, the balance sheet will sometimes report separate sections for deferred outflows and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position by the government that is applicable to a future reporting period. Deferred inflows of resources represent an acquisition of net position that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expense) or an inflow of resources (revenue) until the earnings process is complete. Deferred outflows and inflows of resources include amounts deferred related to the Council's pension plans under GASB Statement No. 68 as described in Note G. Unavailable revenue in governmental funds arise when a potential revenue source does not meet both the "measureable" and "available" criteria for recognition in the current period. Unavailable revenue at June 30, 2016 represented Grant and Rural Planning Assistance receivables not received within the Council's availability period.

Compensated Absences: Unused vacation of 80 to 160 hours per year may be accumulated with no specified maximum number of hours available to be accrued. Accrued vacation is paid at the time of termination from the Council's employment. Sick leave is not directly payable to employees at retirement and is not accrued in the compensated absences liability. However, the sick leave may be converted to service credits under the Council's retirement plan. The cost of vacation is recorded in the period earned in the government-wide statements. A liability for compensated absences is reported in the General Fund only if the liability has matured, for example, as a result of employee resignations or retirements.

Fund Balance: Governmental funds report nonspendable, restricted, committed, assigned and unassigned fund balances.

Nonspendable Funds – Fund balance should be reported as nonspendable when the amounts cannot be spent because they are either not in spendable form, or are legally or contractually required to be maintained intact. Nonspendable balances are not expected to be converted to cash within the next operating cycle, which include pre-paid expenses and long-term receivables.

Restricted Funds – Fund balance should be reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. The purpose of each restriction is listed on the face of the balance sheet.

Committed Funds – Fund balance should be reported as committed when the amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, which is by resolution of the Council. These amounts cannot be used for any other purpose unless the governing body modifies or removes the fund commitment.

Assigned Funds – Fund balance should be reported as assigned when the amounts are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Unassigned Funds – Unassigned fund balance is the residual classification of the Council’s funds and includes all spendable amounts that have not been restricted, committed, or assigned to specific purposes. Unassigned fund balance includes amounts designated by the Council of \$88,669 in the LTF Fund for transit operating expenses and \$132,647 in the RSTP Fund for use when the Council experiences cash flow problems. The terms for use of these amounts are not sufficiently detailed to consider the amounts committed under GASB Statement No. 54.

The Council has only restricted and unassigned fund balances.

Net Position: The government-wide financial statements present net position. Net position is categorized as the net investment capital assets, restricted and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. Accumulated depreciation reduces the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors, laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The purpose of each restriction is listed on the face of the statement of net position.

Unrestricted Net Position – This category represents net position of the Council that is not restricted for any project or other purpose.

Pensions: For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Council’s California Public Employees’ Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans’ fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Risk Management: The Council is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. The commercial insurance is subject to a deductible. No significant claims resulting in the need for a claims liability for insurance deductibles occurred during the year ended June 30, 2016. Settled claims from these risks have not exceeded commercial insurance coverage for the past three years. There were no significant reductions in insurance coverage from the prior year.

Use of Estimates: The financial statements have been prepared in conformity with U.S. generally accepted accounting principles, and as such; include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those amounts.

Related Party Transactions: The County of Calaveras Auditor-Controller’s Office performs accounting services for the Council. The Council paid the County \$7,500 for accounting services during the year ended June 30, 2016.

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

New Accounting Pronouncements: In June 2015, the GASB issued Statement No. 76, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. This Statement supersedes Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. The requirements of this Statement are effective for periods beginning after June 15, 2015, and should be applied retroactively.

In December 2015, the GASB issued Statement No. 79, Certain External Investment Pools and Pool Participants. This Statement establishes criteria allowing investment pools meeting certain maturity, quality, diversification and other criteria to measure its investments at amortized cost for financial reporting purposes rather than at fair value and allowing the pool's users to measure their investment in the pool at amortized cost. This Statement is effective for periods beginning after June 15, 2015 with some provisions effective for periods beginning after December 15, 2015.

In March 2016, the GASB issued Statement No. 82, Pension Issues, an Amendment of GASB Statements No. 67, No. 68, and No. 73. This Statement clarifies certain accounting and reporting issues related to pension plans, including the presentation of payroll related measures in required supplementary information, clarifies the use of the term deviation for the selection of assumptions, and clarifies the classification of employer-paid member contributions and the period in which they should be recognized. The requirements of this Statement are effective for periods beginning after June 15, 2015, and should be applied retroactively.

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. This Statement establishes criteria for identifying and reporting fiduciary activities of all state and local governments. The focus of the criteria is generally on whether the government is controlling the assets of the fiduciary activity and the beneficiaries with whom a fiduciary relationship exists and activities meeting the criteria should be reported in a fiduciary fund in the basic financial statements. The Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. The requirements of this Statement are effective for periods beginning after December 15, 2018.

The Council will fully analyze the impact of these new Statements prior to the effective dates listed above.

NOTE B – CASH AND INVESTMENTS

Cash and Investment balances from all funds were combined and invested by the County of Calaveras on the Council's behalf. The County invests according to its investment policy, which was approved by the Council, and the California State Government Code. The Council has not formally adopted investment policies that limit the Council's allowable deposits or investments risks to which the Council is exposed. Cash and Investments consisted of the following at June 30, 2016:

Investment in County of Calaveras investment pool:	
Governmental funds - unrestricted	\$ 514,363
Governmental funds - restricted	747,394
Total governmental funds	<u>1,261,757</u>
Fiduciary funds	<u>1,691,599</u>
 Total cash and investments	 <u><u>\$ 2,953,356</u></u>

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE B – CASH AND INVESTMENTS (Continued)

Investment in County of Calaveras Investment Pool: The Council invests all of its cash and investments in the investment pool of the County of Calaveras (the County). The County is limited by the California State Government Code in the types of investments it can make. Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than the California Government Code as to maturity and types of investments. Also, the County has an investment committee, which performs regulatory oversight for its pool as required by California Government Code Section 27134. The County's investment policy is discussed in the County's Comprehensive Annual Financial Report at Calaveras.gov.us under the Auditor/Controller section.

At June 30, 2016, the Council's investment in the County's investment pool is stated at amortized cost, which approximates fair value. However, the value of the pool shares in the County investment pool that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the Council's position in the pool.

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value on an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in the market interest rates. As of June 30, 2016, the weighted average maturity of the investments contained in the County investment pool was approximately 1.16 years.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk: Custodial risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Custodial credit risk does not apply to a local government's indirect deposits or investment in securities through the use of government investment pools (such as the County's investment pool).

NOTE C - CAPITAL ASSETS

Capital assets activity was as follows for the year ended June 30, 2016:

	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016
Capital assets, being depreciated:				
Automobile	\$ 25,564			\$ 25,564
Furniture and equipment	15,836			15,836
Total capital assets, being depreciated	<u>41,400</u>			<u>41,400</u>
Less accumulated depreciation:				
Automobile	(25,564)			(25,564)
Furniture and equipment	(14,771)	\$ (261)		(15,032)
Total accumulated depreciated	<u>(40,335)</u>	<u>(261)</u>		<u>(40,596)</u>
Capital assets, net	<u>\$ 1,065</u>	<u>\$ (261)</u>	<u>\$ -</u>	<u>\$ 804</u>

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE D – LONG-TERM LIABILITIES

The following is a summary of long-term liability activity for the year ended June 30, 2016 with the exception of the net pension liability reported in Note G:

	<u>July 1, 2015</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2016</u>	<u>Due Within One Year</u>
Compensated absences	\$ 10,555	\$ 10,407	\$ (8,550)	\$ 12,412	\$ 10,054

NOTE E - CONTINGENCIES

The Council receives revenue from Federal, State and local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditures could be required to be refunded to the granting agency.

The Council is a party to a claims, legal actions and complaints that arise in the normal course of operations. It is management's belief, after consultation with legal counsel, that there are no loss contingencies that will result in a material adverse impact on the financial position of the Council.

NOTE F – OPERATING LEASE

The Council is currently leasing office space under a lease agreement ending July 31, 2020. The rent expense is adjusted on September 1 each year in an amount equal to the change in the Consumer Price Index for the Western Region, with maximum yearly increases of 3.5%. The total rent expense for the office space during the year was \$23,468.

Future minimum lease payments under this operating lease as of June 30, 2016 were as follows:

<u>Year Ending June 30</u>	
2017	\$ 23,140
2018	23,404
2019	23,668
2020	23,942
2021	1,999
	<u>\$ 96,153</u>

NOTE G – PENSION PLAN

General Information about the Pension Plan:

Plan Description: All qualified permanent and probationary employees are eligible to participate in the Council's cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). The Council participates in the Miscellaneous Risk Pool and the following rate plans:

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE G – PENSION PLAN (Continued)

- Miscellaneous Plan
- PEPRAs Miscellaneous Plan

Benefit provisions under the Plan is established by State statute and Council resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at www.calpers.ca.gov. The Council has one employee who was hired after June 30, 2013 and is a participant in the PEPRAs rate plan. This participant was hired by the Council in October 2013.

Benefits Provided: CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRAs rate plan) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is the following: the 1959 Survivor Benefit level 4. The cost of living adjustments for the plan are applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2016, are summarized as follows:

	PEPRA	
	Miscellaneous	Miscellaneous
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula (at full retirement)	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.0% to 2.5%
Required employee contribution rates 2015/16	7.00%	6.50%
Required employer contribution rates 2015/16	9.224%	6.647%

The Miscellaneous rate plan is closed to new members that are not already CalPERS participants.

Contributions: Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Council is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2016, the contributions recognized as part of pension expense were \$28,353.

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources:

As of June 30, 2016, the Council reported a net pension liability of \$70,864 for its proportionate share of the net pension liability of the Plan.

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE G – PENSION PLAN (Continued)

The Council's net pension liability for its Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2015, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014 rolled forward to June 30, 2015 using standard update procedures. The Council's proportion of the net pension liability was based on a projection of the Council's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Council's proportionate share of the net pension liability for the the Plan as of June 30, 2014 and 2015 was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2014	0.002030%
Proportion - June 30, 2015	0.002583%
Change - increase (decrease)	0.000553%

For the year ended June 30, 2016, the Council recognized pension expense of \$9,523. At June 30, 2016, the Council reported deferred outflows of resources and deferred inflows of resources related to its Plan from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 28,353	
Differences between actual and expected experience	2,119	
Changes in assumptions		(20,050)
Differences between the employer's contributions and the employer's proportionate share of contributions	4,559	
Change in employer's proportion	48,149	
Net differences between projected and actual earnings on plan investments		(10,051)
Total	<u>\$ 83,180</u>	<u>\$ (30,101)</u>

The \$28,353 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Plan will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	
2017	\$ 4,860
2018	4,817
2019	2,200
2020	12,849
	<u>\$ 24,726</u>

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE G – PENSION PLAN (Continued)

Actuarial Assumptions: The total pension liability in the June 30, 2014 actuarial valuation for the Plan was determined using the following actuarial assumptions:

Valuation date	June 30, 2014
Measurement date	June 30, 2015
Actuarial cost method	Entry-Age Normal Cost Method
Actuarial assumptions:	
Discount rate	7.65%
Inflation	2.75%
Payroll growth	3.0%
Projected salary increase	3.3% - 14.2% (1)
Investment rate of return	7.65%
Mortality	Derived using CalPERS membership data for all funds

(1) Depending on age, service and type of employment

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2013 valuation were based on the results of a January 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can found on the CalPERS website.

Discount Rate: The discount rate used to measure the total pension liability was 7.65% in the June 30, 2014 valuation. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate was changed from 7.50 percent (net of administrative expense in 2014) to 7.65 percent as of the June 30, 2015 measurement date to correct the adjustment which previously reduced the discount rate for administrative expense.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE G – PENSION PLAN (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class the Plan. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global equity	51.0%	5.25%	5.71%
Global fixed income	19.0%	0.99%	2.43%
Inflation sensitive	6.0%	0.45%	3.36%
Private equity	10.0%	6.83%	6.95%
Real estate	10.0%	4.50%	5.13%
Infrastructure and forestland	2.0%	4.50%	5.09%
Liquidity	2.0%	-0.55%	-1.05%
Total	100.0%		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the Council's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>
1% decrease	6.65%
Net pension liability	\$ 118,843
Current discount rate	7.65%
Net pension liability	\$ 70,864
1% increase	8.65%
Net pension liability	\$ 31,251

CALAVERAS COUNCIL OF GOVERNMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

June 30, 2016

NOTE G – PENSION PLAN (Continued)

Pension Plan Fiduciary Net Position: Detailed information about the Plan's fiduciary net position is available in the separately issued CalPERS financial report.

Payable to the Pension Plan: The Council reported a payable of \$426 for the outstanding amount of contributions to the Plan required for the year ended June 30, 2016.

NOTE H – PTMISEA

In November 2006, California Voters passed a bond measure (Proposition 1B) enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

The Council received no additional PTMISEA funds during the year ended June 30, 2016. During the year ended June 30, 2015, the Council applied for and received proceeds of \$1,028,172 from the State's PTMISEA account for vehicle and equipment purchases, an automatic vehicle location system and bus stop improvements. Qualifying expenditures must be encumbered within three years from the date of the allocation and expended within three years from date of the encumbrance.

As of June 30, 2016, PTMISEA funds received and expended were verified in the course of our audit as follows:

Balance at July 1, 2015	\$ 1,101,273
PTMISEA received	
Interest earned	5,559
Expenditures incurred:	
Bus, van and vehicle purchases	(341,530)
Bus shelters	(51,058)
Service equipment	(54,493)
	<hr/>
Unexpended proceeds at June 30, 2016	<u>\$ 659,751</u>

The expenditures above represent amounts passed-through to the County of Calaveras for the projects listed.

REQUIRED SUPPLEMENTARY INFORMATION

CALAVERAS COUNCIL OF GOVERNMENTS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL – GENERAL FUND

For the Year Ended June 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental revenues:				
Federal highway administration grants	\$ 703,049	\$ 703,049	\$ 297,201	\$ (405,848)
State subvention and planning grants	590,656	590,656	303,898	(286,758)
Local Transportation Fund allocation	403,597	403,597	403,597	
Regional Surface Transportation Program allocation	261,703	261,703	181,703	(80,000)
Other revenue			9,308	9,308
TOTAL REVENUES	1,959,005	1,959,005	1,195,707	(763,298)
EXPENDITURES				
Services and supplies:				
Professional services, including County and City contracts	1,446,796	1,446,796	1,020,043	426,753
Salaries and benefits	400,197	400,197	398,959	1,238
Rents and leases	29,035	29,035	26,098	2,937
Office expense	21,410	21,410	18,847	2,563
Insurance	14,000	14,000	12,868	1,132
Training and travel	11,519	11,519	10,077	1,442
Other expenses	36,048	36,048	19,054	16,994
TOTAL EXPENDITURES	1,959,005	1,959,005	1,505,946	453,059
NET CHANGE IN FUND BALANCE			(310,239)	(310,239)
Fund balance, beginning of year	1,556,791	1,556,791	1,556,791	
FUND BALANCE, END OF YEAR	\$ 1,556,791	\$ 1,556,791	\$ 1,246,552	\$ (310,239)

Note to Required Supplementary Information: The Council's annual budgeted revenues include budgeted fund balance and unclaimed grant carryover amounts from the prior year rather than revenues on the accrual basis as follows:

	Budgeted Amounts		Actual Amounts	Add; Budget Carryover	Actual Amounts (Budgetary Basis)	Variance With Final Budget Positive (Negative)
	Original (Budgetary Basis)	Final (Budgetary Basis)				
Intergovernmental revenues:						
Federal highway administration grants	\$ 703,049	\$ 703,049	\$ 297,201	\$ 366,225	\$ 663,426	\$ (39,623)
State subvention and planning grants	590,656	590,656	303,898	141,833	445,731	(144,925)
Local Transportation Fund allocation	403,597	403,597	403,597		403,597	
Program allocation	261,703	261,703	181,703	80,000	261,703	
Other revenue			9,308		9,308	9,308
TOTAL	\$ 1,959,005	\$ 1,959,005	\$ 1,195,707	\$ 588,058	\$ 1,783,765	\$ (175,240)

CALAVERAS COUNCIL OF GOVERNMENTS
REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2016

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY - MISCELLANEOUS PLAN (UNAUDITED)
Last 10 Years**

	2016	2015
Proportion of the net pension liability	0.00258%	0.00203%
Proportionate share of the net pension liability	\$ 70,864	\$ 50,106
Covered - employee payroll - measurement period	\$ 294,074	\$ 210,148
Proportionate share of the net pension liability as a percentage of covered payroll	24.10%	23.84%
Plan fiduciary net position as a percentage of the total pension liability	78.40%	83.03%

Notes to Schedule:

Change in Benefit Changes: The figures above do not include any liability impact that may have resulted from the plan changes which occurred after June 30, 2014 as they have minimal cost impact.

Changes In Assumptions: The discount rate changed from 7.50% in 2015 to 7.65% in 2016.

Omitted Years: GASB Statement No. 68 was implemented during the year ended June 30, 2015; therefore, no information was available prior to this date.

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN - MISCELLANEOUS PLAN (UNAUDITED)
Last 10 Years**

	2016	2015
Contractually required contribution (actuarially determined)	\$ 28,353	\$ 25,608
Contributions in relation to the actuarially determined contributions	(28,353)	(25,608)
Contribution deficiency (excess)	\$ -	\$ -
Covered - employee payroll - Council's fiscal year	\$ 310,105	\$ 294,074
Contributions as a percentage of covered - employee payroll	9.14%	8.71%

Notes to Schedule:

Valuation Date:	June 30, 2014	June 30, 2013
Measurement Date:	June 30, 2015	June 30, 2014

Methods and assumptions used to determine contribution rates:

Actuarial Method	Entry age normal cost method
Amortization Method	Difference between projected and actual earnings is amortized straight-line over 5 Years. All other amounts are amortized straight-line over average remaining service life of participants
Remaining Amortization Period	Not stated
Asset Valuation Method	5-year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on entry age and service
Investment Rate of Return	7.65% (2016), 7.50% (2015 net of administrative expenses); including inflation.
Retirement Age	50-67 years. Probabilities of retirement are based on the 2010 CalPERS Experience Study for the period 1997 to 2007.
Mortality	CalPERS specific data from January 2014 Actuarial Experience Study for the period 1997 to 2011 that uses 20 years of mortality improvements using Society of Actuaries Scale BB.

Omitted Years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date.

SUPPLEMENTARY INFORMATION

CALAVERAS COUNCIL OF GOVERNMENTS

COMBINING SCHEDULE OF FIDUCIARY NET POSITION -
FIDUCIARY FUNDS - PRIVATE PURPOSE TRUST FUNDS

June 30, 2016

	Private Purpose Trust Funds				Total
	Local Transportation Fund	State Transit Assistance Fund	Regional Surface Transportation Program Funds	Pedestrian Bicycle	
ASSETS					
Cash and investments	\$ 892,327	\$ 2,233	\$ 756,925	\$ 40,114	\$ 1,691,599
Due from other agencies	145,100	86,540			231,640
TOTAL ASSETS	1,037,427	88,773	756,925	40,114	1,923,239
LIABILITIES					
Due to other agencies	54,962	133,022			187,984
TOTAL LIABILITIES	54,962	133,022			187,984
NET POSITION					
Net position held in trust for other purposes					
Restricted/apportioned:					
Transportation projects			132,647		132,647
Unrestricted/unapportioned:	982,465	(44,249)	624,278	40,114	1,602,608
TOTAL NET POSITION	\$ 982,465	\$ (44,249)	\$ 756,925	\$ 40,114	\$ 1,735,255

Attachment: CalCOG Audited Financial Statements 2016 (1187 : 2015/16 Audit Presentation)

CALAVERAS COUNCIL OF GOVERNMENTS

COMBINING SCHEDULE OF CHANGES IN FIDUCIARY NET POSITION -
FIDUCIARY FUNDS - PRIVATE PURPOSE TRUST FUNDS

For the Year Ended June 30, 2016

	Private Purpose Trust Funds				Total
	Local Transportation Fund	State Transit Assistance Fund	Regional Surface Transportation Program Funds	Pedestrian Bicycle	
ADDITIONS					
Taxes:					
Local transportation fund	\$ 886,105			\$ 17,734	\$ 903,839
State transit assistance fund		\$ 174,073			174,073
Interest and other revenue	19,141	542	\$ 4,271	145	24,099
TOTAL ADDITIONS	905,246	174,615	4,271	17,879	1,102,011
DEDUCTIONS					
Allocations to claimants:					
CCOG - Planning and administration	403,597		181,703		585,300
Calaveras County - Transit	287,188	225,810			512,998
City of Angels - Streets and roads	34,962				34,962
Pedestrian and bicycle	17,734				17,734
TOTAL DEDUCTIONS	743,481	225,810	181,703		1,150,994
CHANGE IN NET POSITION	161,765	(51,195)	(177,432)	17,879	(48,983)
Net position, beginning of year	820,700	6,946	934,357	22,235	1,784,238
NET POSITION, END OF YEAR	\$ 982,465	\$ (44,249)	\$ 756,925	\$ 40,114	\$ 1,735,255

CALAVERAS COUNCIL OF GOVERNMENTS

SCHEDULE OF ALLOCATIONS AND EXPENDITURES -
LOCAL TRANSPORTATION FUND

For the Year Ended June 30, 2016

	Public Utilities Code Section				Total
	99233.1	99233.3	99400(a)	99400(c)	
ALLOCATIONS					
Calaveras Council of Governments	\$ 403,597	\$ 17,734			\$ 421,331
Calaveras County - Transit				\$ 287,188	287,188
City of Angels			\$ 34,962		34,962
TOTAL ALLOCATIONS	\$ 403,597	\$ 17,734	\$ 34,962	\$ 287,188	\$ 743,481
EXPENDITURES					
Calaveras Council of Governments	\$ 403,597	\$ 17,734			\$ 421,331
Calaveras County - Transit				\$ 287,188	287,188
City of Angels			\$ 34,962		34,962
TOTAL EXPENDITURES	403,597	17,734	34,962	287,188	743,481
OVER (UNDER) EXPENDED ALLOCATIONS	\$ -	\$ -	\$ -	\$ -	\$ -

CALAVERAS COUNCIL OF GOVERNMENTS

SCHEDULE OF ALLOCATIONS AND EXPENDITURES -
STATE TRANSIT ASSISTANCE FUND

For the Year Ended June 30, 2016

		Public Utilities Code Section 6731(b)
ALLOCATIONS		
Calaveras Transit		<u>\$ 225,810</u>
	TOTAL ALLOCATIONS	<u><u>\$ 225,810</u></u>
EXPENDITURES		
Calaveras Transit		<u>\$ 225,810</u>
	TOTAL EXPENDITURES	<u>225,810</u>
	OVER (UNDER) EXPENDED ALLOCATIONS	<u><u>\$ -</u></u>

COMPLIANCE REPORT



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, THE TRANSPORTATION DEVELOPMENT ACT AND THE PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) GUIDELINES

To the Council Members
Calaveras Council of Governments
San Andreas, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund and the aggregate remaining fund information of the Calaveras Council of Governments (the Council), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated March 15, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified a deficiency in internal control that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Council's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We identified a deficiency in internal control described in the accompanying schedule of findings as finding 2016-001 that we consider to be a material weakness.

To the Council Members
Calaveras Council of Governments

Compliance

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Our audit was further made to determine that Transportation Development Act (TDA) funds allocated and received by the Council were expended in conformance with the applicable statutes, rules and regulations of the TDA and Sections 6661 and 6662 of the California Code of Regulations. We also tested the receipt and appropriate expenditure of bond funds, as presented in Note H of the financial statements, in accordance with the PTMISEA statutes and guidelines. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, the TDA or the PTMISEA.

The Council's Response to Findings

The Council's response to the findings identified in our audit is described in the accompanying schedule of findings. The Council's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide on the effectiveness of the Council's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards*, the TDA and the PTMISEA in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Company, LLP

March 15, 2017

CALAVERAS COUNCIL OF GOVERNMENTS

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended June 30, 2016

CURRENT YEAR FINDINGS

A. FINDINGS – FINANCIAL STATEMENT AUDIT

Finding 2016-001 – Material Weakness, Internal Control Over Financial Reporting.

Criteria: Controls should exist to review financial activity and ensure the activity is properly reported in the entity's financial statements in accordance with generally accepted accounting principles (GAAP).

Condition: Numerous audit adjustments were identified during the audit. Adjustments included entries needed to make fund balance roll-forward due to prior year adjustments not being posted, entries to accrue revenues earned and liabilities incurred at year-end, entries to separately report amounts reported in the government-wide financial statements in a separate fund so they did not misstate the General Fund and entries to reclassify revenues and expenses into the proper accounts to be consistent with how the amounts are reported in the financial statements.

Effect: Numerous audit adjustments needed to be posted to properly report the Council's financial statements in accordance with GAAP.

Cause: A lack of a GAAP compliant chart of accounts and effective internal controls over closing the Council's books when preparing for the audit.

Recommendation: We recommend the Council hire a qualified bookkeeper that understands governmental accounting to help the Council identify and post all closing entries necessary to report its activities in accordance with GAAP. The Council's chart of accounts needs to be modified to include a government-wide fund and all accounts reported in the Council's financial statements. This will require the assistance of the County of Calaveras. If the County of Calaveras does not have the staffing necessary to modify the Council's chart of accounts to be GAAP compliant and to record closing entries provided by the Council on a timely basis throughout the year and at closing, it may be necessary for the Council to terminate its contract with the County and install its own accounting software that can handle fund accounting to perform accounting services in house with the help of a bookkeeper.

Management's Response: The Council will work with the County Auditor to more closely review the activity reported in the general ledger, including implementing a quarterly review procedure to compare the revenues to program activity summaries maintained by the Council and by performing cut-off procedures over revenues and expenditures at year-end.

STATUS OF PRIOR YEAR FINDINGS

B. FINDINGS – FINANCIAL STATEMENT AUDIT

Finding 2015-001 – Material Weakness, Internal Control Over Financial Reporting.

Condition: Numerous audit adjustments were identified during the audit. Adjustments included entries needed to make fund balance roll-forward due to prior year adjustments not being posted, entries to accrue revenues and accrue liabilities incurred at year-end, entries to separately report amounts reported in the government-wide financial statements in a separate fund so they did not misstate the General Fund and entries to reclassify revenues and expenses into the proper accounts to be consistent with how the amounts are reported in the financial statements.

CALAVERAS COUNCIL OF GOVERNMENTS

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended June 30, 2016

Current Status: Numerous audit adjustments were identified during the 2016 audit. See Finding 2016-01, which is a continuation of this finding.

**COUNTY OF CALAVERAS
TRANSIT FUND**

Audited Financial Statements
and Compliance Report

June 30, 2016 and 2015

COUNTY OF CALAVERAS
TRANSIT FUND

Audited Financial Statements
and Compliance Report

June 30, 2016

Audited Financial Statements

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
 County of Calaveras
 San Andreas, California

Report on the Financial Statements

We have audited the accompanying financial statements of the County of Calaveras Transit Fund (the Fund), which comprise the balance sheets as of June 30, 2016 and 2015, and the related statements of revenues, expenses, and changes in net position, and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Supervisors
County of Calaveras

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the County of Calaveras Transit Fund as of June 30, 2016 and 2015, and the results of its operations and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis-of-Matter

As discussed in Note A, the financial statements present only the County of Calaveras Transit Fund and do not purport to, and do not, present fairly the financial position of the County of Calaveras as of June 30, 2016 and 2015, the changes in financial position, or where applicable, its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Other Reporting Required by TDA and Other State Program Guidelines

In accordance with the Transportation Development Act (TDA) and Other State Program guidelines, we have also issued our report dated March 22, 2017 on our consideration of the County's compliance with the TDA and other state program guidelines. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. That report is an integral part of an audit performed in accordance with the Transportation Development Act and Other State Program guidelines in considering the County's compliance.

Richardson & Company, LLP

March 22, 2017

COUNTY OF CALAVERAS
TRANSIT FUND

BALANCE SHEETS

As of June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
ASSETS		
CURRENT ASSETS		
Due from other agencies	\$ 137,003	\$ 191,578
Accounts receivable	2,700	2,953
Prepaid expenses	1,090	
TOTAL CURRENT ASSETS	<u>140,793</u>	<u>194,531</u>
NONCURRENT ASSETS		
Capital assets:		
Not being depreciated	70,965	19,519
Being depreciated, net	1,173,036	865,195
Total Capital Assets, Net	<u>1,244,001</u>	<u>884,714</u>
TOTAL ASSETS	<u>1,384,794</u>	<u>1,079,245</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension plan	<u>15,978</u>	
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 1,400,772</u>	<u>\$ 1,079,245</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	\$ 65,332	\$ 70,295
Accrued salaries and benefits	6,008	
Due to other funds	177,993	23,017
Unearned revenue	47,059	14,549
Current portion of compensated absences	3,541	
TOTAL CURRENT LIABILITIES	<u>299,933</u>	<u>107,861</u>
NONCURRENT LIABILITIES		
Noncurrent portion of compensated absences	9,383	
Other post-employment benefits liability	722	
Net pension liability	148,468	
TOTAL NONCURRENT LIABILITIES	<u>158,573</u>	
TOTAL LIABILITIES	<u>458,506</u>	<u>107,861</u>
DEFERRED INFLOWS OF RESOURCES		
Pension plan	<u>11,396</u>	
NET POSITION		
Investment in capital assets	1,244,001	884,714
Restricted for transit operations		86,670
Deficit	(313,131)	
TOTAL NET POSITION	<u>930,870</u>	<u>971,384</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 1,400,772</u>	<u>\$ 1,079,245</u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF CALAVERAS
TRANSIT FUND

STATEMENTS OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION

For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
OPERATING REVENUES		
Passenger fares	\$ 79,693	\$ 94,570
Special transit fares	8,383	
TOTAL OPERATING REVENUES	<u>88,076</u>	<u>94,570</u>
OPERATING EXPENSES		
Salaries and benefits	276,164	
Service and supplies	359,053	352,687
Purchased transportation	687,929	677,095
Depreciation	117,175	56,946
TOTAL OPERATING EXPENSES	<u>1,440,321</u>	<u>1,086,728</u>
NET LOSS FROM OPERATIONS	<u>(1,352,245)</u>	<u>(992,158)</u>
NONOPERATING REVENUES (EXPENSES)		
Local Transportation Fund	284,688	151,931
State Transit Assistance Fund	225,810	217,247
Federal grants	274,225	384,861
State revenues	76,297	
Other revenues	10,864	12,256
Interest (expense) income	(2,800)	296
TOTAL NONOPERATING REVENUES	<u>869,084</u>	<u>766,591</u>
NET LOSS BEFORE CAPITAL CONTRIBUTIONS	(483,161)	(225,567)
CAPITAL CONTRIBUTIONS		
PTMISEA	376,247	384,089
Federal grants	66,400	
Local Transportation Fund		29,981
NET CAPITAL CONTRIBUTIONS	<u>442,647</u>	<u>414,070</u>
CHANGE IN NET POSITION	(40,514)	188,503
Net position, beginning of year	<u>971,384</u>	<u>782,881</u>
NET POSITION, END OF YEAR	<u>\$ 930,870</u>	<u>\$ 971,384</u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF CALAVERAS
TRANSIT FUND

STATEMENTS OF CASH FLOWS

For the Years Ended June 30, 2016 and 2015

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	\$ 120,839	\$ 108,398
Cash payments to suppliers	(1,053,035)	(1,019,243)
Cash payments to employees	(112,624)	
NET CASH USED BY OPERATING ACTIVITIES	(1,044,820)	(910,845)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Cash received from other County funds	154,976	23,017
Operating grants and subsidies	926,459	640,180
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	1,081,435	663,197
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital contributions received	442,647	414,070
Acquisitions of capital assets	(476,462)	(442,647)
NET CASH (USED FOR) BY CAPITAL AND RELATED FINANCING ACTIVITIES	(33,815)	(28,577)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest earned	(2,800)	296
NET CASH (USED FOR) PROVIDED BY INVESTING ACTIVITIES	(2,800)	296
NET (DECREASE) IN CASH AND CASH AND CASH EQUIVALENTS		(275,929)
Cash and cash equivalents, beginning of year	-	275,929
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ -	\$ -
RECONCILIATION OF NET LOSS FROM OPERATIONS TO NET CASH USED BY OPERATING ACTIVITIES		
Net loss from operations	\$ (1,352,245)	\$ (992,158)
Adjustments to reconcile net loss from operations to net cash used by operating activities:		
Depreciation expense	117,175	56,946
Changes in operating assets and liabilities:		
Increase/(decrease) in accounts receivable	253	(721)
(Decrease)/increase in prepaid expenses	(1,090)	
(Decrease)/increase in accounts payable	(4,963)	10,539
Increase/(decrease) in accrued salaries and benefits	6,008	
Increase/(decrease) in unearned revenue	32,510	14,549
Increase/(decrease) in compensated absences	12,924	
Increase/(decrease) in OPEB obligation	722	
Increase/(decrease) in pension liability and related deferred inflows and outflows of resources	143,886	
NET CASH USED BY OPERATING ACTIVITIES	\$ (1,044,820)	\$ (910,845)

The accompanying notes are an integral part of these financial statements.

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2016 and 2015

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the County of Calaveras Transit Fund (the Fund) have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the County's accounting policies are described below.

Description of the Entity: The Fund is the transit operator for the County of Calaveras (the County). The County is responsible for the public transportation system and receives funding from the Calaveras Council of Governments. The Fund operates five transit routes along Highways 26, 49 and 4 and several local roads using a transit contractor, Paratransit Services. The County of Calaveras provides oversight of the Fund's activities. The County is governed by a Board of Supervisors comprised of five members.

The Legislature of the State of California enacted the Transportation Development Act (TDA) (SB325) represented by Chapter 1400, Statutes of 1971, effective July 1, 1972. The TDA provides for state funding to counties for public transportation expenditures. The TDA requires that each county have a Transportation Planning Agency. The Calaveras Council of Governments, which is a separate legal entity that issues separate financial statements, fulfills this requirement. The principal source of TDA funding is derived from ¼ of one percent of the State Retail Sales Tax. The ¼ cent is returned by the State Board of Equalization to each county according to the amount of tax collected in the county. The revenue is recorded in the Calaveras Council of Governments Local Transportation Fund (LTF). The Fund receives LTF revenue under Article 8, Section 99400(c) of the TDA for contracted transit services and 99400(d) for administration of those services. Additionally, the State Transit Assistance Fund (STAF) was created under Chapter 161 of the Statutes of 1979 (SB620), and revised by Chapter 322 of the Statutes of 1982 (AB 2551), and Chapter 105 of the Statutes of 1989 (SB 300). STAF provides a second source of TDA funding for transportation planning and mass transportation purposes. Funds for the program are derived from a statewide sales tax on gasoline and diesel fuel. These funds may not be allocated to fund administration or streets and roads projects. The County receives STAF from the Calaveras Council of Governments State Transit Assistance Fund under Article 4, Section 6731(b) of the TDA for contracted transit services and related administration.

The County of Calaveras is a member of the County Supervisors Association of California Excess Insurance Authority (CSAC-EIA), a public entity risk pool currently operating as a common risk management and insurance program for counties. Should actual losses among pool participants be greater than anticipated, the County of Calaveras will be assessed its prorated share of the deficiency. Conversely, if the actual pool losses are less than anticipated, the County of Calaveras will be refunded its prorated share of the excess. There have been no reductions in insurance coverage and settled claims have not exceeded commercial coverage in any of the past three fiscal years. Information about CSAC-EIA can be found in the County's Comprehensive Annual Financial Report.

During the year ended June 30, 2016, the County assigned a Transit Manager to the Fund, resulting in salaries and related benefits being reported at June 30, 2016. The County had no employees assigned to the Fund at June 30, 2015 and reported no compensated absences, pension liabilities or other postemployment benefits liability were reported by the Fund as of that date.

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation: The County's resources are allocated to and accounted for in these financial statements as an enterprise fund type of the proprietary fund group. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other policies. Unrestricted net position for the enterprise fund represents the net position available for future operations.

Reporting Entity: The financial statements are intended to present the financial position, results of operations and cash flows of only those transactions reported in the Fund. The Fund is included in the financial statements of the County.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of the Fund are included on the balance sheet. Net position is segregated into the net investment in capital assets, amounts restricted and amounts unrestricted. Enterprise fund operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net position.

The Fund uses the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Non-exchange revenues are recognized when all eligibility requirements have been met. Cost reimbursement grant revenues are recognized when program expenditures are incurred in accordance with program guidelines. When such funds are received before eligibility requirements are met they are recorded as unearned revenues until they are earned.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Fund are charges to passengers for public transit services. Operating expenses include the cost of transit services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the County's policy to use restricted resources first, then unrestricted resources as they are needed.

Capital Assets: Capital assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Capital assets are defined as assets with an initial cost of more than \$10,000 for equipment, \$25,000 for structures and improvements and \$50,000 for infrastructure and an estimated useful life of more than one year. Donated capital assets are recorded at the acquisition value, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date. Provision is made for depreciation by the straight-line method over the estimated useful lives of these assets which range from twenty to thirty years for land improvements and

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

five to ten years for transit vehicles. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Short-term Interfund Receivables/Payables: During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables/payables are classified as “due from other funds” and “due to other funds” on the balance sheet. The “due to other funds” at June 30, 2016 and 2015 represents a cash subsidy to the Fund from the County’s General Fund.

Unearned Revenues: Unearned revenues arise when resources are received by the County before it has legal claim to them, such as when cost reimbursement grant and other intergovernmental revenues are received prior to the incurrence of qualifying expenses. Unearned revenues at June 30, 2016 and 2015 consisted of Low Carbon Transit Operations Program (LCTOP) revenue received from the state to provide transit vouchers to low income passengers during the years ended June 30, 2017 and 2016, respectively.

Net Position: Net position is categorized as the net investment capital assets, restricted and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. Accumulated depreciation reduces the balance in this category.

Restricted – This category presents external restrictions imposed by creditors, grantors, contributors, laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The County had restricted net position at June 30, 2015 from unspent TDA revenues claimed for transit operations.

Unrestricted – This category represents net position of the County not restricted for any project or other purpose.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE B – CASH AND CASH EQUIVALENTS

Investment policy: The County’s investment policy may be found in the notes to the County’s basic financial statements.

Investment in the County of Calaveras Investment Pool: The Funds’ cash is held in the County Treasury. The County maintains an investment pool that allocates interest to the various funds based upon the average daily cash balances at quarter end. Investments held in the County’s investment pool are available on demand to the Fund and are stated at fair value.

Interest rate risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of the investment, the greater the

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE B – CASH AND CASH EQUIVALENTS (Continued)

sensitivity of its fair value to changes in market interest rates. As of June 30, 2016 and 2015, the weighted average maturity of the investments contained in the County's investment pool was approximately 1.08 and 1.18 years, respectively.

Credit risk: Generally, credit risk is the risk that an insurer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County's investment pool does not have a rating provided by nationally recognized statistical rating organization.

Custodial credit risk: Custodial risk is the risk that the government will not be able to recover its deposits or the value of its investments that are in the possession of an outside party. Custodial credit risk does not apply to a local government's indirect deposits or investment in securities through the use of government investment pools (such as the County's investment pool).

NOTE C – CAPITAL ASSETS

Capital assets consisted of the following at June 30:

	Balance at June 30, 2015	Additions	Transfers	Balance at June 30, 2016
Capital assets, not being depreciated:				
Construction in progress	\$ 19,519	\$ 51,446		\$ 70,965
Capital assets, being depreciated:				
Bus shelter land improvements	312,521			312,521
Bus shelters	245,498			245,498
Transit vehicles	1,215,457	425,016	\$ (144,414)	1,496,059
Total capital assets being depreciated	1,773,476	425,016	(144,414)	2,054,078
Less accumulated depreciation for:				
Bus shelter land improvements	(80,686)	(14,843)		(95,529)
Bus shelters	(1,554)	(6,137)		(7,691)
Transit vehicles	(826,041)	(96,195)	144,414	(777,822)
Total accumulated depreciation	(908,281)	(117,175)	144,414	(881,042)
Total capital assets being depreciated, net	865,195	307,841		1,173,036
Capital assets, net	<u>\$ 884,714</u>	<u>\$ 359,287</u>	<u>\$ -</u>	<u>\$ 1,244,001</u>

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE C – CAPITAL ASSETS (Continued)

	Balance at June 30, 2014	Additions	Transfers	Balance at June 30, 2015
Capital assets, not being depreciated:				
Construction in progress	\$ 122,097	\$ 142,920	\$ (245,498)	\$ 19,519
Capital assets, being depreciated:				
Bus shelter land improvements	312,521			312,521
Bus shelters			245,498	245,498
Transit vehicles	915,730	299,727		1,215,457
Total capital assets being depreciated	1,228,251	299,727	245,498	1,773,476
Less accumulated depreciation for:				
Bus shelter land improvements	(65,844)	(14,842)		(80,686)
Bus shelters		(1,554)		(1,554)
Transit vehicles	(785,491)	(40,550)		(826,041)
Total accumulated depreciation	(851,335)	(56,946)		(908,281)
Total capital assets being depreciated, net	376,916	242,781	245,498	865,195
Capital assets, net	<u>\$ 499,013</u>	<u>\$ 385,701</u>	<u>\$ -</u>	<u>\$ 884,714</u>

NOTE D – COMPENSATED ABSENCES

Changes in compensated absences were as follows for the years ended June 30:

	Balance at June 30, 2015	Additions	Retirements	Balance at June 30, 2016	Due Within One Year
Compensated absences	\$ -	\$ 16,723	\$ (3,740)	\$ 12,983	\$ 3,541
	<u>\$ -</u>	<u>\$ 16,723</u>	<u>\$ (3,740)</u>	<u>\$ 12,983</u>	<u>\$ 3,541</u>

NOTE E – LTF AND STAF ELIGIBILITY

Local Transportation Fund and State Transit Assistance Fund Maximum Eligibility

The Local Transportation Fund (LTF) provides support to the transit system to fund its operation. The Transportation Development Act (TDA) requires that funds received in excess of actual operating costs as defined by section 6634 of the California Code of Regulations must be either returned to their source or deducted from the amount the claimant is eligible to receive during the following fiscal year. The maximum amount allowed is based on operating costs after certain adjustments. State Transit Assistance Fund (STAF) allocations were used to fund operating expenses. LTF and STAF amounts received in

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE E – LTF AND STAF ELIGIBILITY (Continued)

excess of the amounts that the County was eligible to receive during the years ended June 30 was determined as follows:

	LTF		STAF	Total
	Operating	Capital		
Total allocated during the year ended June 30, 2016	\$ 284,688		\$ 225,810	\$ 510,498
Maximum amount allowed:	284,688		225,810	510,498
Operating Expenses	1,214,511		225,810	1,440,321
Adjustments:				
Depreciation	(117,175)			(117,175)
Fares	(79,693)			(79,693)
Federal transit administration grants	(274,225)			(274,225)
Maximum amount allowed	743,418		225,810	969,228
Capital Expenses				
Excess LTF/STAF allocations at June 30, 2016	\$ -	\$ -	\$ -	\$ -
	LTF		STAF	Total
	Operating	Capital		
Total allocated during the year ended June 30, 2015	\$ 151,931	\$ 29,981	\$ 160,035	\$ 341,947
Maximum amount allowed:	151,931		160,035	341,947
Operating Expenses	926,693		160,035	1,086,728
Adjustments:				
Depreciation	(56,946)			(56,946)
Fares	(94,570)			(94,570)
Federal transit administration grants	(384,861)			(384,861)
Maximum amount allowed	390,316	\$ 29,981	160,035	550,351
Excess LTF/STAF allocations at June 30, 2015	\$ -	\$ -	\$ -	\$ -

NOTE F – OTHER STATE PROGRAMS

PTMISEA

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Other State Programs. These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation, or replacement.

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE F – OTHER STATE PROGRAMS (Continued)

During the years ended June 30, 2016 and 2015, the County applied for and received \$447,081 and \$384,089, respectively from the Other State Programs account for bus engine replacements, bus shelters, bus stop improvements and a vehicle maintenance lift. As of June 30, funds received and expended were verified in the course of the audit as follows:

	<u>2016</u>	<u>2015</u>
PTMISEA received	\$ 447,081	\$ 384,089
Expenses incurred:		
New buses and support vehicles	(341,530)	(299,727)
Service equipment	(54,493)	
Bus shelters	<u>(51,058)</u>	<u>(84,362)</u>
Unexpended proceeds	<u>\$ -</u>	<u>\$ -</u>

LCTOP: The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 by Senate Bill 862. The LCTOP provides funds to transit agencies to reduce greenhouse gas emission and improve mobility through operating and capital grants. Projects approved for LCTOP will support bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. Included in the 2016 expenses incurred, were \$8,383 in costs used to provide reduced fares for qualified transit customers under the program. The remaining \$3,412 was used to support existing bus services.

As of June 30, LCTOP funds received and expended were verified in the course of the audit as follows:

	<u>2016</u>	<u>2015</u>
Beginning balance	\$ 14,549	
LCTOP received	44,235	\$ 14,459
Interest earnings	70	
Expenses incurred:		
Calaveras Transit Green Ticket Program	<u>(11,795)</u>	
Unexpended proceeds	<u>\$ 47,059</u>	<u>\$ 14,459</u>

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE G – FARE REVENUE RATIO

The County is required to maintain a fare revenue to operating expense ratio of 10.00% in accordance with Section 99268.2 of the TDA. The fare revenue to operating expenses ratio for the County is calculated as follows for the years ended June 30:

	2016	2015
Fare revenues	\$ 79,693	\$ 94,570
Special transit fares - LCTOP fare subsidy	8,383	
Local support - advertising	9,770	8,900
Fares and advertising from extension of services	(1,870)	(9,423)
Total fares	95,976	94,047
Operating expenses	1,440,321	1,086,728
Less allowable exclusions:		
Depreciation and amortization	(117,175)	(56,946)
Cost of extension of services	(43,708)	(93,641)
Net operating expenses	\$ 1,279,438	\$ 936,141
Actual fare revenue ratio	7.50%	10.05%
Required fare revenue ratio	10.00%	10.00%

The County was not in compliance with the 10.00% minimum required fare revenue ratio for the year ended June 30, 2016, but was in compliance with the fare revenue ratio for the year ended June 30, 2015. Included in the 2016 operating expenses above is pension expense of \$143,886 related to the County recording a pension liability for the Transit Manager, who was assigned to the Transit Fund during the year. Approximately \$133,000 of this amount was due to moving the prior year pension liability to the Fund that was previously reported as part of the governmental activities pension liability in the County's Comprehensive Annual Financial Report (CAFR). If this one-time expense to move the prior year pension liability was not considered in the calculation of the fare revenue ratio above, the fare revenue ratio would have been 8.37% and still not in compliance with the 10% minimum required ratio.

Additionally, Under Section 6633.9 of the California Code of Regulations, the first year the County fails to meet the required fare revenue ratio, which is the noncompliance year, there is no change in eligibility. In the subsequent fiscal year, or determination year, there is no change in eligibility; however, the difference between the required and actual fare revenue to operating cost ratio as reported in the claimant's fiscal audit must be determined. In the third year or penalty year, the transit operator's eligibility to receive monies from the local transportation and state transit assistance funds shall be reduced, for one year only, by the amount of the difference between the required fare revenues and the actual fare revenues in the determination year.

COUNTY OF CALAVERAS
TRANSIT FUND

NOTES TO THE FINANCIAL STATEMENTS (Continued)

June 30, 2016 and 2015

NOTE H – OTHER POSTEMPLOYMENT BENEFITS (OPEB) PLAN

GASB issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, which requires certain information to be disclosed for OPEB plans. The actuarial valuation for the County's OPEB plan does not separately disclose information that is required to be reported under GASB 45 for the Transit Fund. This information is available in the County's CAFR for the County's OPEB plan as a whole. The OPEB liability reported in the Transit Fund represents a proportional share of the OPEB liability for the County as a whole. The percentage of the County's OPEB liability that is recorded in the Transit Fund is based on a percentage of full time equivalents for Transit Fund employees compared to all County employees. As of and for the year ended June 30, 2016, the OPEB liability was \$722 and the OPEB expense was \$722. OPEB expense was reported as part of operations expenses for bus services. The Fund had no OPEB liability as of June 30, 2015 as there were no employees assigned to the Fund during 2015.

NOTE I – PENSION LIABILITY

GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date* – an amendment of GASB Statement No. 68, which require certain information to be disclosed for pension plans. The County has one agent multiple-employer defined benefit pension plan, including both the Safety Plan (Police and Fire) and a Miscellaneous Plan for all other County employees. Information is available about the County's pension plans in the County's CAFR. The Transit Fund employee is included in this Plan. However, the actuarial valuation for the County's Miscellaneous Plan received from CalPERS does not separately disclose information that is required to be reported under GASB 68 and 71 for the Transit Fund. The pension liability reported in the Transit Fund represents a proportional share of the pension liability of the County's Plan as a whole based on full time equivalents of the Transit Fund compared to all of the County Plan participants. As of and for the year ended June 30, 2016, the deferred outflows of resources, net pension liability, deferred inflows of resources and pension expense related to the Transit Fund were \$15,978, \$148,468, \$11,396 and \$143,886, respectively. Pension expense was reported as part of operations expenses for bus services. The \$143,886 of pension expense included approximately \$133,000 to move the prior year pension liability to the Transit Fund that was previously reported in the County's governmental activities pension liability. The Fund had no pension liability as of June 30, 2015 as there were no employees assigned to the Fund during 2015.

NOTE J – CONCENTRATIONS

The County receives a substantial amount of its support from a statewide retail sales tax from the Local Transportation Fund created by the Transportation Development Act and federal grants from the Federal Transit Administration. A significant reduction in the level of this support, if this were to occur, may have a significant effect on the Transit Fund's activities.

NOTE K – CONTINGENCIES

The County receives funding for specific purposes that are subject to review and audit by the granting agencies of the funding source. Such audits could result in the funding agency requesting a reimbursement for expenditures disallowed under the terms and conditions of the contracts. Management is of the opinion that no material liabilities will result from such audits.

COMPLIANCE REPORT



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
WITH THE TRANSPORTATION DEVELOPMENT ACT AND
OTHER STATE PROGRAM GUIDELINES

To the Board of Supervisors
County of Calaveras
San Andreas, California

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the County of Calaveras (the County) Transit Fund (the Fund), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements, and have issued our report thereon dated March 22, 2017.

Compliance and Other Matters (including Other State Programs)

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests to determine that Transportation Development Act (TDA) Funds allocated to and received by the County were expended in conformance with the applicable statutes, rules and regulations of the TDA and Section 6667 of the California Code of Regulations. We also tested the receipt and appropriate expenditures of bond funds, as presented in Note F of the financial statements, in accordance with other state program guidelines. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under the TDA or other state program guidelines and which are described in the accompanying schedule of findings and responses as findings 2016-001 and 2016-002.

The County's Response to Findings

The County's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The County's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the result of that testing, and not to provide an opinion on compliance. This report is an integral part of an audit performed in accordance with the TDA and the other state program guidelines in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Company, LLP

March 22, 2017

COUNTY OF CALAVERAS
TRANSIT FUND

SCHEDULE OF FINDINGS AND RESPONSES

JUNE 30, 2016

CURRENT YEAR FINDINGS

COMPLIANCE

FINDING 2016-001

Criteria: Section 99234 of the Transportation Development Act requires transit operators to account for its activities in accordance with the California State Controller's Office Uniform System of Accounts for Transit Operators, which requires operators to report its activities in accordance with Generally Accepted Accounting Principles (GAAP) for governmental entities.

Condition: A number of audit adjustments were posted during the 2016 audit. Entries posted include entries needed to reclassify negative cash as due to other funds, true-up capital assets, accrue intergovernmental revenues and receivables, reclassify LCTOP fare subsidies as special transit fares, record the pension liability and related deferred inflows and outflow of resources, true-up unearned revenue and record the investment in capital assets.

Cause: Closing procedures did not identify all entries needed to report the Fund's activity in accordance with GAAP.

Effect: A number of adjustments were required to report the Fund's activities in accordance with Generally Accepted Accounting Principles, which slowed the completion of and increased the cost of the audit. This is a continuation of Finding 2015-001

Recommendation: We recommend the County enhance closing procedures to review funds received and expenditures made for all revenue sources to ensure revenue is accrued and properly classified by source and as operating, nonoperating or capital contribution revenue. TDA revenues are shared revenues that are earned once apportioned to the County by the Calaveras Council of Governments since all eligibility requirements have been met once that apportionment has been approved. Additionally, the closing process should include a review of net position to ensure net position rolls forward from the prior year financial statements.

Management's Response: Management will refer to the appropriate authoritative guidance in order to properly report revenue in accordance with GAAP. Additionally, they will review all prior year audit adjustments to ensure all audit adjustments are posted. By working with accounting personnel who are familiar with these specialized reporting requirements, the County will develop an understanding in properly determining the amount of grant revenues that are receivables and/or unearned revenue at the close of the fiscal year.

FINDING 2016-002

Criteria: Under Section 6633 of the California Code of Regulations and Section 99268 of the Public Utilities Code, the County is required to maintain a minimum fare revenue to operating expense ratio of 10% for its combined general and elderly and handicapped services.

Condition: The County did not meet the minimum required fare revenue to operating expense ratio for the fiscal year ended June 30, 2016 as reported in Note G to the financial statements.

COUNTY OF CALAVERAS
TRANSIT FUND

SCHEDULE OF FINDINGS AND RESPONSES (Continued)

JUNE 30, 2016

FINDING 2016-002 (Continued)

Cause: According the Transit Performance Report, ridership declined 29.3% and operating costs per passenger increased 41.47% compared to the year ended June 30, 2015. The reduction in fares was offset by \$8,383 of LCTOP revenue from low income passenger fare subsidies for services to the County Fair.

Effect: The Fund is in danger of losing TDA funding for the shortfall in revenue.

Management's Response: The County recognizes that not meeting the required farebox recovery ratio (FRR) can result in penalties for funding eligibility. Fiscal year 2015/16 is the first year that the County experienced a FRR of less than 10 percent, making this the first noncompliance year. The County understands that penalties may be assessed to Calaveras Transit for fiscal year 2016/17 and subsequent years until the farebox recovery ratio goal is met.

The 2016 Short Range Transit Plan contained recommendations to improve the efficiency of Calaveras Transit. Many of the recommendations will be embodied in a new system of routes and schedules effective April 2017. The new system replaces regular daily service on the lowest performing routes with on-demand service requiring advance reservations. The new system will also enable more meaningful connections to make transit more useful for more people. The changes are anticipated to increase the ridership which will improve the farebox recovery ratio. Net operating costs are already trending downward.

PRIOR YEAR FINDINGS

COMPLIANCE

FINDING 2015-001

Condition: A number of audit adjustments were posted during the 2015 audit because the County did not properly classify revenues and net position did not roll forward because a current year receivable was posted directly to net position.

Cause: Closing procedures did not identify all entries needed to report the Fund's activity in accordance with GAAP.

Current Status: The issue was not resolved during the year. Finding 2016-001 is a continuation of this finding.

CITY OF ANGELS
TRANSPORTATION DEVELOPMENT ACT FUND

Audited Financial Statements
and Compliance Report

June 30, 2016

CITY OF ANGELS
TRANSPORTATION DEVELOPMENT ACT FUND

Audited Financial Statements
and Compliance Report

June 30, 2016 and 2015

Audited Financial Statements

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INDEPENDENT AUDITOR'S REPORT

To the City Council
City of Angels, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Transportation Development Act Fund (the Fund) of the City of Angels (the City), as of and for the years ended June 30, 2016 and 2015, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transportation Development Act Fund of the City of Angels as of June 30, 2016 and 2015, and the changes in financial position thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

To the City Council
City of Angels, California

Emphasis-of-Matter

As discussed in Note B, the financial statements present only the Transportation Development Act Fund of the City of Angels and do not purport to, and do not, present fairly the financial position of the City of Angels as of June 30, 2016 and 2015, the changes in financial position, or where applicable, its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Management has omitted management's discussion and analysis and budgetary comparison information that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Other Reporting Required by the Transportation Development Act

In accordance with the Transportation Development Act, we have also issued our report dated March 27, 2017 on our consideration of the City's compliance with the Transportation Development Act. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. That report is an integral part of an audit performed in accordance with the Transportation Development Act in considering the City's compliance.

Richardson & Company, LLP

March 27, 2017

CITY OF ANGELS
TRANSPORTATION DEVELOPMENT ACT FUND
BALANCE SHEETS

As of June 30, 2016 and 2015

	2016	2015
ASSETS		
Cash and investments		\$ 7,278
Due from other governments	\$ 34,962	
TOTAL ASSETS	\$ 34,962	\$ 7,278
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE		
LIABILITIES		
Due to other funds	\$ 14,822	
TOTAL LIABILITIES	14,822	
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenue	34,962	
TOTAL DEFERRED INFLOWS OF RESOURCES	34,962	
FUND BALANCE		
Restricted for streets and road projects		\$ 7,278
Unassigned	(14,822)	
TOTAL FUND BALANCE (DEFICIT)	(14,822)	7,278
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	\$ 34,962	\$ 7,278

The accompanying notes are an integral part of these financial statements.

CITY OF ANGELS
TRANSPORTATION DEVELOPMENT ACT FUND
STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE

For the Years Ended June 30, 2016 and 2015

	2016	2015
REVENUES		
Local Transportation Funds:		
Streets and roads projects		\$ 12,182
Interest	\$ 19	9
TOTAL REVENUES	19	12,191
EXPENDITURES		
Pedestrian and bicycle projects		4,913
Streets and roads projects	22,119	
TOTAL EXPENDITURES	22,119	4,913
NET CHANGE IN FUND BALANCE	(22,100)	7,278
Fund balance at beginning of year	7,278	
FUND BALANCE (DEFICIT) AT END OF YEAR	\$ (14,822)	\$ 7,278

The accompanying notes are an integral part of these financial statements.

CITY OF ANGELS
TRANSPORTATION DEVELOPMENT ACT FUND
NOTES TO FINANCIAL STATEMENTS

June 30, 2016 and 2015

NOTE A – ORGANIZATION

The City of Angels (the City) receives funds under the provisions of the Transportation Development Act (TDA) from the Calaveras Council of Governments Local Transportation Fund (LTF) under Article 8, Section 99400(a) for local streets and roads and pedestrian and bicycle projects. The funds provided under Article 8 represent amounts available after the determination by the Calaveras Council of Governments (the Council), the transportation planning agency administering TDA funds, of amounts needed to meet the unmet transportation needs of the City. The funds received by the City are accounted for within the City of Angels' Local Transportation Fund, which are reflected in these financial statements of the Transportation Development Act Fund.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation: The financial statements of the Transportation Development Act Fund (the Fund) of the City of Angels have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Reporting Entity: The financial statements are intended to present the financial position and results of operations of only those transactions recorded in the Fund. The Fund is included in the financial statements of the City.

Fund Accounting: The accounts of the City are organized on the basis of funds. A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity.

The City utilizes the special revenue fund type of the governmental fund group to account for the activities of the Fund. Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. A special revenue fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses).

The modified accrual basis of accounting is used by special revenue funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, which is generally 60 days. LTF revenues are recognized when all eligibility requirements have been met. Expenditures are recorded when the related fund liability is incurred.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Short-term Interfund Receivables/Payables: During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables are classified as "due from other funds" and "due to other funds" on the balance sheet. The "due to other funds" at June 30, 2016 represents a cash subsidy from other City funds to eliminate a negative cash balance.

Deferred Inflows of Resources: Deferred inflows of resources in governmental funds arise when a potential revenue source does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred inflows of resources consisted of LTF revenues for which all eligibility requirements had been met at year end, but the amounts were not received from the Council within the 90 day availability period.

CITY OF ANGELS
TRANSPORTATION DEVELOPMENT ACT FUND
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2016 and 2015

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance: Restrictions of fund balance represent amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or through enabling legislation. The restrictions of fund balance are according to the provisions of the Transportation Development Act and the purpose of each restriction is indicated by the account title on the face of the balance sheets.

NOTE C – CASH AND INVESTMENTS

Investment policy: The Fund's investment policy may be found in the notes to City's basic financial statements.

Investment in the City Investment Pool: The Fund's cash is held in the City Treasury. The City maintains an investment pool and allocates interest to the various funds based upon the average cash balances. Investments held in the City's investment pool are available on demand and are stated at cost, which approximates fair value.

Interest rate risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2016 and 2015, the weighted average maturity of the investments contained in the City investment pool was approximately 167 and 269 days, respectively.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The City investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial credit risk: Custodial risk is the risk that the government will not be able to recover its deposits on the value of its investments that are in the possession of an outside party. Custodial credit risk does not apply to a local government's indirect deposits or investment in securities through the use of government investment pools such as the City's investment pool.



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
THE TRANSPORTATION DEVELOPMENT ACT

To the City Council
City of Angels, California

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the Transportation Development Act Fund of the of Angels (the City), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 27, 2017.

Compliance

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests to determine that Transportation Development Act (TDA) funds allocated to and received by the City were expended in conformance with the applicable statutes, rules and regulations of the TDA and Section 6666 of the California Code of Regulations. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under the TDA.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. This report is an integral part of an audit performed in accordance with the TDA in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Company, LLP

March 27, 2017



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>John Gomes, Citizen Member</i>	Board Meeting Date April 5, 2017	Agenda Number 10
Authorizing the Appointment of Melissa Raggio as the Interim Director at the Current Approved Salary Range		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Minute Order PowerPoint Presentation Included? No		

Recommendation:

The Executive Management Committee recommends the appointment of Melissa Raggio to serve as the Interim Director for the Calaveras Council of Governments effective immediately.

Background:

The Executive Director resigned from the Council on March 1, 2017 with a last day of March 31, 2017.

The Executive Director and Executive Management Committee prior to this date have developed a three-month transition plan with critical milestones, agenda items and deadlines identified for Staff through August.

Melissa Raggio serves as the Organization's Administrative Services Officer and has served this organization in varying positions over the past seven (7) years. Ms. Raggio has stated her interest in serving in this capacity for an interim basis.

The function of the Interim Director will be to implement the transition plan, oversee the day to day functions of the organization, maintain communication with the Council and facilitate the recruitment and appointment of an Executive Director.

If approved, Ms Raggio will be considered to be working out of class with the expectation of returning to the position of the Administrative Services Officer upon the appointment of an Executive Director or upon such time that the Council or Ms Raggio deem appropriate. The current rate of pay proposed for the Interim Director is equivalent to the current salary of the Executive Director, \$52.03 per hour. All benefits and employment conditions of the Administrative Services Officer will remain consistent while serving in the Interim Director capacity; the only modification to this out of class assignment is the recommended hourly rate of \$52.03.

Fiscal Impact:

The Organization may experience a slight salary savings by filling the needed responsibilities within existing staff levels. However, with the payout of earned time of past employees, this amount is anticipated to be minimal.



CALAVERAS COUNCIL
of GOVERNMENTS

CALAVERAS COUNTY
STATE OF CALIFORNIA

MINUTE ORDER
April 5, 2017

The Calaveras Council of Governments approves the assignment of Interim Director to Melissa Raggio effective immediately.

The CCOG imparts upon the Interim Director all responsibilities and authority of the position of the Executive Director identified within the Organization's Policies and Procedures and adopted resolutions.

The CCOG recognizes this as a temporary working out of class assignment and upon termination of said assignment, the Interim position will be eliminated and Ms Raggio will return to the position currently held as the Administrative Services Officer at the corresponding rate of pay for years of service held.

The termination of the Interim assignment will take effect upon the appointment of an Executive Director by the Council or earlier as agreed upon by Ms Raggio or CCOG.

All benefits and employment conditions of the Administrative Services Officer will remain consistent for the Interim assignment with the exception of the hourly rate which will increase to \$52.03, the current rate of pay for the Executive Director; until such time that the assignment is terminated.

John Gomes, Chair
Calaveras Council of Governments

ATTEST

Melissa Raggio, Clerk to the Council
Calaveras Council of Governments



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>John Gomes, Citizen Member</i>	Board Meeting Date April 5, 2017	Agenda Number 11
Appointment of a Recruitment Committee Comprised of the Chair, County & City Members to Oversee the Recruitment of the Executive Director		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Action Item PowerPoint Presentation Included? No		

Staff recommends the appointment of a Recruitment Committee.

Background:

Past recruitments conducted by the CCOG have utilized the assistance of a Recruitment Committee comprised of Members representing the Public, City and County seats.

The purpose of the three Member Panel is to:

- Provide direction and support to CCOG Staff
- Review and direct Staff on the development and implementation of the Recruitment Schedule
- Review current Job Description, Salary Schedule, and Recruitment Flyer. Any changes to Job Description or Salary Schedule would require full Council approval
- Review prospective candidates
- Conduct initial interviews
- Update Council with top candidates for full Council interviews
- Negotiate as directed by full Council

Discussion:

Staff would like to turn the item over to the Council for discussion and direction.

Fiscal Impact:

None.



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Interim Director,</i>	Board Meeting Date April 5, 2017	Agenda Number 12
Increasing the Cal Card Credit Card Limit for Interim Director to Limits Consistent with the Executive Director Position		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Minute Order PowerPoint Presentation Included? No		

Recommendation:

Staff recommends the Council approve an increase of \$1,000 to the Cal Card Credit Limit for the Interim Director, an amount consistent with the limit set for the Executive Director in the approved Policies and Procedures Manual

Background:

Upon approval of the appointment of an Interim Director, the above action is requested. The credit card limit for the Executive Director is \$2,000. The current limit for the Administrative Services Officer upon appointment is \$1,000.

Discussion:

Often the Executive Director uses his/her credit card for expenditures, typically training costs for employees that exceed their individual limits.

Fiscal Impact:

None. All expenses identified in the budget and will be implemented accordingly regardless of this authorization.



CALAVERAS COUNCIL
of GOVERNMENTS

CALAVERAS COUNTY
STATE OF CALIFORNIA

MINUTE ORDER
April 5, 2017

A motion was made approving an increase to the credit card limit for the interim Executive Director to \$2,000.

John Gomes, Chair
Calaveras Council of Governments

ATTEST

Melissa Raggio, Clerk to the Council
Calaveras Council of Governments



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Interim Director,</i>	Board Meeting Date April 5, 2017	Agenda Number 13
Authorizing the Executive Director and/or Appointed Designee to Sign, Submit and Execute Applications, Agreements, and Related Documents Necessary to Receive State and Federal Funding		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Resolution PowerPoint Presentation Included? No		

Recommendation:

With approval of Agenda Item No.10, Staff request subsequent approval.

Background:

This is an annual resolution authorized by CCOG. Given recent staff changes, modification is necessary to maintain the functions of the organization in the absence of the Executive Director.

Discussion:

Melissa Raggio is anticipated to be appointed Interim Director and in the absence of an Executive Director, authorized designee.

Fiscal Impact:

Without approval, staff will not be able to engage with outside agencies affecting all funding for the organization.

Calaveras Council of Governments
COUNTY OF CALAVERAS
State of California
April 5, 2017

RESOLUTION NO: FY17-20

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR AND OR DESIGNEE TO SIGN, SUBMIT AND EXECUTE APPLICATIONS, AGREEMENTS AND RELATED DOCUMENTS TO RECEIVE FEDERAL AND STATE FUNDING

WHEREAS, the Congress of the United States has enacted the Federal Transportation Act to fund transportation programs which include, but are not limited to, the State Transportation Improvement Program (STIP); Planning, Programming and Monitoring (PPM); Rural Planning Assistance (RPA); Regional Surface Transportation Program (RSTP); Congestion Mitigation and Air Quality (CMAQ); and various Statewide and Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grants.

WHEREAS, the Legislature of the State of California has enacted legislation to allow certain Federal and State funds be made available for use for transportation projects as well as planning and administration purposes of public entities qualified to act as recipients of these Federal and State funds; and,

WHEREAS, the Calaveras Council of Governments adopts annual Overall Work Programs, Capital Improvement Programs and budgets based upon the receipt of these funds; and

WHEREAS, to receive these funds, various documents including, but not limited to, Master Fund Agreements, Program Supplemental Agreements, Fund Exchange Agreements, applications, forms, funding requests, certifications, plans and agreements must be signed and executed by an authorized individual on behalf of the Calaveras Council of Governments.

NOW, THEREFORE, BE IT RESOLVED that the Calaveras Council of Governments hereby authorizes the Executive Director & or appointed designee in his/her place to sign, submit and execute all applications, agreements and related documents required which may include Master Fund Transfer Agreements, Program Supplement Agreements and Fund Exchange Agreements, to receive Federal and State funding for various transportation programs administered by the Calaveras Council of Governments.

The foregoing Resolution was duly passed and adopted by the Calaveras Council of Governments at a regular meeting thereof, held on 5th day of April 2017, by the following vote:

ATTEST

John Gomes, Chair
Calaveras Council of Governments

Melissa Raggio, Clerk to the
Council
Calaveras Council of Governments



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Interim Director,</i>	Board Meeting Date April 5, 2017	Agenda Number 14
Authorization to the Interim Director to Execute a Letter of Support for the State Route 4 Wagon Trail Federal Lands Grant Program		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Action Item PowerPoint Presentation Included? No		

Recommendation:

Staff seeks approval to submit the application and approval of the attached letter of support authorizing a FLAP submittal.

Background:

The California Federal Lands Access Program (CA FLAP) is a competitive, discretionary program for states, counties, tribes and local governments. The program provides funds for transportation facilities that provide access to, or are located on or adjacent to Federal lands, with emphasis placed on facilities that improve access to high use recreation sites or Federal economic generators. The Federal lands access transportation facility must be owned or maintained by the state, tribe or local government.

Eligible projects include engineering, rehabilitation, restoration, construction, reconstruction, transportation planning, and research of Federal lands access transportation facilities. CA FLAP projects that have been selected and programmed for funding thus far included but are not limited to; Roadway Reconstruction, Pavement Rehabilitation, Bridge Repair and Reconstruction.

Program Requirements:

Projects that may be considered for FLAP funding include:

1. The transportation facilities owned or maintained by the State, or local entity that provide access to, are adjacent to, or are located within Federal lands with an emphasis on high-use recreation sites or federal economic generators. Projects may include engineering, rehabilitation, restoration, construction, reconstruction, transportation planning, and research of the eligible transportation facility.

2. The project applicant must meet the minimum local match requirement, which may include federal agency funds excluding Title 23 or Title 49 funds, with exception of the Federal Lands Transportation Program (FLTP) and Tribal Transportation Program (TTP) both eligible matching federal programs. In California, the minimum local match requirement is 11.47%.

Project Proposal Process:

The Program Decision Committee (PDC) will review, evaluate, and prioritize all eligible Project Proposal submitted and select those to be short-listed using the Project Proposal evaluation criteria developed by the PDC. The PDC will select a balanced program that maximizes funding and addresses critical needs, in consultation with applicable Federal Land Management Agencies.

By submission of a Project Proposal the Applicant is acknowledging to the following requirements:

- a) Proposed projects must be located on a public highway, road, bridge, or trail that is located on, is adjacent to, or provide access to Federal lands for which the facility title or maintenance responsibility is vested with a State, county, city, township, tribal, municipal, or local government.
- b) The applicant must be the facility owner, have maintenance responsibility or must supply a letter from the facility owner/maintenance indicating the Proposal is being submitted on their behalf.
- c) It is the responsibility of the applicant to supply the necessary information to complete the Proposal to the best of their ability. This may include cost estimates, maps, photos, etc.
- d) Project Proposals must be supported by the appropriate Federal Land Management Agency (FLMA), documented by a completed support form or a letter of support.
- e) The California FLAP requires a minimum match requirement is 11.47% of the total project cost. Other Federal (non-title 23 or 49) funds may be used as match. Please note this may require an approval (resolution) of a commitment of funds from the governing agency prior to the Project Proposal deadline.
- f) For all non-State agency applicants, a FLAP resolution has been furnished and includes:
 - a. Certification that consistent and sufficient maintenance of the transportation facility will be provided for a minimum of 20 years, preferably for the life of the facility.
 - b. Commitment letter from the governing body to provide all required matching funds, including toll credits if applicable.
- g) Following review of eligible Proposals submitted, the PDC will select a Short-list of Projects using the Project Selection criteria. If short-listed, the Applicant will enter into a Reimbursable Agreement (RA) for the not-to-exceed amount of \$10,000 within 45 days of notification of selection for CFLHD to complete project scoping efforts to develop an accurate scope, schedule, and budget.
- h) If the PDC and the Applicant agree with the project scope, schedule, and budget the PDC will approve the project for final programming. At this time the RA will be modified to meet the final match requirement for the full project scope, and a Memorandum of Agreement defining that scope as well as roles and responsibilities to be executed within 60 days from approval of funding.

Fiscal Impact:

8.5 Million dollars in Local Regional Transportation Improvement Program funds have been programed for the project. As well as on-going staff support for Project Management. The board has the option of not supporting the program application. CCOG seeks to leverage this funding with an application totaling \$16.7 million.

March 9th, 2017

Federal Lands Access Program
 California Programming Committee
 Central Federal Lands Highway Division
 123000 West Dakota Avenue, Suite 380 B
 Lakewood, CO 80228

To Whom it May Concern,

The Calaveras Council of Governments (CCOG) is pleased to submit to the Federal Lands Access Program (FLAP) a project application for the State Route 4 Wagon Trail Project. CCOG is submitting this letter in support of the Federal Lands Access Program. As the Executive Director of CCOG, I am empowered via Board Resolution to apply for infrastructure grant opportunities and contractually obligate CCOG to funding agreements (Resolution Attached). As per the FLAP application requirements, CCOG would like to address the following considerations:

Maintenance Funding. All improvements proposed as part of this project will be within the State of California (Caltrans) Right of Way. As with all State Routes in California, Caltrans is responsible for maintenance of the facility in perpetuity. Caltrans has noted in their letter of support for this project that they will continue to be responsible for maintenance of the facility.

Commitment of Local Funding. In collaboration with Calaveras County, CCOG has made available \$6.625 Million in local matching funds from Regional Improvement Program (RIP), and the County Road Mitigation Program shares. These funds have been programmed in the State Transportation Improvement Program (STIP) as State Only Funds (SOV) subject to the approval at time of allocation by the California Transportation Commission.

Authority to Enter Into a Reimbursable Agreement. As Executive Director of CCOG, I have been granted discretionary signatory authority to enter into professional service agreements up to \$10,000. Please reference the attached CCOG Board Resolution.

If you or the programming Decisions Committee have any questions regarding any of this information, please feel free to contact me to discuss at (209) 754-2094 or meads@calacog.org.

Regards,

Melissa Raggio, Interim Director

Attachment: letter (1262 : Letter of Support FLAP)



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 15
Approving the FY 2016/17 Operation Budget Amendment No. 2		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Minute Order PowerPoint Presentation Included? No		

Recommendation

Staff recommends the Council approve the FY 2016/17 Operations Budget Amendment No. 2.

Discussion

Staff recommends the Council approve an increase to the Operations Budget for Fiscal Year 2016/17 in the amount of \$15,000. On February 1, 2017 the Council approved the Operation Budget Amendment No. 1 totaling \$548,475 which included the salaries and benefits increases totaling \$11,756 for training and working out of class assignments.

Amendment No. 2 reflects an increase to line item 5001 totaling \$15,000 for the cost of vacation accrual payout.

Fiscal Impact

Operation Budget Amendment No. 2 is reflected in the Overall Work Program Amendment No. 2 Work Element No. 16/17-01.



CALAVERAS COUNCIL
of GOVERNMENTS

CALAVERAS COUNTY
STATE OF CALIFORNIA

MINUTE ORDER
April 5, 2017

A Motion was made approving the Fiscal Year 2016/17 Operating Budget Amendment No. 2 for the Calaveras Council of Governments (as attached).

John Gomes, Chair
Calaveras Council of Governments

ATTEST

Melissa Raggio, Clerk to the Council
Calaveras Council of Governments

Calaveras Council of Governments
FY 2016/17 Amendment No. 2
Operation Budget

Account	Description	Approved Final 2016/17	Approved Amend. No 1 2016/17	Proposed Amend. No. 2 2016/17	Change	Notes
5001	Salary/Wages	\$ 315,941.00	\$ 322,257.25	\$ 337,257.00	\$ 15,000.00	Accrual Payout
5002	Extra Hire/Alt Assignment	\$ 10,000.00	\$ 14,800.00	\$ 14,800.00	-	
5053	Medicare	\$ 4,500.00	\$ 4,830.00	\$ 4,830.00	-	
5055	Health Insurance/Cash in Lieu	\$ 34,550.00	\$ 34,550.00	\$ 34,550.00	-	
5057	Vision	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	-	
5058	Dental	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	-	
5056	Life Insurance	\$ 525.00	\$ 525.00	\$ 525.00	-	
5049	CalPERS/Employer	\$ 28,991.00	\$ 28,991.00	\$ 28,991.00	-	
5051	Social Security- Extra Hire only	\$ 400.00	\$ 500.00	\$ 500.00	-	
5054	Long Term Disability	\$ 1,490.00	\$ 1,600.00	\$ 1,600.00	-	
5061	Deferred Compensation	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00	-	
	Subtotal	\$ 403,197.00	\$ 414,953.25	\$ 429,953.00	\$ 15,000	
5121	Communications	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00		Phone Bill, Internet Connection, Cell Phone
5153	Work Comp Insurance	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		
5159	Unemployment Insurance	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
5160	Liability Insurance	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00		Office Building, Staff, Auto
5182	Maintenance of Equipment -Auto	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		General Upkeep
5183	Maintenance of Equipment - Copy Mach	\$ 1,763.00	\$ 1,763.00	\$ 1,763.00		Copy Machine Lease & Fire Extinguishers
5201	Maintenance of Building and Grounds	\$ 200.00	\$ 200.00	\$ 200.00		Clark Pest Control
5221	Memberships	\$ 5,446.00	\$ 5,600.00	\$ 5,600.00		CalCog, Cal Act, RCTF, CSDA
5241	Office Expense - Supplies	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		
5257	Office Expense - Small Equipment	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		Projector and Ipad
5243	Office Expense - Postage Expense	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
5245	Copy Expense	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		Paper and Ink Cartridges
5271	PS&S- General Admin. Services	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00		Admin. Services See Budget Narrative
5300	Calaveras County Television	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$150 x 10 Meetings
5381	Publications, Legal Notices and Fees	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		Public Outreach/Public Notices
5391	Rents & Leases - Equipment	\$ 3,585.00	\$ 3,585.00	\$ 3,585.00		Copy Machine Lease & Signal Services Alarm
5392	Rents & Leases	\$ 25,450.00	\$ 25,450.00	\$ 25,450.00		Office Space and Mini Storage
5411	Council Stipends	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00		\$350 x 10 Meetings - \$100 x 4=\$400 (EMG)
5422	Training	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		Conferences/Professional Development
5477	Personal Mileage Reimbursement	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00		
5478	Travel - Training/Seminars	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		CTC, Seminars, Conferences
5480	Auto Expense-Gas and Oil	\$ 500.00	\$ 500.00	\$ 500.00		
5501	Utilities	\$ 3,480.00	\$ 3,480.00	\$ 3,480.00		Calaveras Public Power Authority-CPPA
5704	Software	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		Insperty Software
5990	Contingencies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00		
	Total Expenses	\$ 144,124.00	\$ 145,278.00	\$ 145,278.00		
	Total Expenditures	\$ 547,321.00	\$ 560,231.25	\$ 575,231.00	\$ -	
	Revenue Sources					
4412	Rural Planning Assistance (RPA)	\$ 147,000.00	\$ 147,000.00	\$ 151,808.00		RPA Funds Used for Eligible Projects
4479	Planning, Programming and Monitoring	\$ 15,500.00	\$ 15,500.00	\$ 11,900.00		
4521	Regional Surface Transportation (RSTP)	\$ 151,973.00	\$ 156,893.00	\$ 162,777.00		
4719	Local Transportation Funds (LTF)	\$ 232,588.00	\$ 229,082.00	\$ 248,746.00		TDA Administration & Project Management
4505	Mobility Management Grant	\$ -	\$ -	\$ -		
	Total Revenue	\$ 547,061.00	\$ 548,475.00	\$ 575,231.00	\$ -	

Attachment: item 15 (1250 : Operations Budget Amend #2)



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 16
Approving the FY 2016/17 Overall Work Program (OWP) Amendment No. 2		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Minute Order PowerPoint Presentation Included? No		

Background:

None.

Discussion:

The Final OWP was presented and approved by the Council on June 1, 2016. The Overall Work Program (OWP) Amendment No. 1 was approved by the Council on October 5, 2016 totaling \$1,781,693. The proposed Amendment No. 2 totals \$1,636,387. Below is a breakdown of the changes.

Amended Work Elements/Expenditures

16/17-01 Local Transportation Funds (LTF) increased \$26,756 due to Staff training, working out class assignment and vacation accrual payout. As approved February 1, and April 5, 2017. Increase of \$13,938 to contracts for additional staff time outside the scope of work in order to complete CCOG and County financial audits.

16/17-10 Mobility Management Grant (2 years) funds totaling \$186,000 was de-obligated on December 7, 2016.

These Work Elements have been presented to the Executive Management Group (EMG) and the Technical Advisory Committee (TAC) and recommended to the full Council for discussion and consideration. A complete Overall Work Program (OWP) Amendment No. 2 copy is available on the CCOG website at www.calacog.org.

Fiscal Impact:

The Overall Work Program (OWP) is CCOG's work plan for the year. After the Council approves the Overall Work Program (OWP) Amendment No. 2 Staff processes all necessary project contracts, subrecipient's agreements, invoices and executes all administrative documents required by Caltrans.



CALAVERAS COUNCIL
of GOVERNMENTS

CALAVERAS COUNTY
STATE OF CALIFORNIA

MINUTE ORDER
April 5, 2017

A Motion was made approving the Fiscal Year 2016/17 Overall Work Program (OWP) Administrative Amendment (as attached).

John Gomes, Chair
Calaveras Council of Governments

ATTEST

Melissa Raggio, Clerk to the Council
Calaveras Council of Governments

Overall Work Program 2016-2017 Amendment No. 2

Approved: 4/5/2017 Administrative Amendment		RIP 5% FUND (PPM)	Rural Planning Assist (RPA)	Local Transportation Funds LTF	Regional Surface Transportation RSTP	GRANTS & Other	TOTALS							
Remaining RSTP Funding From City of Angels					\$25,000		\$25,							
Carry Over Funds & Project Carry Over Balances		\$28,900	\$32,578	\$79,577	\$108,575	\$441,871	\$691,							
2016-2017 Budget		\$53,000	\$230,000	\$412,684	\$224,202	\$0	\$919,							
BUDGET TOTALS		\$81,900	\$262,578	\$492,261	\$357,777	\$441,871	\$1,636,							
CCOG Core Functions and Operations Budget														
Administration and TDA Administration														
Work Item #		Contract	CCOG	Contract	CCOG	Contract	CCOG	Contract	CCOG	Contract	CCOG	Match	TOTALS	
16-17	1	Transportation Development Act (TDA) Administration												291,
Regional Planning and Project Programming, Monitoring and Support														
16-17	2	Regional Planning and Coordination			45,831				46,306				92,	
16-17	3	Overall Work Program - Development			31,521				30,231				61,	
16-17	4	70,000		24,292				25,000	11,679				130,	
16-17	5		11,900						34,202				46,	
16-17	6	Grant Development						20,000	17,959				37,	
16-17	7	Regional Transportation Plan (RTP) Update		75,000	12,834				10,000				97,	
Economic Development														
16-17	8	Special Studies, Online Data Development and GIS Support		13,000	15,500								28,	
16-17	9	Tri-County UPLAN & Data Development							12,400	53,333			65,	
Multimodal Transportation Planning and Public Outreach														
16-17	10	Mobility Management							12,682				12,	
16-17	11	Transit Planning			13,870	21,830			-				35,	
16-17	12	Active Transportation Outreach and Education Campaign			8,900				16,428				25,	
16-17	13	Active Transportation Program						10,000	10,312				20,	
City and County Projects														
16-17	14	Angels Camp Main Street Plan Grant						15,926				128,325	144,	
16-17	15	Countywide Pavement Management Database Update							100,000				100,	
16-17	16	SR 49 Commercial Gateway Corridor Study Partner Grant						35,223	50,000			70,453	155,	
16-17	17	Transportation Planning Grants Match Funds						100,000					100,	
16-17	18	Wagon Trail PA & ED										189,760	189,	
		\$ 70,000	\$ 11,900	\$ 110,770	\$ 151,808	\$ 243,515	\$ 248,746	\$ 195,000	\$ 162,777	\$ 441,871	\$ -	\$ -	\$	
BUDGET TOTALS		\$81,900		\$262,578		\$492,261		\$357,777		\$441,871			\$1,636,	

Attachment: 16-17 Amend 2 (1264 : Overall Work Program (OWP) Amendment #2)



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Melissa Raggio, Administrative Officer</i>	Board Meeting Date April 5, 2017	Agenda Number 17
Approving the Revised Public Transportation Modernization, Improvement, & Service Enhancement Program Account (PTMISEA) Program Expenditure Plan and Allocation Instructions Totaling \$312,830.56		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Resolution PowerPoint Presentation Included? No		

Recommendation:

Staff recommends the adoption of Resolution No. FY 17-21 approving a Revised Public Transportation Modernization, Improvement, & Service Enhancement Program Account (PTMISEA) Program Expenditure Plan and allocation instructions for reimbursement of PTMISEA funding to the County Public Works Department in the amount of \$312,830.56.

Background:

None

Discussion:

With the voter approval of Proposition 1B, several classifications of funding were established by the California Legislature. One of the funding programs, Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA), provides funds for capital improvements. Assembly Bill (AB) 1072 (effective October 11, 2009) established the PTMISEA funding process. In accordance with AB 1072, PTMISEA recipients are required to submit a Program Expenditure Plan to Caltrans Division of Mass Transportation. The Program Expenditure Plan lists the projects using PTMISEA funds for the life of the transportation bond, FY 2009/10 through FY 2016/17.

As the Regional Transportation Planning Agency, Calaveras Council of Governments (CCOG) is the responsible agency for the PTMISEA Program. The Executive Director serves as the Authorized Agent for PTMISEA Program and the County Public Works Department is the Project Lead responsible for the management of the projects.

On June 1, 2016 CCOG approved a PTMISEA Program Expenditure Plan totaling \$1,600,976. The Proposed Program Expenditure Plan revisions change the total projects programmed to \$1,608,474. Attached is the revised Program Expenditure Plan submitted by County Public Works Department as the project manager. The County

Public Works Department is required to carry forward the plan as submitted for Board of Supervisors approval. Also ratification of the plan is necessary because of changes to programming reported by the County Public Works Department in the Semi-Annual reports due February 15, 2017 and submitted on March 17, 2017. In order to prevent further delay in submittal of already late reports, the CCOG Executive Director approved and now recommends for Board ratification.

CCOG Staff will bring back an Amendment to the Subrecipient Agreement dated April 28, 2015 between the CCOG and the County Public Works Department for CCOG approval. The County will similarly move forward for Board of Supervisors approval.

To date CCOG has received \$1,585,884 in PTMISEA funding. Staff is recommending allocation instructions for the reimbursement totaling \$312,830.56 (see invoice attached).

Fiscal Impact:

Funding is based on state bonds sales.

**Calaveras Council of Governments
COUNTY OF CALAVERAS
State of California
April 5, 2017**

RESOLUTION NO: FY17-21

A RESOLUTION APPROVING A REVISED PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) PROGRAM EXPENDITURE PLAN, AND ALLOCATION INSTRUCTIONS OF PUBLIC TRANSPORTATION, MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) FUNDS FOR REIMBURSEMENT TO THE COUNTY PUBLIC WORKS DEPARTMENT IN THE AMOUNT OF \$312,830.56

WHEREAS, the Calaveras Council of Governments is the designated Regional Transportation Planning Agency for the County of Calaveras; and

WHEREAS, this designation requires approval of a Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA) Program Expenditure Plan by the Calaveras Council of Governments as identified in the PTMISEA Guidelines dated July 2015; and

WHEREAS, the allocation of Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds be established in accordance with the rules and regulations adopted by the State Controller, and

WHEREAS, the Calaveras Council of Governments authorizes the allocation of Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA) in the amount of \$312,830.56 to the Calaveras County Public Works Department as the Transit Operator for reimbursement for work completed on various projects (see attached invoices);

NOW, THEREFORE, BE IT RESOLVED that the Calaveras Council of Governments approves the revised PTMISEA Expenditure Plan and distribution of funds in the amount of \$312,830.56 as available to the Calaveras County Public Works Department, as the Transit Operator.

The foregoing Resolution was duly passed and adopted by the Calaveras Council of Governments at a regular meeting thereof, held on 5th day of April 2017, by the following vote:

ATTEST

John Gomes, Chair
Calaveras Council of Governments

Melissa Raggio, Clerk to the
Council
Calaveras Council of Governments

**Public Transportation Modernization, Improvement, & Service Enhancement Program (PTMISEA)
PTMISEA Program Expenditure Plan Worksheet**

Sponsor Agency: Calaveras Council of Governments (CCOG)
 City/County: Calaveras
 Sponsor Contact: Melissa Eads, Executive Director
 Email: meads@calacog.org
 Phone: (209) 754-2094 ext. 102

Total PTMISEA Appropriation: \$1,614,294.00 (This is the total amount of PTMISEA funding that was listed in the October 30, 2009 letter from the California State Controller, John Chiang.)

Project Name	Project Description	PTMISEA Funds by FY										Other Fund Sources			Total Estimated Project Cost
		Prior	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	Total	Federal	State	Local	
Vehicle Maintenance Lift	Purchase vehicle maintenance lift to accommodate fleet maintenance	\$30,000	\$12,472								\$42,472				\$42,472
Bus Shelters / Benches	Purchase three (3) pre-fabricated bus shelters & benches	\$22,964									\$22,964				\$22,964
Bus Stop Facilities	Design & construction of bus stop improvements	\$89,256									\$89,256				\$89,256
Bus Rehabilitation Project	Engine overhaul		\$12,964								\$12,964				\$12,964
Bus Rehabilitation Project	Engine replacement		\$14,012								\$14,012				\$14,012
Trash/Recycle Receptacles	Purchase of trash/recycle receptacles for major bus stops			\$18,008							\$18,008				\$18,008
Schedule Holders	Purchase & installation of schedule holders at major bus stops			\$5,336							\$5,336				\$5,336
Purchase Buses	Purchase two (2) new buses		\$168,143	\$131,584							\$299,727				\$299,727
Purchase Buses	Purchase two (2) new buses			\$185,689							\$185,689				\$185,689
Purchase Van	Purchase Two Class D Low Floor Mini-vans (\$45,000 each)			\$98,686							\$98,686				\$98,686
Purchase Service Vehicle	Purchase one pickup truck for service calls and shelter maintenance			\$37,302				\$316			\$37,618				\$37,618
Purchase Equipment	Purchase Equipment for shelter and bus maintenance			\$21,934				\$235			\$22,169				\$22,169
Purchase Bus	Match Funds to Purchase Bus for Intercity Route			\$27,130							\$27,130				\$27,130
Purchase Buses	Purchase Three (3) Class C Eldorados			\$297,866				\$2,852			\$300,718				\$300,718
Purchase Raidos	Purchase Radios for Buses			\$32,325							\$32,325				\$32,325
Purchase AVL System	Purchase Bus AVL System	\$49,454		\$19,321				\$681			\$69,456				\$69,456
Bus Stop Improvements	Phase IV Bus Stop Improvement Project			\$23,408				\$306,536			\$329,944	\$3,819			\$333,763
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0
											\$0				\$0

Total Number of Projects:	PTMISEA Funds by FY										Other Fund Sources			Total Estimated Project Cost
	Prior	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	Total	Federal	State	Local	
17	\$191,674	\$207,591	\$898,589	\$0	\$0	\$0	\$310,620	\$0	\$0	\$1,608,474	\$0	\$3,819	\$0	\$1,612,293

Description:
 Each project sponsor shall complete the above table listing each project to be funded with PTMISEA funds. These projects should represent the sponsor's entire share of PTMISEA funds for the life of the Bond.
 The total amount in the blue highlighted cell (below) should equal the project sponsor's total PTMISEA appropriation (above).

Shaded areas are pre calculated. Please do not change the formulas.

Sponsor Agency Signature :		Date: _____
Caltrans Signature :		Date: _____

Calaveras County Public Works

891 Mountain Ranch Road
San Andreas, CA 95249

(209) 754-6402

Invoice

Date	Invoice #
3/8/2017	Svc Trk 003

Bill To
Calaveras Council Of Governments 444 E. St. Charles, Suite A San Andreas, CA 95249



Project

PTMISEA Transit Svc Truck

Hours	Description	Rate	Amount
	Shop Labor to install Service Truck hardware	6,253.85	6,253.85
	Parts: per attached schedule	1,338.82	1,338.82
Total			\$7,592.67

Maintenance truck Project - Unreimbursed Balance as of 10/18/16

<u>Labor Costs</u>		Reference
3/1/16 Browning	108.66	A
3/2/16 Browning	10.87	B
3/29/16 Young	23.19	C
4/29/16 Smith	321.64	1
5/5/16 Kenyon	64.33	2
5/12/16 Smith	85.77	3
5/12/16 Kenyon	85.77	4
5/16/16 Kenyon	578.95	5
5/17/16 Kenyon	385.97	6
5/18/16 Kenyon	364.52	7
5/19/16 Kenyon	514.62	8
5/20/16 Kenyon	557.51	9
5/23/16 Kenyon	557.51	10
5/24/16 Kenyon	171.54	11
5/31/16 Kenyon	21.44	12
6/8/16 Kenyon	107.21	13
6/13/16 Kenyon	235.87	15
6/17/16 Kenyon	64.33	19
6/9/16 Kenyon	343.08	14
6/14/16 Kenyon	343.08	16
6/15/16 Kenyon	192.98	17
6/16/16 Kenyon	192.98	18
6/24/16 Kenyon	171.54	20
7/6/16 Kenyon	64.33	21
7/7/16 Kenyon	214.43	22
7/1/16 Kenyon	21.44	23
7/11/16 Kenyon	107.21	24
7/15/16 Kenyon	257.31	25
7/18/16 Kenyon	85.77	26
<u>Total Labor</u>	6,253.85	

Parts Costs

county logo	19.84	D
hose	30.72	E
clamp	16.59	F
clamp	16.59	G
shrink tube	5.99	H
coupler	9.61	I
Adapter	2.58	J
hose clamp	6.67	K
hose clamp	6.13	L
reducer connector	3.74	M
elbow connector	3.48	N
Elbow	1.08	O
reducer connector	3.91	P
Adapter	8.32	Q
LED Beacon	74.68	R
fire extinguisher	16.01	S
antena kit	19.56	T
VHF rugged	37.10	U
coupler	13.95	V
hydraulic hose	51.20	W
Fire extinguisher decal	3.03	X
fuseholder	3.58	Y
toggle switch	8.24	Z
mini uhf female crimp	7.85	a
radio	122.00	b
tachometer	60.72	c
triangle warning kit	19.86	d
25' extension cord	23.92	e
bulkhead tank	4.56	f
male adapter	5.12	g
5 gal water cooler	44.08	h
wire cooler rack	37.63	i
adapter	5.89	j
tachometer	60.72	k
quick connect plug	4.32	l
exhaust pipe rain cap	13.71	m
wood for side	6.76	n
spray paint	6.91	o
reflective tape	15.48	p
metal work	28.65	q
wheel chock	38.30	r
traffic cones	57.71	s
toggle switch	5.00	t
Washdown pump	201.03	u
Alarm	33.59	v
Misc Hardware	9.97	w

Jbolt	29.77	x
tank strap	132.67	y
<u>Total Parts</u>	<u>1,338.82</u>	
<u>Total Unreimbursed Costs</u>	7,592.67	

Vehicle Repair Order Form
 Calaveras County
 Department of Public Works

Repair Order 010168
 Type Other
 Reason Other
 Date in 03/01/2016
 Date Out 03/23/2016
 Opened by 002806 Culver, Nancy
 Contact
 Phone
 Project

Vehicle No TR0001
 Category 2WD PICKUPS
 Make FORD
 Model/Color F350
 Year 2016
 License No 1492973
 Serial No 1FDRF3G6XGEB97057
 Odometer 215
 Meter Hours
 Budget/Location <none> /TR

MAINT CODES	DESCRIPTION	EMPLOYEE NAME	EST HRS	INSTRUCTIONS / NOTES / WORK PERFORMED
<input type="checkbox"/>				3/1 - NEW VEHICLE INSPECTION 3/29 - PLATES NEED TO BE INSTALLED
<input type="checkbox"/>				WORK: 3/1 - RECEIVED/INSPECTED NEW VEHICLE FROM BVF DELIVERY. PREPARED INFORMATION FOR V&E MASTER IN CAMS. AFFIXED COUNTY LOGOS PER D. MULLEN. (JB)
<input type="checkbox"/>				3/2 - TRANSPORT TO TRANSIT TO STORE UNTIL BOARD APPROVES ALL PURCHASES TO BE INSTALLED ON BED (JB)
<input type="checkbox"/>				3/29 - INSTALLED FRONT AND REAR LICENSE PLATES. (RY)
<input type="checkbox"/>				3/31 - OK TO CLOSE (JB)

LABOR:

Date	Employee Name	Rate	OT Rate	Maint Codes	Reg Hrs	OT Hrs	Labor	Ovr Hd	Equip	Total
03/21/2016	003036 Browning, Joshua	43.46	42.94		2.50	0.00	108.66	0.00	0.00	108.66
03/02/2016	003036 Browning, Joshua	43.46	42.94		0.25	0.00	10.87	0.00	0.00	10.87
03/29/2016	003085 Young, Ryan	30.92	29.97		0.75	0.00	23.19	0.00	0.00	23.19

PARTS:

Date	Type	Item	Description	Vendor	Activity	Qty	Unit Cost	Total Cost	Maint Codes
03/03/2016	STOCK	SA-CALCNTYLOGO	COUNTY LOGO DECAL	SAFE T LITE		2.00	9.9217	19.84	

TOTALS:	Labor	Overhead	Stock	Non-Stock	Tires	Outside	Equip Usage	Misc	TOTAL
	142.72	0.00	19.84	0.00	0.00	0.00	0.00	0.00	162.56
	Labor Hours	Fees	Admin Surchg	Sales Tax					
	3.50	0.00	0.00	0.00					

Run Date: 08/09/2016 07:49:54am
Fiscal Year: 2017
Selection Criteria: See Cover Page
Calaveras County
Department of Public Works
Cost Accounting Management System
Vehicle Repair Order Audit Trail

TR0001 VEHICLE: 2016 / FORD / F150 / 1492973 / FLAT BED - NO RAILS / Date Print: 04/29/2016 / odom: 217 Work Performed: <none>
010390 REPAIR ORDER: Vehicle: TR0001 / Date In: 04/29/2016 / Date Out: 07/18/2016 / Date Print: 04/29/2016 / odom: 217 Work Performed: <none>

Stock	Non-stock	File Charge	Main Code	Sublet	Equipmt	Misc	Part Line Desc	Qty	Part Line Desc	Repair Total
1,313.95	0.00	0.00		0.00	0.00	3.95	MISC	7,430.11		
8082E	ZRD ROSE #6	ITEM DESCRIPTION	MAIN CODE	SUBLET	EQUIPMENT	PARTS DE	LOCATION	QUANTITY	AVG COST	
13A02F6	3/8" NPT X 3/8" CMP FITTING					05/16/2016 Shop Stock Parts	SA	2.00	8.2947	3.1200
13A02F6	3/8" NPT X 3/8" CMP FITTING					05/16/2016 Shop Stock Parts	SA	2.00	8.2947	
26918	SHRINK TUBE - RED					05/18/2016 Shop Stock Parts	SA	1.00	5.9977	
90600	COUPLER					05/18/2016 Shop Stock Parts	SA	2.00	4.8050	
2082-6-45X	ADAPTER					05/18/2016 Shop Stock Parts	SA	1.00	2.5758	
505-1210	HOSE CLAMP - TR0001					05/19/2016 Shop Stock Parts	SA	10.00	0.6665	
505-1206	HOSE CLAMP - TR0001					05/19/2016 Shop Stock Parts	SA	10.00	0.6128	
9910	REDUCER CONNECTOR - TR0001					05/19/2016 Shop Stock Parts	SA	1.00	3.7410	
9924	ELBOW CONNECTOR - TR0001					05/23/2016 Shop Stock Parts	SA	1.00	3.4830	
22729	ELBOW, 90 DEG POLYPROPYLENE - TR0001					05/23/2016 Shop Stock Parts	SA	1.00	1.0750	
9911	REDUCER CONNECTOR - TR0001					05/23/2016 Shop Stock Parts	SA	1.00	3.9130	
2090-6-45X	ADAPTER 5/8 2090-6-95					05/23/2016 Shop Stock Parts	SA	1.00	8.3186	
82C7945A	LED BEACON - 5"					05/24/2016 Shop Stock Parts	SA	1.00	74.6826	
818A	FIRE EXTINGUISHER BRACKET 5LB		07D			05/24/2016 Shop Stock Parts	SA	1.00	16.0060	
Y88	ANTENNA KIT FOR ONLY RADIO					05/24/2016 Shop Stock Parts	SA	1.00	19.5627	
AL50C	VHF RUGGED QTR WAVE ANT W/SPRING					05/24/2016 Shop Stock Parts	SA	1.00	37.1043	
90-650	COUPLER - 52413					05/24/2016 Shop Stock Parts	SA	1.00	13.9535	
608E	RFD ROSE #6					05/24/2016 Shop Stock Parts	SA	10.00	5.1200	
FIREEXT004L	FIRE EXTINGUISHER DECAL					05/24/2016 Shop Stock Other	SA	1.00	3.0314	
28211	FUSEHOLDER					05/24/2016 Shop Stock Parts	SA	1.00	3.5790	
T06139	SWITCH, TOGGLE					05/24/2016 Shop Stock Parts	SA	1.00	9.2400	
2/FW601-1	MINI UHF FEMAL CRIMP - LW195 HCS8					05/24/2016 Shop Stock Parts	SA	1.00	7.8535	
RAD00REPAIRED	RADIO REPAIRED		07C			05/25/2016 Shop Stock Parts	SA	1.00	122.0000	
22AV1	TACHOMETER/HOUR METER - TR0001					05/25/2016 Shop Stock Parts	SA	1.00	60.7200	
1EM2	TRIANGLE MARKING KIT 3 PC					05/23/2016 Shop Stock Parts	SA	1.00	19.8557	
1M0F6	25' EXT CORD - TR0001					05/23/2016 Shop Stock Parts	SA	1.00	23.9200	
1M0K7	BULKHEAD TANK FITTING - TR0001					05/23/2016 Shop Stock Parts	SA	1.00	4.56	
12PK4	ADAPTER, 1" MALE					06/10/2016 Shop Stock Parts	SA	2.00	2.5585	
380829	5 GAL WATER COOLER					06/10/2016 Shop Stock Parts	SA	1.00	44.0750	
42AV7	WIRE COOLER PACK 131.170.013.52413					06/10/2016 Shop Stock Parts	SA	1.00	37.6250	
12PK1	ADAPTER, 1" POLYPROPYLENE					06/10/2016 Shop Stock Parts	SA	1.00	5.8910	
22AV1	TACHOMETER/HOUR METER - TR0001					06/10/2016 Shop Stock Parts	SA	1.00	60.7200	
1M0G9	QUICK CONNECT RING - TR001					06/14/2016 Shop Stock Parts	SA	1.00	4.3200	
35602	SHORT PIPE RAIN CAP - TR0001					06/14/2016 Shop Stock Parts	SA	1.00	13.7100	
20XW0	DOUG FIR - FOR SIDE RAILS					06/16/2016 Shop Stock Parts	SA	1.00	6.7600	
DEL612	GLOSSY BLACK SPRAY PAINT					06/16/2016 Shop Stock Parts	SA	1.00	6.9100	
6M0F5	REFLECTIVE TAPE - 2" RED & WHITE					06/16/2016 Shop Stock Parts	SA	24.00	0.6450	
W52CMETAL	MISC METAL - JOB SPECIFIC					06/23/2016 Shop Stock Parts	SA	1.00	28.6500	

906.95
PLIUM TDRV

Consolidated Check Register

04/01/2016 to 04/28/2016

<u>Check Date</u>	<u>Check</u>	<u>Payee ID</u>	<u>Payee Name</u>	<u>Reference</u>	<u>2nd Ref</u>	<u>Cancel Date</u>	<u>Type Status</u>	<u>Check Amount</u>	<u>Cost</u>
10210020	Transit Capital								
04/08/2016	AP 01016084	W000417	BIG VALLEY FORD LINCOLN	800031716	6572	04/11/2016	CH CX	30,025.18	0.00
								30,025.18	5701
								<u>30,025.18</u>	
								<u>30,025.18</u>	
								<u>30,025.18</u>	
								<u>30,025.18</u>	

AP Group Total:

** Grand Totals**

Attachment: PTMISEA 2 (FY17-21 : PTMISEA)

Calaveras County Public Works

891 Mountain Ranch Road
San Andreas, CA 95249

(209) 754-6402

Invoice

Date	Invoice #
3/8/2017	3 Busses

Bill To
Calaveras Council Of Governments 444 E. St. Charles, Suite A San Andreas, CA 95249



Project

PTMISEA 3 Replacement Busses

Hours	Description	Rate	Amount
	Creative Bus Sales Inv 1518845 : Bus Purchase	101,296.22	101,296.22
	Creative Bus Sales Inv 1518846 : Bus Purchase	98,071.22	98,071.22
	Creative Bus Sales Inv 1518847: Bus Purchase	98,071.22	98,071.22
	Prep 3 Busses for service	3,279.00	3,279.00
<i>DW</i>		Total	\$300,717.66

County of Calaveras

Consolidated Check Register

07/28/2016 to 07/28/2016

<u>Check Date</u>	<u>Check</u>	<u>Pavee ID</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>2nd Ref</u>	<u>Cancel Date</u>	<u>Type</u>	<u>Status</u>	<u>Check Amount</u>	<u>Cost C</u>
10210020	Transit Capital									
07/28/2016	AP 01021827	0038398	CREATIVE BUS SALES INC	1518845	6589	08/01/2016	CHK	CX	101,296.22	0.00 5701
07/28/2016	AP 01021827	0038398	CREATIVE BUS SALES INC	1518846	6589	08/01/2016	CHK	CX	98,071.22	0.00 5701
07/28/2016	AP 01021827	0038398	CREATIVE BUS SALES INC	1518847	6589	08/01/2016	CHK	CX	98,071.22	0.00 5701
									<u>297,438.66</u>	
						AP	Group Total		<u>297,438.66</u>	
							** Grand Totals**		<u>297,438.66</u>	

Prep new buses 70, 71, and 72 for service

(install fire extinguishers, snow chains, restraint pouch, decals, etc.)

Repair Order #	Date in	Bus No.	Charge
010633	07/18/2016	70	\$ 24.30
010647	07/21/2016	71	\$ 253.62
010619	07/12/2016	71	\$ 300.20
010647	07/12/2016	71	\$ 750.49
010652	07/22/2016	72	\$ 234.96
010625	07/15/2016	72	\$ 343.07
010625	07/15/2016	72	\$ 750.50
010618	07/12/2016	70	\$ 192.99
010633	07/19/2016	70	\$ 428.84
			\$ 3,278.97

Vehicle Repair Order Form
 Calaveras County
 Department of Public Works

Priority

Repair Order **010633**
 Type **Other**
 Reason **Other**
 Date In **07/18/2016**
 Date Out **07/19/2016**
 Opened by **002806 Culver, Nancy**
 Contact
 Phone
 Project

Vehicle No **BUS070**
 Category **BUS - PASSENGER**
 Make **FORD**
 Model/Color **E450**
 Year **2016**
 License No **1474492**
 Serial No **1FD4E4FS3GDC49094**
 Odometer **1753**
 Meter Hours
 Budget/Location **<none> /TR**

Maint Codes	Description	Employee Name	Est Hrs	Instructions / Notes / Work Performed
				COMPLETE PREP TO PUT BUS IN SERVICE
				1) DECALS
				2) Q-STRAINT BAGS
				3) INSTALL FIRST AID KIT
				7/19 - STARTED INSTALLING Q-STRAINT STORAGE POUCH (DA)
				7/20 - INSTALLED SECOND Q-STRAINT POUCH, UNSTUCK EMERGENCY WINDOW.
				INSTALLED WC DECAL, FIRE EXTINGUISHER INSIDE DECAL, BRAUN ABILITY DECAL.
				INSTALLED MIC FOR PA SYSTEM AND CLIP. INSTALLED MOBILE VIDEO SURVEILLANCE
				STICKER FRONT AND BACK. (DA)
				7/20 - O.T.C. (TK)

Date	Employee Name	Activity	Reg Hrs	OT Hrs	Rate	OT Rate	Maint Codes	Labor	Eqp	Total
07/19/2016	002514 Arce, Dave		1.00	0.00	85.77	85.77		85.77	0.00	85.77
07/20/2016	002514 Arce, Dave		3.50	0.00	85.77	85.77		300.20	0.00	300.20
07/20/2016	002894 Kenyon, Todd		0.50	0.00	85.78	85.78		42.89	0.00	42.89

Date	Type	Item	Description	Vendor	Qty	Unit Cost	Total Cost	Maint Codes
07/21/2016	STOCK	SA-FIREXTDECAL	FIRE EXTINGUISHER	GRAINGER	1.00	3.0314	3.03	
07/21/2016	STOCK	SA-Q5-8522	W/C RESTRAINT	A-Z BUS SALES	2.00	10.6371	21.27	
								24.30

TOTALS:	Labor	Overhead	Fees	Stock	Admin Surchg	Non-Stock	Tires	Outside	Equip Usage	Misc	TOTAL
	428.86	0.00	0.00	21.27	0.00	0.00	0.00	0.00	0.00	3.03	453.16
	5.00										

Vehicle Repair Order Form
Calaveras County
Department of Public Works

Priority

Repair Order 010647
Type Prv Maint
Reason Maintenance
Date In 07/21/2016
Date Out 07/23/2016
Opened by 002306 Culver, Nancy
Contact
Phone
Project

Vehicle No BUS071
Category BUS - PASSENGER
Make FORD
Model/Color E450
Year 2016
License No 1474493
Serial No 1FDEFE4FSGDC49095
Odometer 1699
Meter Hours
Budget/Location <none> /TR

Maint Codes	Description	Employee Name	Est Hrs	Instructions / Notes / Work Performed
				COMPLETE PREP TO PUT BUS IN SERVICE
				1) DECALS
				2) Q-STRAINT BAGS
				3) PARKING BRAKE RELEASE - C. LAWRENCE SHOWED DAVE A PROBLEM
				WORK:
				7/21 - INSTALLED Q-STRAINT BAGS X 2, W/C STICKERS, MIC CLIPS X 2 AND MIC. TESTED EMERGENCY WINDOWS (DA)
				7/22 - FIX PARKING BRAKE RELEASE. INSTALLED CHAIN BOX WITH STRAP. REPAIR BATTERY TRAY. WAS NOT LOCKING ON ONE SIDE (LEFT). INSTALLED CAT'S EYES. STICKER NEAR REAR WHEEL WELL. (DA)
				7/22 - O.T.C. (TK)

LABOR:

Date	Employee Name	Rate	OT Rate	Rate	OT Hrs	Reg Hrs	OT Hrs	Maint Codes	Activity	Unit Cost	Qty	Total Cost	Maint Codes	Total
07/21/2016	002514 Arce, Dave	85.77	85.77	85.77	0.00	3.50	0.00			10.6371	2.00	21.27		300.20
07/22/2016	002514 Arce, Dave	85.77	85.77	85.77	0.00	5.25	0.00			74.56	1.00	74.56		450.29

PARTS:

Date	Type	Item	Description	Vendor	Unit Cost	Qty	Total Cost	Maint Codes
07/22/2016	STOCK	SA-Q5-8522	W/C RESTRAINT	A-Z BUS SALES	10.6371	2.00	21.27	
07/22/2016	STOCK	SA-2219QC	CHAINS FOR FORD BUS	QUALITY CHAIN CORP	74.56	1.00	74.56	
07/22/2016	STOCK	SA-7304011	BATTERY BOX	CALAVERAS AUTO SUPPLY	10.74	1.00	10.74	
07/22/2016	STOCK	SA-755-2551	CAMBUCKLE 1" X 10'	CALAVERAS AUTO SUPPLY	12.05	1.00	12.05	
07/22/2016	STOCK	SA-6080-BH00	CAT'S EYE DUAL TIRE	WAITING FOR VENDOR NO	67.5000	2.00	135.00	

253.62 ✓
Stock

TOTALS:	Labor	Overhead	Stock	Non-Stock	Outside	Equipment Usage	Misc	TOTAL
	750.49	0.00	253.62	0.00	0.00	0.00	0.00	1004.11
	Labor Hours	Fees	Admin Surchg	Sales Tax				
	8.75	0.00	0.00	0.00				

Vehicle Repair Order Form
 Calaveras County
 Department of Public Works

Priority

Repair Order 010619
 Type Prv Maint
 Reason Maintenance
 Date in 07/12/2016
 Date Out 07/15/2016
 Opened by 002806 Culver, Nancy
 Contact
 Phone
 Project

Vehicle No BUS071
 Category BUS - PASSENGER
 Make FORD
 Model/Color E450
 Year 2016
 License No 1474493
 Serial No 1FDEFE4FSGDC49095
 Odometer 1694
 Meter Hours
 Budget/Location <none> /TR

Maint Codes	Description	Employee Name	Est. Hrs	Instructions / Notes / Work Performed
<input type="checkbox"/>				7/12/16 - NEW BUS RECEIVING INSPECTION
<input type="checkbox"/>				7/15 - DO POST DELIVERY NEW VEHICLE INSPECTION. DELIVER BUS TO TRANSIT YARD. DO WALKAROUND WITH SCOTT. NO DEFECTS NOTED. (TK)
<input type="checkbox"/>				7/15 - EMAIL INSPECTION DOCUMENTS TO DEBORAH (NC)

LABOR:

Date	Employee Name	Activity	Reg Hrs	OT Hrs	Rate	OT Rate	Maint Codes	Labor	Ovr Hd	Equip	Total
07/12/2016	002894 Kenyon, Todd		1.00	0.00	85.77	85.77		85.77	0.00	0.00	85.77
07/15/2016	002894 Kenyon, Todd		2.50	0.00	85.77	85.77		214.43	0.00	0.00	214.43

PARTS:

Date	Type	Item	Description	Vendor	Activity	Qty	Unit Cost	Total Cost	Maint Codes

TOTALS:	Labor	300.20	Overhead	0.00	Stock	0.00	Non-Stock	0.00	Tires	0.00	Outside	0.00	Equip Usage	0.00	Misc	0.00	TOTAL	300.20
	Labor Hours	3.50	Fees	0.00	Admin Surchg	0.00	Sales Tax	0.00										

Vehicle Repair Order Form
 Calaveras County
 Department of Public Works

Priority

Page 1 of 1

Repair Order 010652
 Type Other
 Reason Other
 Date In 07/22/2016
 Date Out 07/26/2016
 Opened by 002806 Culver, Nancy
 Contact
 Phone
 Project

Vehicle No BUS072
 Category BUS - PASSENGER
 Make FORD
 Model/Color E-450
 Year 2016
 License No 1474490
 Serial No 1FDFE4FS2GDC50284
 Odometer 1830
 Meter Hours
 Budget/Location <none> /TR

INSTRUCTIONS:	Maint Codes	Description	Employee Name	Est Hrs	Instructions / Notes / Work Performed
					COMPLETE PREP TO PUT BUS IN SERVICE 1) DECALS 2) Q-STRAINT BAGS 3) CAT'S EYES 7/22 - INSTALLED AUTO TIRE CHAIN STICKER ON VISOR. INSTALLED FIRE EXT STICKER. STARTED INSTALL MIC (DA) 7/25 - FINISHED INSTALLING MIC AND 2ND CLIP. INSTALLED CAT'S EYES. ZIP TIE TIRE CHAIN TOGETHER X 2 SO THEY WONT DRAG ON THE GROUND. HAD TO SHIM UP W/C LIFT ROLL STOP SWITCH. WAS NOT WORKING PROPERLY. WORKING OK NOW. TOOK APART ENTRY DOOR PANEL TO GET PART NUMBER OFF OF MODULE (FOR DAVID @ COLUMBIA COMMUNICATIONS). REASSEMBLED. INSTALLED W/C STICKER IN FRONT TOP OF BUS, RIGHT TOP. REMOVED PARKING BRAKE PANEL AND INSTALLED #10-860

LABOR:

Date	Employee Name	Reg Hrs	OT Hrs	Rate	OT Rate	Maint Codes	Activity	Qty	Unit Cost	Total Cost	Maint Codes	Labor	Ovr Hd	Exp	Total
07/22/2016	002514 Arce, Dave	0.75	0.00	85.77	85.77			1.00	3.0314	3.03		64.33	0.00	0.00	64.33
07/26/2016	002514 Arce, Dave	0.50	0.00	85.78	85.78			2.00	67.5000	135.00		42.89	0.00	0.00	42.89
07/25/2016	002514 Arce, Dave	7.50	0.00	85.77	85.77			2.00	48.4650	96.93		643.28	0.00	0.00	643.28

PARTS:

Date	Type	Item	Description	Vendor	Qty	Unit Cost	Total Cost	Maint Codes
07/23/2016	STOCK	SA-FIREXTDECAL	FIRE EXTINGUISHER	GRAINGER	1.00	3.0314	3.03	
07/26/2016	STOCK	SA-6080-BH00	CAT'S EYE DUAL TIRE	WAITING FOR VENDOR NO	2.00	67.5000	135.00	
07/26/2016	STOCK	SA-Q5-8522	W/C RESTRAINT	A-Z BUS SALES	2.00	48.4650	96.93	

TOTALS:	Labor	750.50	Overhead	0.00	Tires	0.00	Outside	0.00	Equip Usage	0.00	Misc	3.03	TOTAL	985.46
	Labor Hours	8.75	Fees	0.00	Admin Surchg	0.00	Non-Stock	0.00	Sales Tax	0.00				

Vehicle Repair Order Form
Calaveras County
Department of Public Works

Repair Order 010625
Type Prv Maint
Reason Maintenance
Date In 07/15/2016
Date Out 07/15/2016
Opened by 002806 Culver, Nancy
Contact
Phone
Project

Vehicle No BUS072
Category BUS - PASSENGER
Make FORD
Model/Color E-450
Year 2016
License No 1474490
Serial No 1FDFF4FS2GDC50284
Odometer 1818
Meter Hours
Budget/Location <none> /TR

INSTRUCTIONS:

Maint Codes	Description	Employee Name	Est Hrs	Instructions / Notes / Work Performed
				7/14 - RECEIVED NEW BUS. PRELIMINARY INSPECTION (TK) 7/15 - COMPLETE INSPECTION CHECKLIST. TRANSPORT BUS TO TRANSIT YARD. (DJ) 7/15 - EMAILED NEW VEHICLE PAPERWORK (CHECKLIST. DELIVERY DOCS TO DEBORAH (NC)

LABOR:

Date	Employee Name	Activity	Reg Hrs	OT Hrs	Rate	OT Rate	Maint Codes	Labor	Ovr Hd	Exp	Total
07/14/2016	002894 Kenyon, Todd		1.00	0.00	85.77	85.77		85.77	0.00	0.00	85.77
07/15/2016	002780 Johnson, Darren		3.00	0.00	85.77	85.77		257.31	0.00	0.00	257.31

PARTS:

Date	Type	Item	Description	Vendor	Activity	Qty	Unit Cost	Total Cost / Maint Codes

TOTALS:	Labor 343.08	Overhead 0.00	Stock 0.00	Non-Stock 0.00	Tires 0.00	Outside 0.00	Equip Usage 0.00	Misc 0.00	TOTAL 343.08
	Labor Hours 4.00	Fees 0.00	Admin Surchg 0.00	Sales Tax 0.00					

Vehicle Repair Order Form
 Calaveras County
 Department of Public Works

Repair Order 010618
 Type Prv Maint
 Reason Maintenance
 Date In 07/12/2016
 Date Out 07/14/2016
 Opened by 002806 Culver, Nancy
 Contact
 Phone
 Project

Vehicle No BUS070
 Category BUS - PASSENGER
 Make FORD
 Model/Color E450
 Year 2016
 License No 1474492
 Serial No 1FD4E4FSS3GDC49094
 Odometer 1748
 Meter Hours
 Budget/Location <none> /TR

INSTRUCTIONS:

Maint Codes	Description	Employee Name	Est Hrs	Instructions / Notes / Work Performed
<input type="checkbox"/>				7/12/16 - NEW BUS RECEIVING INSPECTION
<input type="checkbox"/>				7/14 - COMPLETE NEW VEHICLE INSPECTION CHECKLIST. NO DEFECTS NOTED. DELIVERED BUS TO TRANSIT YARD. DO WALK AROUND WITH CYNTHIA. NOTED SMALL SCRATCHES BY BATTERY BOX ON RH SIDE. (TK)
<input type="checkbox"/>				7/15 - EMAIL NEW VEHICLE INSPECTION CHECKLIST TO DEBORAH (NC)
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

LABOR:

Date	Employee Name	Activity	Reg Hrs	OT Hrs	Rate	OT Rate	Maint Codes	Labor	Ovr Hd	Eqp	Total
07/12/2016	002514 Arce, Dave		0.50	0.00	85.78	85.78		42.89	0.00	0.00	42.89
07/14/2016	002894 Kenyon, Todd		1.75	0.00	85.77	85.77		150.10	0.00	0.00	150.10

PARTS:

Date	Type	Item	Description	Vendor	Qty	Unit Cost	Total Cost	Maint Codes																																					
<table border="1"> <tr> <td>TOTALS:</td> <td>Labor</td> <td>192.99</td> <td>Overhead</td> <td>0.00</td> <td>Stock</td> <td>0.00</td> <td>Non-Stock</td> <td>0.00</td> <td>Tires</td> <td>0.00</td> <td>Outside</td> <td>0.00</td> <td>Equip Usage</td> <td>0.00</td> <td>Misc</td> <td>0.00</td> <td>TOTAL</td> <td>192.99</td> </tr> <tr> <td></td> <td>Labor Hours</td> <td>2.25</td> <td>Fees</td> <td>0.00</td> <td>Admin Surchg</td> <td>0.00</td> <td>Sales Tax</td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>									TOTALS:	Labor	192.99	Overhead	0.00	Stock	0.00	Non-Stock	0.00	Tires	0.00	Outside	0.00	Equip Usage	0.00	Misc	0.00	TOTAL	192.99		Labor Hours	2.25	Fees	0.00	Admin Surchg	0.00	Sales Tax	0.00									
TOTALS:	Labor	192.99	Overhead	0.00	Stock	0.00	Non-Stock	0.00	Tires	0.00	Outside	0.00	Equip Usage	0.00	Misc	0.00	TOTAL	192.99																											
	Labor Hours	2.25	Fees	0.00	Admin Surchg	0.00	Sales Tax	0.00																																					

Vehicle Repair Order Form
 Calaveras County
 Department of Public Works

Priority

Repair Order Type	010633 Other
Reason	Other
Date In	07/18/2016
Date Out	07/19/2016
Opened by	002806 Culver, Nancy
Contact	
Phone	
Project	

Vehicle No	BUS070
Category	BUS - PASSENGER
Make	FORD
Model/Color	E450
Year	2016
License No	1474492
Serial No	1FD4E4FS3GDC49094
Odometer	1753
Meter Hours	
Budget/Location	<none> /TR

Maint Codes	Description	Employee Name	Est. Hrs	Instructions / Notes / Work Performed
				COMPLETE PREP TO PUT BUS IN SERVICE
				1) DECALS
				2) Q-STRAINT BAGS
				3) INSTALL FIRST AID KIT
				7/19 - STARTED INSTALLING Q-STRAINT STORAGE POUCH (DA)
				7/20 - INSTALLED SECOND Q-STRAINT POUCH, UNSTUCK EMERGENCY WINDOW.
				INSTALLED WC DECAL, FIRE EXTINGUISHER INSIDE DECAL, BRAUN ABILITY DECAL
				INSTALLED MIC FOR PA SYSTEM AND CLIP. INSTALLED MOBILE VIDEO SURVEILLANCE
				STICKER FRONT AND BACK. (DA)
				7/20 - O.T.C. (TK)

LABOR:

Date	Employee Name	Activity	Reg Hrs	OT Hrs	Rate	OT Rate	Maint Codes	Labor	Ovr Hg	Exp	Total
07/19/2016	002514 Arce, Dave		1.00	0.00	85.77	85.77		85.77	0.00	0.00	85.77
07/20/2016	002514 Arce, Dave		3.50	0.00	85.77	85.77		300.20	0.00	0.00	300.20
07/20/2016	002894 Kenyon, Todd		0.50	0.00	85.78	85.78		42.89	0.00	0.00	42.89

PARTS:

Date	Type	Item	Description	Vendor	Activity	Qty	Unit Cost	Total Cost	Maint Codes
07/21/2016	STOCK	SA-FIREEXTDECAL	FIRE EXTINGUISHER	GRAINGER		1.00	3.0314	3.03	
07/21/2016	STOCK	SA-Q5-8522	W/C RESTRAINT	A-Z BUS SALES		2.00	10.6371	21.27	

TOTALS:	Labor	428.86	Overhead	0.00	Stock	21.27	Non-Stock	0.00	Tires	0.00	Outside	0.00	Equip Usage	0.00	Misc	3.03	TOTAL	453.16
	Labor Hours	5.00	Fees	0.00	Admin Surchg	0.00	Sales Tax	0.00										

Invoice

Calaveras County Public Works

891 Mountain Ranch Road
San Andreas, CA 95249

(209) 754-6402

Date	Invoice #
2/16/2017	Phase 4.013

Bill To
Calaveras Council Of Governments 444 E. St. Charles, Suite A San Andreas, CA 95249



Project

PTMISEA Phase 4 Bus Shelters

Hours	Description	Rate	Amount
1	Preliminary Engineering Equipment: 01/13/17 - 01/17/17 49/Murphys Grade Bus Shelter	16.16	16.16
8	Preliminary Engineering Labor: 01/13/17 - 01/17/17 49/Murphys Grade	68.14	545.12
1	Preliminary Engineering Equipment: 01/13/17 - 01/17/17 Mokelumne Hill Bus Shelter	16.16	16.16
8	Preliminary Engineering Labor: 01/13/17 - 01/17/17 Mokelumne Hill Bus Shelter	68.14	545.12
1	Preliminary Engineering Equipment: 01/13/17 - 01/17/17 49/Copello Bus Shelter	16.16	16.16
8	Preliminary Engineering Labor: 01/13/17 - 01/17/17 49/Copello Bus Shelter	68.14	545.12
Total			\$1,683.84

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Run Date: 02/16/2017 11:02:45am
Fiscal Year: 2017
Selection Criteria: See Cover Page

Calaveras County
Department of Public Works
Cost Accounting Management System
Timecard Distribution Multi-Year

Date Employee No Empl Name Reg Hrs O/T Hrs Labor Charge Equip Charge

10210020

9803-CKN BARN

7600 (Act Cd (W/ Divsn)) DIVISION: Roads - Technical

0762 ACTIVITY: PRELIM ENG - New Constr- PS&E

002815 EMPLOYEE NO: Schmidt, John

01/13/2017 002815 Schmidt, John

01/17/2017 002815 Schmidt, John

01/19/2017 002815 Schmidt, John

* 002815 Subtotal

** 0762 Subtotal

*** 7600 Subtotal

0.00	2.00	104.93	8.08
1.00	0.00	47.13	8.08
1.00	0.00	47.13	0.00
2.00	2.00	199.19	16.16
2.00	2.00	199.19	16.16
2.00	2.00	199.19	16.16

9501 (Act Cd (W/ Divsn)) DIVISION: Transit CIP

0761 ACTIVITY: Preliminary Engineering

003170 EMPLOYEE NO: Ellis, Jennifer

01/12/2017 003170 Ellis, Jennifer

01/13/2017 003170 Ellis, Jennifer

* 003170 Subtotal

** 0761 Subtotal

*** 9501 Subtotal

**** 9803-CKN BARN Subtotal

2.00	0.00	115.31	0.00
4.00	0.00	230.62	0.00
6.00	0.00	345.93	0.00
6.00	0.00	345.93	0.00
6.00	0.00	345.93	0.00
8.00	2.00	545.12	16.16

9803-COPELLO

7600 (Act Cd (W/ Divsn)) DIVISION: Roads - Technical

0762 ACTIVITY: PRELIM ENG - New Constr- PS&E

002815 EMPLOYEE NO: Schmidt, John

01/13/2017 002815 Schmidt, John

01/17/2017 002815 Schmidt, John

01/19/2017 002815 Schmidt, John

* 002815 Subtotal

** 0762 Subtotal

*** 7600 Subtotal

0.00	2.00	104.93	8.08
1.00	0.00	47.13	8.08
1.00	0.00	47.13	0.00
2.00	2.00	199.19	16.16
2.00	2.00	199.19	16.16
2.00	2.00	199.19	16.16

9501 (Act Cd (W/ Divsn)) DIVISION: Transit CIP

0761 ACTIVITY: Preliminary Engineering

003170 EMPLOYEE NO: Ellis, Jennifer

01/13/2017 003170 Ellis, Jennifer

* 003170 Subtotal

** 0761 Subtotal

*** 9501 Subtotal

4.00	0.00	230.62	0.00
------	------	--------	------

Run Date: 02/16/2017 11:02:45am
Fiscal Year: 2017
Selection Criteria: See Cover Page

Calaveras County
Department of Public Works
Cost Accounting Management System
Timecard Distribution Multi-Year

Date	Employee No	Empl Name	Reg Hrs	O/T Hrs	Labor Charge	Equip Charge
10210020	9803-COPELLO					
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP				
	0761	ACTIVITY: Preliminary Engineering				
	003170	EMPLOYEE NO: Ellis, Jennifer				
01/17/2017	003170	Ellis, Jennifer	2.00	0.00	115.31	0.00
	* 003170	Subtotal	6.00	0.00	345.93	0.00
	** 0761	Subtotal	6.00	0.00	345.93	0.00
	*** 9501	Subtotal	6.00	0.00	345.93	0.00
	**** 9803-COPELLO	Subtotal	8.00	2.00	545.12	16.16
9803-MOKE HILL	7600 (Act Cd (W/ Divsn))	DIVISION: Roads - Technical				
	0762	ACTIVITY: PRELIM ENG - New Constr- PS&E				
	002815	EMPLOYEE NO: Schmidt, John				
01/13/2017	002815	Schmidt, John	0.00	2.00	104.93	8.08
01/17/2017	002815	Schmidt, John	1.00	0.00	47.13	8.08
01/19/2017	002815	Schmidt, John	1.00	0.00	47.13	0.00
	* 002815	Subtotal	2.00	2.00	199.19	16.16
	** 0762	Subtotal	2.00	2.00	199.19	16.16
	*** 7600	Subtotal	2.00	2.00	199.19	16.16
9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761	ACTIVITY: Preliminary Engineering				
	003170	EMPLOYEE NO: Ellis, Jennifer				
01/17/2017	003170	Ellis, Jennifer	2.00	0.00	115.31	0.00
01/18/2017	003170	Ellis, Jennifer	4.00	0.00	230.62	0.00
	* 003170	Subtotal	6.00	0.00	345.93	0.00
	** 0761	Subtotal	6.00	0.00	345.93	0.00
	*** 9501	Subtotal	6.00	0.00	345.93	0.00
	**** 9803-MOKE HILL	Subtotal	8.00	2.00	545.12	16.16
	***** 10210020	Subtotal	24.00	6.00	1,635.36	48.48
	*****	Grand Total	24.00	6.00	1,635.36	48.48

Calaveras County Public Works

891 Mountain Ranch Road
San Andreas, CA 95249

(209) 754-6402

Invoice

Date	Invoice #
1/17/2017	Phase 4.012

Bill To
Calaveras Council Of Governments 444 E. St. Charles, Suite A San Andreas, CA 95249



Project

PTMISEA Phase 4 Bus Shelters

Hours	Description	Rate	Amount
4	Preliminary Engineering: 12/02/16 - 12/07/16; 49/Murphys Grade Bus Shelter	54.92	219.68
11	Preliminary Engineering: 11/18/16 - 12/20/16; 49/Copello Dr Bus Shelter	54.92	604.12
3	Preliminary Engineering: 11/29/16 - 12/07/16 Courthouse Bus Shelter	54.92	164.76
3	Preliminary Engineering: 12/05/16 - 12/07/16 Moke Hill Bus Shelter	54.92	164.76
13	Preliminary Engineering: 12/07/16 - 12/21/16 Muprhys Playhouse Bus Shelter	54.92	713.96
8.75	Preliminary Engineering: 12/18/16 - 12/08/16 Valley Springs at SR 26 Bus Shelter	54.25257	474.71
Total			\$2,341.99

Calaveras County
Department of Public Works
Cost Accounting Management System
Timecard Distribution Multi-Year

Run Date: 01/17/2017 09:08:50am
Fiscal Year: 2017
Selection Criteria: See Cover Page

Date	Employee No	Empl Name	Reg Hrs	O/T Hrs	Labor Charge	Equip Units	Equip Charge
10210020	9803-CKN BARN						
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761 ACTIVITY: Preliminary Engineering						
	003170 EMPLOYEE NO: Ellis, Jennifer						
	12/02/2016 003170	Ellis, Jennifer	3.00	0.00	164.76	0.00	0.00
	12/07/2016 003170	Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	* 003170 Subtotal		4.00	0.00	219.68	0.00	0.00
	** 0761 Subtotal		4.00	0.00	219.68	0.00	0.00
	*** 9501 Subtotal		4.00	0.00	219.68	0.00	0.00
	**** 9803-CKN BARN Subtotal		4.00	0.00	219.68	0.00	0.00

9803-COPELLO	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761 ACTIVITY: Preliminary Engineering						
	003170 EMPLOYEE NO: Ellis, Jennifer						
	11/18/2016 003170	Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
	11/29/2016 003170	Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	12/05/2016 003170	Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
	12/08/2016 003170	Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
	12/19/2016 003170	Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
	12/20/2016 003170	Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
	* 003170 Subtotal		11.00	0.00	604.12	0.00	0.00
	** 0761 Subtotal		11.00	0.00	604.12	0.00	0.00
	*** 9501 Subtotal		11.00	0.00	604.12	0.00	0.00
	**** 9803-COPELLO Subtotal		11.00	0.00	604.12	0.00	0.00

9803-COURTHOUSE	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761 ACTIVITY: Preliminary Engineering						
	003170 EMPLOYEE NO: Ellis, Jennifer						
	11/29/2016 003170	Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	12/05/2016 003170	Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	12/07/2016 003170	Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	* 003170 Subtotal		3.00	0.00	164.76	0.00	0.00
	** 0761 Subtotal		3.00	0.00	164.76	0.00	0.00
	*** 9501 Subtotal		3.00	0.00	164.76	0.00	0.00
	**** 9803-COURTHOUSE Subtotal		3.00	0.00	164.76	0.00	0.00

9803-MOKE HILL	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761 ACTIVITY: Preliminary Engineering						
	003170 EMPLOYEE NO: Ellis, Jennifer						
	12/05/2016 003170	Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00

Attachment: PTMISEA 2 (FY17-21 : PTMISEA)

Run Date: 01/17/2017 09:08:50am
Fiscal Year: 2017
Selection Criteria: See Cover Page

Calaveras County
Department of Public Works
Cost Accounting Management System
Timecard Distribution Multi-Year

Page 2
By: MOJ

Date	Employee No	Empl Name	Reg Hrs	O/T Hrs	Labor Charge	Equip Units	Equip Charge
10210020							
	9803-MOKE HILL						
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761	ACTIVITY: Preliminary Engineering					
	003170	EMPLOYEE NO: Ellis, Jennifer					
	12/07/2016	003170 Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
		* 003170 Subtotal			164.76	0.00	0.00
		** 0761 Subtotal			164.76	0.00	0.00
		*** 9501 Subtotal			164.76	0.00	0.00
		**** 9803-MOKE HILL Subtotal			164.76	0.00	0.00
	9803-MRPY PLAY						
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761	ACTIVITY: Preliminary Engineering					
	003170	EMPLOYEE NO: Ellis, Jennifer					
	12/07/2016	003170 Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	12/08/2016	003170 Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	12/09/2016	003170 Ellis, Jennifer	6.00	0.00	329.52	0.00	0.00
	12/20/2016	003170 Ellis, Jennifer	3.00	0.00	164.76	0.00	0.00
	12/21/2016	003170 Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
		* 003170 Subtotal			713.96	0.00	0.00
		** 0761 Subtotal			713.96	0.00	0.00
		*** 9501 Subtotal			713.96	0.00	0.00
		**** 9803-MRPY PLAY Subtotal			713.96	0.00	0.00
	9803-VSP/SR26						
	9500 (Act Cd (W/ Divsn))	DIVISION: Transit					
	0131	ACTIVITY: MEETINGS					
	002815	EMPLOYEE NO: Schmidt, John					
	12/08/2016	002815 Schmidt, John	0.75	0.00	35.35	0.00	0.00
		* 002815 Subtotal			35.35	0.00	0.00
		** 0131 Subtotal			35.35	0.00	0.00
		*** 9500 Subtotal			35.35	0.00	0.00
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761	ACTIVITY: Preliminary Engineering					
	003170	EMPLOYEE NO: Ellis, Jennifer					
	11/18/2016	003170 Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
	11/29/2016	003170 Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	12/06/2016	003170 Ellis, Jennifer	1.00	0.00	54.92	0.00	0.00
	12/07/2016	003170 Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00

Run Date: 01/17/2017 09:08:50am
Fiscal Year: 2017
Selection Criteria: See Cover Page

Calaveras County
Department of Public Works
Cost Accounting Management System
Timecard Distribution Multi-Year

Page 3
By: MOJ

<u>Date</u>	<u>Employee No</u>	<u>Empl Name</u>	<u>Reg Hrs</u>	<u>O/T Hrs</u>	<u>Labor Charge</u>	<u>Equip Units</u>	<u>Equip Charge</u>
10210020	9803-VSP/SR26						
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP					
	0761	ACTIVITY: Preliminary Engineering					
	003170	EMPLOYEE NO: Ellis, Jennifer					
	12/08/2016	003170 Ellis, Jennifer	2.00	0.00	109.84	0.00	0.00
		* 003170 Subtotal	8.00	0.00	439.36	0.00	0.00
		** 0761 Subtotal	8.00	0.00	439.36	0.00	0.00
		*** 9501 Subtotal	8.00	0.00	439.36	0.00	0.00
		**** 9803-VSP/SR26 Subtotal	8.75	0.00	474.71	0.00	0.00
		***** 10210020 Subtotal	42.75	0.00	2,341.99	0.00	0.00
		***** Grand Total	42.75	0.00	2,341.99	0.00	0.00

*** END OF REPORT ***

Calaveras County Public Works

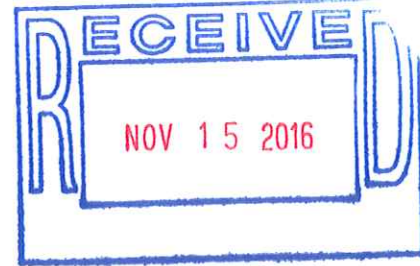
891 Mountain Ranch Road
San Andreas, CA 95249

(209) 754-6402

Invoice

Date	Invoice #
11/9/2016	Phase 4.010

Bill To
Calaveras Council Of Governments 444 E. St. Charles, Suite A San Andreas, CA 95249



Project

PTMISEA Phase 4 Bus Shelters

Hours	Description	Rate	Amount
2	Preliminary Engineering: 09/23/16 - 09/28/16 Valley Springs @ SR 26 Bus Shelter	59.76	119.52
0.5	Preliminary Engineering: 09/26/16 Murphys Playhouse Bus Shelter	65.20	32.60
0.5	Preliminary Engineering: 09/26/16 Moke Hill Bus Shelter	65.20	32.60
1.5	Preliminary Engineering: 09/26/16 - 09/30/16 Courthouse Bus Shelter	61.57333	92.36
2.5	Preliminary Engineering: 09/23/16 - 09/28/16 49 @ Copello Bus Shelter	60.848	152.12
0.5	Preliminary Engineering: 09/26/16 49 @ Murphys Grade Bus Shelter	65.20	32.60
0.5	Preliminary Engineering: 09/26/16 Baldwin Bus Shelter	65.20	32.60
Total			\$494.40

Run Date: 11/09/2016 12:54:22pm Calaveras County Page 1
 Fiscal Year: 2017 Department of Public Works By: MOJ
 Selection Criteria: See Cover Page Cost Accounting Management System
 Timecard Distribution Multi-Year

Date	Employee No	Empl Name	Reg Hrs	O/T Hrs	Labor Charge
10210020					
	9803-BALDWIN				
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP			
	0761	ACTIVITY: Preliminary Engineering			
	000685	EMPLOYEE NO: Mullen, Deborah			
	09/26/2016	Mullen, Deborah	0.50	0.00	32.60
		* 000685 Subtotal	0.50	0.00	32.60
		** 0761 Subtotal	0.50	0.00	32.60
		*** 9501 Subtotal	0.50	0.00	32.60
		**** 9803-BALDWIN Subtotal	0.50	0.00	32.60
	9803-CKN BARN				
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP			
	0761	ACTIVITY: Preliminary Engineering			
	000685	EMPLOYEE NO: Mullen, Deborah			
	09/26/2016	Mullen, Deborah	0.50	0.00	32.60
		* 000685 Subtotal	0.50	0.00	32.60
		** 0761 Subtotal	0.50	0.00	32.60
		*** 9501 Subtotal	0.50	0.00	32.60
		**** 9803-CKN BARN Subtotal	0.50	0.00	32.60
	9803-COPELLO				
	9501 (Act Cd (W/ Divsn))	DIVISION: Transit CIP			
	0761	ACTIVITY: Preliminary Engineering			
	000685	EMPLOYEE NO: Mullen, Deborah			
	09/26/2016	Mullen, Deborah	0.50	0.00	32.60
		* 000685 Subtotal	0.50	0.00	32.60
	003170	EMPLOYEE NO: Ellis, Jennifer			
	09/23/2016	Ellis, Jennifer	1.00	0.00	59.76
	09/28/2016	Ellis, Jennifer	1.00	0.00	59.76
		* 003170 Subtotal	2.00	0.00	119.52
		** 0761 Subtotal	2.50	0.00	152.12
		*** 9501 Subtotal	2.50	0.00	152.12
		**** 9803-COPELLO Subtotal	2.50	0.00	152.12

Run Date: 11/09/2016 12:54:22pm
 Fiscal Year: 2017
 Selection Criteria: See Cover Page

Calaveras County
 Department of Public Works
 Cost Accounting Management System
 Timecard Distribution Multi-Year

Date	Employee No	Empl Name	Reg Hrs	O/T Hrs	Labor Charge
10210020					
9803-COURTHOUSE					
9501	(Act Cd (W/ Divsn))	DIVISION: Transit CIP			
0761	ACTIVITY: Preliminary Engineering				
000685	EMPLOYEE NO: Mullen, Deborah				
09/26/2016	000685	Mullen, Deborah	0.50	0.00	32.60
	* 000685 Subtotal		0.50	0.00	32.60
09/30/2016	003170	EMPLOYEE NO: Ellis, Jennifer	1.00	0.00	59.76
	003170	Ellis, Jennifer	1.00	0.00	59.76
	** 0761 Subtotal		1.50	0.00	92.36
	*** 9501 Subtotal		1.50	0.00	92.36
	**** 9803-COURTHOUSE Subtotal		1.50	0.00	92.36
9803-MOKE HILL					
9501	(Act Cd (W/ Divsn))	DIVISION: Transit CIP			
0761	ACTIVITY: Preliminary Engineering				
000685	EMPLOYEE NO: Mullen, Deborah				
09/26/2016	000685	Mullen, Deborah	0.50	0.00	32.60
	* 000685 Subtotal		0.50	0.00	32.60
	** 0761 Subtotal		0.50	0.00	32.60
	*** 9501 Subtotal		0.50	0.00	32.60
	**** 9803-MOKE HILL Subtotal		0.50	0.00	32.60
9803-MRPHY PLAY					
9501	(Act Cd (W/ Divsn))	DIVISION: Transit CIP			
0761	ACTIVITY: Preliminary Engineering				
000685	EMPLOYEE NO: Mullen, Deborah				
09/26/2016	000685	Mullen, Deborah	0.50	0.00	32.60
	* 000685 Subtotal		0.50	0.00	32.60
	** 0761 Subtotal		0.50	0.00	32.60
	*** 9501 Subtotal		0.50	0.00	32.60
	**** 9803-MRPHY PLAY Subtotal		0.50	0.00	32.60
9803-VSP/SR26					
9501	(Act Cd (W/ Divsn))	DIVISION: Transit CIP			
0761	ACTIVITY: Preliminary Engineering				
003170	EMPLOYEE NO: Ellis, Jennifer				
09/23/2016	003170	Ellis, Jennifer	1.00	0.00	59.76

Run Date: 11/09/2016 12:54:22pm
Fiscal Year: 2017
Selection Criteria: See Cover Page

Calaveras County
Department of Public Works
Cost Accounting Management System
Timecard Distribution Multi-Year

Date	Employee No	Empl Name	Reg Hrs	O/T Hrs	Labor Charge
10210020					
9803-VSP/SR26					
9501 (Act Cd (W/ Divsn))		DIVISION: Transit CIP			
0761		ACTIVITY: Preliminary Engineering			
003170		EMPLOYEE NO: Ellis, Jennifer			
09/28/2016	003170	Ellis, Jennifer	1.00	0.00	59.76
	* 003170 Subtotal		2.00	0.00	119.52
	** 0761 Subtotal		2.00	0.00	119.52
	*** 9501 Subtotal		2.00	0.00	119.52
	**** 9803-VSP/SR26 Subtotal		2.00	0.00	119.52
	***** 10210020 Subtotal		8.00	0.00	494.40
	***** Grand Total		8.00	0.00	494.40

*** END OF REPORT ***

DEPARTMENT OF

PUBLIC WORKS CALAVERAS COUNTY



SERVICES
 Transit
 Land Division
 Roads and Bridges
 Transportation Planning
 Integrated Waste Management
 Grading, Drainage and Erosion Control

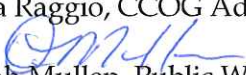
Jeff Crovitz, P.E., Director

March 16, 2017

MEMORANDUM



TO: Melissa Eads, CCOG Executive Director
 Melissa Raggio, CCOG Administrative Services Officer

FROM: 
 Deborah Mullen, Public Works Analyst/Transit Manager

SUBJECT: PTMISEA Final and Semi-Annual Reports as of Dec. 31, 2016

Please find enclosed for your review and signature the following PTMISEA documents, which have been revised in accordance with your direction yesterday:

- CAPs and Final Reports for three projects: Purchase 3 buses, Purchase Equipment, and Purchase Service Vehicle;
- CAP and Semi-Annual Report for Bus Stop Improvements;
- Semi-Annual Report for Purchase AVL;
- PTMISEA interest statement (quarters ending 6-30-16, 9-30-16, and 12-31-16, totaling \$3,810)
- Revised Program Expenditure Plan Worksheet. The adjusted project amounts are reflected in this table.

Please let us know if you have questions.

cc by email: Stefanie Acton, PTMISEA





Effective(09/08)


**Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA)
Project Description and Allocation Request
Corrective Action Plan**

Fiscal Year :
PTMISEA Cycle : 1
Project Sponsor : Calaveras Council of Governments
Contributing PTMISEA Sponsor : N/A
Project Name : Purchase Equipment

		Original	Revised
Project Description		Purchase equipment for shelter and bus maintenance: hot water pressure washer and vacuum filtration system, diagnostic tools, air compressor/generator.	Purchase equipment for shelter and bus maintenance: hot water pressure washer and vacuum filtration system, diagnostic tools, air compressor/generator
Funding			
	99313 :	\$23,735	\$22,169
	99314 :		
	PTMISEA Interest :	\$115	
	Other Funds :		
	Federal		
	State :		
	Local :		
	Total :	\$23,850	\$22,169
Schedule Date			
	Begin Environmental :		
	End Environmental :		
	Begin Design :		
	End Design :		
	Begin Right of Way :		
	End Right of Way :		
	Begin Construction :		
	End Construction :		
	Begin Vehicle/Equipment Order :	07/08/2015	12/22/2015
	End Vehicle/Equipment Order :	11/23/2015	07/12/2016
	Begin Closeout Phase :	02/15/2016	10/27/2016
	End Closeout Phase :	04/15/2016	02/24/2017
Justification for Change :	Project was completed for \$22,169. Of the \$1566 balance, \$159 will be moved to Purchase 3 Buses and \$1,407 will be moved to Service Truck. Interest will be moved to a future project.		


Signature(s)

Sponsor Recipient



Contributing PTMISEA Sponsor

Date



Date

Note: The same authority that signed the Allocation Request must sign here.



Effective(02/12)

Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA)

Final Project Report

Per G.C. 8879.50 (f)(2) "Within six months of the project becoming operable the recipient agency shall provide a report to the administrative agency . . ." Please provide the following information:

Fiscal Year : 10/11
 PTMISEA Cycle : 1
 Project Sponsor : Calaveras Council of Governments
 Contributing PTMISEA Sponsor : N/A
 Project Name : Purchase Equipment

Project Scope

Funding

Total Project Cost

Schedule Date

**Performance Outcomes
 Description/Improvement
 Percentages**

	Original Application	Final Project
	Purchase equipment for maintenance, including hot water pressure washer and vacuum filtration system, diagnostic tools, air compressor/ generator.	Purchase equipment for maintenance, including hot water pressure washer and vacuum filtration system, diagnostic tools, air compressor/ generator.
	Original Approved Project Cost	Final Project Cost
99313 :	\$22,169	\$22,169
99314 :		
PTMISEA Interest :		
Other Funds		
Federal :		
State :		
Local :		
	\$22,169	\$22,169
	Original Project Schedule	Final Project Schedule
Begin Environmental :		
End Environmental :		
Begin Design :		
End Design :		
Begin Right of Way :		
End Right of Way :		
Begin Construction :		
End Construction :		
Begin Vehicle/Equipment Order :	12/22/15	12/1/15
End Vehicle/Equipment Order :	7/12/16	4/8/16
Begin Closeout Phase :	10/27/16	9/23/16
End Closeout Phase :	2/24/17	2/24/17
	Anticipated Performance Outcome	Actual Performance Outcome
	Increase Ridership by 0.5%	Increased Ridership by 0%
		Reduced Oper/Maint Cost by 2%
		Reduced Emissions by %
		Increased System Reliability by %

Signature:

[Handwritten Signature]

Name and Title

[Handwritten Date]

Date

Please include verification of the project completed as scoped by providing evidence of completion such as a photo and/or invoice of acquisition.

Note: The same authority that signed the Allocation Request or is designated on the Authorized Agent form must sign here.

DEPARTMENT OF

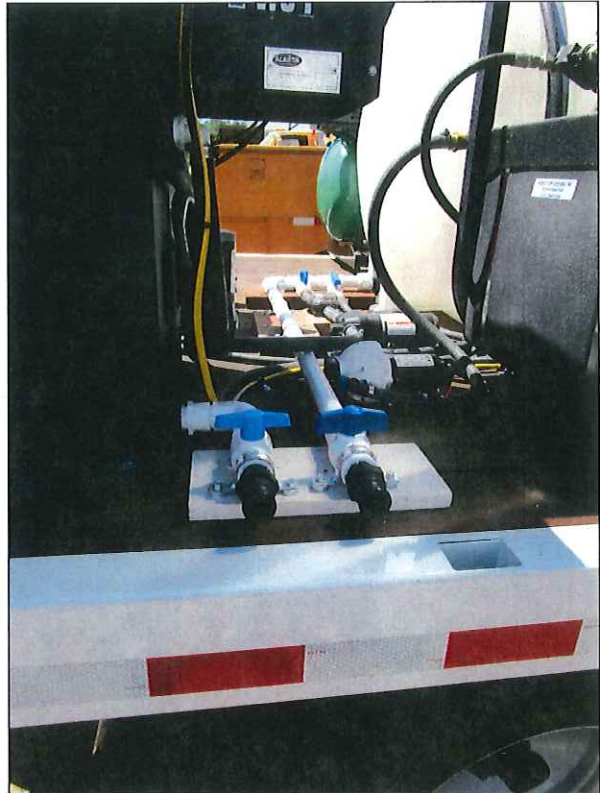
PUBLIC WORKS CALAVERAS COUNTY



SERVICES
 Transit
 Land Division
 Roads and Bridges
 Transportation Planning
 Integrated Waste Management
 Grading, Drainage and Erosion Control

Jeff Crovitz, P.E., Director

PTMISEA 10/11 Purchase Equipment Project Final



Consolidated Check Register

02/01/2016 to 06/30/2016

<u>Check Date</u>	<u>Check</u>	<u>Payee ID</u>	<u>Payee Name</u>	<u>Reference</u>	<u>2nd Ref</u>	<u>Cancel Date</u>	<u>Type</u>	<u>Status</u>	<u>Check Amount</u>	<u>Cost</u>
10210010	Transit Services									
02/24/2016	AP 01014015	W005914	SNAP-ON INDUSTRIAL	27578540		02/29/2016	CHK	CX	295.36	0.00
02/24/2016	AP 01014015	W005914	SNAP-ON INDUSTRIAL	27727789		02/29/2016	CHK	CX	1,964.96	0.00
									<u>2,260.32</u>	
						AP	Group Total		<u>2,260.32</u>	
10210020	Transit Capital									
04/08/2016	AP 01016087	W005914	SNAP-ON INDUSTRIAL	27578993		04/14/2016	CHK	CX	1,213.12	0.00
									<u>1,213.12</u>	
						AP	Group Total		<u>1,213.12</u>	
						** Grand Totals**			<u>3,473.44</u>	

Attachment: PTMISEA 3 (FY17-21 : PTMISEA)

County of Calaveras

Consolidated Check Register

02/24/2016 to 02/24/2016

Check Date	Check	Payee ID	Payee Name	Reference	2nd Ref	Cancel Date	Type	Status	Check Amount	Cost
10210010	Transit Services									
02/24/2016	AP 01014012	0038398	CREATIVE BUS SALES INC	8014057	BPO	02/29/2016	CHK	CX	2,150.00	0.00
									2,150.00	5499
									<u>2,150.00</u>	
									<u>2,150.00</u>	
									<u>2,150.00</u>	
									<u>2,150.00</u>	

** Grand Totals**

Attachment: PTMISEA 3 (FY17-21 : PTMISEA)

Consolidated Check Register

12/01/2015 to 06/30/2016

<u>Check Date</u>	<u>Check</u>	<u>Payee ID</u>	<u>Payee Name</u>	<u>Reference</u>	<u>2nd Ref</u>	<u>Cancel Date</u>	<u>Type</u>	<u>Status</u>	<u>Check Amount</u>	<u>Cost</u>
10210010	Transit Services									
02/24/2016	AP 01014014	0004150	GRAINGER	9913421583	BPO	02/29/2016	CHK	CX	2,616.20	0.00
02/24/2016	AP 01014014	0004150	GRAINGER	9913421591	BPO	02/29/2016	CHK	CX	200.05	0.00
									<u>2,816.25</u>	
						AP	Group Total		<u>2,816.25</u>	
						** Grand Totals**			<u>2,816.25</u>	

Consolidated Check Register

02/01/2016 to 06/30/2016

<u>Check Date</u>	<u>Check</u>	<u>Pavee ID</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>2nd Ref</u>	<u>Cancel Date</u>	<u>Type</u>	<u>Status</u>	<u>Check Amount</u>	<u>Cost</u>
10210020	Transit Capital									
04/08/2016	AP 01016086	W007433	DITKOF ENTERPRISES INC	37416		04/15/2016	CHK	CX	7,605.63	0.00
04/08/2016	AP 01016086	W007433	DITKOF ENTERPRISES INC	37479		04/15/2016	CHK	CX	4,837.50	0.00
									<u>12,443.13</u>	
						AP	Group Total		12,443.13	
						** Grand Totals**			12,443.13	

Consolidated Check Register

04/01/2016 to 04/10/2016

<u>Check Date</u>	<u>Check</u>	<u>Pavee ID</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>2nd Ref</u>	<u>Cancel Date</u>	<u>Type</u>	<u>Status</u>	<u>Check Amount</u>	<u>Cost</u>
10210020	Transit Capital									
04/08/2016	AP 01016085	0038156	BIG W SALES	0583791		04/12/2016	CHK	CX	374.15	0.00
									374.15	5701
									<u>374.15</u>	
									<u>374.15</u>	
									<u>374.15</u>	
									<u>374.15</u>	

AP Group Total

** Grand Totals**



Effective(09/08)


**Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA)
Project Description and Allocation Request
Corrective Action Plan**

Fiscal Year :
PTMISEA Cycle : 1
Project Sponsor : Calaveras Council of Governments
Contributing PTMISEA Sponsor : N/A
Project Name : Purchase Service Vehicle

		Original	Revised
Project Description		Purchase a pickup truck (2015 Ford F350 Dual Rear Wheel 6.21, gas, 10-foot flatbed) for minor on-call bus and shelter maintenance	Purchase a pickup truck (2015 Ford F350 Dual Rear Wheel 6.21, gas, 10-foot flatbed) for minor on-call bus and shelter maintenance
Funding			
	99313 :	\$32,000	\$37,618
	99314 :		
	PTMISEA Interest :	\$155	
	Other Funds :		
	Federal :		
	State :		
	Local :		
	Total :	\$32,155	\$37,618
Schedule Date			
	Begin Environmental :		
	End Environmental :		
	Begin Design :		
	End Design :		
	Begin Right of Way :		
	End Right of Way :		
	Begin Construction :		
	End Construction :		
	Begin Vehicle/Equipment Order :	12/03/2015	12/03/2015
	End Vehicle/Equipment Order :	03/04/2016	03/04/2016
	Begin Closeout Phase :	09/01/2015	04/08/2016
	End Closeout Phase :	09/23/2016	07/02/2017
Justification for Change :	\$1,407 has been moved to this project from Purchase Equipment and \$4,211 from Bus Stop Improvements. The truck has been fitted with the pressure washer and other tools, but the total amount exceeded the allocation. Interest will be moved to a future project.		


Signature(s)

Sponsor Recipient



Contributing PTMISEA Sponsor

Date



Date

Note: The same authority that signed the Allocation Request must sign here.



Effective(02/12)

Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA)

Final Project Report

Per G.C. 8879.50 (f)(2) "Within six months of the project becoming operable the recipient agency shall provide a report to the administrative agency . . ." Please provide the following information:

Fiscal Year : 10/11
 PTMISEA Cycle : 1
 Project Sponsor : Calaveras Council of Governments
 Contributing PTMISEA Sponsor : N/A
 Project Name : Purchase Service Vehicle

	Original Application	Final Project
Project Scope	Purchase a pickup truck (2015 Ford F350 Dual Rear Wheel 6.21, gas, 10-foot flatbed) for minor on-call bus and shelter maintenance	Purchase a pickup truck (2015 Ford F350 Dual Rear Wheel 6.21, gas, 10-foot flatbed) for minor on-call bus and shelter maintenance
Funding	Original Approved Project Cost	Final Project Cost
99313 :	\$37,618	\$37,618
99314 :		
PTMISEA Interest :		
Other Funds		
Federal :		
State :		
Local :		
Total Project Cost :	\$37,618	\$37,618
Schedule Date	Original Project Schedule	Final Project Schedule
Begin Environmental :		
End Environmental :		
Begin Design :		
End Design :		
Begin Right of Way :		
End Right of Way :		
Begin Construction :		
End Construction :		
Begin Vehicle/Equipment Order :	12/3/15	12/3/15
End Vehicle/Equipment Order :	3/4/16	3/4/16
Begin Closeout Phase :	9/1/16	4/8/16
End Closeout Phase :	9/23/16	2/28/17
Performance Outcomes	Anticipated Performance Outcome	Actual Performance Outcome
Description/Improvement Percentages		
	Increase Ridership by 0.5%	Increased Ridership by 0%
		Reduced Oper/Maint Cost by 2%
		Reduced Emissions by %
		Increased System Reliability by %

Signature:

MBC Executive Director

Name and Title

3/21/17

Date

Please include verification of the project completed as scoped by providing evidence of completion such as a photo and/or invoice of acquisition.

Note: The same authority that signed the Allocation Request or is designated on the Authorized Agent form must sign here.

DEPARTMENT OF

PUBLIC WORKS CALAVERAS COUNTY



- SERVICES**
- Transit
 - Land Division
 - Roads and Bridges
 - Transportation Planning
 - Integrated Waste Management
 - Grading, Drainage and Erosion Control

Jeff Crovitz, P.E., Director

PTMISEA 10/11 Purchase Service Vehicle Project Final



891 Mountain Ranch Road ♦ San Andreas ♦ CA ♦ 95249-9709
 Customer Service (209) 754-6402 ♦ Fax (209) 754-6664 ♦ Email: pubworks@co.calaveras.ca.us
 Web: http://www.co.calaveras.ca.us/departments/public_works.asp






Effective(09/08)


**Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA)
Project Description and Allocation Request
Corrective Action Plan**

Fiscal Year :
PTMISEA Cycle : 1
Project Sponsor : Calaveras Council of Governments
Contributing PTMISEA Sponsor : N/A
Project Name : Purchase Buses (3)

	Original	Revised
Project Description	Replace three (3) buses which have exceeded their useful life with three (3) new Class C Eldorado National Aerotech 20-passenger (or 16+2 mobility devices)	Replace three (3) buses which have exceeded their useful life with three (3) new Class C Eldorado National Aerotech 20-passenger (or 16+2
Funding		
99313 :	\$297,707	\$300,718
99314 :		
PTMISEA Interest :	\$1,352	
Other Funds :		
Federal		
State :		
Local :		
Total :	\$299,059	\$300,718
Schedule Date		
Begin Environmental :		
End Environmental :		
Begin Design :		
End Design :		
Begin Right of Way :		
End Right of Way :		
Begin Construction :		
End Construction :		
Begin Vehicle/Equipment Order :	07/08/2015	12/22/2015
End Vehicle/Equipment Order :	11/23/2015	07/12/2016
Begin Closeout Phase :	02/15/2016	10/27/2016
End Closeout Phase :	04/15/2016	02/24/2017
Justification for Change :	Project was completed for \$300,718, which includes \$159 moved from Purchase Equipment and \$2,852 from Bus Stop Improvements. Interest is moved to a future project .	

Signature(s)

Sponsor Recipient _____

Contributing PTMISEA Sponsor _____

Date _____

Date _____

Note: The same authority that signed the Allocation Request must sign here.



Effective(02/12)

Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA)

Final Project Report

Per G.C. 8879.50 (f)(2) "Within six months of the project becoming operable the recipient agency shall provide a report to the administrative agency . . ." Please provide the following information:

Fiscal Year : 10/11
 PTMISEA Cycle : 1
 Project Sponsor : Calaveras Council of Governments
 Contributing PTMISEA Sponsor : N/A
 Project Name : Purchase Buses (3)

	Original Application	Final Project
Project Scope	Replace three (3) buses which have exceeded their useful life with three (3) new Class C Eldorado National Aerotech 20-passenger (or 16+2 mobility devices) buses; fuel type - gas	Replace three (3) buses which have exceeded their useful life with three (3) new Class C Eldorado National Aerotech 20-passenger (or 16+2 mobility devices) buses; fuel type - gas
Funding	Original Approved Project Cost	Final Project Cost
99313 :	\$300,718	\$300,718
99314 :		
PTMISEA Interest :		
Other Funds		
Federal :		
State :		
Local :		
Total Project Cost :	\$300,718	\$300,718
Schedule Date	Original Project Schedule	Final Project Schedule
Begin Environmental :		
End Environmental :		
Begin Design :		
End Design :		
Begin Right of Way :		
End Right of Way :		
Begin Construction :		
End Construction :		
Begin Vehicle/Equipment Order :	12/22/15	12/22/15
End Vehicle/Equipment Order :	7/12/16	7/12/16
Begin Closeout Phase :	10/27/16	10/27/16
End Closeout Phase :	2/24/17	2/24/17
	Anticipated Performance Outcome	Actual Performance Outcome
Performance Outcomes Description/Improvement Percentages :	Operating/Maintenance Cost by 11%, Emissions by 9%	Operating/Maintenance Cost by 11%, Emissions by 9%

Signature:  **Executive Director** 3/21/17
 Name and Title Date

Please include verification of the project completed as scoped by providing evidence of completion such as a photo and/or invoice of acquisition.

Note: The same authority that signed the Allocation Request or is designated on the Authorized Agent form must sign here.

DEPARTMENT OF

PUBLIC WORKS CALAVERAS COUNTY



SERVICES
 Transit
 Land Division
 Roads and Bridges
 Transportation Planning
 Integrated Waste Management
 Grading, Drainage and Erosion Control

Jeff Crovitz, P.E., Director

PTMISEA 10/11 Purchase 3 Buses Project Final

Bus 70, Delivered 7-12-2016



891 Mountain Ranch Road ♦ San Andreas ♦ CA ♦ 95249-9709
 Customer Service (209) 754-6402 ♦ Fax (209) 754-6664 ♦ Email: pubworks@co.calaveras.ca.us
 Web: http://www.co.calaveras.ca.us/departments/public_works.asp



Subject: Calaveras Transit PTMISEA Purchase 3 Buses Final Report

Page 2 of 3

Bus 71, Delivered 7-12-2016



Subject: Calaveras Transit PTMISEA Purchase 3 Buses Final Report

Page 3 of 3

Bus 72, Delivered 7-12-2016



STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
Division of Mass Transportation
Public Transportation Modernization, Improvement, and
Service Enhancement Account (PTMISEA)
Semi-Annual Report



Regional Entity	Transit Operator	Project Sponsor	Project Name
<i>CALAVERAS COUNCIL OF GOVERNMENTS</i>	<i>CALAVERAS TRANSIT</i>	<i>CALAVERAS COUNCIL OF GOVERNMENTS</i>	<i>PURCHASE AVL SYSTEM</i>
GC Section 8879.50(f)(1) requires the project sponsor to report semi-annually on the activities and progress made on the project to the Department to ensure the projects and activities funded from bond proceeds are being executed in a timely fashion, within the scope and cost approved at the time of allocation, and are achieving the intended purposes.			
BRIEF PROJECT DESCRIPTION: Purchase a fixed route computer-aided dispatch/automatic vehicle location system. The system will be designed especially for our unique transit system, and will help us to plan, monitor, analyze, and improve service performance. The current system of hand-written documents does not provide reliable records needed for performance reporting. The new system will provide, among other benefits, real time speed, heading and location of vehicles; passenger counts; on-time analysis; and alerts of service disruptions.			

1) BRIEFLY SUMMARIZE THE STATUS OF THE PROJECT:

a) Description of what has been completed as described in the scope of the original project allocation request:

Research on various AVL systems has been undertaken

b) List any vehicles/equipment received (i.e., ordered 10 buses, have received):

No system has yet been ordered.

2) STATE WHAT STILL NEEDS TO BE COMPLETED BEFORE PROJECT CLOSEOUT:

The purchase of an AVL system still needs to be completed.

3) IDENTIFY ANY CONTRACTS INITIATED THAT WILL EXPEND PTMISEA FUNDS ON THIS PROJECT:

Contract#:

Vendor Name.

Start Date:

End Date:

Dollar Amount:

1a.) If no contracts have been initiated please explain:

Further research is needed and selection of the most appropriate AVL product for our transit system.

4) **INTEREST EARNED TO DATE ON PTMISEA FUNDS, FOR THIS PROJECT:**

Amount Awarded: \$68,775

Interest Rate:

Interest Earned: \$681

5) **LIST THE COMPLETION STATUS OF THE MILESTONES THAT PERTAIN TO THIS PROJECT:**

Phase:	Percent Complete:
Project Approval & Environmental Document (PA & ED)	%
Plan Specification & Estimates (PS & E)	%
Right of Way	%
Construction	%
Vehicle/ Equipment Purchase	3%
Closeout	0%

6)


COMPLETION STATUS:

Overall Project Percent Complete: 3 %

Date (anticipated completion date): 03/16/2018

7) AMENDMENT: Please describe any changes to the project scope, cost, and/or schedule that have occurred.

		Original	Revised
Project Description/ Scope of Work		Purchase a fixed route computer-aided dispatch/automatic vehicle location system. The system will be designed especially for our unique transit system, and will help us to plan, monitor, analyze, and improve service performance.	Purchase a fixed route computer-aided dispatch/automatic vehicle location system. The system will be designed especially for our unique transit system, and will help us to plan, monitor, analyze, and improve service performance.
Funding			
	99313 :	\$68,775	\$68,775
	99314 :		
	PTMISEA Interest :	\$334	\$681
Other Funds			
	Federal :		
	State :		
	Local :		
	Total :	\$69,109	\$69,456
Schedule Date			
	Begin PA & ED :		
	End PA & ED :		
	Begin PS & E :		
	End PS & E :		
	Begin Right of Way :		
	End Right of Way :		
	Begin Construction :		
	End Construction :		
	Begin Vehicle/Equipment Order :	07/08/2016	06/16/2017
	End Vehicle/Equipment Order :	11/10/2017	11/10/2017
	Begin Closeout Phase :	2/16/2018	2/16/2018
	End Closeout Phase :	3/16/2018	03/16/2018
	Justification for Change :	Research of the various products available has uncovered conflicting conclusions about the most appropriate product for our area which has inconsistent cell service. Work to compile an RFP has been delayed but expected to move forward in summer, 2017.	

PERSON PREPARING THIS REPORT (please type or print) Deborah Mullen		PHONE: 209-754-6401	DATE: 03-06-2017
APPROVAL AUTHORITY (signature)  Date: 3/21/17		TYPED NAME AND PHONE NUMBER Melissa Eads, Executive Director, 209-754-2094	



Effective(09/08)

**Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA)
Project Description and Allocation Request
Corrective Action Plan**

Fiscal Year :
PTMISEA Cycle : 1
Project Sponsor : Calaveras Council of Governments
Contributing PTMISEA Sponsor : N/A
Project Name : Bus Stop Improvements

		Original	Revised
Project Description	Bus stop improvements, including pull-outs and bus shelters with solar lighting at six bus stops in the County for passenger safety and comfort		Bus stop improvements, including pull-outs and bus shelters with solar lighting at six bus stops in the County for passenger safety and comfort
Funding			
99313 :	\$330,190		\$323,127
99314 :			
PTMISEA Interest :	\$5,135		\$6,817
Other Funds :			
Federal			
State :	\$3,819		\$3,819
Local :			
Total :	\$339,144		\$333,763
Schedule Date			
Begin Environmental :	03/01/2016		01/03/2017
End Environmental :	05/01/2016		07/03/2017
Begin Design :	07/15/2016		01/09/2017
End Design :	09/01/2016		05/26/2017
Begin Right of Way :	10/01/2016		n/a
End Right of Way :	12/01/2016		n/a
Begin Construction :	01/03/2017		09/25/2017
End Construction :	03/01/2017		12/22/2017
Begin Vehicle/Equipment Order :	09/04/15		09/04/2015
End Vehicle/Equipment Order :	12/16/2015		12/16/2015
Begin Closeout Phase :	06/15/2017		12/27/2017
End Closeout Phase :	07/15/2017		02/23/2018
Justification for Change :	\$4,211 is being moved from this project to Purchase Service Vehicle and \$2,852 is moved to Purchase 3 Buses. The schedule has been revised to reflect the progress of this project as it fits in with other department projects		

Signature(s)

Sponsor Recipient

Date

Contributing PTMISEA Sponsor

3/21/17

Date

Note: The same authority that signed the Allocation Request must sign here.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
Division of Mass Transportation
Public Transportation Modernization, Improvement, and
Service Enhancement Account (PTMISEA)
Semi-Annual Report



Regional Entity	Transit Operator	Project Sponsor	Project Name
CALAVERAS COUNCIL OF GOVERNMENTS	CALAVERAS TRANSIT	CALAVERAS COUNCIL OF GOVERNMENTS	BUS STOP IMPROVEMENTS (IV)
GC Section 8879.50(f)(1) requires the project sponsor to report semi-annually on the activities and progress made on the project to the Department to ensure the projects and activities funded from bond proceeds are being executed in a timely fashion, within the scope and cost approved at the time of allocation, and are achieving the intended purposes.			
BRIEF PROJECT DESCRIPTION: Bus stop improvements, including pull-outs and bus shelters with solar lighting, at six bus stops in the County for passenger safety and comfort.			

1) BRIEFLY SUMMARIZE THE STATUS OF THE PROJECT:

a) Description of what has been completed as described in the scope of the original project allocation request:

The bus shelters have been purchased and delivered. A partnership with the City of Angels Camp is underway to result in shared work product at the proposed bus stops within city limits. Agreements or MOUs with adjacent property owners have been executed for all but one site which is completely within state right-of-way. Survey work is ongoing.

b) List any vehicles/equipment received (i.e., ordered 10 buses, have received):

Ordered bus shelters with map cases from Tolar. They have been delivered and are being stored on County property.

2) STATE WHAT STILL NEEDS TO BE COMPLETED BEFORE PROJECT CLOSEOUT:

Completion of surveys, design, environmental review, and construction need to be completed.

3) IDENTIFY ANY CONTRACTS INITIATED THAT WILL EXPEND PTMISEA FUNDS ON THIS PROJECT:

Contract#:

Vendor Name: Tolar Manufacturing Co., Inc.

Start Date: 9/04/2015 (purchase order sent to vendor)

End Date: 12/16/2015

Dollar Amount: \$47,869

1a.) If no contracts have been initiated please explain:

4) **INTEREST EARNED TO DATE ON PTMISEA FUNDS, FOR THIS PROJECT:**

Amount Awarded: \$323,127

Interest Rate:

Interest Earned: \$6,817

5) **LIST THE COMPLETION STATUS OF THE MILESTONES THAT PERTAIN TO THIS PROJECT:**

Phase:	Percent Complete:
Project Approval & Environmental Document (PA & ED)	5%
Plan Specification & Estimates (PS & E)	5%
Right of Way	%
Construction	0%
Vehicle/ Equipment Purchase	95%
Closeout	0%

6)


COMPLETION STATUS:

Overall Project Percent Complete: 21 %

Date (anticipated completion date): 02/23/2018

7) AMENDMENT: Please describe any changes to the project scope, cost, and/or schedule that have occurred.

		Original	Revised
Project Description/ Scope of Work		Bus stop improvements, including pull-outs and bus shelters with solar lighting, at five bus stops in the County for passenger safety and comfort.	Bus stop improvements, including pull-outs and bus shelters with solar lighting, at six bus stops in the County for passenger safety and comfort.
Funding			
	99313 :	\$323,127	\$323,127
	99314 :		
	PTMISEA Interest :	\$6,817	\$6,817
Other Funds			
	Federal :		
	State :	\$3,819	\$3,819
	Local :		
	Total :	\$333,763	\$333,763
Schedule Date			
	Begin PA & ED :	03/01/2016	01/03/2017
	End PA & ED :	05/01/2016	07/03/2017
	Begin PS & E :	07/15/2016	01/09/2017
	End PS & E :	09/01/2016	05/26/2017
	Begin Right of Way :	10/01/2016	n/a
	End Right of Way :	12/01/2016	n/a
	Begin Construction :	01/03/2017	09/25/2017
	End Construction :	03/01/2017	12/22/2017
	Begin Vehicle/Equipment Order :	09/04/15	09/04/2015
	End Vehicle/Equipment Order :	12/16/2015	12/16/2015
	Begin Closeout Phase :	06/15/2017	12/27/2017
	End Closeout Phase :	07/15/2017	02/23/2018
Justification for Change :		The schedule has been revised to reflect the progress of this project as it fits in with other department projects.	

PERSON PREPARING THIS REPORT (please type or print) Deborah Mullen		PHONE: 209-754-6401	DATE: 3/15/2017
APPROVAL AUTHORITY (signature)  Date: 3/21/17		TYPED NAME AND PHONE NUMBER Melissa Eads, Executive Director, 209-754-2094	

County of Calaveras
Detail Activity Report
As of 6/30/2016

iscal Year: 2015 - 2016
nt. Head: 028 - Council of Governments
Org Key: 61500010 - PTMISEA

	Status	Budget	Encumbrance	Y-T-D Actuals	Balance	Percent Remaining	
Budget Balance (includes activity below)							
500010	PTMISEA						
00	Interest	0.00	0.00	5,559.49	(5,559.49)	0.00 %	
5/31/2016	03/16 Interest Allocation	JE	INT ALLOC 03/16	INTNT316B	/	N/A..N/A	-1,550.91
5/30/2016	06/16 Interest Allocation	JE	INT ALLOC 06/16	INTNT616B	/	N/A..N/A	-1,174.38
				Total of Transactions For: 4300			-2,725.29
.72	Prof and Spec Serv - Spec Pump		0.00	0.00	447,081.55	(447,081.55)	0.00 %
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	704.99
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	1,844.57
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	47,869.00
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	22,169.13
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	30,025.18
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	32,324.11
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	185,689.24
5/16/2016	CB:PTMISEA REIMB RESO	JE	JE061500022	JKT060116B	/	N/A..N/A	98,685.70
				Total of Transactions For: 5272			419,311.92
				Net - PTMISEA			\$0.00
							\$0.00
							-441,522.06
							\$441,522.06
							0.00 %

Attachment: PTMISEA 3 (FY17-21 : PTMISEA)

County of Calaveras
Detail Activity Report

As of 1/31/2017

iscal Year: 2016 - 2017

nt. Head: 028 - Council of Governments

Org Key: 61500010 - PTMISEA

	Status	Budget	Encumbrance	Y-T-D Actuals	Balance	Percent Remaining
Budget Balance (includes activity below)						
500010	PTMISEA					
00	Interest	0.00	0.00	2,635.80	(2,635.80)	0.00 %
1/30/2016	09/16 Interest Allocation	JE	INT ALLOC 09/16JINT916B	/	N/A..N/A	-1,427.92
1/31/2016	12/16 Interest Allocation	JE	INT ALLOC 12/16JINTD16B	/	N/A..N/A	-1,207.88
				Total of Transactions For:	4300	-2,635.80
08	Refund - Miscellaneous			0.00	0.00	3,818.62
1/13/2016	CB:REFUND PTMISEA BUS	JE	JE091600023	JKT093016B	/	N/A..N/A
				Total of Transactions For:	4708	-3,818.62
72	Prof and Spec Serv - Spec Purp			0.00	0.00	3,062.12
1/02/2016	PTMISEA REIMB RESO FY17-7JE	JE111600028	JDH111816A	/	N/A..N/A	896.40
1/02/2016	PTMISEA REIMB RESO FY17-7JE	JE111600028	JDH111816A	/	N/A..N/A	717.12
1/02/2016	PTMISEA REIMB RESO FY17-7JE	JE111600028	JDH111816A	/	N/A..N/A	179.28
1/02/2016	PTMISEA REIMB RESO FY17-7JE	JE111600028	JDH111816A	/	N/A..N/A	1,269.32
				Total of Transactions For:	5272	3,062.12
				Net - PTMISEA	\$0.00	\$0.00
					3,392.30	(\$3,392.30)
						0.00 %

Attachment: PTMISEA 3 (FY17-21 : PTMISEA)



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Amber Collins, Transportation Planner</i>	Board Meeting Date April 5, 2017	Agenda Number 18
Certifying Federal Transit Administration (FTA) Section 5310 Grant Program Regional Application List		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Resolution PowerPoint Presentation Included? No		

Recommendation:

Staff requests the Council approve Resolution No. No. FY 17-22 certifying the project applications being submitted for Federal Transit Administration (FTA) 5310 Program funds are included in the 2014 Calaveras County Coordinated Public Transit-Human Services Transportation Plan and that the projects have met the eligibly requirements of the Program.

Background:

Federal Transit Administration (FTA) Section 5310 funds provide capital and operating grants for projects that meet the transportation needs of seniors and individuals with disabilities. The California Department of Transportation (Caltrans) Division of Rail & Mass Transportation (DRMT) is the designated recipient of all FTA Section 5310 grants for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations.

The FTA finalized Circular 9070.1G in June 2014 incorporating the project types of the repealed New Freedom program into the 5310 program. The 5310 vehicle projects and related equipment are now called "Traditional" 5310 projects and comprise 55% of the available funding statewide; the former New Freedom projects are called "Expanded" 5310 projects and comprise 45% of available funding statewide. Although the program typically requires a local match, the match for this application cycle is being provided by the state using toll credits, so no local funds will be needed for these grants if successful.

Eligible applicants include:

- Private non-profit corporations (Traditional and Expanded projects)
- Public agencies where no private non-profits are readily available to provide the proposed service (Traditional projects)
- Public agencies that have been approved by the State to coordinate services (Traditional projects)

- State or local government bodies, MPOs, RTPAs (Expanded projects)
- An operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Expanded Projects)

Projects funded through the 5310 program “must be included in a locally developed, coordinated public transit-human services transportation plan.” The CCOG updated and adopted the Coordinated Public Transit-Human Services Transportation Plan (“Coordinated Plan”) for Calaveras County in June of 2014. The Coordinated Plan identified transportation providers and the needs of the relevant target populations, and included the development of strategies to address the needs and implementation priorities among projects and activities.

Discussion

Approximately \$20 million is available statewide for Small Urban and Rural areas for this FFY 2015 - 2017 three-year cycle of the 5310 Program. Funds are allocated on a statewide competitive basis. The RTPA is responsible for scoring the Traditional applications which were scored by CCOG staff according to the California Transportation Committee (CTC) adopted evaluation criteria. Expanded applications will be scored by the state. CCOG scores are forwarded to Caltrans who will then conduct their own scoring process. The projects will be placed on a statewide priority list from which the highest ranking projects are funded in descending order until all available funds have been spent. A statewide project list is expected in June.

The CCOG, as the Regional transportation Planning Agency (RTPA) for Calaveras County, must certify that the projects submitted are included in the Coordinated Plan. As identified in the following table, the proposed projects implement several of the priorities included in the 2014 Coordinated Plan, as summarized in Section 7 of the Plan (see Attachment 1 for an excerpt).

The following applications are being submitted to Caltrans for scoring and ranking:

Applicant	Project	Amount	Coordinated Plan Priority
Calaveras Transit (Traditional 5310)	1 Medium Bus	\$70,000	Highest Priority 4
Common Ground Senior Services (Expanded 5310)	Mobility Management	\$266,250	Highest Priority 1
Common Ground Senior Services (Expanded 5310)	Operating Assistance	\$487,019	Medium High Priority 4

Fiscal Impact

None identified at this time.

Calaveras Council of Governments
COUNTY OF CALAVERAS
State of California
April 5, 2017

RESOLUTION NO: FY17-22

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1G); and

WHEREAS, in addition to the 'Traditional' 5310 project funds, Caltrans has developed a separate application for 'Expanded' 5310 project funds for capital and operating expenses that support public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services; and

WHEREAS, the California Department of Transportation has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, the Calaveras Council of Governments (CCOG), in its official capacity as the Regional Transportation Planning Agency, is responsible for the planning, allocating and/or programming of funds; and

WHEREAS, CCOG recognizes that the County of Calaveras and Common Ground Senior Services are eligible applicants for FTA 5310; and

WHEREAS, the following Expanded and Traditional 5310 program applications will be forwarded to Caltrans Statewide Review Committee for scoring and prioritizing;

5310 Applicants	Project
County of Calaveras, Calaveras Transit (Traditional)	Purchase Medium Bus
Common Ground Senior Services (Expanded)	Mobility Management
Common Ground Senior Services (Expanded)	Operating Assistance

NOW, THEREFORE, BE IT RESOLVED the CCOG certifies and assures that the projects are included in our Coordinated Public Transit-Human Services Transportation Plan and that the projects have met the eligibility requirements for the FTA Section 5310 Program.

The foregoing Resolution was duly passed and adopted by the Calaveras Council of Governments at a regular meeting thereof, held on 5th day of April 2017, by the following vote:

ATTEST

John Gomes, Chair
Calaveras Council of Governments

Melissa Raggio, Clerk to the
Council

Calaveras Council of Governments



Section 7 - Implementation Approach to Address Calaveras County Mobility Gaps

The previous Section established a framework of goals, objectives and strategies for moving forward to improve the mobility of Calaveras County residents who are older, are persons with disabilities or of limited means. A discussion of key institutional issues opens this section. Priority projects are identified as a working list of capital and operating projects, ranked by priority level with some to be developed based upon the availability of funding. This section concludes with a sequence of steps or activities to organize Calaveras County responses to the direction offered by this Coordinated Plan.

TRANSPORTATION COORDINATION INSTITUTIONAL PRIORITIES

Continued Support of Calaveras Transit

The Calaveras Transit service is a critical component to achieving a coordinated approach in meeting the transportation needs of populations addressed in this Plan. While it is beyond the scope of this report to fully assess and address the institutional arrangement of Calaveras Transit, the upcoming Calaveras Short Range Transit Plan will more directly address the needs of Calaveras Transit.

Given the needs identified in this Plan and constraints of Calaveras Transit in serving all of these needs, coordination with social and human service agencies is critical to filling the gaps in service and decreasing the pressure on transit to provide all trips for all needs. In decreasing fixed-route service to outlying areas that are costly for Calaveras Transit to operate, Calaveras Transit is then able to increase service along the core routes, and in turn increasing service efficiency.

Develop Capital Improvement/Replacement Program

Implementation of this strategy entails a collaborative approach among local human service transportation providers and/or sponsors to develop a county-based or regional capital improvement program. The primary benefit to developing a capital improvement program is that it allows service providers relying on limited funding sources to mutually plan for and prioritize their capital needs, and to establish a rationale for developing a long-term schedule and process for making capital improvements.

Components of a capital improvement program would include:

- Identifying and prioritizing transit facilities and equipment needing improvement.
- Identifying and prioritizing bus stops or transit centers needing improvement to enhance their usability, such as installation of shelters, benches, curb cuts, etc.
- Modifying bus stops to ensure their accessibility for wheelchair users.



- Scheduling for replacement of vehicles operated by local non-profit agencies funded with FTA Section 5310 funds.
- Developing an expansion plan to increase operators' fleets.
- Identifying of applicable fund sources.
- Identifying and prioritizing other capital equipment needed to meet air quality standards such as computerized scheduling and dispatching program, enhanced telephone or communication systems, or vehicle modifications.

Establishing Calaveras County Mobility Management

Another institutional capacity issue lies in the opportunities of Mobility Management, as suggested by preceding discussions. Mobility Management for Calaveras County suggests the following characteristics and advantages:

- It is an **organizing strategy** for initiating coordinated projects to address mobility gaps of the target groups, providing leadership around these projects.
- It becomes a **focal point for getting the right partners to the table** to secure additional funds or overcome institutional barriers or promote new services.
- It can **help to secure funding**, including new funding, through which to implement new mobility projects.

In this regard the Calaveras COG, in which is already providing some level of these services, is likely the most appropriate entity in which to establish a systems-level Mobility Management function. Such a model exists in Placer County, in the form where its CTSA exists under the aegis of the Placer County Transportation Agency but as a separate joint powers authority. Named the Western Placer Consolidated Transportation Services Agency (WPCTSA), this entity is performing various regional Mobility Management functions, notably providing leadership and seeking the funding by which to provide services for various specialized transportation services. Among its projects is the Health Express non-emergency medical transportation service, previously highlighted, that brings some hospital community benefit funds to transportation.

Other examples of mobility management leadership provided through transit agencies, albeit not Councils of Government, lie in certain functions that Riverside Transit Agency and SunLine Transit Agency have each taken on for targeted transit dependent populations. Riverside Transit Agency (RTA) is involved in an extensive travel training program that is geared to three populations: older adults, persons with disabilities including existing riders of its ADA complementary paratransit service, and veterans. This program is showing measurable results in terms of ensuring long-term use of fixed-route transit and in expanding the mobility of individuals who had more limited options before the training. While this is a specific program, it's being undertaken as a mobility management initiative that looks more broadly at physical access issues and routing that negatively impacts groups of riders, among other issues.



SunLine Transit Agency has responded to outreach from a limited English proficiency population in an isolated community on the western edge of the Salton Sea. It has developed a pilot fixed-route service to connect these Spanish-speaking, largely agricultural workers to SunLine services at almost 10 miles distance. It has small but continuing outreach efforts to help promote this pilot service. These RTA and SunLine examples reflect mobility management leadership through specific transit agency projects that address mobility issues of given ridership groups.

For Calaveras County, its mobility management functions will involve different types of projects but the entity that seems best able to take on this function appears to be the Council of Governments. Placing a mobility management function within the CCOG provides for the planning authority, access to information about transit funding streams within the state and federal transit funding conduits, and countywide relationships from which to build further coordination projects.

Developing Interested, Willing and Able Partners

Given the breadth of project responses identified and in light of a limited local funding picture – namely that Calaveras Transit funds are constrained and that Section 5310 capital and operating funding must be competitively sought – it will be critical to identify additional partners and resources to move this Coordinated Plan forward. Specifically, the priorities proposed in this section must be championed by *“interested, willing and able”* partners.

Stakeholders who are *“interested”* in addressing the transportation concerns of their clientele, of a given constituency or of the general public, can be considered key partners. A number of these agency representatives have been identified through this Coordinated Plan process and include existing members of the SSTAC and others. They are *“willing”* in that they are individuals with sufficient authority or their organizational mission will allow them to participate in crafting project solutions. And they are *“able”* stakeholders in that they have the organizational capacity and resources to move projects from concept through to implementation.

Building such local capacity and partnerships must be ongoing. It requires ongoing leadership. And it will necessitate securing additional funding. This Coordinated Plan’s proposed goals, objectives and strategies – as well as the following Prioritized Project List – seek to build *“interest”* in transportation services, to encourage *“willingness”* to provide enhanced and improved transit and specialized transportation and to promote the *“ability”* of partner agencies to address the mobility needs of their clients and Calaveras County residents generally.



PRIORITY CAPITAL AND OPERATING PROJECT LIST

Several priority categories and the actions suggested within each by this planning effort follow. For each priority area, the relevant goals from the previously presented Table 13 are highlighted.

Highest Priority

1. Establish *mobility management coordination function(s) to provide leadership* to transit and specialized transportation in Calaveras County, potentially funding this through its TDA allocation to Calaveras County or seeking funding for the position through grant application to the next Caltrans cycle of rural Section 5310 funding. **[Goal 1 and Goal 3]**
2. Ensure *recommendations from the Short Range Transit Plan update and Organizational and Maintenance Evaluation* to seek to stabilize Calaveras Transit funding, ensure Federal compliance, establish a capital replacement plan and identify service improvements that can be supported within specified funding levels. **[Goal 1, Goal 2, Goal 4 and Goal 5]**
3. Establish *new and enhance existing out-of-county transportation capabilities* consistent with the direction of the Intercity Service Feasibility Study, with implementation strategies set forth in the planned Short Range Transit Plan. **[Goal 2]**
4. Develop a *Capital Improvement/Replacement Program* to prioritize capital needs and establish a rationale for developing a long-term schedule and process for making capital improvements. **[Goal 4]**

Medium High Priority

1. Explore a *volunteer driver program* to determine how a similar model might be applied in Calaveras County to address hard-to-serve needs in the very outlying communities. **[Goal 3]**
2. Explore *additional demand response capabilities* involving innovative partnerships to address life-line transportation to outlying areas, and a particular emphasis on non-emergency medical transportation, potentially developing new partnerships with the Mark Twain Hospital, with managed MediCal brokers and with the County Behavioral Health Dept. while exploring potential to address out-of-county trip needs. **[Goal 2 and Goal 3]**
3. Identify and secure funding for *pedestrian and bus stop improvement projects*, including bus stop enhancements for high use stops identified through the SRTP and coordinating with the County and Caltrans to secure funding for pedestrian-focused street improvements in the path-of-travel of high use stops. **[Goal 4]**
4. Establish a *coordinated demand response transportation project* with Common Ground Senior Services to provide trips, applying for and securing funding from the next Caltrans cycle of rural Section 5310 funding. **[Goal 1 and Goal 3]**
5. Identify and secure funding for *information-oriented projects*, such as providing a Trip Planning function on the Calaveras Transit website and developing mobility manager tools that assist agency personnel in using Calaveras Transit and other transportation resources. **[Goal 5]**



6. Establish a ***formal performance measurement program*** to ensure that improvements and enhancements to Calaveras transportation options are catalogued and can be reported back to Calaveras County leadership and for seeking new funding. **[Goal 1, Goal 2, Goal 3, Goal 4 and Goal 5]**

Medium Lower Priority

1. Establish opportunities for dialogue around ***specific populations' needs***, such as veterans trying to get to very-early-morning pick-ups in Sonora to travel on to the Palo Alto VAMC, selected non-emergency medical trip-making within Calaveras County and travel needs of human service agency clients who live outside of the Calaveras Transit service area, e.g. beyond the ¾ mile of the fixed-route footprint. **[Goal 1 and Goal 3]**
2. Provide ***technical assistance to human service agency transportation*** providers or prospective transportation providers to help them ensure compliance with funding agency requirements, including Federal Transit Administration requirements when applicable. **[Goal 3 and Goal 5]**
3. Develop ***travel training capabilities*** that extend and expand Calaveras Transit's Ambassador Program to address key constituencies and engage the human service case managers/ line staff in better utilizing public transit services. **[Goal 3]**

Lower Priority

1. Examine potential for ***rideshare and vanpool options***, to address work trip for in-county locations at times when Calaveras Transit is not operating or to out-of-county locations that may not offer a good transit solution. **[Goal 2]**
2. Provide ***outreach to agency gatekeepers*** to ensure they are aware of developing transit and transportation initiatives. **[Goal 5]**



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Amber Collins, Transportation Planner</i>	Board Meeting Date April 5, 2017	Agenda Number 19
Approving a Subrecipient Agreement Between Calaveras Council of Governments & Calaveras County Planning Department for Land Use and Traffic Modeling		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document? Minute Order PowerPoint Presentation Included? No		

Recommendation:

Staff recommends the Council approve a Minute Order authorizing the Executive Director to execute a subrecipient agreement between the Calaveras Council of Governments and County of Calaveras, to utilize the upgraded UPlan model for land use and traffic modeling for an amount not-to-exceed \$53,333.

Background:

In 2014 the Calaveras Council of Governments (CCOG) participated in a multi-county grant effort to upgrade the UPlan modeling tool and further advance travel demand and GIS modeling processes. The Amador County Transportation Commission (ACTC) applied for the funds as the main recipient while CCOG and Tuolumne County Transportation Council (TCTC) participated as sub-recipients. In addition, nine other regional agencies supported the grant effort through some financial support and partnerships.

UPlan, developed by the UC Davis Information Center for the Environment (ICE), is a Geographic Information System (GIS) based urban growth modeling tool used for advanced regional transportation planning. The tool is used to help regions study the interaction of regional population and economic growth and development policy by projecting future growth patterns. UPlan allows us to illustrate how different growth alternatives would affect the region's transportation system, air quality, housing, and natural resource production, among other issues. UPlan is an open access software (free), which is why it is utilized by many rural transportation planning agencies as a more cost-effective tool.

The tool can be utilized by local agencies to better align land use and transportation planning. UPlan has been used by the CCOG to forecast growth based on current and potential land use and population scenarios. Output from UPlan has then been translated to inputs for the CCOG's countywide travel demand model to estimate the impact of land use alternatives on the transportation network. The travel demand model is an important tool used by the CCOG

and County for the Regional Transportation Plan, the County Circulation Element, and nexus studies for impact fee programs.

Discussion:

The total grant amount was \$300,000. The CCOG contributed \$1,666.66 of cash match and will be receiving approximately \$53,333 of grant funds to support local modeling efforts. A large portion of the grant scope of work and budget was focused on upgrading and re-writing the UPlan growth modeling tool. Of the total grant \$190,000 was utilized for a contract with UC Davis ICE for the software rewrite and agency staff training. The remaining amount is to be used by the tri-county agencies for internal staff work, as well as transportation and land use consulting for work on refining the travel demand models for integration with UPlan and other analysis needs. The grant funds must be spent by June of 2017.

The CCOG and County have identified the need to utilize the upgraded UPlan model to evaluate growth alternatives based on the County General Plan Update proposed land use plan and incorporate into the countywide travel demand model. Use of this tool will assist the County in integrating land use and transportation policies and programs.

Since these are federal (FTA) funds, the CCOG must ensure the funds are spent in accordance with the approved scope of work and follow state and federal regulations and requirements. Attachment No. 1 to this memo is a draft Subrecipient agreement, which follows CCOG's standard template for similar agreements. The Attachment shows County requested changes as reviewed and accepted by both CCOG legal counsel and County legal counsel.

Given the time constraints of the funds staff is recommending the Council approve the subrecipient agreement with the requested changes. The agreement is scheduled for the April 11th Board of Supervisors meeting for County approval. Staff would like the Council to be aware of some concerns expressed by CCOG Legal Counsel regarding the requested changes to the Indemnification provision (Item 17). In Legal Counsel's opinion, the CCOG should be provided the broadest possible indemnity rights. The CCOG is the creation of the County and the City of Angels and exists to serve the needs of both entities and their residents. Under this agreement the CCOG is simply passing funding on to the County for their planning purposes and therefore should not be exposed to litigation that arises in any way out of this transaction. In addition, the CCOG has no budget to use in the defense of claims. Staff will look to the Council and City and County elected officials for future policy direction and decision regarding the level of protection (indemnity) is to be provided to the entity they have created.

Fiscal Impact:

This Agreement will provide the County with \$53,333 for use in land use and traffic modeling. Funds must be fully expended by June 30, 2017.



CALAVERAS COUNCIL
of GOVERNMENTS

CALAVERAS COUNTY
STATE OF CALIFORNIA

MINUTE ORDER
April 5, 2017

John Gomes, Chair
Calaveras Council of Governments

ATTEST

Melissa Raggio, Clerk to the Council
Calaveras Council of Governments

**SUBRECIPIENT AGREEMENT
BETWEEN
CALAVERAS COUNCIL OF GOVERNMENTS
AND**

COUNTY OF CALAVERAS COUNTY PLANNING DEPARTMENT

THIS AGREEMENT, is made and entered into as of this _____ day of _____ in San Andreas, California, by and between the Calaveras Council of Governments (hereinafter referred to as "Calaveras COG"), and the County Planning Department of Calaveras (hereinafter referred to as "Subrecipient").

WHEREAS, Amador County Transportation Commission, Calaveras COG, and Tuolumne County Transportation Council have been awarded Federal Highway Administration Grant funding administered through the California Department of Transportation ("Caltrans") to facilitate a partnership planning effort between the agencies and Caltrans to improve the UPlan model and regional transportation modeling tools; and

WHEREAS, Calaveras COG has awarded Subrecipient with funding, on a reimbursable basis, for the project management, oversight, and implementation of project Tasks as outlined in Exhibit A and in accordance with the Grant Scope of Work;

NOW, THEREFORE, the parties mutually agree as follows:

1. **Scope of Services:** Subrecipient shall perform the work described in and limited by the Scope of Work, will fully perform all work necessary to complete the Tasks as identified and described in the Scope of Work, Exhibit A, attached hereto and incorporated herein, ~~which includes a detailed maximum~~ scope of work to be performed by Subrecipient as well as Project deliverables, timeline, and budget. Any proposed amendment to Exhibit A must be agreed to in advance by the parties pursuant to a written amendment in accordance with Section 11 and is subject to approval by the Federal Transit Administration ("FTA"), the Federal Highway Administration ("FHWA"), Caltrans, or any other federal or state agency having jurisdiction.
2. **Compliance with Laws and Incorporation of Federal and State Guidelines:** Subrecipient shall comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders and decrees. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775. Subrecipient warrants and represents to Calaveras COG that Subrecipient shall, at its own cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals that are legally required for Subrecipient to practice its profession or are necessary and incident to the performance of the services and work Subrecipient performs under this Agreement. Subrecipient shall provide written proof of such licenses, permits, insurance and approvals upon request by Calaveras COG. Calaveras COG is not responsible or liable for Subrecipient's failure to comply with any or all of the requirements contained in this paragraph.

The terms of all relevant Federal and State grant provisions and guidelines, as presently written, bearing on this Agreement are hereby wholly incorporated by reference herein and made a part of this Agreement and take precedence over any inconsistent terms of this Agreement.

3. **Term.**
 - a. Subrecipient will commence work upon the effective date of this Agreement. Subrecipient will complete work as expeditiously as is consistent with generally accepted standards of professional skill and care and the orderly progress of work.
 - b. Subrecipient will follow, and will require its contractors to follow, the timeline identified in Exhibit A. If a substantive change to the identified timeline is desired, Subrecipient's Project Manager will provide an immediate written request for approval to Calaveras

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COG, including the reasons for the requested change. Approval by Calaveras COG will not be unreasonably withheld.

- c. All work will be completed and this Agreement will expire on June 30, 2017, unless otherwise terminated as provided for in this Agreement or extended by written agreement between the parties, which written agreement may be subject to approval by the FTA, FHWA, Caltrans, or any other federal or state agency having jurisdiction.

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4. **Compensation:** The total Project cost will be \$53,333. In no instance will Calaveras COG be liable for any payments or costs for work in excess of this amount, nor for any unauthorized or ineligible costs. Calaveras COG will retain a minimum of (\$0) from the grant award in administrative retention for Project coordination, contract administration, and overhead costs. Subrecipient shall be paid at the times and in the manner set forth below.

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- a. Subrecipient will comply with the applicable federal cost principles as follows: *Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87* (2 CFR Part 225), *Cost Principles for Educational Institutions, OMB Circular A-21* (2 CFR Part 220), or *Cost Principles for Nonprofit Organizations, OMB Circular A-122* (2 CFR Part 230).
- b. The ~~Consultant~~ Subrecipient also agrees to comply with Federal procedures in accordance with 49 CFR, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
- c. Any costs for which payment has been made to the Consultant that are determined by subsequent audit to be unallowable under 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et seq.; *Office of Management and Budget Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments*; or 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, are subject to repayment by the Subrecipient to Calaveras COG. Disallowed costs must be reimbursed to Calaveras COG within sixty (60) days unless Calaveras COG approves in writing an alternative repayment plan.
- d. Any subcontract in excess of \$25,000 entered into as a result of this Agreement, shall contain all of the provisions of Sections 4 (a) through (c) above.
- e. Subrecipients shall establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) which segregates and accumulates the costs of work elements by line item and produces quarterly reports which clearly identify reimbursable costs and other expenditures.

f. Subrecipient is hereby expressly put on notice that no employee of Calaveras COG has authority to authorize in writing or otherwise any additional work which would increase the cost of the Project without approval by the Executive Director of Calaveras COG.

f.g. Calaveras COG is hereby expressly put on notice that no employee of Subrecipient has authority to authorize in writing or otherwise any Contract Amendments described in Section 11 without the express delegation of such authority by the Calaveras County Board of Supervisors.

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5. **Reporting and Payment:**

- a. During the term of this Agreement, the Subrecipient shall submit to Calaveras COG an invoice for payment with a narrative progress report at least quarterly but not more

Attachment: CCOG-County Subrecipient Agreement (1224 : UPlan Subrecipient Agreement)

frequently than once monthly. Invoices shall be processed as set forth in the Sample Invoice, Exhibit E attached hereto and incorporated herein by this reference.

- b. Subrecipient shall specify the time, date, personnel, and hours billed in each requisition for payment and shall indicate that it has satisfactorily performed the work and completed the percent of product for which payment is being requisitioned in conformance with the Scope of Work, and that it is therefore entitled to receive the amount so requisitioned under the terms of the agreement.
- c. Subrecipient will be notified within fifteen (15) business days following receipt of its invoice by Calaveras COG of any circumstances or data identified in Subrecipient's invoice that would cause withholding of approval and subsequent payment. Subrecipient's invoice will include documentation of reimbursable expenses and billed items sufficient for Calaveras COG, in its opinion, to substantiate billings. Calaveras COG reserves the right to withhold payment of disputed amounts.
- d. In order to determine the allowability of individual items of cost, Subrecipient will comply with the applicable federal cost principles as follows: *Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87* (2 CFR Part 225), *Cost Principles for Educational Institutions, OMB Circular A-21* (2 CFR Part 220), or *Cost Principles for Nonprofit Organizations, OMB Circular A-122* (2 CFR Part 230).
- e. Subrecipient's records, together with supporting documents, shall be kept separate from other documents and records and shall be kept available for inspection by Calaveras COG and other authorized agencies during the period of performance of the contract.
- f. In the event that any of the expenses for which Calaveras COG reimburses the Subrecipient are later determined to be unallowable under the applicable federal cost principles and uniform requirements, Subrecipient expressly agrees to reimburse Calaveras COG an amount equal to that disallowed. Calaveras COG agrees to assert any appeal for a disallowed expense on behalf of Subrecipient.
- g. Any subcontract in excess of \$25,000 entered into as a result of this Agreement, will contain all of the provisions of Subsections 5 (d) and (f) above.

7. Independent Contractor: The Subrecipient, and the agents and employees of the Subrecipient, in the performance of this Agreement, shall act as and be independent Contractors and not officers or employees or agents of Calaveras COG. Subrecipient, its officers, employees, agents, and contractors, if any, shall have no power to bind or commit Calaveras COG to any decision or course of action, and shall not represent to any person or business that they have such power. Subrecipient has and shall retain the right to exercise full control of the supervision of the services and work and over the employment, direction, compensation and discharge of all persons assisting Subrecipient in the performance of services under this Agreement. Subrecipient shall be solely responsible for all matters relating to the payment of its employees, including but not limited to compliance with social security and income tax withholding, workers' compensation insurance and all regulations governing such matters.

9. Contractors and Subcontractors: Subrecipient shall not subcontract any portion of the work without the prior express written authorization of Calaveras COG. [By executing this Agreement, Calaveras COG and the Calaveras COG Executive Director hereby expressly recognizes Rainey Planning and Management and its subcontractor Fehr & Peers as duly authorized past and present contractors and subcontractors who may perform, in whole or in part, the work required of Subrecipient in this Agreement.](#) If Calaveras COG consents to a subcontract, Subrecipient shall be fully responsible for all work performed by its contractors and subcontractors.

- a. Calaveras COG reserves the right to review and approve any contract or agreement to be funded in whole or in part using funds provided under this Agreement.
- b. Any contract or sub-contract shall contain the same applicable provisions of this Agreement, and shall require the Subrecipient and its contractors, if any, to:
 - (1) Comply with applicable State and Federal requirements that pertain to, among other things, labor standards, non-discrimination, the Americans with Disabilities Act, Equal Employment Opportunity, and Drug-Free Workplace, and *Office of Management and Budget Circular A-87, Cost Principles for State, Local and Indian Tribal Governments*.
 - (2) Maintain at least the minimum State-required Workers' Compensation Insurance for those employees who will perform the work or any part of it.
 - (3) Maintain unemployment insurance and disability insurance as required by law, along with liability insurance in an amount that is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the Subrecipient or any contractor in performing work associated with this Agreement or any part of it.
 - (4) Retain all books, records, computer records, accounts, documentation, and all other materials pertaining to the performance of this Agreement for a period of four (4) years from the date of termination of this Agreement, or four (4) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.
 - (5) Permit Calaveras COG and/or its designees, upon reasonable notice, unrestricted access to any or all books, records, computer records, accounts, documentation, and all other materials pertaining to the performance of this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.
 - (6) Comply with all applicable requirements of Title 49, Part 26 of the Code of Federal Regulations, as set forth in Section 20, Disadvantaged Business Enterprise Participation.

10. Termination:

- a. Calaveras COG shall have the right to terminate this Agreement for any reason, with or without cause, at any time, by giving Subrecipient fifteen (15) days written notice. The notice shall be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to Subrecipient at the address indicated in Section 18.
- b. If Calaveras COG issues a notice of termination:
 - (1) Subrecipient shall immediately cease rendering services pursuant to this Agreement.
 - (2) Subrecipient shall deliver to Calaveras COG copies of all Writings prepared by the Subrecipient, whether or not completed, which were prepared by Subrecipient, its employees or its contractors, if any, pursuant to this Agreement. The term "Writings" shall include, but not be limited to, handwriting, typesetting, computer files and records, drawings, blueprints, printing, photostating,

photographs, and every other means of recording upon any tangible thing, any form of communication or representation, including, letters, works, pictures, sounds, symbols computer data, or combinations thereof.

- (3) Calaveras COG shall pay Subrecipient for work actually performed up to the effective date of the notice of termination, subject to the limitations in Section 4 less any compensation to Calaveras COG for damages suffered as a result of Subrecipient's failure to comply with the terms of this Agreement. Such payment shall be in accordance with Section 6. However, if this Agreement is terminated because the work of Subrecipient does not meet the terms or standards specified in this Agreement, then Calaveras COG shall be obligated to compensate Subrecipient only for that portion of Subrecipient's services which is of benefit to Calaveras COG.

11. Contract Amendments: Calaveras COG may, from time to time, ~~require~~ request changes in the scope of the services to be performed. Such changes, including any increase or decrease in the amount of the Subrecipient's compensation, which are mutually agreed upon by and between Calaveras COG and the Subrecipient, shall be incorporated in written amendments to the Scope of Work. No oral understanding or agreement not incorporated in an amendment shall be binding on any of the parties hereto. Amendments inconsistent with the provisions and intent of this Agreement are invalid.

12. Availability of Records: The Subrecipient shall document the results of the work to the satisfaction of Calaveras COG, and if applicable, the State and U.S. DOT. Such documentation may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of contract objectives.

The Subrecipient and its contractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred (collectively "Records"), and make such Records available at their respective offices at all reasonable times during the contract period and for four (4) years from the date of final payment to the Subrecipient. Such Records shall be available for inspection by authorized representatives of Calaveras COG, or copies thereof shall be furnished upon Calaveras COG's request. The U.S. DOT, Caltrans, the Comptroller General of the United States, or any authorized representatives of these agencies, shall have access to any Records of the Subrecipient related to the performance of this Agreement, for the purpose of making audit, examination, excerpts, and/or transcriptions.

If so directed by Calaveras COG upon the expiration of this Agreement, the Subrecipient shall cause all Records to deliver to Calaveras COG as depository.

13. Americans with Disabilities Act (ADA) of 1990: By signing this Agreement, Subrecipient assures Calaveras COG that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101, et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

14. Drug-Free Certification: By signing this Agreement, Subrecipient hereby certifies under penalty of perjury under the laws of the State of California that Subrecipient will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code § 8350, et seq.) and will provide a drug-free workplace.

15. Union Organizing: By signing this Agreement, Subrecipient hereby acknowledges the applicability of Government Code § 16645 through § 16649 to this Agreement, excluding § 16645.2 and § 16645.7.

- a. Subrecipient will not assist, promote, or deter union organizing by employees performing work on this Agreement if such assistance, promotion, or deterrence contains a threat of reprisal or force, or a promise of benefit.
- b. Subrecipient will not meet with employees or supervisors on Calaveras COG or state property if the purpose of the meeting is to assist, promote, or deter union organizing, unless the property is equally available to the general public for meetings.

16. Non-discrimination:

a. During the performance of this Agreement, Subrecipient and its contractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sex, or sexual orientation. Subrecipient and its contractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subrecipient and its contractors shall comply with the provisions of Title VI of the Civil Rights Act of 1964, as amended, and with the provisions contained in 49 CFR Part 21 through Appendix C and 23 CFR 710.405 (b); Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor Regulation (41 CFR Part 60), the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and applicable regulations promulgated there under (California Administrative Code, Title 2, Section 7285.0 et seq.); and any other applicable federal and state laws and regulations relating to equal employment opportunity. The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12900, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this Agreement by reference and made a part hereof as it is set forth in full. Subrecipient and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

b. Subrecipient shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

c. Sanctions for Noncompliance: In the event of the Subrecipient's noncompliance with the nondiscrimination provisions of this Agreement, Calaveras COG shall impose such contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including but not limited to:

- (1) Withholding of payments to the Consultant under the Agreement until the Consultant complies, and/or,
- (2) Cancellation, termination or suspension of the Agreement, in whole or in part.

17. Indemnification: Subrecipient specifically agrees to indemnify, defend, and hold harmless Calaveras COG, its directors, officers, agents, and employees (the "Indemnitees") from and against any and all actions, claims, demands, losses, expenses, including reasonable attorneys' fees and costs, damages, and liabilities resulting from any act or omission of Subrecipient, its elected and appointed officials, officers, employees, contractors, agents and volunteers in relation to its performance of any of its responsibilities and obligations under this Agreement. ~~injury or death to a person or injury to property arising out of or in any way connected with the performance of this Agreement, however caused, regardless of any negligent act of an Indemnitee, whether active or passive, excepting only such injury or death as may be caused by the sole, active negligence or willful misconduct of an Indemnitee.~~ Subrecipient shall pay all costs that may be incurred by Calaveras COG in enforcing this indemnity, including reasonable attorneys' fees. The provisions of this Section shall survive the expiration, termination, or assignment of this Agreement.

18. Project Managers: Calaveras COG’s Project Manager for this Agreement is Melissa Eads, unless Calaveras COG otherwise informs Subrecipient. With the exception of a notice of termination sent by certified mail pursuant to Section 10 above, any notice, report, or other communication required by this Agreement will be mailed by first-class mail to the Calaveras COG Project Manager at the following address:

Melissa Eads
Calaveras Council of Governments
PO Box 280
San Andreas, CA 95249
209-754-2094

Subrecipient’s Project Manager for this Agreement is Peter Maurer. No substitution of Subrecipient’s project manager is permitted without Calaveras COG’s prior written agreement, which agreement will not be unreasonably withheld. With the exception of notice of termination sent by certified mail pursuant to Section 10 above, any notice, report, or other communication to Subrecipient required by this Agreement will be mailed by first-class mail to:

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County of Calaveras, Planning Department
891 Mountain Ranch Road
San Andreas, CA 95249
209-754-6394

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19. Prevailing Wage and Labor Requirements:

- a. Should Subrecipient award any construction contracts utilizing Federal funds under this Agreement, Subrecipient agrees to comply with all pertinent statutes, rules and regulations promulgated by the federal government including, but not limited to, (i) prevailing wage requirements of the Davis Bacon Act (40 U.S.C. §276a, *et seq.*) and related regulations (29 CFR Part 5); (ii) anti-kick back and payroll records requirements of the Copeland “Anti-Kickback” Act (40 U.S.C. §276c and 18 U.S.C. §874) and related regulations (29 CFR Part 3); and (iii) workweek computation and overtime requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-333) and related regulations (29 CFR Part 5).
- b. Should Subrecipient award any “public work” contract, as defined by California Labor Code Section 1720, utilizing State funds under this Agreement, Subrecipient agrees to comply with all pertinent California statutes, rules, and regulations including, but not limited to, prevailing wage provisions of Labor Code Section 1771.
- c. Any contract or subcontract entered into as a result of this Agreement will contain all of the provisions of this section.

20. Disadvantaged Business Enterprise (DBE) Participation: It is the policy of Calaveras COG that Disadvantaged Business Enterprises (DBE), as defined in Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs,” shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement; however, DBE participation is not a condition of award. In any event, Subrecipient agrees to complete the DBE Information Form so that Calaveras COG may compile statistics for federal reporting purposes. The Calaveras COG DBE Information Form is attached as Exhibit D and incorporated herein by this reference.

- a. **Non-Discrimination:** Subrecipient shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. Subrecipient shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Subrecipient to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as Calaveras COG may deem appropriate. Each subcontract signed by Subrecipient in the performance of this Agreement must include an assurance that Subrecipient and subSubrecipient shall not discriminate on the basis of race, color, national origin or sex in the performance of this Agreement.
- b. **Solicitations for Subcontracts, including Procurement of Materials and Equipment:** In all solicitations for contracts, each potential contractor or supplier shall be notified under this Agreement of the prohibition against discrimination on the grounds of race, color, or national origin, religion, sex, age, or disability.
- c. **Records:** Subrecipient shall maintain records of all subcontracts entered into with certified DBE contractor and records of materials purchased from certified DBE suppliers. The records shall show the name and business address of each DBE contractor or vendor and the total dollar amount actually paid each DBE contractor or vendor. The records shall show the date of payment and the total dollar figure paid to all firms. Upon completion of the contract, a summary of these records shall be prepared and submitted to Calaveras COG.
- b. **Termination of a DBE:** In conformance with Federal DBE regulation Section 26.53(f)(1) and 26.53(f)(2), Part 26, 49 CFR, Subrecipient shall not:
 - (1) Terminate for convenience a listed DBE contractor and then perform that work with its own forces (personnel), or those of an affiliate, unless Subrecipient has received prior written authorization from the Project Manager of Calaveras COG to perform the work with other forces (other than Subrecipient's own personnel) or to obtain materials from other sources; and
 - (2) If a DBE contractor is terminated or fails to complete its work for any reason, Subrecipient shall be required to make good faith efforts to replace the original DBE contractor with another DBE.
 - (3) Noncompliance by Subrecipient with the requirements of this paragraph is considered a material breach of this Agreement and may result in termination of the Agreement or other such appropriate remedies for a breach of this Agreement as Calaveras COG deems appropriate.
- e. **DBE Certification and Decertification:** If a DBE contractor is decertified during the life of the contract, the decertified contractor shall notify Subrecipient in writing with the date of decertification. If a contractor becomes a certified DBE during the life of the contract, the contractor shall notify Subrecipient in writing with the date of certification. Subrecipient shall then provide to the Project Manager of Calaveras COG written documentation indicating the DBE's existing certification status.
- f. **Prompt Progress Payment to Contractors:** Subrecipient shall pay to contractor(s) all moneys withheld in retention from the contractor within thirty (30) days from receiving payment from Calaveras COG for work satisfactorily completed, even if other work is not completed and has not been accepted in conformance with the terms of the contract.. Any violation of Business and Professions Code Section 7108.5 shall subject the violating Subrecipient or contractor to the penalties, sanctions, and other remedies of that Section.

This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the Subrecipient or contractor in the event of a dispute involving late payment or nonpayment by the Subrecipient, deficient contractor performance, and/or noncompliance by a contractor. This clause applies to both DBE and non-DBE contractors.

21. Debarment, Suspension, and Other Responsibilities: Subrecipient certifies and warrants that neither the Subrecipient firm nor any owner, partner, director, officer, or principal of Subrecipient, nor any person in a position with management responsibility or responsibility for the administration of funds:

- a. Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.
- b. Has within the three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Is presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commissions of any of the offenses enumerated in paragraph "b" above.
- d. Has within a three-year period preceding this Agreement, had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.
- e. Contract shall complete the Debarment Certification Form, attached hereto as Exhibit C.

The Consultant further certifies that is shall not knowingly enter into any transaction with any subconsultant, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

22. Non-lobbying Certification for Federal-Aid Contracts: The Subrecipient certifies, to the best of his or her knowledge and belief, that:

- a. No State or Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions.

- c. This certification is a material representation of fact upon which reliance was placed when this Agreement was entered into. Submission of this certification is a prerequisite for making or entering into this Agreement, imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.
- d. The Subrecipient also agrees by signing this Agreement that it shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

23. Authority: Each person signing this Agreement on behalf of a party hereby certifies, represents, and warrants that he or she has the authority to bind that party to the terms and conditions of this Agreement.

24. Successors and Assigns: This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their successors, assigns, or other representatives. The Subrecipient shall not assign or delegate any interest in this Agreement, and shall not transfer any interest in the same, without the prior written consent of Calaveras COG.

25. Force Majeure: Neither Calaveras COG nor Subrecipient shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services resulting, directly or indirectly, from acts of God or of the public enemy, acts of government, in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather, or any similar cause beyond the reasonable control of Calaveras COG or Subrecipient.

26. Counterparts: This Agreement may be executed in multiple counterparts, each of which shall constitute an original, and all of which taken together shall constitute one and the same instrument.

27. Waivers: No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of Calaveras COG to enforce at any time the provisions of this Agreement or to require at any time performance by the Subrecipient of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of Calaveras COG to enforce these provisions.

28. Litigation: Subrecipient shall notify Calaveras COG immediately of any claim or action undertaken by it or against it that affects or may affect this Agreement or Calaveras COG, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of Calaveras COG.

29. Governing Law and Forum: This Agreement will be administered and interpreted under California law as if written by both parties. Any dispute not resolved by informal negotiation between the parties to this contract shall be adjudicated in the Superior Court of Calaveras County.

30. Costs and Attorneys' Fees: If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and reasonable attorneys' fees.

31. Severability: If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law, unless the exclusion of such term or provision, or the application of such term or provision, would result in such a material change so as to

cause completion of the obligations contemplated herein to be unreasonable.

32. Integration: This Agreement represents the entire understanding of Calaveras COG and Subrecipient as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in accordance with Section 11.

33. Non-Liability of Calaveras COG: Calaveras COG will not be liable to Subrecipient or any third party for any claim for loss of profits or consequential damages. Further, Calaveras COG will not be liable to Subrecipient or any third party for any loss, cost, claim or damage, either direct or consequential, allegedly arising from a delay in performance or failure to perform under this Agreement.

34. Headings: The headings of the various sections of this Agreement are intended solely for convenience of reference and are not intended to explain, modify, or place any interpretation upon any of the provisions of this Agreement.

35. Ownership; Permission: Subrecipient represents and warrants that all materials used in the performance of the Project work, including, without limitation, all computer software materials and all written materials, are either produced and owned by Subrecipient, or that all required permissions and license agreements have been obtained and paid for by Subrecipient. Subrecipient will defend, indemnify and hold harmless Calaveras COG and its directors, officers, employees, and agents from any claim, loss, damage, cost, liability, or expense to the extent of any violation or falsity of the foregoing representation and warranty.

36. Amendments Required by Federal or State Agencies: If the FTA, FHWA, Caltrans, or any other federal or state agency having jurisdiction, requires a change to the terms of this Agreement, the parties will amend this Agreement as necessary, or will terminate it immediately.

37. Ambiguities: The parties have each carefully reviewed this Subrecipient Agreement and have agreed to each term and condition herein. No ambiguity will be construed against either party.

38. Press Releases: Each party will obtain the other party's prior written approval before disseminating ~~of~~ any press releases, or other public outreach materials, that include any reference to such other ~~party or such other~~ party's logo.

IN WITNESS WHEREOF the Calaveras Council of Governments and the Subrecipient have executed this Agreement as of the date first above written.

CALAVERAS COUNCIL OF GOVERNMENTS

COUNTY OF CALAVERAS

Melissa Eads, Executive Director

Chair, Calaveras County Board of Supervisors

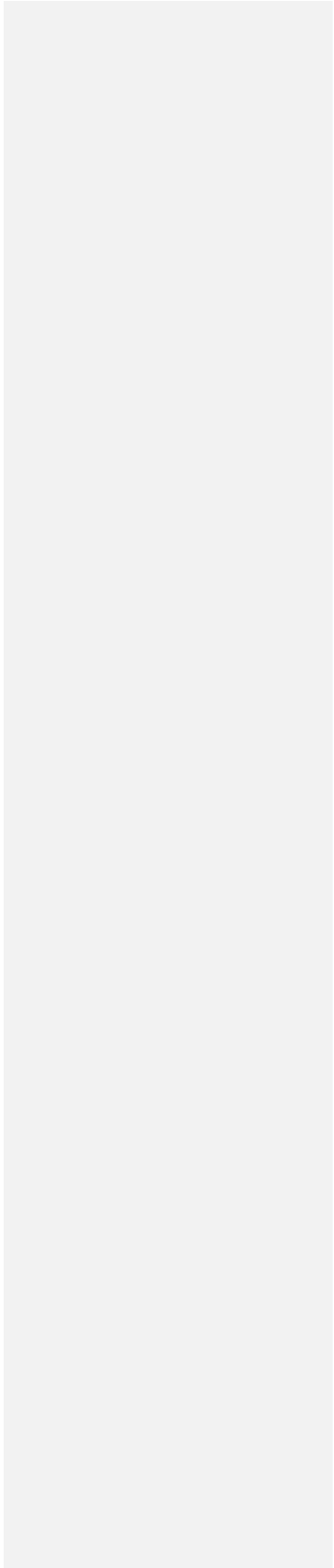
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| Date _____ Date

| _____
Jim Jones, Calaveras COG Counsel _____ [Megan Stedtfeld, Calaveras County Counsel](#)



Attachment: CCOG-County Subrecipient Agreement (1224 : UPlan Subrecipient Agreement)

EXHIBIT A

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SCOPE OF WORK:

The following tasks are excerpts from the Tri-County UPlan grant Scope of Work, titled “Protect and Improve Critical Transportation Planning Tools for Rural and Growing Counties”. The Tri-County UPlan grant was awarded to the Amador County Transportation Commission (ACTC) as the grantee and to Calaveras COG and Tuolumne County Transportation Council (TCTC) as sub-recipients. ACTC has contracted with UC Davis for the UPlan model upgrade. The Calaveras COG, as a sub-recipient, has been allotted \$53,333 to use traffic engineering/planning consultants for work under Tasks 4 and 5 of the grant.

The following tasks are broad and encompass a comprehensive list of potential tasks as each county’s needs and modeling tools are different. The work under this contract shall fall within the following tasks, however, it is not expected each sub-task and deliverable be completed.

Task 4. Consultant Support

Task 4.1: Traffic Model Updates

- A qualified transportation planning/traffic engineering consultant will apply outputs from the upgraded UPlan growth model to each of the Tri-Counties traffic models, provide traffic calibration report, and assist Tri-County transportation planning staff to interpret and analyze results and, as necessary, facilitate improvement or development of related tools (see Task 5).
- **Responsible Party: Tri-Counties**

Task 4.2: Land Use Planner Support

- Tri-County staff will carefully review traffic model calibration reports and conduct follow-up analysis as necessary to produce deliverables listed in Task 5 and fulfill objectives listed above.
- **Responsible Party: Tri-Counties Transportation and Land Use Planners**

Task	Deliverable
4.1	Updated/integrated traffic models for Amador, Calaveras, and Tuolumne Counties
4.2	Approval of Updated UPlan and traffic models by city and county land use and transportation planners

Task 5. Develop and/or Update Integral or Related Transportation Planning and Performance Measuring Tools

*Note: Each of the Tri-Counties is currently using Rural Blueprint grant funds to update or implement their current Rural UPlan programs. Each county is in a different stage in its process and using their UPlan models according to their own circumstances. Care is being taken **not** to duplicate tasks approved in prior Rural Blueprint grant awards to each of the Tri-Counties with tasks that are to be accomplished under this Partnership Planning for Sustainable Transportation grant application. Each county will vary the extent to which they are able to carry out the following listed sub-tasks depending upon grant funding, what has already been done, and what is already funded by a prior grant. More information is contained in the letters of support and explanation provided by each of the Tri-Counties (see Attachment B). Most of the interested and participating counties will only begin implementing many of the sub-tasks listed under Tasks 5.1 and 5.2. A larger group of rural and growing counties is expecting to submit another Partnership Planning Grant application in the next cycle (2015/16) to further utilize and complete the sub-tasks that are listed below (see Task 7 Final Report and Next Steps).*

Related Important Note: Each of the Tri-Counties has committed in-house staff for in-house use of the UPlan land use model. It is not work done by a sub-consultant; it is an ongoing, in-house transportation planning program. This ensures that the counties' long term commitment to the following listed sub-tasks (regardless of their current stage or variation of the sustainable/multi-modal transportation planning process).

Task 5.1: Improve Tools of Regional and Statewide Significance

- Tri-Counties will evaluate their existing travel demand models and the feasibility of implementing more advanced modeling practices to measure use of non-automobile modes such as transit, pedestrian and bicycle facilities, and the relative location of land uses in order to influence investments in transportation planning projects and programs (*these tools and capabilities are in the process of being developed statewide*).
- Ability to help influence where future growth will go so that it may minimize or even reduce costs to existing tax and rate payers.
- Ability to help form cost/benefit ratios required for transportation funding or to measure the potential effectiveness of transportation decisions.
- Ability to apply a value to accident "black spot analysis" to create a data layer which is compared to UPlan growth projections and informs transportation system and investment decisions related to traffic safety.
- Ability to analyze "geographic isolation", the ability to identify populations in rural areas without adequate mobility and access to transit or other transportation services or facilities.
- Ability to model housing units within one-quarter mile of a bike or pedestrian trail with access to jobs, shopping, services, or transit facilities.
- Ability to consider Tuolumne County's "health-in-all-policies", a grant for public health which established policies being woven into their new RTP Update.
- The tool can also aid efforts to responsibly streamline CEQA consistent with SB 743.
- Ability to model and measure air quality affects of local transportation investment decisions and implement or measure the performance of greenhouse gas reduction plans such as the one established by Tuolumne County.
- **Responsible Party: Tri-Counties**

Task 5.2: Improve Tools of Regional and Sub-Regional Significance

- Update and ensure accuracy of existing land use data bases.
- Reaffirm and update, clarify, or simplify existing data sets that influence UPlan outputs.
- Review, update, and clarify all metadata.
- Establish or reestablish interagency/public project oversight groups/committees, apply most recent population projects and land use information, and carry out related RTP and/or General Plan updates.
- Maintain land use data base as new building permits are issued and new construction occurs so the UPlan model is able to monitor growth and update and inform plans and planners on a regular and ongoing basis.
- Make UPlan model usable for sub-regional planning purposes such as cities, communities, LAFCO, Tribes, and other special districts or service agencies for developing local plans.
- Ensure sub-regional planning projects are consistent with the broader regional transportation UPlan growth model.
- Continue to train and develop in-house staff so that UPlan and related GIS programs become tools available to and accepted by local governments for multiple planning purposes over the long term.
- Provide demonstrations and assistance to other rural and growing counties.
- Better ability to update Regional Traffic Impact Study Guidelines - the traffic/transportation model and its relationship to UPlan growth projection are used to support Traffic Impact Studies

that are required by local government lead agencies to analyze the traffic impacts of major new land use development projects.

- Better ability to update Regional Traffic Mitigation Fee Programs - these key local transportation funding programs are, by law, required to relate closely to projected growth, hence accuracy of UPlan growth model is critical.
- Better ability to conduct mitigation monitoring (of conditions of approval of land use development projects) and other transportation related funding programs.
- **Responsible Party: Tri-Counties**

Task	Deliverable
5.1	<i>Improved data and analysis for planning and measuring performance of non-automobile modes of travel, environmental, social and cultural factors and for informing transportation project decisions.</i>
5.2	<i>Improved resources, data, and analytical tools for transportation planning, programming, and funding programs.</i>

EXHIBIT B

DEBARMENT CERTIFICATION FORM

The Subrecipient certifies that, neither the Subrecipient nor any owner, partner, director, officer, or principal of the Subrecipient, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency;
- (b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- (d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.

The Subrecipient further certifies that it shall not knowingly enter into any transaction with any contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Dated this _____ day of _____, 20 _____

By _____
Authorized Signature for Subrecipient

Printed Name and Title

Subrecipient Name and Type of Entity (*Corp., Partnership, Sole Proprietor*)

Address

City/State/Zip Code

Area Code/Telephone Number and E-Mail Address

Attachment: CCOG-County Subrecipient Agreement (1224 : UPlan Subrecipient Agreement)

EXHIBIT C

NON-LOBBYING CERTIFICATION

The Subrecipient certifies, to the best of his or her knowledge and belief, that:

- a. No State or Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. This certification is a material representation of fact upon which reliance was placed when this Agreement was entered into. Submission of this certification is a prerequisite for making or entering into this Agreement, imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.
- d. The Subrecipient also agrees by signing this Agreement that it shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such Subrecipients shall certify and disclose accordingly.

Dated this _____ day of _____, 20 _____

By _____
Authorized Signature for Subrecipient

Printed Name and Title

Subrecipient Name and Type of Entity (*Corp., Partnership, Sole Proprietor*)

Address

City/State/Zip Code

Area Code/Telephone Number and E-Mail Address

Attachment: CCOG-County Subrecipient Agreement (1224 : UPlan Subrecipient Agreement)

EXHIBIT D**DISADVANTAGED BUSINESS ENTERPRISE (“DBE”) INFORMATION FORM
(Including Underutilized Disadvantaged Business Enterprises (“UDBE”))**Background

The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR). The term “Underutilized Disadvantaged Business Enterprise” or “UDBE” is a firm meeting the definition of a DBE as specified in Title 49 and also one of the following groups: (i) Black American; (ii) Asian-Pacific American; (iii) Native American; and (iv) Women. It is the policy of the Calaveras Council of Governments (Calaveras COG), the California Department of Transportation (“Caltrans”), and the U.S. Department of Transportation that DBE’s, including UDBE’s, have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal transportation funds. A certified DBE or UDBE may participate in the performance of CALAVERAS COG contracts as a Subrecipient, contractor, joint venture partner, or as a vendor of material or supplies.

Requirements and Purpose of Form

The awardee shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts. Even if no DBE or UDBE participation will be reported, the awardee shall check the “No DBE Participation” option below (Option #1), and sign and return this form.

Resources

The California Unified Certification Program (CUCP) may be used for DBE certification and to identify firms eligible to participate as DBE’s or UDBE’s. The CUCP database may be accessed on-line at <http://www.californiaucp.com>. If you believe a firm is certified but cannot locate it in the CUCP database; you may contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance. If you do not have internet access, you may order a written directory of certified DBE firms from the Caltrans Division of Procurement and Contracts/Publication Unit, 1900 Royal Oaks Drive, Sacramento, CA 95815, Telephone: (916) 445-3520.

DBE/UDBE Participation Information

(Awardee must check at least one of the options below, provide required information regarding certified DBE’s and/or UDBE’s, and sign this Information Sheet on page 3)

DBE Information Form continued on following page

DBE INFORMATION FORM
Page 2 of 3

Option #1 - No Certified DBE or UDBE participation

_____ **Option #2 - It is proposed that the following DBE(s) be used on this contract:**
(Please attach an additional sheet if necessary)
Note: Use Option #3, next page, if DBE proposed is also a UDBE

Name of Certified DBE

DBE Certification No.

DBE Address

DBE Telephone No.

DBE E-Mail Address

Capacity of DBE (e.g., Subrecipient, contractor,
vendor)

\$ Amount DBE Participation

Description of services or materials to be provided by DBE

Name of Certified DBE

DBE Certification No.

DBE Address

DBE Telephone No.

DBE E-Mail Address

Capacity of DBE (e.g., Subrecipient, contractor,
vendor)

\$ Amount DBE Participation

Description of services or materials to be provided by DBE

DBE INFORMATION FORM
Page 3 of 3

_____ **Option #3 - It is proposed that the following UDBE(s) be used on this contract:**
(Please attach an additional sheet if necessary)

_____	_____
Name of Certified UDBE	DBE Certification No.
_____	_____
UDBE Address	UDBE Telephone No.
_____	_____
	UDBE E-Mail Address
_____	_____
Capacity of UDBE (<i>e.g., Subrecipient, contractor, vendor</i>)	\$ Amount UDBE Participation

Description of services or materials to be provided by UDBE	

_____	_____
Name of Certified UDBE	DBE Certification No.
_____	_____
UDBE Address	UDBE Telephone No.
_____	_____
	UDBE E-Mail Address
_____	_____
Capacity of UDBE (<i>e.g., Subrecipient, contractor, vendor</i>)	\$ Amount UDBE Participation

Description of services or materials to be provided by UDBE	

Submitted by:

_____	_____
Signature	Date

Print Name and Title	

Name of Subrecipient, if different than signatory	

EXHIBIT E
SAMPLE INVOICE

Agency Letterhead

Date:
Project:
Invoice Number:

Melissa Eads
Calaveras Council of Governments
PO Box 280
San Andreas, CA 95249

Task/Scope	Total Cost	Percent Complete	Billed Previous to this Invoice	Current Billing	Total Billed to Date
1.	\$xx,xxx.xx	%	\$	\$	\$
2.	\$xx,xxx.xx	%	\$	\$	\$
3.					

Project Summary

Task #1	Hours/Units	Date Work Completed	Backup Materials Provided
---------	-------------	---------------------	---------------------------

Please provide a detailed justification for the invoiced work completed this invoice. Use additionally space if necessary to justify all expenses. Provide staff will materials to support invoiced amounts.

Approved By:

Date:



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: <i>Amber Collins, Transportation Planner</i>	Board Meeting Date April 5, 2017	Agenda Number 20
Unmet Transit Needs Public Hearing		
Published Notice Required? Yes Public Hearing Required? Yes		Estimated Time: 0-5
Type of Document? Action Item PowerPoint Presentation Included? No		

Recommendation:

It is recommended the Council open a Public Hearing to provide the public an opportunity to identify unmet transit needs within the County.

Background

The Calaveras Council of Governments (CCOG), as the Regional Transportation Planning Agency for Calaveras County is responsible for implementing the Transportation Development Act (TDA), established by the California Legislature in 1971, in cooperation with the California Department of Transportation. TDA legislation requires that each year an Unmet Transit Needs Hearing be conducted to collect feedback on the existing transportation services that are being offered using Local Transportation Funds (LTF). This public forum also provides the CCOG an opportunity to document the concerns of individuals who are currently using transit services or are unable to do so because current services don't meet their needs.

Two public hearings are being offered this year, one at the Angels Camp City Council meeting on April 4, and the second tonight at the Calaveras Council of Governments meeting in San Andreas on April 5, 2017. The purpose of the hearings are to solicit feedback regarding unmet transit needs in the County. This public hearing was publicized in the Enterprise 30 days in advance, as mandated by the TDA. Both public hearings were publicized in ThePineTree.net.

Further input is being gathered through a Request for Public Comments form available on the CCOG website (www.calacog.org <<http://www.calacog.org>>), Calaveras Transit buses, and at the City. Input is also received via email or phone to the CCOG throughout the year. All of the comments recorded through the public hearings and received through written communication will be compiled, reviewed by the Social Services Transportation Advisory Council (SSTAC), and presented in a written report for Council review and potential adoption in August. The adopted report will then be submitted to Caltrans, Division of Mass Transportation by August 15, 2017.

****IMPORTANT**** No response will be made tonight regarding disposition of Unmet Needs.



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: N/ A,	Board Meeting Date April 5, 2017	Agenda Number a
Calaveras Transit FY 2016/17 Year End Performance Report		
Published Notice Required? No Public Hearing Required? No		Estimated Time:
Type of Document? Informational Item PowerPoint Presentation Included? No		



Transit Performance Report

Fiscal Year 2016/17

Mid-Year Report

July 1, 2016 – December 31, 2016



The Saturday Hopper's first run on July 23, 2016, was celebrated with ribbon cuttings in Valley Springs, San Andreas, Angels Camp, and Murphys.



Calaveras Transit teamed up with the Resource Connection Food Bank to collect donations at local grocery store in November, 2016.

This report provides a snapshot of Calaveras Transit's operational performance during the first half of fiscal year 2016/17. This report includes fiscal year-to-date totals as well as prior year comparisons.

April 5, 2017

The mission of Calaveras Transit is to provide safe and cost effective public transportation services throughout Calaveras County to serve the mobility needs of residents and visitors who need public transportation

Summary

Notable statistics at the mid-year point of FY 2016/17 include:

- Average Passengers per Vehicle Service Hour (VSH) was 3.26.
- Average Passengers per Vehicle Service Mile (VSM) was 0.12.
- Average Operating Cost per Passenger was \$27.87.
- The Farebox Recovery Ratio (FRR) at mid-year was 8.27%

System-Wide Performance Measures

A mid-year review of system-wide performance measures is included in Table 2 and is summarized below:

Ridership

Ridership at mid-year of fiscal year 16/17 was 20,999, which is 2,641 fewer passenger trips than at the mid-year point of fiscal year 15/16.

Service Effectiveness

Service effectiveness decreased in terms of Passengers per VSH by 32% and there was a decrease in Passengers per VSM by 28% since the previous fiscal year.

Cost Efficiency

With ridership down in fiscal year 16/17, the average Operating Cost per Passenger increased by 23% and the Subsidy per Passenger increased by 25%. Farebox Recovery Ratio (FRR) decreased by 6% due to reduced ridership. The Farebox Recovery Ratio at mid-year 16/17 was 8.27%, compared to the 15/16 FRR of 8.78%.

The Operating Cost Per Vehicle Service Hour was \$90.80, a decrease of 16% since the previous year. The Operating Cost Per Vehicle Service Mile decreased by 14%. There was a large increase of 26% in Vehicle Service Miles during the first half of fiscal year 16/17. Fuel costs increased by 19%. Maintenance costs decreased substantially by 33%.

Performance Measures

Table 1. ~ Mid-Year Comparison between Fiscal Years 16/17 and 15/16 ~ Key Indicators

	Mid-Year 16/17	Mid-Year 15/16	% Change
Farebox Recovery Ratio	8.27%	8.78%	-6%
Vehicle Service Hours (VSH)	6,444	4,953	30%
Operating Cost per VSH	\$90.80	\$108.52	-16%
Vehicle Service Miles (VSM)	171,719	136,335	26%
Operating Cost per VSM	\$3.41	\$3.94	-14%

Revenues:	Mid-Year 16/17	Mid-Year 15/16	% Change
Fares & Local Revenue	\$48,399	\$47,215	3%
Operating Contributions (LCTOP)	\$19,800	\$0	0%
Total Revenue	\$68,199	\$47,215	44%

Expenditures:	Mid-Year 16/17	Mid-Year 15/16	% Change
Fuel Costs	\$56,307	\$47,402	19%
Maintenance Costs	\$43,297	\$64,695	-33%
Variable Costs	\$195,871	\$175,249	12%
Fixed Costs	\$289,707	\$250,177	16%
Total Operating Costs	\$585,181	\$537,523	9%

Ridership Statistics:	Mid-Year 16/17	Mid-Year 15/16	% Change
Fixed Route Ridership	18,971	21,871	-13%
Special Events Ridership	2,028	1,769	15%
Average Daily Passengers	143	191	-25%
Passengers Per VSH	3.26	4.77	-32%
Passenger Per VSM	0.12	0.17	-28%
Operating Cost Per Passenger	\$27.87	\$22.74	23%
Subsidy Per Passenger	\$25.83	\$20.74	25%

Table 2. ~ Mid-Year Performance Measures by Route**Route 1 ~ Valley Springs - San Andreas - Angels Camp**

	Mid-Year 16/17	Mid-Year 15/16	% Change
Total Ridership	7,337	8,669	-15%
Average Daily Passengers	59.17	69.91	-15%
Passengers per VSH	4.52	4.41	3%
Passengers per VSM	0.10	0.15	-31%
Operating Cost per Passenger	\$22.23	\$24.60	-10%
Subsidy per Passenger	\$19.84	\$22.57	-12%
Farebox Recovery Ratio	10.75%	8.25%	30%
Total Local Revenue	\$17,536	\$17,597	-0.35%

Route 2 ~ San Andreas - Mokelumne Hill - West Point - Mountain Ranch

	Mid-Year 16/17	Mid-Year 15/16	% Change
Total Ridership	722	664	9%
Average Daily Passengers	5.87	5.35	10%
Passengers per VSH	1.19	0.97	23%
Passengers per VSM	0.0308	0.0300	3%
Operating Cost per Passenger	\$82.14	\$111.09	-26%
Subsidy per Passenger	\$79.77	\$109.05	-27%
Farebox Recovery Ratio	2.88%	1.84%	57%
Total Local Revenue	\$1,708	\$1,359	26%

Route 3 ~ San Andreas - Mokelumne Hill - Jackson

	Mid-Year 16/17	Mid-Year 15/16	% Change
Total Ridership	2,133	2,074	3%
Average Daily Passengers	17.34	16.73	4%
Passengers per VSH	4.61	4.26	8%
Passengers per VSM	0.16	0.18	-14%
Operating Cost per Passenger	\$20.10	\$24.28	-17%
Subsidy per Passenger	\$17.70	\$22.23	-20%
Farebox Recovery Ratio	11.91%	8.43%	41%
Total Local Revenue	\$5,106	\$4,244	20%

Route 4 ~ Angels Camp - Arnold - Columbia College

	Mid-Year 16/17	Mid-Year 15/16	% Change
Total Ridership	7,331	11,436	-36%
Average Daily Passengers	59.60	92.23	-35%
Passengers per VSH	4.11	7.35	-44%
Passengers per VSM	0.15	0.28	-47%
Operating Cost per Passenger	\$22.27	\$14.38	55%
Subsidy per Passenger	\$19.89	\$12.43	60%
Farebox Recovery Ratio	10.67%	13.60%	-22%
Total Local Revenue	\$17,417	\$22,380	-22%

Route 5 ~ Angels Camp - Copperopolis

	Mid-Year 16/17	Mid-Year 15/16	% Change
Total Ridership	431	797	-46%
Average Daily Passengers	3.50	6.43	-46%
Passengers per VSH	1.43	3.10	-54%
Passengers per VSM	0.04	0.10	-56%
Operating Cost per Passenger	\$65.97	\$35.41	86%
Subsidy per Passenger	\$63.65	\$33.36	91%
Farebox Recovery Ratio	3.53%	5.79%	-39%
Total Revenue	\$1,003	\$1,635	-39%

Delta Gold Line- Stockton

	Mid-Year 16/17
Total Ridership	586
Average Daily Passengers	4.76
Passengers per VSH	0.47
Passengers per VSM	0.38
Operating Cost per Passenger	\$163.10
Subsidy per Passenger	\$160.39
Farebox Recovery Ratio	1.66%
Total Revenue	\$1,589

Saturday Hopper

Because the Saturday Hopper was launched in July, 2016, there can be no comparisons with prior periods. See details about the service on page 11.

Mid-Year 16/17

Total Ridership	431
Average Daily Passengers	20.52
Passengers per VSH	1.29
Passengers per VSM	0.18
Operating Cost per Passenger	\$60.97
Subsidy per Passenger	\$58.38
Farebox Recovery Ratio	4.25%
Total Revenue	\$1,116

Special Transit Events

In this reporting period, Calaveras Transit provided transportation at Big Trees State Park Family Fun Day and the Mark Twain Wild West Fest. Performance measures for the special events were not tracked in prior periods.

Mid-Year 16/17

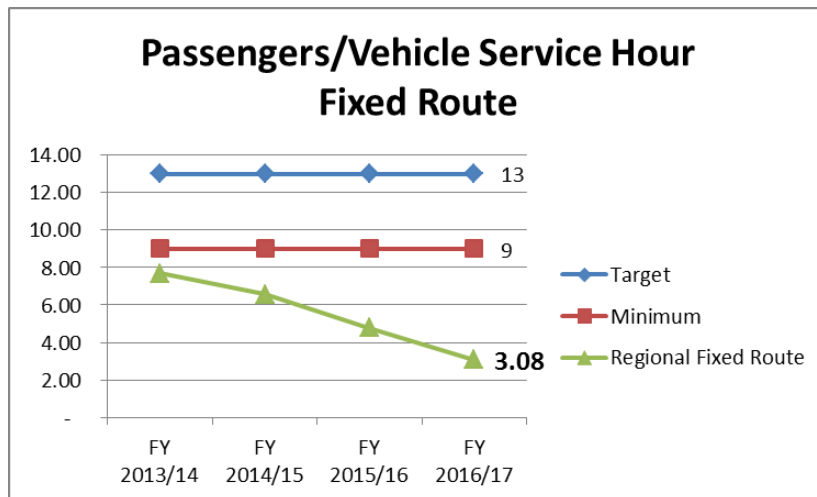
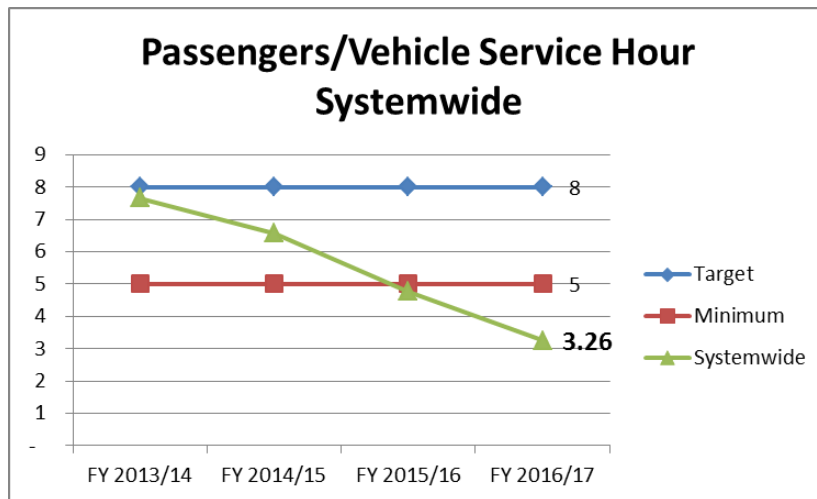
Total Ridership	2,028
Average Daily Passengers	1,014
Passengers per VSH	24.72
Passengers per VSM	2.32
Operating Cost per Passenger	\$3.12
Subsidy per Passenger	\$1.68
Farebox Recovery Ratio	46%
Total Revenue	\$2,925

Attachment: Mid-Year Performance Report_04-05-17 (1253 : Calaveras Transit Year End Report)

Target and Minimum Standards

The following tables express Calaveras Transit performance measures in terms of targets and minimum standards. The graphs are provided here in response to direction from the Interagency Transit Committee (ITC) and approved by the Board of Supervisors. The format is outlined in the 2016 Calaveras County Short Range Transit Plan Update.

Table 3- ~ Passengers per Vehicle Service Hour



The Delta Gold Line, the Intercity Service to Stockton, began service January 19, 2016.

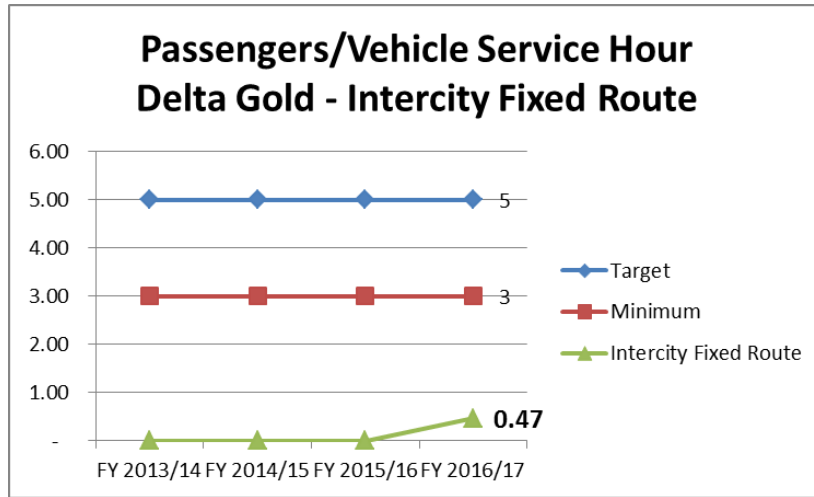


Table 4. ~ Ridership

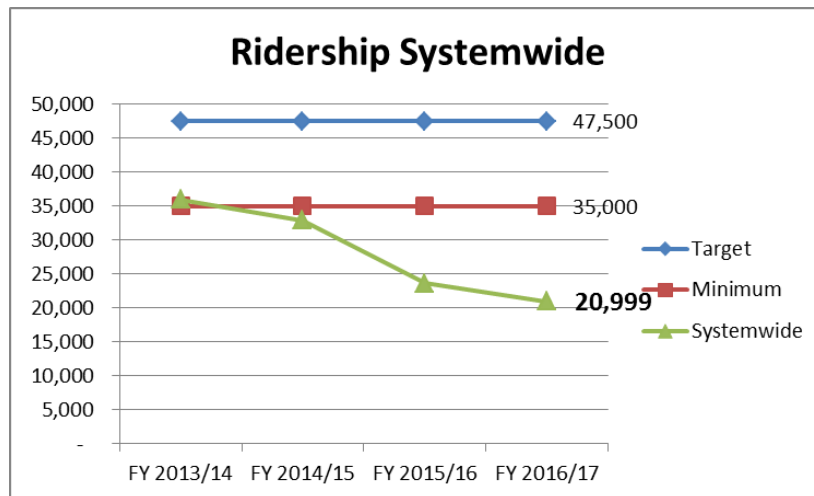


Table 5. ~ Service Efficiency

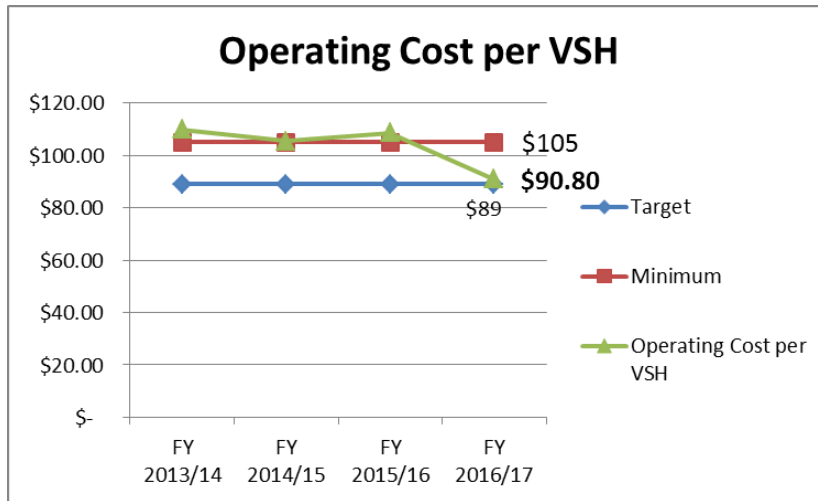
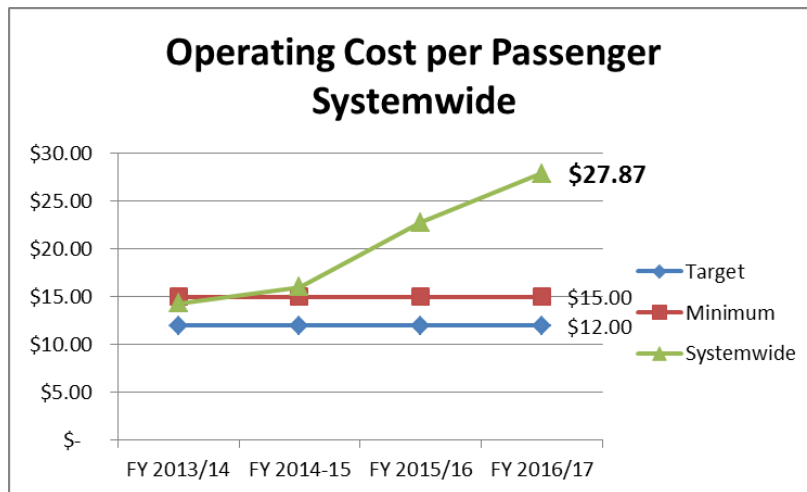


Table 6. ~ Operating Cost Per Passenger



Attachment: Mid-Year Performance Report_04-05-17 (1253 : Calaveras Tranist Year End Report)

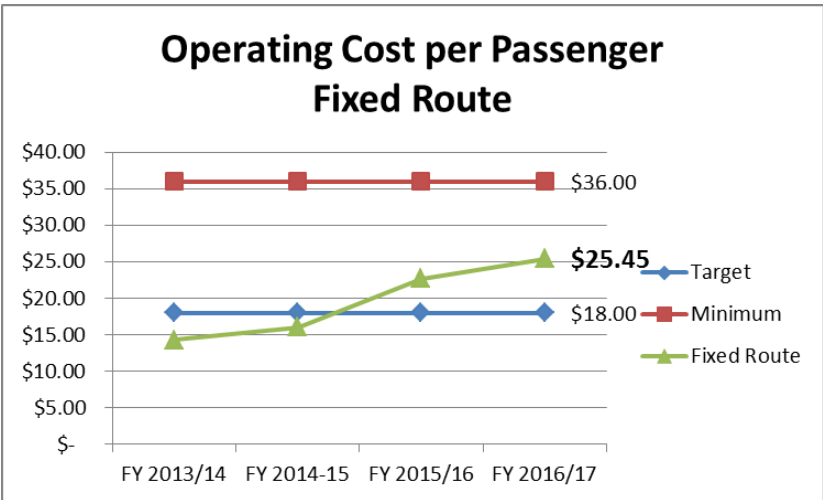
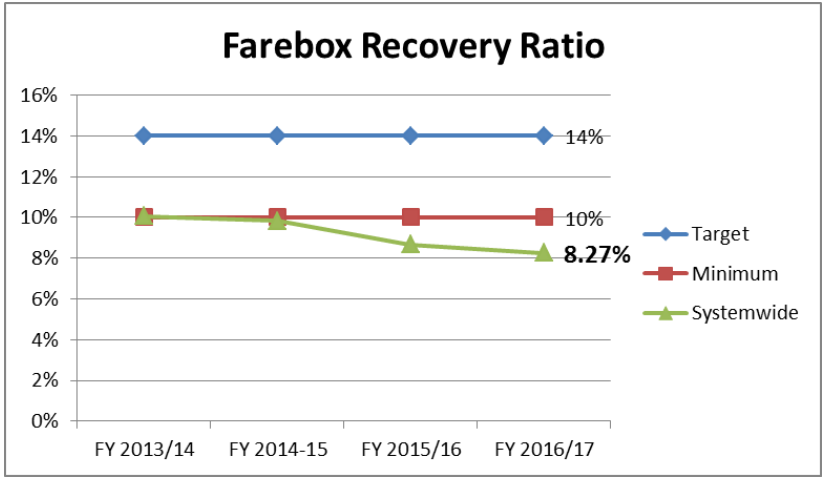
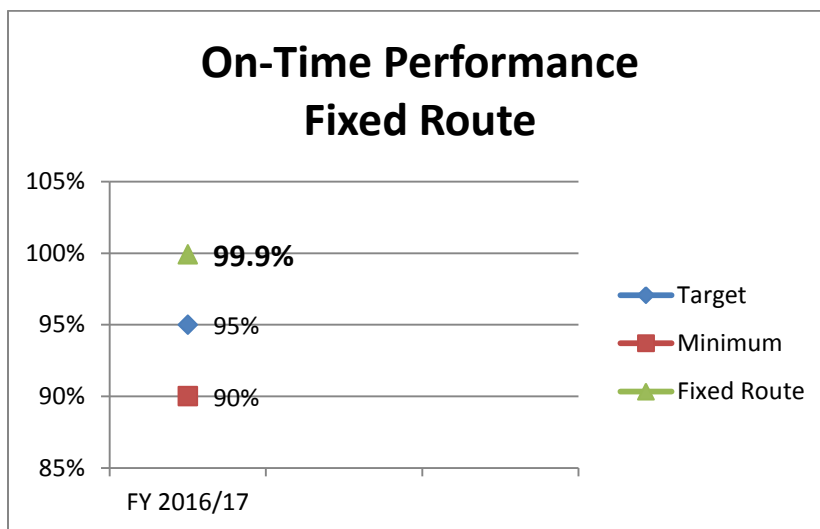


Table 7. ~ Farebox Recovery Ratio



Attachment: Mid-Year Performance Report_04-05-17 (1253 : Calaveras Transit Year End Report)

Table 8. ~ On-Time Performance



Community Participation

Saturday Hopper. A highlight of the reporting period was the launch of the Saturday Hopper on July 23, 2016. Funded by Low Carbon Transit Operations Program (LCTOP) funds, this special service connects Valley Springs, San Andreas, Angels Camp, and Murphys. The bus can stop at any safe place along the route, but designated stops feature parking lots for the convenience of visitors and residents. Stops include La Contenta Plaza at Hwy. 26 and Vista del Lago, Government Center in San Andreas, WorldMark Resort in Angels Camp, the Visitors Center in Angels Camp, and the Black Bart Playhouse parking lot on Algiers Street in Murphys.

The Saturday Hopper has provided a platform for sharing promotion opportunities with the sponsors of events in the towns it serves:

- Aug. 31 - the Plug Ugly Disc Golf Course Grand Opening Tournament, San Andreas
- Sept. 1 - Pride in the Park, Murphys
- Oct. 1 - Murphys Grape Stomp
- Oct. 7 - Day of the Dead, Murphys
- Oct. 15 - Mark Twain Wild West Fest, Angels Camp

Big Trees State Park Family Day. On August 20, Calaveras Transit provided two buses for a shuttle that served 1,224 people. The Calaveras Big Trees Association paid \$750 as fares for 15 hours of bus service.

Calaveras Community Health Walk. A Calaveras Transit van was on hand at the September 29 Community Health Walk in San Andreas to give a ride to anyone who preferred not to walk up the hill to Turner Park. Five people took advantage of the ride.

Mark Twain Wild West Fest. The well-attended Wild West Fest in Angels Camp on October 15 was served by a Calaveras Transit shuttle from parking areas at Bret Harte High School and the fairgrounds. Over 800 people rode the bus that day. The Angels Camp Business Association/ Angels Camp Commemorative Committee paid \$2,175 in fares for the service, which enabled Main Street to be closed for the festivities.



Stuff the Bus. These Santa's Express events to raise funds and food for the Resource Connection Food Bank were held at local grocery stores on November 5, 12, and 19. Community members, Calaveras Transit drivers and staff volunteered their time. Generous shoppers donated 4,550 pounds of food, 145 turkeys, 11 hams, and \$2,094 for the Food Bank.

Service Extension Report

Extension of Service to Burson

On-demand transit service to Burson was initiated May 26, 2015, in response to requests made during the 2014 Unmet Transit Needs process. Sufficient requests were received from individuals who do not drive or have access to a personal vehicle to be deemed an unmet need that was reasonable to meet. Route 1 was adjusted to enable on-demand service to a new bus stop at the Burson Fire Station three times a day.

Based on the petition submitted and the follow-up phone calls, approximately 300 one-way trips per month were anticipated. In the first half of fiscal year 2016-17, a total of 63 passengers made use of the service, which is a 35% reduction of passengers that utilized the service in the prior year. The seven miles between Valley Springs and Burson take approximately 15 minutes per round trip. This time is built into the schedule. When no trip to Burson is requested, the bus stays in Valley Springs and the driver takes a break.

A new or enhanced service is implemented on a trial basis for one or two years. Since the farebox recovery ratio is short of the 10 percent minimum goal, the Burson on-demand service will be discontinued when the new service plan is implemented this spring.

A comparison of this route at mid-year between 16/17 and 15/16 is as follows:

Burson Extension - Ridership

	Mid-Year 16/17	Mid-Year 15/16	% Change
July	10	8	25%
August	12	11	9%
September	12	18	-33%
October	19	26	-27%
November	8	26	-69%
December	<u>2</u>	<u>8</u>	-75%
Mid-Year Ridership Total	63	97	-35%