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Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

AGENDA

Wednesday, January 11, 2012

1:30 p.m.

**NCTPA/NVTA Conference Room
707 Randolph Street, Suite 100
Napa CA 94559**

General Information

All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at www.nctpa.net/m_a.cfm at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NCTPA Board of Directors, 707 Randolph Street, Suite 100, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NCTPA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Members of the public may speak to the Board on any item at the time the Board is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the Board Secretary. Also, members of the public are invited to address the Board on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Karrie Sanderlin, NCTPA Board Secretary, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net, click on Minutes and Agendas – NCTPA Board or go to www.nctpa.net/bod-c/bod/curr-am.html

ITEMS

- 1. Call to Order – Chair Keith Caldwell
- 2. Pledge of Allegiance
- 3. Roll Call

Members:

Joan Bennett	City of American Canyon
Leon Garcia, Mayor	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles, Mayor	City of Calistoga
Jim Krider	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell	County of Napa
Bill Dodd, BOS Chair	County of Napa
Del Britton, Mayor	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John F. Dunbar, Mayor	Town of Yountville
JoAnn Busenbark	Paratransit Coordinating Council

- 4. Modifications to / Setting of the Agenda
- 5. Public Comment
- 6. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update
- 7. Directors Update
- 8. Caltrans Update
- 9. Wine Train Purchase Presentation (Chuck McMinn/Keith Rogal)

10. **CONSENT ITEMS (10.1)**

- 10.1 Approval of Resolution 12-01 submitting two (2) applications for Regional Measure 2 (RM2) funding for the VINE Express Bus North Project. (Antonio Onorato) *(Pages xx-xx)*

APPROVE

Board action will a approve Resolution No. 12-01 submitting two (2) funding applications for VINE for long-haul transit vehicles on Express Route 29 and the acquisition of the Yountville Park and Ride Lot.

11. **REGULAR AGENDA ITEMS**

RECOMMENDATION

- 11.1 FY 10/11 Independent External Audit Report (Antonio Onorato) (pages xx-xx)

ACCEPT AND FILE

Board action will accept and authorize the Executive Director to file the FY 10/11 NCTPA financial audit and single audit and to receive an additional \$110,574 from the County's Local Transportation Fund for monies owed to NCTPA.

- 11.2 Regional Transportation Plan (RTP) prioritized list for Napa County.(Eliot Hurwitz) (pages xx-xx)

APPROVE

Board action will approve selected list of Napa countywide projects for inclusion in MTC's 2012 RTP.

- 11.3 Countywide Bike Plan (Eliot Hurwitz) (pages xx-xx)

APPROVE

Board action will receive the new Countywide Bicycle Plan, hold a public hearing and open a 30-day public comment period on the CEQA Initial Study with a Draft Mitigated Negative Declaration. Staff will return to the Board for Adoption of the Plan at the conclusion of the public hearing period.

- 11.4 VINE/VINE Go Services Report (Tom Roberts) (pages xx-xx)

INFORMATION

Board action will have the NCTPA Board (1) review and provide feedback to agency staff on the new Transit Performance Dashboard.

12. **INTERJURISDICTIONAL ISSUES FORUM**

RECOMMENDATION

- 12.1 Interjurisdictional Issues Discussion Forum and Information Exchange

INFORMATION

Board Members are encouraged to share specific new projects with Interjurisdictional impacts.

12.2 Approval of Appointment to Napa
County Commission for Arts and Culture.

INFORMATION/
APPROVE

Board approval will appointment Robin Baldwin
to the NCCAC.

13. **CLOSED SESSION**

13.1 **PUBLIC EMPLOYEE PERFORMANCE
EVALUATION** (Government Code Section
54957)

Title: Executive Director

14. **ADJOURNMENT**

RECOMMENDATION

14.1 Approval of Meeting Date of February 15, 2012
and Adjournment.

APPROVE

I hereby certify that the agenda for the above stated meeting was posted at a location
freely accessible to members of the public at the NCTPA offices, 707 Randolph Street
Suite 100 Napa CA, by 5:00 p.m., Friday January 5, 2011

Karalyn E. Sanderlin, NCTPA Board Secretary

Glossary of Acronyms

ABAG	Association of Bay Area Governments	PDA	Priority Development Areas
ADA	American with Disabilities Act	PSR	Project Study Report
BAAQMD	Bay Area Air Quality Management District	RACC	Regional Agency Coordinating Committee
AVAA	Abandoned Vehicle Abatement Authority	RFP	Request for Proposal
BART	Bay Area Rapid Transit District	RFQ	Request for Qualifications
BATA	Bay Area Toll Authority	RM2	Regional Measure 2 (Bridge Toll)
BRT	Bus Rapid Transit	RTEP	Regional Transit Expansion Program
Caltrans	California Department of Transportation	RTIP	Regional Transportation Improvement Program
CEQA	California Environmental Quality Act	RTP	Regional Transportation Plan]
CIP	Capital Investment Program	SAFE	Service Authority for Freeways and Expressways
CMA's	Congestion Management Agencies	SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
CMAQ	Congestion Mitigation and Air Quality Improvement Program	SCS	Sustainable Community Strategy
CMP	Congestion Management Program	SR	State Route
CTC	California Transportation Commission	SRS	Safe Routes to School
EIR	Environmental Impact Report	SOV	Single-Occupant Vehicle
FHWA	Federal Highway Administration	STA	State Transit Assistance
FTA	Federal Transit Administration	STIP	State Transportation Improvement Program
FY	Fiscal Year	STP	Surface Transportation Program
GHG	Greenhouse Gas	TMC	Transportation Control measure
HIP	Housing Incentive Program	TCRP	Traffic Congestion Relief Program
HOT	High Occupancy Toll	TDA	Transportation Development Act
HOV	High Occupancy Vehicle	TDM	Transportation Demand Management Transportation Demand Model
IFB	Invitation for Bid	TEA	Transportation enhancement Activities
ITIP	State Interregional Transportation Improvement Program	TEA 21	Transportation Equity Act for the 21 st Century
LIFT	Low-Income Flexible Transportation	TFCA	Transportation Fund for Clean Air
LOS	Level of Service	TIP	Transportation Improvement Program
MPO	Metropolitan Planning Organization	TLC	Transportation for Livable Communities
MTC	Metropolitan Transportation Commission	TMP	Traffic Management Plan
MTS	Metropolitan Transportation System	TMS	Transportation Management System
NCTPA	Napa County Transportation and Planning Agency	TOD	Transit-Oriented Development
NEPA	National Environmental Policy Act	TOS	Transportation Operations Systems
NOC	Notice of Completion	VHD	Vehicle hours of Delay
NOD	Notice of Determination	VMT	Vehicle Miles Traveled
NOP	Notice of Preparation		
NVTA	Napa Valley Transportation Authority		
PCI	Pavement Condition Index		



January 11, 2012
NCTPA Agenda Item 10.1
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Paul W. Price, Executive Director
REPORT BY: Antonio Onorato, Manager of Finance
(707) 259-8779 / Email: aonorato@nctpa.net
SUBJECT: Approval of Resolution No. 12-01 Authorizing the Filing of two (2) Initial Project Reports and Related Claim for \$2,185,000 in Regional Measure 2 (RM2) Funds to apply toward purchase of Transit Buses and one (1) Park and Ride.

RECOMMENDATION

That the NCTPA Board approve Resolution No. 12-01 (Attachment 1) authorizing the Filing of two (2) Initial Project Reports and Related Claims for \$2.185,000 in Regional Measure 2 (RM2) Funds to be used toward the purchase of public transit buses dedicated to Vine Express Route 29 and acquisition/construction of the Yountville Park and Ride lot project.

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

NCTPA is an eligible recipient of Regional Measure 2 (RM2) funding for capital projects within the region. This action adopts the attached resolution and authorizes the submission of two (2) Initial Project Reports (IPR) to the Metropolitan Transportation Commission. Once approved by the MTC, NCTPA will receive \$2.185 million for reimbursable capital expenses associated with the purchase of public transit buses for VINE Express Route 29 and costs for acquisition and improvements to the Yountville Park and Ride lot. A balance of \$165,000 will remain in the fund for a future acquisition of a second, but yet unidentified, Park and Ride lot in Napa County.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

FINANCIAL IMPACT

Is there a fiscal impact? Yes. Once approved by MTC, NCTPA would be reimbursed for \$2,185,000 in RM2 funds to be applied towards the four (4) buses and one (1) park and ride lot located in Yountville.

Is it Currently Budgeted? Yes. This item is budgeted for FY 2011/12.

Where is it budgeted? FY2011/12 NCTPA budget- Fund 2100

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: Yes. \$2,185,000 for FY 11/12.

Consequences if not approved: Agency would use an equivalent amount of local funds.

CEQA REQUIREMENTS

The proposed action is not a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action, which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change. Accordingly, no additional CEQA review is required at this time.

BACKGROUND AND DISCUSSION

On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll on the seven State-owned toll bridges in the San Francisco Bay Area by \$1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors.

To claim these funds, project sponsors such as NCTPA are required to submit and update project summary documents called Initial Project Reports (IPRs) to MTC (attached). MTC will approve the IPRs in conjunction with the allocation of RM2 funds. The IPRs contain details such as the project scope, cost, schedule, and other fund sources. In addition, a resolution authorizing application for the funding must be submitted by the agency's governing Board (Attachment 1).

The \$2.350 million RM2 funds requested were previously programmed by MTC. At this time, staff recommends the funds be designated for VINE Route 29 buses and Park and Ride projects and the Board approve the two (2) Initial Project Report and accompanying Board resolution.

SUPPORTING DOCUMENTS

- Attachments: (1) Resolution No. 12-01
(2) Initial Project Report- Napa Buses
(3) Initial Project Report- Park and Ride Lots

RESOLUTION No. 12- 01

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION PLANNING AGENCY (NCTPA)
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION
WITH THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)
FOR REGIONAL MEASURE 2 (RM2) FUNDING FOR THE EXPRESS BUS NORTH
PROJECT- NAPA BUSES AND PNR**

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

WHEREAS, NCTPA is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

WHEREAS, the Express Bus North- Napa Buses and PNR is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

WHEREAS, the Regional Measure 2 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which NCTPA is requesting that MTC allocate Regional Measure 2 funds; now, therefore, be it

RESOLVED, that NCTPA, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

RESOLVED, that NCTPA certifies that the project is consistent with the Regional Transportation Plan (RTP); and be it further

RESOLVED, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project; and be it further

RESOLVED, that the Regional Measure 2 phase or segment is fully funded, and results in an operable and useable segment; and be it further

RESOLVED, that NCTPA approves the updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, that NCTPA approves the cash flow plan, attached to this resolution; and be it further

RESOLVED, that NCTPA has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution; and, be it further

RESOLVED, that NCTPA is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(c); and be it further

RESOLVED, that NCTPA is authorized to submit an application for Regional Measure 2 funds for Express Bus North- Napa Buses and PNR in accordance with California Streets and Highways Code 30914(c); and be it further

RESOLVED, that NCTPA certifies that the projects and purposes for which RM2 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to NCTPA making allocation requests for Regional Measure 2 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of NCTPA to deliver such project; and be it further

RESOLVED, that NCTPA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and be it further

RESOLVED, that NCTPA indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of NCTPA, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages, and be it further

RESOLVED, that NCTPA shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED, that assets purchased with RM2 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 2 funds were originally used; and be it further

RESOLVED, that NCTPA shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 2 Toll Revenues; and be it further

RESOLVED, that NCTPA authorizes its Paul Price, Executive Director, or his/her designee to execute and submit an allocation request for the (environmental/ design/ right-of-way/ construction) phase with MTC for Regional Measure 2 funds in the amount of \$2,350,000, for the project, purposes and amounts included in the project applications attached to this resolution; and be it further

RESOLVED, that the Paul Price, Executive Director, or his/her designee is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate.

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RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the NCTPA application referenced herein.

Passed and adopted this 11th day of January, 2012.

Keith Caldwell, Chair, NCTPA

Ayes:

Noes:

ATTEST:

Absent:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED AS TO FORM:

Janice Killion, NCTPA Legal Counsel

Regional Measure 2 Initial Project Report (IPR)

Project Title: EXPRESS BUS NORTH- NAPA BUSES AND PNR

RM2 Project No. 17.7

Allocation History:

	MTC Approval Date	Amount	Phase
#1:	March 4, 2009	\$2,350,000	Napa Buses and PNR
#2			
#3			

Total: \$2,350,000

Current Allocation Request:

IPR Date	Amount Being Requested	Phase Requested
January 11, 2012	\$1,985,000	Napa Buses

I. OVERALL PROJECT INFORMATION

A. Project Sponsor / Co-sponsor(s) / Implementing Agency
NCTPA- Napa County Transportation and Planning Agency

B. Project Purpose

In 2009, the VINE 29 Commuter Express to the Vallejo Ferry and El Cerrito Del Norte BART station was launched using two motor coaches on loan to NCTPA and two older standard in-city buses. All four vehicles are in need of replacement. In addition, the standard in-city buses are inappropriately equipped for this type of distance commuter service.

The project will purchase four (4) long distance transit buses dedicated to this route.

C. Project Description (please provide details)

Project Graphics to be sent electronically with This Application

\$1,985,000 of funding will be used purchase of four (4) 40' clean diesel buses with seating capacity for 29 passengers and 2 wheelchair or 35 passengers. The buses will be equipped with reclining seats, tray tables, individual reading lights and wi-fi meant for long distance commute trips.

D. Impediments to Project Completion

NCTPA sees no identifiable impediments to completion.

E. Operability

Upon delivery and acceptance, the four (4) buses will be placed into service immediately dedicated to Express Route 29. Fuel and on-going maintenance will managed by NCTPA and purchase transportation provider.

II. PROJECT PHASE DESCRIPTION and STATUS

F. Environmental –

Does NEPA Apply: Yes No

Categorical Exemption.

G. Design –

H. Right-of-Way Activities / Acquisition –

I. Construction / Vehicle Acquisition -

Buses will be ordered December 2012 with delivery expected to occur 12-18 months later.

III. PROJECT BUDGET

J. Project Budget (Escalated to year of expenditure)

Phase	Total Amount - Escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$1,985,000
Total Project Budget (in thousands)	\$1,985,000

K. Project Budget (De-escalated to current year)

Phase	Total Amount - De-escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$1,985,000
Total Project Budget (in thousands)	\$1,985,000

L. Project Budget – Deliverable Segment (Escalated to year of expenditure)

Phase	Total Amount - Escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$1,985,000
Total Project Budget (in thousands)	\$1,985,000

M. Project Budget – Deliverable Segment(De-escalated to current year)

Phase	Total Amount - De-escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$1,985,000
Total Project Budget (in thousands)	\$1,985,000

IV. OVERALL PROJECT SCHEDULE

Phase-Milestone	Planned (Update as needed)	
	Start Date	Completion Date
Environmental Document		
Environmental Studies, Preliminary Eng. (ENV / PE / PA&ED)		
Final Design - Plans, Specs. & Estimates (PS&E)		
Right-of-Way Activities /Acquisition (R/W)		
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)	12/2011	06/2013

V. ALLOCATION REQUEST INFORMATION

N. Detailed Description of Allocation Request

Describe the scope of the allocation request. Provide background and other details as necessary.

Amount being requested (in escalated dollars)	\$1,985,000
Project Phase being requested	CON
Are there other fund sources involved in this phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	1/11/2012
Month/year being requested for MTC Commission approval of allocation	2/2012

O. Status of Previous Allocations (if any)

There have been no previous RM2 Allocations for this project.

P. Workplan

Workplan in Alternate Format Enclosed

TASK NO	Description	Deliverables	Completion Date
17.7	Express Bus North- Napa Buses	Rolling Stock Acquisition	6/2013

Q. Impediments to Allocation Implementation

NCTPA anticipates no impediments to implementation.

VI. RM-2 FUNDING INFORMATION

R. RM-2 Funding Expenditures for funds being allocated

The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included
S. Next Anticipated RM2 Allocation Request.

VII. GOVERNING BOARD ACTION

Check the box that applies:

Governing Board Resolution attached

Governing Board Resolution to be provided on or before:

VIII. CONTACT / PREPARATION INFORMATION

Contact for Applicant's Agency

Name: Paul Price
Phone: 707-259-8631
Title: Executive Director
E-mail: pprice@nctpa.net
Address: 707 Randolph St. Suite 100, Napa, CA 94559

Information on Person Preparing IPR

Name: Antonio Onorato
Phone: 707-259-8779
Title: Manager of Finance
E-mail: aonorato@nctpa.net
Address: 707 Randolph St. Suite 100, Napa, CA 94559

Applicant Agency's Accounting Contact

Name: Antonio Onorato
Phone: 707-259-8779
Title: Manager of Finance
E-mail: aonorato@nctpa.net

Address: 707 Randolph St. Suite 100, Napa, CA 94559

Revised IPR 120905.doc

Regional Measure 2 Initial Project Report (IPR)

Project Title: EXPRESS BUS NORTH- NAPA BUSES AND PNR

RM2 Project No. 17.7

Allocation History:

	MTC Approval Date	Amount	Phase
#1:	March 4, 2009	\$2,350,000	Napa Buses and PNR
#2			
#3			

Total: \$2,350,000

Current Allocation Request:

IPR Date	Amount Being Requested	Phase Requested
January 11, 2012	\$200,000	PNR (1 of 2)

I. OVERALL PROJECT INFORMATION

A. Project Sponsor / Co-sponsor(s) / Implementing Agency

NCTPA- Napa County Transportation and Planning Agency

B. Project Purpose

NCTPA is requesting \$200,000 for land acquisition, and related costs for one (1) park and ride lot and improvements in the Town of Yountville located in Napa County, California. The project originally called for two (2) park and ride lot projects. A second park and ride has not yet been identified and will not be part of this application.

The PNR lot will play an important role in addressing the area's projected "growing pains" and builds upon the significant recent successes of the region's public transit system. In a region of population growth, the NCTPA forecasts an increase of over 100% in auto travel times and a 50% increase in vehicle miles traveled over the course of 25 years. The PNR lot will help to steer that trajectory in a more efficient and sustainable direction by enhancing access to the Napa VINE Transit bus service for approximately 137,000 residents.

By improving the regions mobility options, NCTPA and VINE Transit will leverage the transportation benefits of the County's transportation system. Largely due to the workforce characteristics of Napa County, the PNR lot will result in a daily reduction of exponentially reduce vehicle miles traveled per rider accessing the facilities with additional reductions due to increased VINE Transit ridership. Since VINE Transit regional Route 10, VINE 29 Express, and Yountville Trolley are currently operating in the area, this investment will result in increased ridership on day one.

To ensure the public participation in these efforts, NCTPA VINE Transit, and the Town of Yountville will continue to cooperate on branding, public outreach, advertizing, and pubic information effort

C. Project Description (please provide details)

Project Graphics to be sent electronically with This Application

The project entails the land acquisition, related costs for improvements to the Yountville Park N Ride located at the corner of Solano Avenue and California Drive, south of California Drive and located between the railroad right of way and Solano Avenue in the Town of Yountville, Napa County, California.

A current Park and Ride exists at this location. The money will be used for 1) Right of Way/Acquisition; and 2) Improvements to the facility.

D. Impediments to Project Completion

There are currently no legal impediments, funding issues, anticipated delivery constraints, or prior experience concerns that would obstruct the project completion.

E. Operability

When the project is completed, the lot will be operated and maintained by NCTPA. NCTPA will have title to this property. Additional responsibilities will include maintenance of the lot and new trash receptacle. Pedestrian safety and ADA requirements will be maintained throughout the site.

II. PROJECT PHASE DESCRIPTION and STATUS

F. Environmental –

Does NEPA Apply: Yes No

G. Design –

The Yountville Park and Ride lot is currently in use. See attached Plat map and pictures.

H. Right-of-Way Activities / Acquisition –

NCTPA will purchase the Park and Ride lot. It is anticipated that the cost for the 6,500 square foot lot will be \$150,000 plus improvement costs after purchase. Improvements to the facility include repaving the site and re-stripping.

I. Construction / Vehicle Acquisition -

Minor construction issues are anticipated for this project including:

1. Asphalt paving of site.
2. Re-stripping

III. PROJECT BUDGET

J. Project Budget (Escalated to year of expenditure)

Phase	Total Amount - Escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	\$150,000
Construction / Rolling Stock Acquisition (CON)	\$50,000
Total Project Budget (in thousands)	\$200,000

K. Project Budget (De-escalated to current year)

Phase	Total Amount - De-escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	\$150,000
Construction / Rolling Stock Acquisition (CON)	\$50,000
Total Project Budget (in thousands)	\$200,000

L. Project Budget – Deliverable Segment (Escalated to year of expenditure)

Phase	Total Amount - Escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	\$150,000
Construction / Rolling Stock Acquisition (CON)	\$50,000
Total Project Budget (in thousands)	\$200,000

M. Project Budget – Deliverable Segment(De-escalated to current year)

Phase	Total Amount - De-escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	\$150,000
Construction / Rolling Stock Acquisition (CON)	\$50,000
Total Project Budget (in thousands)	\$200,000

IV. OVERALL PROJECT SCHEDULE

Phase-Milestone	Planned (Update as needed)	
	Start Date	Completion Date
Environmental Document		
Environmental Studies, Preliminary Eng. (ENV / PE / PA&ED)		
Final Design - Plans, Specs. & Estimates (PS&E)		
Right-of-Way Activities /Acquisition (R/W)	2/2012	3/2012
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)	3/2012	5/2012

V. ALLOCATION REQUEST INFORMATION

N. Detailed Description of Allocation Request

Describe the scope of the allocation request. Provide background and other details as necessary.

Amount being requested (in escalated dollars)	\$200,000
Project Phase being requested	PNR (1 of 2)
Are there other fund sources involved in this phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	1/11/2012
Month/year being requested for MTC Commission approval of allocation	2/2012

O. Status of Previous Allocations (if any)

There have been no previous RM2 Allocations for this project.

P. Workplan

Workplan in Alternate Format Enclosed

TASK NO	Description	Deliverables	Completion Date
17.7	Express Bus North- PNR	Acquisition of Lot	2/2012
17.7	Express Bus North- PNR	Improvements to PNR lot	5/2013

Q. Impediments to Allocation Implementation

NCTPA anticipates no impediments to implementation.

VI. RM-2 FUNDING INFORMATION

R. RM-2 Funding Expenditures for funds being allocated

The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included

S. Next Anticipated RM2 Allocation Request.

VII. GOVERNING BOARD ACTION

Check the box that applies:

Governing Board Resolution attached

Governing Board Resolution to be provided on or before:

VIII. CONTACT / PREPARATION INFORMATION

Contact for Applicant's Agency

Name: Paul Price
Phone: 707-259-8631
Title: Executive Director
E-mail: pprice@nctpa.net
Address: 707 Randolph St. Suite 100, Napa, CA 94559

Information on Person Preparing IPR

Name: Antonio Onorato
Phone: 707-259-8779
Title: Manager of Finance
E-mail: aonorato@nctpa.net
Address: 707 Randolph St. Suite 100, Napa, CA 94559

Applicant Agency's Accounting Contact

Name: Antonio Onorato
Phone: 707-259-8779
Title: Manager of Finance
E-mail: aonorato@nctpa.net
Address: 707 Randolph St. Suite 100, Napa, CA 94559



January 11, 2012
NCTPA Agenda Item 11.1
Continued From: New
Action Requested: ACCEPT AND FILE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Paul W. Price, Executive Director
REPORT BY: Antonio Onorato- Manager of Finance
(707) 259-8779 / Email: anonorato@nctpa.net
SUBJECT: FY 2010/11 Independent External Audit Reports for NCTPA

RECOMMENDATION

The NCTPA Board authorizes acceptance and filing of the FY 10/11 NCTPA fiscal audit and receive an additional allocation of \$110,574 from the County's Local Transportation Fund and accept and file the NCTPA Single Audit Report- OMB Circular A-133.

EXECUTIVE SUMMARY

NCTPA is required to complete an annual financial audit and a federal single audit report. Brown Armstrong Certified Public Accountants have completed both for NCTPA for FY 10/11.

Attachment 1 is the Audit Report for the fiscal year ended June 30, 2011 and 2010.

Attachment 2 is the Single Audit Report for the year ended June 30, 2011. This report provides a discussion of findings in the FY 10/11 audit.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

FINANCIAL IMPACT

Is there a fiscal impact? Yes. The cost of the audit is \$43,000 for FY 10/11 per negotiated contract with Brown Armstrong.

Is it Currently Budgeted? Yes

Where is it budgeted? PSS: Audit and Accounting

Is it Mandatory or Discretionary? Mandatory

Future Fiscal Impact: Yes. \$43,000 for FY 10/11 audit.

Consequences if not approved: Annual fiscal audit is required by Federal, State, and Local authorities.

CEQA REQUIREMENTS

The proposed action is a project as defined in Section 15378 of the CEQA Guidelines. This project has received the necessary CEQA action from the City of Napa and the necessary federal action (NEPA) from the Federal Transit Administration (FTA).

BACKGROUND AND DISCUSSION

NCTPA's Audit for FY 10/11 was prepared by Brown Armstrong Certified Public Accountants in accordance with auditing standards generally accepted in the United States. The report includes a Management's Discussion and Analysis, basic financial statements including government-wide and three separate fund financial statements, notes to the statements, and other required supplementary information. Additionally, Brown Armstrong prepared a separate Single Audit Report (Attachment 2) for discussing findings of weakness and deficiencies in internal controls. The Audit for the fiscal year ended June 30, 2011 is the fourth Audit performed by Brown Armstrong for NCTPA. The previous three audits were for the fiscal years ended June 30, 2008, 2009, and 2010.

NCTPA Financial Activities

NCTPA financial activities are separated into three fund types:

1. **Governmental Fund Type:** This fund type accounts for all of the non-trust, non-transit, non-capital activities of NCTPA. It includes Agency administration, pass through activities and planning costs. The Governmental Fund balance as of June 30, 2011 was \$495,031, an increase of \$155,408 over the previous fiscal year.
2. **Proprietary Fund Type (or Enterprise Fund):** This fund accounts for the financial activity for all public transit services and taxi scrip program. At the end of FY 10/11, the enterprise fund increased assets by \$2,815,206 and is expecting an additional allocation from the LTF trust account of \$110,574.

3. **Fiduciary Funds (or Expendable Trust Funds):** This fund type accounts for the Abandoned Vehicles Abatement Authority Trust Fund (AVAA) and the Bay Area Air Quality Management (BAAQMD) Fund. These funds pass through NCTPA to other agencies. NCTPA charges an administration fee to the BAAQMD program. At the end of FY 10/11, the Fiduciary Fund Type shows net assets of \$912,544 due to the carryover of projects into later years.

Changes in Net Assets

In Fiscal Year 10/11, NCTPA net assets, governmental and business type combined, increased by \$2,970,614 or 38.33%. The Proprietary fund (public transit) added net assets for the year due to capital investments of four (4) buses, five (5) engine rebuilds, and completed construction costs for the Trancas Park and Ride and ongoing construction costs for the future Soscal Gateway Transit Center.

Farebox Ratio

The audit calculates the farebox ratio for the services and determines compliance with the Transportation Development Act (TDA) statute requiring a specific farebox recovery ratio. Penalties may apply to transit services that are unable to meet the requirement.

VINE Transit including regional route 10 and American Canyon Transit are required to make a 16% farebox recovery, made a 16.13% farebox ratio in FY 10/11. VINE Express Route 29 and Route 1C (discontinued) costs and revenue was exempted from this calculation.

The TDA statute 99268.8 allows transit operators to delay reporting required ratios of fare revenues on new services until two years after the end of the fiscal year in which the new service was put into operation. NCTPA has opted to utilize this exemption for operating costs associated with newly launched VINE 29 Express and Route 1C (discontinued).

The Agency was in compliance with the minimum farebox ratio required for Article 4 transit operations for the fiscal year ended June 30, 2011.

The combined Article 8 services, including VINE Go, the Yountville Shuttle, the Calistoga HandyVan, the St. Helena VINE Shuttle and the Taxi Scrip Program are required to make 10% and achieved a 12.23% ratio.

Findings

Financial: There was one (1) financial finding in the FY 10/11 audit.

As discussed in detail in the attached Management Report, in performing the FY 10/11 audit Brown Armstrong noted findings of deficiencies and material weakness in NCTPA's internal controls over financial reporting. These findings are related to NCTPA's practices accounting for:

- Miscalculation of Timesheet Reimbursement Claim

Time sheet hours subject to reimbursement were calculated manually in fiscal year 2010/11. A reimbursement claim submitted mistakenly over claimed additional timesheet hours resulting in a misstatement of \$1,046. This can cause the Agency to receive more funding during the period than was actually expensed, which is out of compliance with the grant agreement.

NCTPA's response to Brown Armstrong: NCTPA management concurs with the finding. For Fiscal Year 2011/12 a new payroll system was implemented which produces consolidated time sheet reports. The time will automatically pull from the timesheet reports and manual calculation of timesheets will not be necessary. Data transfer between reports will no longer be completed manually. This should eliminate the error.

Material Weakness: No material weaknesses were noted in FY2010/11. Material weaknesses and deficiencies identified by Brown Armstrong in FY 09/10 have been address by NCTPA.

The complete audits are available on request and will be distributed to Board members at the meeting. The financial audit and single audit will also be available on NCTPA's website after the Board acceptance.

SUPPORTING DOCUMENTS

Attachments:

- (1) NCTPA Audit Report for the Fiscal Year Ending June 30, 2011
(NOTE: Both audit reports are provided in Board Member packet only, however copies will be available at the January 11th Board meeting and are available for review at the NCTPA office).

- (2) Single Audit Report



January 11, 2012
NCTPA Agenda Item 11.2
Continued From: NEW
Action Requested: **APPROVE**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Paul W. Price, Executive Director
REPORT BY: Eliot Hurwitz, Planning Manager
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: Regional Transportation Plan (RTP) Project Priorities

RECOMMENDATION

That the Board approve the recommended project list and pass the list on to MTC.

COMMITTEE RECOMMENDATION

TAC (approval at January 5 meeting)

EXECUTIVE SUMMARY

The NCTPA TAC, at its December meeting appointed a subcommittee to recommend apportionment of Napa's allocation of regional transportation funds to 21 projects selected from the comprehensive countywide list of 52 transportation projects, using the criteria adopted by the TAC and approved by the NCTPA Board. The subcommittee was made up of:

- Eric Whan, representing the City of Napa
- Rick Marshall, representing the County of Napa
- Brent Cooper, representing the City of American Canyon
- Debra Hight, representing the Cities of St. Helena and Calistoga and the Town of Yountville

The single largest project recommended is an allocation of 42% (\$100M) of the total for overall countywide maintenance and rehabilitation of local streets and roads. The remainder is distributed among a mix of countywide and local-priority projects. Each

project will also be assigned a “programmatic category” by MTC, and will henceforth be identified in formal MTC documents by the programmatic category reference. This will allow Napa countywide jurisdictions flexibility to move funds to other projects if desired in the future.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

FINANCIAL IMPACT

Is there a fiscal impact? Yes. Board approval recommends allocation of \$240,750,000 in transportation funding over the next 25 years.

Is it Currently Budgeted? no

Where is it budgeted? n/a

Is it Mandatory or Discretionary? Mandatory – NCTPA is mandated to allocate federal and state transportation funding

Future Fiscal Impact: all funding impact indicated above is in the future

Consequences if not approved: Formal NCTPA Board approval is not required by MTC. If the Board does not wish to approve the allocation, staff can make its own recommendation based on TAC advice.

BACKGROUND AND DISCUSSION

The Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) is the 25-year regional strategic transportation plan that is revised every four (4) years. This RTP will be the first created under the SB375 rules that mandate a companion “Sustainable Communities Strategy”, which must demonstrate how the RTP will achieve reductions in Greenhouse Gas emissions due to cars and light trucks. MTC issued an original unconstrained call for projects in the spring of 2011, which NCTPA responded to with our comprehensive countywide project list. This list, if fully funded, would require \$1.2 Billion over 25 years to accomplish. Over the past 9 months, MTC has been developing a series of constrained scenarios that will guide regional project development and has given each county a budget target – for Napa it is \$240,750,000 for the planning period of this RTP. (This RTP will actually be a 28-year plan, rather than the usual 25-year plan so that it may be coordinated with the Regional Housing Needs Allocation cycle. This is a requirement of the new RTP procedures set out in

SB375 that require transportation plans to show how new development will reduce GHG emissions.)

The following procedure was followed to apportion funds from the countywide allocation of \$240,750,000 taking into account the NCTPA Project Selection Criteria:

1. For the top four (4) countywide priorities, an allocation was made equal to the percentage of the original target (\$1.2B).
2. Some related projects were combined: Vine Trail/Countywide Bike and several projects in the American Canyon SR29 Corridor. Note that combining projects is for budget planning purposes only. Projects will retain their individual TIP ID numbers to be used for funding applications and programming.
3. The remaining balance was allocated to the consensus of the highest countywide priority projects, most of which were included at their full funding need.

SUPPORTING DOCUMENTS

- Attachments:
- (1) Recommended project list
 - (2) List of MTC programmatic categories
 - (3) Full list of 52 countywide projects
 - (4) NCTPA Project Selection Criteria
 - (5) Plan Bay Area – 28-Year Revenue and allocation overview
 - (6) Local Streets and Roads (LSR) Expenditures

2012 Regional Transportation Plan (RTP) - Napa County Program Priority List

Project	RTP ID #	Programmatic Category	Total Cost (millions)
Countywide LSR Rehab	230695	20, 24	100.05
Countywide SRTS	22417	2	6.5
Countywide Bike Programs	230527, 240612	1	18.5
Countywide Traffic Signalization	22744	15	3.3
SR29 BRT Project	240617		13
Soscol Flyover	94073		5
Airport Interchange	94075		5
29 South County Corridor Improvements	240057, 240120, 240122, 240138	25	30
1st St./Sr29 Intersection Improvements	22746	15	17
St. Helena Downtown Access	230378		2
St. Helena Signalization	230381		1.5
Devlin Rd Extension	230392		13.3
Yountville/Napa Corridor (flooding mitigation)	230508		1.3
Madison Street Bypass (Yountville)	230510		1
Napa Creek/29 Bike Underpass	240083	1	1
Green Island Road Rehab	240123	20, 24	5.8
Napa Junction Intersection Improvements	240136	15	4
St. Helena Lighted Crosswalks	240152		0.2
Lincoln Ave/SR29 Interchange Improvements	240082		3
Napa "5-Way Intersection" Improvements	240085	15	6
Petrified Forest Interchange	230518	15	3.3
TOTAL			240.75

Attachment A.2
Programmatic Categories

Programmatic categories are groups of similar projects, programs, and strategies that are included under a single group for ease of listing in the RTP/SCS. Projects within programmatic categories must be exempt from regional air quality conformity. Projects that add capacity or expand the network are not included in a programmatic category. Projects that do not fit within the identified programmatic categories are listed separately in the RTP/SCS. Programmatic categories are listed below.

1. **Bicycle/Pedestrian Expansion** (new facilities, expansion of existing bike/pedestrian network)
2. **Lifeline Transportation** (Community Based Transportation Plans projects such as information/outreach projects, dial-a-ride, guaranteed ride home, paratransit, non-operational transit capital enhancements (i.e. bus shelters). Does not include fixed route transit projects.)
3. **Transit Enhancements** (ADA compliance, mobility and access improvements, passenger shelters, informational kiosks)
4. **Bicycle/Pedestrian Enhancements** (enhancements, streetscapes, TODs, ADA compliance, mobility and access improvements)
5. **Transit Management Systems** (TransLink[®], Transit GPS tracking systems (i.e. Next Bus))
6. **Local Road Safety** (shoulder widening, realignment, non-coordinated signals)
7. **Highway Safety** (implementation of Highway Safety Improvement Program, shoulder improvements, guardrails, medians, barriers, crash cushions, lighting improvements, fencing, increasing sight distance, emergency truck pullovers)
8. **Transit Safety and Security Improvements** (Installation of security cameras)
9. **Regional Air Quality and Climate Protection Strategies** (outreach programs and non-capacity projects specifically targeting regional air quality and climate protection strategies)
10. **Local Air Quality and Climate Protection Strategies** (outreach programs and non-capacity projects specifically targeting local air quality and climate protection strategies)
11. **Regional Planning and Outreach** (regionwide planning, marketing, and outreach)
12. **Transportation Demand Management** (continuation of ridesharing, shuttle, or vanpooling at current levels)
13. **Non-Capacity Increasing Local Road Intersection Modifications and Channelization**
14. **Non-Capacity Increasing State Highway Enhancements** (noise attenuation, landscaping, roadside rest areas, sign removal, directional and informational signs)
15. **Freeway/Expressway Incident Management** (freeway service patrol, call boxes)
16. **Non-Capacity Increasing Freeway/Expressway Interchange Modifications** (signal coordination, signal retiming, synchronization)
17. **Freeway/Expressway Performance Management** (Non-ITS Elements, performance monitoring, corridor studies)
18. **Bicycle/Pedestrian Facilities Rehabilitation**
19. **Non-Capacity Increasing Local Road Rehabilitation** (Pavement resurfacing, skid treatments)
20. **Non-Capacity Increasing Local Bridge Rehabilitation/Replacement/Retrofit**
21. **Transit Guideway Rehabilitation**
22. **Transit Station Rehabilitation**
23. **Transit Vehicle Rehabilitation/Replacement/Retrofit**
24. **State Highway Preservation** (Caltrans SHOPP, excluding system management)
25. **Toll Bridge Rehabilitation/Replacement/Retrofit**
26. **Local Streets and Roads O&M** (Ongoing non-capital costs, routine maintenance)
27. **Transit O&M** (Ongoing non-capital costs, preventive maintenance)
28. **Transit Operations Support** (purchase of operating equipment such as fareboxes, lifts, radios, office and shop equipment, support vehicles)
29. **State Highway O&M** (Caltrans non-SHOPP maintenance, minor 'A' and 'B' programs)

Napa County Project Submissions - Regional Transportation Plan 2013 - per MTC (same as approved by TAC on October 6 2011)						
RPMO	Project/Title	Project/Description	Project/Mileage	Project/Purpose	Total Cost (Millions)	Programmatic Eligible / Priority Rating
	22417 Safe Routes to School bicycle and pedestrian program	Construct bicycle and pedestrian facilities on routes to schools.	Costs and schedule for this program are being shown as lump sum. Breakdown costs and schedules will be prepared and made available in the near future.	To assure safe routes to school.	25	
	22746 Countywide traffic signal coordination	Coordinates and interlink traffic signals countywide.		To relieve congestion and improve travel time countywide by interlinking and coordinating signals where effective.	15	
	22746 Freeway/Expressway Performance Management	Improves traffic circulation on Highway 29 and improve traffic flow on First Street between California and Freeway drive by installing a series of roundabouts.		To improve traffic circulation and reduce congestion.	17	
	22746 Route 12/Route 29/Route 121 Intersection Improvements	Builds new southbound Route 221 to southbound Route 29 flyover.		To decrease travel time and increase safety.	18.5	
	94073 Auxiliary line to Route 12/Route 29	Constructs an interchange at the intersection of Route 12/29/Airport Road in the County of Napa. Environmental is underway at Caltrans, funded by county RIP.		To improve mobility from Route 221 to southbound Route 29 flyover.	20	
	94075 Route 12/Route 29/Airport interchange construction	Pedestrian/Bike crossing bridge at York Street, St. Helena at the Tunnel of the Etna		To decrease congestion, improve safety, and assure reliable access to the Napa communities.	39.9	
	230376 Ped/Bike bridge crossing York Creek at Tunnel of Etna	Safety and Operational improvement to construct Ped/Bike crossing in St. Helena, Napa County at Oak Avenue at Sulphur Creek.		To provide a safe crossing for pedestrians and bicyclists and improve non-motorized accessibility.	3	
	230377 Ped/Bike bridge Overcrossing Sulphur Creek at Oak Avenue	Curbs cuts and additional Accessibility Improvements in St. Helena		To improve safety and accessibility in the high-traffic downtown region.	3	
	230378 St. Helena Downtown Accessibility Improvement Projects	Improving signalization along Main Street, St. Helena.		To improve operational efficiency and traffic circulation.	2	
	230381 St. Helena Main Street Signalization Improvement Sulphur Springs to Mills	Improve intersection safety and operations -- consider roundabouts, channelization and/or signalization. Dunawell Lane, Deer Park Road, Oakville Cross Road, Yountville Cross Road, Oak Knoll Avenue.	Combines and expands upon RTP I08 230387, 230388 and 230389	Improve intersection safety and operations.	2.2	
	230390 Route 29 Intersection Improvements North of Napa	Complete construction of collector road as parallel facility for Route 29 corridor	Combines and expands upon RTP I08 230390 and 230319	Improve intersection safety and operations. Project will improve congestion in Napa Airport Industrial Park vicinity.	2.3	
	230392 Devlin Road extension - Airport Boulevard to Green Island Road	Construct middle turn lane and Class II bike lanes on SR 29 from Gallison Lane to the City of St. Helena	Combines overlapping projects RTP I08 230392 and 230485	To reduce congestion in north valley of Napa County.	13.3	
	230393 29 Channelization Gallison to St. Helena	Reconfigure intersection, drainage, rail crossing improvements and traffic signal at Wine Country with interconnect to the SR29 Wine Country Signal, road widening, drainage, and rail crossing improvements		To improve the efficiency of the Solano Avenue/Wine Country Avenue intersection.	5.4	
	230396 Solano and Wine Country Intersection Improvements	Construct flyovers to reduce flooding in corridor.		To improve safety and prevent flooding.	1.3	
	230398 Napa - Yountville Corridor Improvements	Eliminate 4-way stop, realign intersection and address safety issues.	Concept Approval Report approved by Caltrans	Construction of Roundabout or other intersection improvement to address safety and reduce congestion at SR 29 and Silverado Trail in Calistoga, Napa County.	1	
	230399 Yountville - Madison Ave. Bypass	Eliminate 4-way stop, 15 improvement, to address deficient LOS.		To improve level of service and traffic flow.	1.3	
	230515 Intersection Improvement at Silverado Trail/Highway 29 - Calistoga	Provide intersection improvement to address safety issues.		Project costs are currently shown as program costs. A breakdown of cost & schedule will be provided in the near future.	3.4	
	230518 Permitted Forest Road/SR 128 Intersection Improvement - Calistoga	Construct bypass to relieve downtown congestion; bypass on Dunawell upgraded to state standards.		Provide intersection improvement to address safety issues.	3.6	
	230520 Intersection Improvement at Fair Way/29 - Calistoga	To improve and extend Fair Way as a collector from 29 to Dunawell.		Improve and extend Fair Way as a collector from 29 to Dunawell.	1.2	
	230523 Route 29 Bypass Alignment on Dunawell Lane -- Calistoga				6	
	230525 Fair Way extension between 29 and Dunawell - Calistoga				0	
	230527 Napa Valley Vine Trail	Build a new Class I multiuse/ped/bike trail to connect all the cities.	NCTPA in partnership with all of the cities and the County of Napa has completed a feasibility study for a Class I Biker/Trail the length of Napa County.	Build a new Class I multiuse/ped/bike trail to connect all the cities.	36	

ATFID	Project/Title	Project/Description	Project/Notes	Project/Purpose	Total Cost (Millions)	Programmatic Category	Priority Rating
230059	Jameston Canyon Improvements Phase 2 (Napa)	Completion of upgrading of Highway 12 (Jameston Canyon) between Napa and Solano Counties. Grade realignment, full safety barrier. Intersection at SR 12/29 in Napa County	This is Phase two of Project 94152 per Caltrans request for bifurcation of project into two phases. This is Napa's Phase II component of the Jameston Canyon project. See 894152 for Phase I, which comprises both the Napa and Solano portions.	To improve safety and traffic circulation.	21.5		
230059	Non-Capacity Increasing Local Road Rehabilitation	Pavement preservation projects, including overlays and surface treatments, on local streets and roads within the federal-aid highway system	Additional discretionary funding is requested beyond general programmatic allocations to help bridge street and road maintenance shortfalls	To fund rehabilitation and reconstruction of existing roads and preventive maintenance.	460		
240054	Route 29 Intersection Improvements South of Napa	Improve intersection safety and operations - consider roundabouts, channelization and/or signalization. Route 12/21 "Cameros Junction", South Kelly Road, Green Island Road		Improve intersection safety and operations.	1.3		
240056	Route 221 Corridor Improvements	Improve corridor operations - consider widening to 6 lanes, signal synchronization, development of transit enhancements		Improve corridor operations.	5.2		
240057	Route 29 Corridor Improvements South of Napa	Improve corridor operations - consider widening to 6 lanes, signal synchronization, development of transit enhancements		Improve corridor operations.	12		
240062	Freeway/Expressway Performance Management	reconfigure the off and on ramps to provide for more effective congestion management		Currently, the northbound off ramp is located too close to the freeway. Moving it to the east will allow for more effective management of the traffic including adding signals at the proper spacing. Also included would be ramp modifications to the southbound on ramps.	3		
240063	Bicycle/Pedestrian Enhancements	Construct a bicycle and pedestrian undercrossing along Maps Creek		To provide a East/West connection between West Napa and downtown.	4		
240085	Silverado Trail/3rd/Comballil/East	Improve the geometrics at the intersection of Silverado Trail/Third/Comballil/East and Silverado Trail Improvements south of First Street		Reduce delays and vehicle idling	6		
240120	Highway 29 Pedestrian Safety Overcrossings	Construct two or more pedestrian crossings over Highway 29	Cost estimate assumes three crossings	Reduce traffic congestion created by pedestrian and bicycle crossing of Highway 29 Improve pedestrian and bicycle safety by eliminating conflicts between bikes, peds, and vehicles. Provide improved access between residential neighborhoods west of Highway 29 with public schools east of Highway 29 including new high school and future middle school. Improve access between westside residential neighborhoods and Napa Junction shopping area.	19		
240121	American Canyon Multimodal Transit Center	Construct transit center		The American Canyon multimodal transit center will be situated halfway between the NCTRA Transit Center and the Vallejo Ferry terminal transit center. It will serve all modes: personal vehicles, Wine buses, pedestrians from the Towne Center residential development, the Napa Junction shopping area, cyclists traveling the three trail systems (S' Bay Trail, the Ridge Trail and the Napa Valley Wine Trail), tourists and commuters.	12		
240122	Highway 29 Complete Streets Improvements	Convert Highway 29 through American Canyon from a main street to a Main Street		Highway 29 is the major goods facility between the San Francisco Bay area and the world-renown Napa Valley. It is also the main street of American Canyon and bisects the city. A major portion of the highway is surrounded by our planned development area, site of housing and businesses. It defines American Canyon to its residents, to commuters and to tourists. Converting this convention highway by using the complete streets concepts and philosophies will create a corridor that equally serves local needs while facilitating goods movement.	96		

ATTNO	ProjectTitle	ProjectDescription	ProjectNotes	ProjectPurpose	Total Cost (Millions)	Programmatic Category	Priority Rating
240123	Green Island Road Goods Mobility Improvements	Rehabilitate Green Island Road to improve access to industrial park area	The project does not include the urban interchange with Highway 29 (see Project ID _____)	Green Island Road is the major truck and goods roadway into the Green Island Industrial Park, where several million square feet of warehousing for the world-renowned Napa Valley is located. Improvements are needed to provide safe and efficient truck access to the businesses and for the transport of freight goods from the California Northern Railroad switching yard to the SF Bay area. American Canyon owns and maintains roadway and pedestrian bridges that cross creeks and streams, many that were constructed decades ago by the state and county highway departments. The bridges are adequate for their current uses, upgrades to their roadway and pedestrian safety features are needed along with preventative maintenance of the creek approaches and rehabilitation of the bridge decks and railings.	5.8		
240125	American Canyon Bridge Safety and Rehabilitation	Make safety improvements and perform rehabilitation and preventative maintenance on local bridges			11.5		
240129	Commerce Boulevard Extension	Extend Commerce Boulevard from Eucalyptus Drive to Commerce Way		The connection of Commerce Way in the Green Island Industrial Park through the Clarke Family/Eucalyptus Grove area and to Eucalyptus Drive/Weilands Edge Road enables local residents who work in the industrial park non-highway access to their jobs, effectively establishing a parallel reliever route to the highway.	5.8		
240130	Newell Drive Extension	Extend Newell Drive from Donaldson Way East to Highway 29	The project does not include the urban interchange with Highway 29 (see Project ID _____)	Create a parallel and alternate reliever route to Highway 29 on the eastern side of American Canyon connecting Highway 37 at Fairgrounds Drive in Vallejo to Green Island Road in American Canyon.	23		
240131	Owlin Road Extension	Extend Owlin Road from the grade-separated crossing with the California Northern Railroad south to Green Island Road		Provide a truck reliever route parallel to Highway 29 from the Green Island Industrial Park to the Napa County Airport including freight access to the California Northern RR switching yard.	5.8		
240136	Highway 29 Intersection Improvements at Napa Junction Road	Widen Napa Junction Road approaches at Highway 29		Unless the Napa Junction Road approaches to Highway 29 are widened and dual left-turn lanes from Napa Junction Road to Hwy 29 Highway 29 are constructed, year 2030 traffic congestion will reduce highway levels of service and consequently goods mobility to less than acceptable levels.	4		
240137	Broadway South Roadway Improvements	Widen Broadway South from the American Canyon Creek bridge crossing to southern city limits	Project will connect American Canyon bike lanes and trail with city of Vallejo ferry terminal	The project will widen the roadway and creek crossing bridges to accommodate Class II bike lanes and sidewalks.	4.8		
240138	Highway 29 Green Island Road Urban Interchange	Replace traditional conventional highway intersection to urban interchange		Replace the traditional "butter-hood" T-YE interchange with inappropriate lane widths, super-elevation and curve radii that are unsuitable for WB-50 and STAA trucks with a single-point diamond urban interchange of adequate capacity for year 2030 freight and goods movement.	27.5		
240146	Millie Lane Realignment	Realign Millie Street to align with Grayson at Hwy 29/Main St.		offset alignments cause traffic and accident problems on Hwy 29	0.2		
240148	Adams/Starr extension to Silverado Trail	Extend Starr to Adams and Adams to Silverado		Better circulation	1		
240150	SH-Oak Street Extension	Extend Oak Street with bridge to Grayson		drainage	0.1		
240151	Bicycle/Pedestrian Enhancements	Prairie Avenue Curb and gutter improvements		Pedestrian access	0.1		
240152	Bicycle/Pedestrian Enhancements	Mitchell Ave sidewalk to Oak		Pedestrian and Bicycle Safety	0.5		
240612	Bicycle/Pedestrian Expansion	Build out countywide "primary bicycle network"	As described in Countywide bike plan update 2011, including updates to the 6 local jurisdictional bike plans	Provide base infrastructure to increase bicycling to 20% of countywide trips	85		
240613	Transit Enhancements	Napa Countywide Park and Ride lots - four lots adjacent to SR 29 between Calitoga and American Canyon		Provide opportunities for patrons to more easily use the countywide transit system by parking cars in strategically located lots	4		
240615	Classroom Based Bicycle Education in Public Schools	Provide 2-week classroom education program to all 3rd and 4th grade students in Napa County		Increase bicycle ridership throughout Napa County starting with youth.	5		
240617	SR29 Reconfiguration Napa Junction to Vallejo Ferry including BRT system	Create new road and transit configuration on SR 29 through American Canyon with connectivity to the Vallejo Ferry, including BRT, potential HOV, and other roadway innovations	SR29 in south Napa County is the principle transportation challenge in Napa in the coming decade. This project will provide a comprehensive solution.	Relieve congestion, provide alternative transportation options, serve local community needs	60		
					1107.2		

NCTPA Project Selection Criteria

Review by TAC - April 7, 2011

1. Project fulfills an identified need including: <ul style="list-style-type: none">• Maintenance• Safety• Land Use• Support for Alternative Mode• Goods Movement	50 Points
2. Project is consistent with regional/ plans and meets MTC criteria.	40 Points
3. Adjoining Highway System	5 Points
4. Project is time sensitive?	5 Points

Jurisdictions with a "credit balance" in the countywide accounting will be credited with such a balance in the choice of projects.

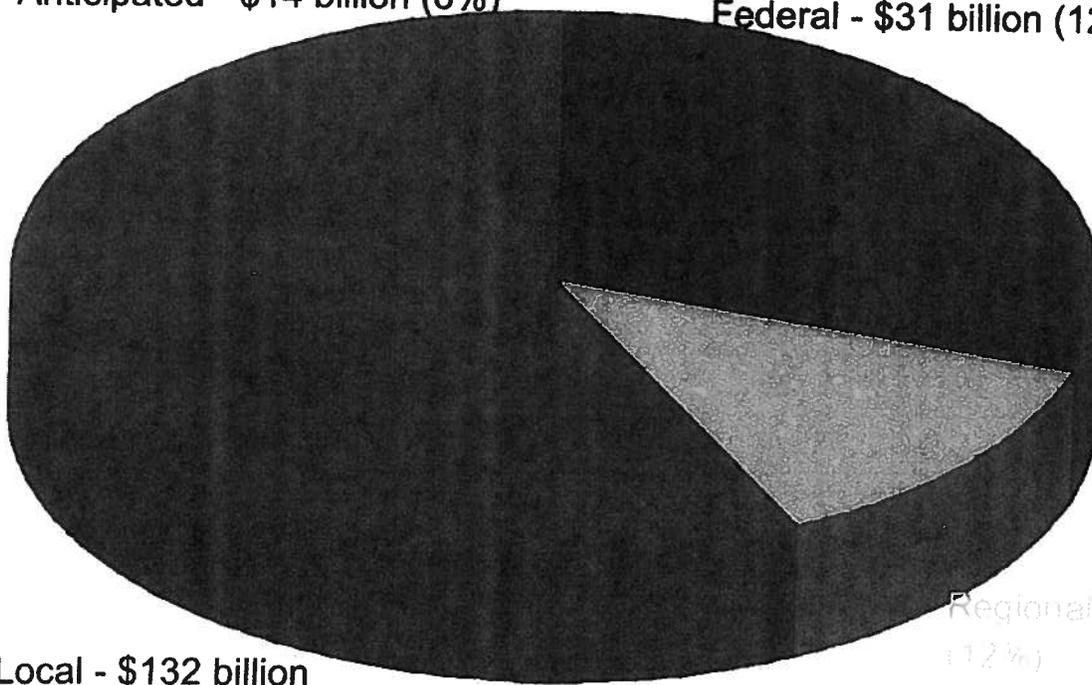
Plan Bay Area 28-Year Revenue

\$254 Billion Plan Revenue

Anticipated - \$14 billion (6%)

Federal - \$31 billion (12%)

State - \$45 billion
(18%)



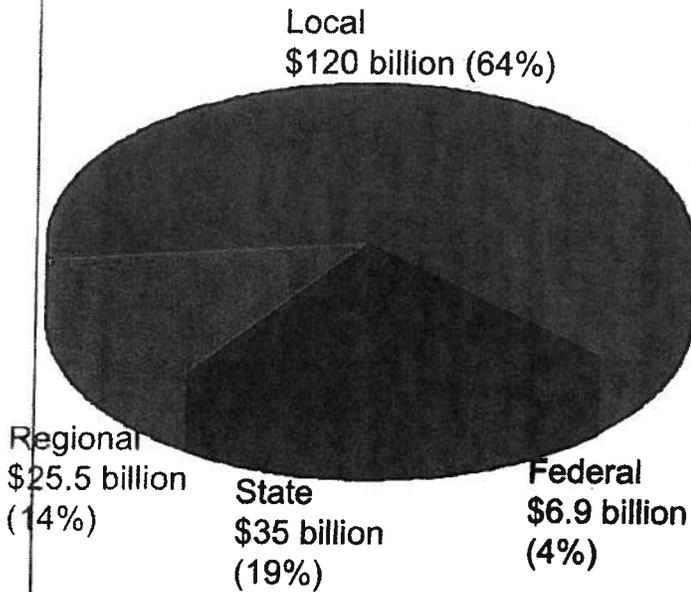
Regional - \$33 billion
(12%)

Local - \$132 billion
(52%)

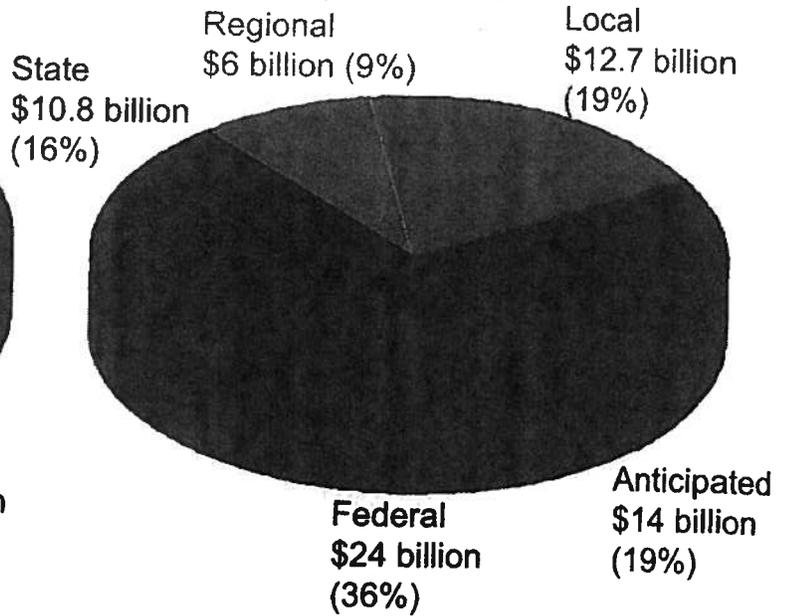
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Plan Bay Area Committed vs. Discretionary Revenue

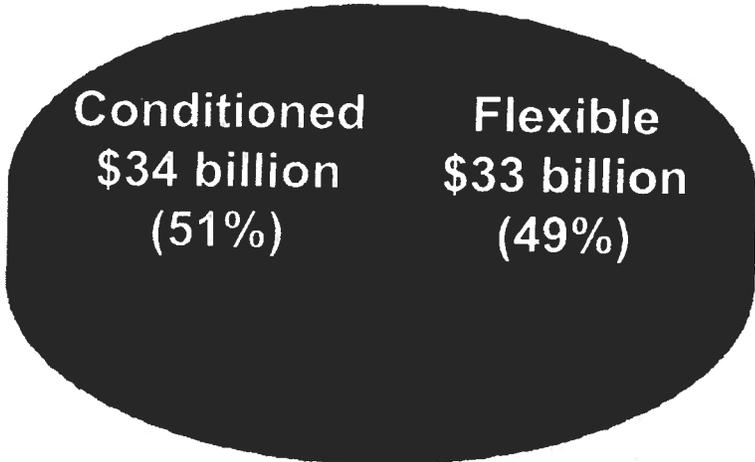
Committed Revenue \$188 Billion



Discretionary Revenue \$67 Billion



Discretionary Revenue (\$67 Billion): Flexible vs. Subject to Conditions



Funds Subject to Conditions	\$ in billions
FTA 5307 Urbanized Area Formula	\$16
FTA 5309 Fixed Guideway	
FTA 5311 Non-urbanized	
FTA 5316 JARC	
FTA 5317 New Freedom	
AB 1107 ½ cent sales tax	\$2.5
Transit Toll	\$0.7
TDA/STA Population	\$15
Total	\$34
Flexible Funds	\$ in billions
STP/CMAQ	\$7
STIP	\$9
New Bridge Tolls	\$3
Anticipated	\$14
Total	\$33

Local Streets and Roads (LSR) Expenditures

	FY 10	FY 11	FY 12 (projected)	FY 12 1/2 cent generation @ 90% LSR	Distribution based on Formula*
City of Napa	\$4,793,399.00	\$6,997,044.00	\$6,705,831.00	\$4,302,926.00	42%
City of American Canyon	\$1,248,066.00	\$1,065,000.00	\$744,090.00	\$717,154.00	7%
County of Napa	\$15,466,653.00	\$16,071,369.00	\$16,955,513.00	\$4,507,828.00	44%
Town of Yountville	\$296,985.00	\$46,920.00	\$195,000.00	\$102,451.00	1%
City of Calistoga	\$334,700.00	\$298,910.00	\$315,255.00	\$204,901.00	2%
City of St. Helena	Unk	Unk	Unk	\$409,803.00	4%
TOTAL				\$10,245,063.00	

Notes:

*Formula based on population, loan miles, sales tax generation, and street condition \$1,138,341 (annually in FY 12 dollars) for safe routes to schools, safe routes to transit, bicycle/pedestrian projects, senior transit pass buy-down and administrative costs
 Administrative cost estimated at .78% (\$88,800) for 1 FTE to administer program



January 11, 2012
NCTPA Agenda Item 11.3
Continued From: NEW
Action Requested: **APPROVE**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Paul W. Price, Executive Director
REPORT BY: Eliot Hurwitz, Planning Manager
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: Countywide Bicycle Plan – Public Hearing

RECOMMENDATION

That the Board receive the new Countywide Bicycle Plan, hold a public hearing and open a 30-day public comment period on the CEQA Initial Study with a Draft Mitigated Negative Declaration. Staff will return to the Board for Adoption of the Plan at the conclusion of the public hearing period.

COMMITTEE RECOMMENDATION

Project Steering Committee (approval at its December 16 meeting)
BAC (approval at its December 19 meeting)
TAC (approval at January 5 meeting)

EXECUTIVE SUMMARY

This Napa Countywide Bicycle Plan presents a cooperatively-developed 25-year vision for building a complete bicycling system for our community. It also presents a carefully chosen set of specific goals, objectives, and policies to guide the ongoing evolution of that system.

This Plan is made up of two major elements:

- I. A specific set of existing and proposed Class I, II and III bikeways, presented on a set of maps and a linked set of data tables that describe the routes, including their beginning and end points.

2. A set of supportive policies and programs designed to make maximum safe use of existing routes, and to promote turning "proposed" routes into reality.

This Plan is presented in two parts:

1. The Countywide Overview, which describes elements that are common to all six Napa jurisdictions.
2. Six jurisdiction-specific planning documents, one each for the Cities of American Canyon, Napa, St. Helena and Calistoga, one for the Town of Yountville and one for Napa County. Once the CEQA document has been adopted by NCTPA, following the public comment period, each of these plans will be presented to the elected council for that jurisdiction for adoption.

A Project Steering Committee was made up of staff representatives from the Cities of American Canyon, Napa and St. Helena, Napa County, NCTPA and a representative from the NCTPA Bicycle Advisory Committee.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Open Public Hearing
3. Public Comment
4. Board Discussion
5. Close Public Hearing

FINANCIAL IMPACT

Is there a fiscal impact? Yes. Once the plans is formally adopted, at a subsequent NCTPA Board meeting, funding priorities for bicycle projects will be established as guidelines for future funding availability. Additionally, adoption of the Plan will qualify Napa jurisdictions for specific funding sources, such as the State Bicycle Transportation Account.

Is it Currently Budgeted? no

Where is it budgeted? n/a

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: All funding implications referred to above are in the future

Consequences if not approved: Napa jurisdictions will not qualify for selected funding sources, such as the State Bicycle Transportation Account.

BACKGROUND AND DISCUSSION

The Napa Countywide Bicycle Plan was last updated in 2003. The new plan has been developed at a time when there has been a strong surge of interest in bicycling in Napa County, as well as in the Bay Area Region, the nation and the world. New programs, systems and technologies have been emerging month by month, spurred on by an intention to reduce greenhouse gas emissions, to promote more active, healthy transportation options, to reduce traffic congestion, and to provide connections between our communities.

NCTPA has adopted a long range strategic goal of having 10 percent of all trips made by bicycle in Napa County. This new Countywide Bicycle Plan is one way that NCTPA looks to accomplish this goal, in close partnership with the governments, non-profit organizations and citizens of our community.

This Plan is presented in two parts:

3. The Countywide Overview, which describes elements that are common to all six Napa jurisdictions. The Overview covers:
 - Vision and Goals
 - Background and Partners
 - Objectives and Policies
 - Existing Conditions
 - The Recommended Bicycle System
 - Implementation
4. Six jurisdiction-specific planning documents, one each for the Cities of American Canyon, Napa, St. Helena and Calistoga, one for the Town of Yountville and one for Napa County.

The Plan has been developed over the past year with active participation of several key groups: the staff of each City, Town and County; the local bicycle committees, made up of citizens appointed by the local governments; the general cycling community, which has been invited to all planning meetings; and the public at large, which was invited to two "bicycle summits" held at key points in the development of the Plan.

SUPPORTING DOCUMENTS

- Attachments:
- (1) Countywide Bicycle Plan – Executive Summary
 - (2) Map set: Existing and proposed Bicycle Network

Additional documents available online

- (3) Countywide Bicycle Plan with Appendices
- (4) Six individual Bicycle Plans, one for each jurisdiction, with appendices

NCTPA Countywide Bicycle Plan



Prepared for



Napa County Transportation & Planning Agency



City of American Canyon



City of St. Helena



City of Calistoga



Town of Yountville



City of Napa



County of Napa

Submitted by

Whitlock & Weinberger Transportation, Inc.

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December 2011

Executive Summary

This Napa Countywide Bicycle Plan presents a cooperatively-developed 25-year vision for building a complete bicycling system for our community. It also presents a carefully chosen set of specific goals, objectives, and policies to guide the ongoing evolution of that system.

Napa County, with its varied terrain, beautiful scenery, and mild weather is ideal for both practical and recreational cycling. Cities in the County are relatively flat and compact, characteristics that are optimal for intra-city commute and utilitarian trips. Currently, inter-city travel on the valley floor via bicycle can be challenging because of the distance between the cities, limited connections, and roads with high-speed traffic. Outside of the cities and valley floor, the County's mountains, valleys, and scenery provide a "world class" experience that is a physically challenging and attractive for recreational cyclists.

This Plan has been developed at a time when there has been a strong surge of interest in bicycling in Napa County, as well as in the Bay Area Region, the nation and the world. New programs, systems and technologies have been emerging month by month, spurred on by an intention to reduce greenhouse gas emissions, to promote more active, healthy transportation options, to reduce traffic congestion, and to provide connections between our communities. The Napa Vine Trail Coalition, dedicated to creating a Class I Multi-use Path the full length of Napa Valley, has emerged as a popular community organization, made up of 27 of the county's most influential non-profit and government groups. The Napa Bicycle Coalition, recently re-named "Napa Bike," has energized the cycling community to become an even more active participant in the development of cycling resources in the county. The local "Safe Routes to School" program has been expanding rapidly, now serving schools throughout Napa County. The Napa County Transportation and Planning Agency (NCTPA) has adopted a long range strategic goal of having 10 percent of all trips made by bicycle in Napa County. This new Countywide Bicycle Plan is one way that NCTPA looks to accomplish this goal, in close partnership with the governments, non-profit organizations and citizens of our community.

This Plan is made up of two major elements:

1. A specific set of existing and proposed Class I, II and III bikeways, presented on a set of maps and a linked set of data tables that describe the routes, including their beginning and end points.
2. A set of supportive policies and programs designed to make maximum safe use of existing routes, and to promote turning "proposed" routes into reality.

This Plan is presented in two parts:

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2. Six jurisdiction-specific planning documents, one each for the Cities of American Canyon, Napa, St. Helena and Calistoga, one for the Town of Yountville and one for Napa County.

The Plan has been developed over the past year with active participation of several key groups: the staff of each City, Town and County; the local bicycle committees, made up of citizens appointed by the local governments; the general cycling community, which has been invited to all planning meetings; and the public at large, which was invited to two "bicycle summits" held at key points in the development of the Plan.

A Bicycling Vision and Goals for Napa County

Vision

There will be a comprehensive, interconnected bicycle system throughout Napa County, including connections to the rest of the Bay Area region. There will also be development patterns and programs that will support access to this system and provide people with safe, convenient and enjoyable. Bicycling is common for everyday trips and recreation, contributing to the quality of life in Napa and the health, safety and welfare of its residents, workers and visitors. Napa is known as a bicycle friendly community, achieving the highest level of certification from the League of American Bicyclists, with a “world class” bicycling system.

Goals

Principal Goal – To develop and maintain a safe and comprehensive countywide bicycle transportation and recreation system that provides access, opportunities for healthy physical activity, and reduced traffic congestion and energy use. Policies, programs and projects work together to provide safe, efficient and enjoyable opportunities for bicyclists of all types, ages, and abilities to access public transportation, school, work, recreation areas, shopping and other activity centers, and residential neighborhoods, and to connect Napa jurisdictions to each other and the region.

Goal from the NCTPA Strategic Plan, “Napa’s Transportation Future” – Increase the percent of countywide trips made by bicycle to 10 percent.

Background and Partners

Relationship to Local Plans and Other Relevant Land Use, Transportation, Air Quality, and Energy Planning Efforts

Implementation of the NCTPA Countywide Bicycle Plan will require coordination, consistency, and cooperation amongst numerous jurisdictions and agencies with varied interests that implement policy and maintain regulatory authority over land-use and transportation decisions within and immediately adjacent to Napa County. Local bicycle plans in American Canyon, Calistoga, Napa, St. Helena, Yountville, and the County of Napa supplement this overview document and comprise the Napa Countywide Bicycle Plan. Additionally, there are a number of federal, state, regional, county, and local agencies that have developed plans, programs, directives, policies, and regulations related to funding, planning, designing, operating, maintaining, and using transportation systems and bicycle facilities. These agencies and their plans, policies, and supporting information have been evaluated for coordination, consistency, and conformance with this Plan as identified by Caltrans and stipulated in the Streets and Highways Code Section 891.2. Relevant documents, policies, and supporting information are summarized and provided in Appendix A.

Bicycle Plan Development and Public Participation

The Bicycle Plan was developed over an 18-month period in 2010/11. The Plan was prepared by a consulting team working closely with NCTPA staff, a Project Steering Committee, local agency staff, Bicycle Advisory Committees or other responsible groups from the County and Napa’s cities, stakeholders, and the public and interested citizens. The 2011 Napa Countywide Bicycle Plan builds upon the efforts of the 2003 Plan and integrates new projects, partnerships, concepts, and programs.

Public participation was an important component in the development of the Countywide Bicycle Plan. The NCTPA and plan participants solicited public input on existing conditions for bicyclists, potential improvement projects and programs, and site-specific issues such as safety concerns, access, connectivity, bicycle parking, and other items needed to improve conditions for bicyclists.

Implementing Partners



Implementation of the Countywide Bicycle System and encouragement of its use is a responsibility shared by all government agencies and jurisdictions in the Plan Area. It relies not only upon the development of good plans, but commitment at each level of government to support bicycle projects and programs. Whereas each agency has a different level of responsibility for building capital facilities, the implementation of education and encouragement programs is a responsibility shared fairly equally among all agencies.

- Cities and County
- Napa County Transportation Planning Agency
- Metropolitan Transportation Commission
- California Department of Transportation (Caltrans)
- Regional Trail Agencies
- Transit Agencies
- Private Developers
- Local Advisory Committees
- Napa County Health and Human Services Agency
- Napa County Office of Education, School Districts, and Schools

Objectives and Policies

In addition to the countywide policies indicated below, each jurisdiction may choose to identify additional local policies. These additional policies are shown in the jurisdiction-specific plans that accompany this countywide overview. (Full text of all policies, including responsible agencies, is contained in the body of the Plan – pages 9-14)

Objective 1.0: The Countywide Bicycle Network

Establish a comprehensive, safe, connected countywide bicycle transportation and recreation system to support increases in bicycle trips made throughout the County to 10 percent of all trips by 2035.

Policies

- 1.1 Develop and maintain a local and countywide bicycle transportation and recreation network that connects Napa's neighborhoods and communities . . .
- 1.2 Develop and maintain contiguous north-south and east-west Class I pathways . . .
- 1.3 . . . ensure that all transportation projects on designated bicycle routes include, enhance or maintain bicycle transportation facilities.
- 1.4 . . . cooperatively with all responsible departments and agencies . . . to close existing gaps in facilities and ensure the network is funded, designed, constructed, and maintained.
- 1.5. Consider the needs of all types of bicyclists
- 1.6 Establish and/or maintain local and countywide bicycle advisory committees

Objective 2.0: Design

Utilize accepted design standards and "best practices" to facilitate completion of a connected bicycle system that is safe, convenient and enjoyable to use.

Policies

- 2.1 (use standard official guidelines) as well as evolving “best practices”
- 2.2 . . . assure that all approaches to signalized intersections include bicycle detection devices . . .
- 2.3 Provide consistent enhanced crossing features at uncontrolled intersections with Class I trails.
- 2.4 Where standard Class II bike lanes are infeasible under current conditions, consider innovative approaches to safely accommodate bicycles . . .
- 2.5 Install way-finding signage, markers, and stencils on off-street paths, on-street bikeways, local Class III routes, and State Routes . . .
- 2.6 Improve safety and access for bicyclists at all at-grade railroad crossings . . .

Objective 3.0: Multimodal Integration

Develop and enhance opportunities for bicyclists to easily access public transit and other transportation resources.

Policies

- 3.1 Require transit providers to provide and maintain convenient and secure bike parking facilities . . .
- 3.2 Require local and regional transit agencies to accommodate bicycles on all transit vehicles . . .
- 3.3 Plan for additional bicycle storage capacity on transit vehicles . . .
- 3.4 Consider a “Safe Routes to Transit” program that prioritizes bicycle and pedestrian access to transit stops and centers . . .
- 3.5 Encourage the development of “staging areas” as a component of trail development and other bikeway projects . . .
- 3.6 Develop strategies and work with private landowners/businesses to provide bicycle parking at strategic locations . . .

Objective 4.0: Comprehensive Support Facilities

Ensure development of comprehensive support facilities for bicycling such as short- and long-term bicycle parking, end of trip amenities, bicycle staging areas, repair stations, and other resources such as bicycle maps, guide information, and on-line tools.

Policies

- 4.1 Require adequate . . . bicycle parking for non-residential uses as required in local standards.
- 4.2 Provide adequate short-term bicycle parking and long-term bicycle storage for transportation centers . . .
- 4.3 Work with businesses and private property owners to provide bicycle parking at existing employment, retail, and commercial sites . . .
- 4.4 Encourage employers to provide secure indoor and/or covered bicycle parking for their employees . . .
- 4.5 Encourage major employers to provide shower and locker facilities for workers . . .
- 4.6 Encourage local school district to provide well located, secure bicycle parking at schools. [NCTPA, cities, towns, County]
- 4.7 Design Class I Trails to incorporate high-visibility crossing treatments, pedestrian scale lighting, street furniture, drinking fountains, interpretive elements, and other amenities . . .

Objective 5.0: Safety and Security

Create a countywide bicycle system that is perceived to be safe for bicyclists of all types and age groups, and work to reduce collisions involving bicyclists by 50 percent by the year 2035. (Use 2008 collision data as the baseline for analysis and perform periodic progress evaluations at 5-year intervals to benchmark progress.)

Policies

- 5.1 Coordinate the delivery of bicycle Safety Education Programs to schools . . .
- 5.2 Focus on improving safety at intersections . . .
- 5.3 Focus on improving safety at railroad crossings . . .
- 5.4 Safety improvements in the vicinity of schools, major public transit hubs, civic buildings, shopping centers, and other community destinations shall be given a high priority for implementation.
- 5.5 Improve ongoing collection and analysis of collision data . . .
- 5.6 Promote targeted enforcement of violations that focus on primary collision factors . . .

Objective 6.0: Land Use

Support and strengthen local land use policies for compact, mixed use development in appropriate areas, and for designing and constructing bicycle facilities as part of new development projects.

Policies

- 6.1 Condition discretionary projects to provide needed bicycle improvements . . .
- 6.2 In accordance with CEQA Guidelines, projects that could result in the loss of existing bicycle facilities or jeopardize future facilities included in this Plan must be mitigated.
- 6.3 Encourage school districts to participate in providing safe and continuous bicycle and pedestrian connections from surrounding neighborhoods . . .

Objective 7.0: Education and Promotion

Develop programs and public outreach materials to promote safety and the positive benefits of bicycling.

Policies

- 7.1 Develop and implement a multimedia countywide bicycle and pedestrian safety and education campaign . . .
- 7.2 Expand the delivery of Safe Routes to Schools curriculum to all elementary and middle schools annually . . .
- 7.3 Educate law enforcement personnel, agency staff, elected officials, and school officials about the benefits of non-motorized transportation, and the safety needs of bicyclists and pedestrians.
- 7.4 Develop and maintain a public bikeway map and user guide . . .
- 7.5 Distribute bicycle and pedestrian safety, educational, and promotional materials . . .
- 7.6 Encourage events that introduce the public to bicycling and walking . . .
- 7.7 Encourage major employment centers and employers to facilitate commuting by bicycle . . .

Objective 8.0: Planning

Continue to update and integrate bicycle-related transportation projects into land use and recreation plans and roadway improvement projects.

Policies

- 8.1 The countywide and/or local Bicycle Advisory Committee (BAC) shall be responsible for advising staff and decision makers on the ongoing planning and coordination of the countywide bicycle transportation system.
- 8.2 Update and adopt the Bicycle Plan in accordance with the California Bicycle Transportation Act, and to coordinate with Regional Transportation Plan updates.
- 8.3 Participating jurisdictions shall update their general plans to incorporate the key contents of this Bicycle Plan.

- 8.4 Consider local and the Countywide BAC as a resource to review roadway improvement projects,
- 8.5 Proactively seek new opportunities for acquisition of . . . rights-of-way . . . for the development of new Class I multi-use pathways . . .
- 8.6 . . . maintain on-street bikeways where off street pathways or alternative routes are proposed. Existing bikeways should not be altered or eliminated without consulting local bicycle advisory committees.
- 8.7 . . . assign staff to assume bicycle coordination duties to oversee implementation of the Countywide Bicycle Plan and coordinate activities between affected departments . . .

Objective 9.0: Maintenance

Maintain and/or improve the quality, operation, and integrity of bicycle infrastructure.

Policies

- 9.1 Maintain geometry, pavement surface condition, debris removal, markings, and signage . . . to the same standards and condition as the adjacent motor vehicle lanes.
- 9.2 Develop or retain a maintenance reporting system with a central point of contact to report, track, and respond to routine bicycle maintenance issues . . .
- 9.3 Require that road construction projects minimize their impacts on bicyclists through the proper placement of construction signs and equipment, and by providing adequate detours . . .
- 9.4 Consider bicycle safety in the routine maintenance of local roads and seek to, at a minimum . . .
 - Trim vegetation . . .
 - Clear debris . . .

Objective 10.0: Funding

Work to maximize the amount of funding to implement bicycle projects and programs throughout the county.

Policies

- 10.1 Seek varied sources of funding, . . .
- 10.2 Encourage multi-jurisdictional funding applications . . .
- 10.3 Promote the availability of adequate regional, state and federal funding sources . . .

Existing Conditions

Issues, Opportunities, and Constraints

There are a variety of challenges associated with the planning and development of bicycle facilities throughout Napa County. General challenges are listed below and include:

- Limited Local Funds
- Limited Right-of-Way
- Public Support and Perception
- Physical Barriers
- Accommodating Bicyclists on Rural Highways, Arterials, and Roadways
- Railroad Tracks
- Narrow Bridges
- Traffic Signal Detection
- Construction Zones
- Plan and Policy Support
- Routine Consideration
- Bikeway Continuity
- Maintenance
- Bicyclists come in all Sizes, Ages, Skill Levels and Degrees of Confidence
- Real and Perceived Safety Concerns
- Lack of Respect between Motorists and Bicyclists
- SR 29 Divides Napa's Communities
- Limited North-South and East-West Connections
- Distance Between Communities
- Visitors and Tourism

Existing Bicycle Programs

There are a variety of existing entities and programs throughout Napa County that work to support and promote bicycling. Existing activities are aimed at improving the safety and convenience of getting around by bicycle and boosting ridership levels. Some of these existing programs have been in place for years, while others such as the County Office of Education Safe Route to Schools Program are relatively new. In some cases, the programs are city or county funded; in others, they are non-profit or volunteer run. Many of the existing programs are delivered on a by-request basis, rather than annually or at regular intervals. Further, there is little coordination amongst existing programs or entities, which tends to limit the delivery and impact of the efforts. Existing entities that provide support programs and/or current activities include:

- Napa County Bicycle Coalition – Napa Bike
- Napa Valley Vine Trail Coalition
- Napa County Office of Education
- Napa Valley Car Free
- Napa County Health and Human Services Agency Activities
- Street Smarts Traffic Safety Campaign
- Eagle Cycling Club
- Focused Law Enforcement Activities
- Bicycle Fairs, Races, and Community Events
- Bike to Work Day/Month Activities
- Bicycle Tours
- Bicycle Maps

Existing Bikeway Network

Primary Bikeway Network

A new element of this planning effort has been the designation of a countywide Primary Bikeway Network – a continuous countywide network of on- and off-street bikeways that extends between and through communities. The Primary Bikeway Network consists of a selection of existing and proposed Class I, Class II, and Class III bikeways that provide inter-city and inter-county routes along with connections to other transportation modes, major destinations, jobs, neighborhoods, recreation, and local bicycle networks. The network typically includes a north-south and east-west route through each community. The intention of the network is to focus and collaborate on a set of basic routes that will provide access to major destinations and activity areas.

Bikeways Inventory (Maps, Database, Description)

The Countywide Bikeway Network consists of Class I multi-use paths, Class II bike lanes, and Class III bike routes and bicycle boulevards. A comprehensive inventory of existing bikeways is provided in tabular format by jurisdiction within the local agency plans. Existing bikeways are shown on the bikeway maps, Figures I through II.

Safety Plan

Bicycle Collisions and Safety Analysis

This section addresses safety conditions for bicyclists and includes a review of the California Office of Traffic Safety's (OTS) collision rankings, the Statewide Integrated Traffic Records System, Seasonal Trends in Napa County, an understanding of the limitations of bicycle collision reporting, an analysis of bicycle collisions throughout the County for the most recent 10 years for which collision data was available at the time of the analysis, identification of the top ten collision locations throughout the County by intersection and segment, and a review of urban and rural bicycle crash types.

Safety, Education, Encouragement, and Enforcement Programs

The Countywide Bikeway Network has been planned to provide safe, convenient access for all types of bicyclists to destinations throughout Plan Area. Like all other modes of transportation, the system and its network of facilities must be used appropriately to maximize the safety of all users, bicyclists, pedestrians, and motorists alike. To help minimize safety risks, it is imperative that bicyclists and motorists follow basic traffic laws. For bicyclists, this includes activities such as riding in the correct direction, stopping at stop signs and traffic signals when the light is red, riding predictably, and taking proper measures to be visible day and night; and for motorists yielding to turning bicyclists, passing with care, and not driving or parking in designated bicycle lanes, to name a few behaviors for both.

Recommended Bicycle System

Proposed Bikeway System

The proposed bikeway system consists of an interconnected network of Class I pathways, Class II bike lanes, and Class III bike routes to complete both the local and primary countywide bikeway networks, along with various safety enhancements, bicycle support facilities, and programs designed to improve safety and encourage bicycling.

The local and primary bikeway networks have been planned to link residents, visitors, and bicyclists of all ages and types between residential areas and community destinations including schools, parks, shopping, civic buildings, employment centers, and regional trails and bikeways.

While the projects in this Plan have received a preliminary feasibility evaluation, engineering and environmental studies will be required prior to project implementation to determine project specific issues such as right-of-way impacts, traffic operations, parking impacts, and/or environmental issues.

Programs

The bikeway system must be comprised of more than just bikeways to realize increases in the number of people who choose to bicycle, and to achieve the community benefits associated with an increase in bicycle trips and a reduction in vehicle miles traveled. Therefore, in addition to the construction of bicycle facilities and supporting infrastructure, it is critical that steps be taken to mainstream bicycling as a viable transportation option. To raise the awareness level of the rights and responsibilities of bicyclists and motorists and to forge a higher level of understanding between those on our roads and paths, a variety of education, encouragement, and enforcement activities are recommended.

- Education and Awareness
- Countywide Traffic Safety Campaign
- Share the Road Campaign
- Bicycle Ambassadors
- Bike Share Programs
- Local Agency Bicycle Fleets
- Education and Encouragement Activities
- Signing Program
- Countywide Bicycle Parking Program
- Maintenance Monitoring and Reporting System

Implementation

This section identifies the activities and actions that are necessary to implement the physical improvements, facilities, and programs contained in this Plan, along with the estimated costs for the proposed improvements, maintenance requirements, and funding and financing strategies.

Successful implementation of the projects and programs contained in the Bicycle Plan will require ongoing cooperation within and amongst the NCTPA, local agencies, and various stakeholders including other public agencies and bicyclists. The planning horizon for the projects identified in this plan is the year 2035.

Implementation of the projects in this plan will occur incrementally in a variety of ways. Many projects will be incorporated into local agency's Capital Improvement Program (CIP) processes and will be implemented as the CIP projects get funded. Others can happen as part of regular maintenance and operations practices and road resurfacing projects. Development and/or redevelopment in some areas will present a significant opportunity to implement some of the recommendations of this Plan.

Amending the Countywide Bicycle Plan and Maps between Updates

NCTPA will update the map of existing and proposed bikeways each year in January important changes may be made more frequently if required. The NCTPA Bicycle Advisory Committee (BAC) meets monthly on the fourth Monday of each month and will review submitted requests for changes.

Project Costs

Construction costs for bicycle infrastructure are presented in Table i. The costs below are for planning level estimates. They are unit costs for construction and do not include contingencies, design, environmental analysis, administrative costs, right-of-way acquisition, or inflation factors.

Table i
Construction Cost Assumptions for Bikeway Improvements

Capital Project	Unit	Cost
Class I: Multi Use Trail		
Construct Multi-Use Pathway	Mile	\$550,000
Rehabilitation	Mile	\$125,000
Class II: Bike Lanes		
Install Signs, Striping, & Stencils	Mile	\$30,000
Reconfigure Roadway Striping, add Bike Lanes	Mile	\$75,000-\$90,000
Class III: Bike Route		
Install Signing (Up to 10 signs per mile)	Mile	\$2,500
Bicycle Boulevard		
(Signing and Stencils Only)	Mile	\$4,500
(Traffic Calming Treatments)	Each	\$2,000-\$60,000

Program Costs

This plan includes a variety of collaborative programmatic improvements and actions that will help achieve the vision of increased bicycling throughout Napa County and bicycle safety improvements for each community. The programs and actions are important to help realize Plan vision and safety enhancements and should be implemented as soon as time and funding resources are available. Costs for individual programs and actions are highly variable and dependent upon the scope and scale of actions. Table 5 identifies the primary programmatic improvements, which are defined in greater detail in earlier sections, includes a range of estimated costs, a potential lead agency, likely partner agencies, and potential funding sources.

Funding Resources

This section provides an overview of funding mechanisms available to implement the bicycle projects and programs contained in this plan. Due to its dynamic nature, transportation financing is complex.

Implementation of bicycle facilities, improvements, and programs is made possible by a wide variety of funding sources including Federal, State, Regional, and Local Governmental sources, private sector development and investment, and community, special interest and philanthropic organizations.

Federal, State, Regional, and Local Governmental Sources

Transportation funds are divided into myriad funding programs. In general, federal funds are used for capital projects. State funds are used for new capital projects too, but also cover maintenance costs. Regional and local funds are the most flexible, and may be used for capital project, maintenance, and operational costs, and programmatic improvements.

The primary implementers of infrastructure projects are city and county public works departments. Project selection is typically based on planning processes involving public participation. Additionally, schools and school districts can be project implementers.

Private Sector Development and Investment

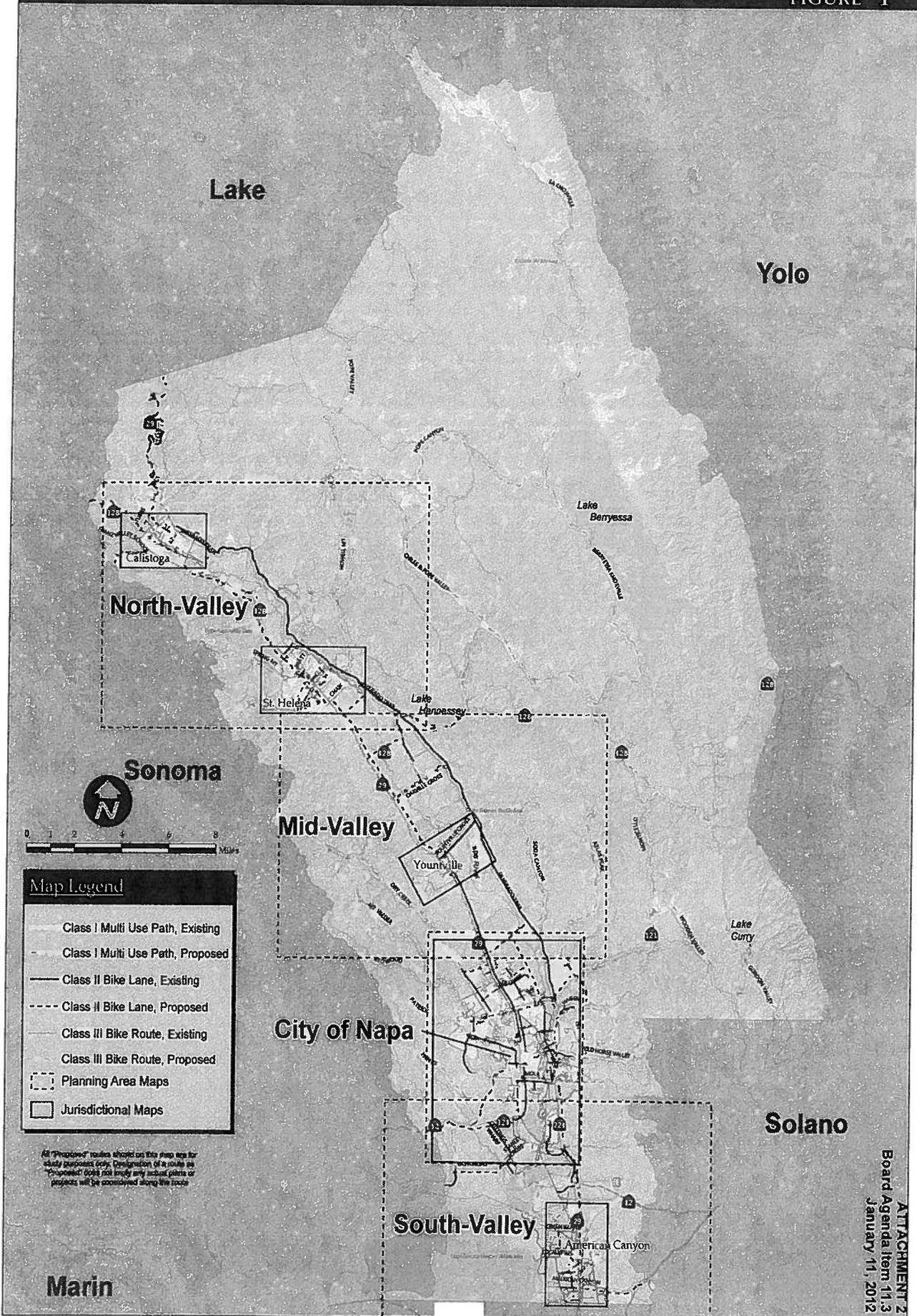
Private sector development and investment play an important role in funding non-motorized infrastructure. Many newer housing and retail developments throughout Napa County have been planned, or required, to include sidewalks, pathways, and bicycle facilities. Private development is expanding its focus on "smart growth" and balanced transportation options. This inherently builds in orientation to the bicycle and pedestrian modes. Sometimes developers also fund such amenities as bicycle racks, bicycle storage, benches, lockers and shower facilities. Additionally, in many locations improvements such as closure of gaps in sidewalks or road widenings are made only after a private land use change is approved. Improvements or right-of-way dedication can be made conditions of approval, allowing upgrades for bicyclists and pedestrians.

Community, Special Interest and Philanthropic Organizations

Other non-governmental sources of funding include the contributions of community-based organizations, such as the Napa County Bicycle Coalition and the Napa Vie Trail Coalition, in carrying out programs that support bicycle usage.

Plan Maintenance and Revision

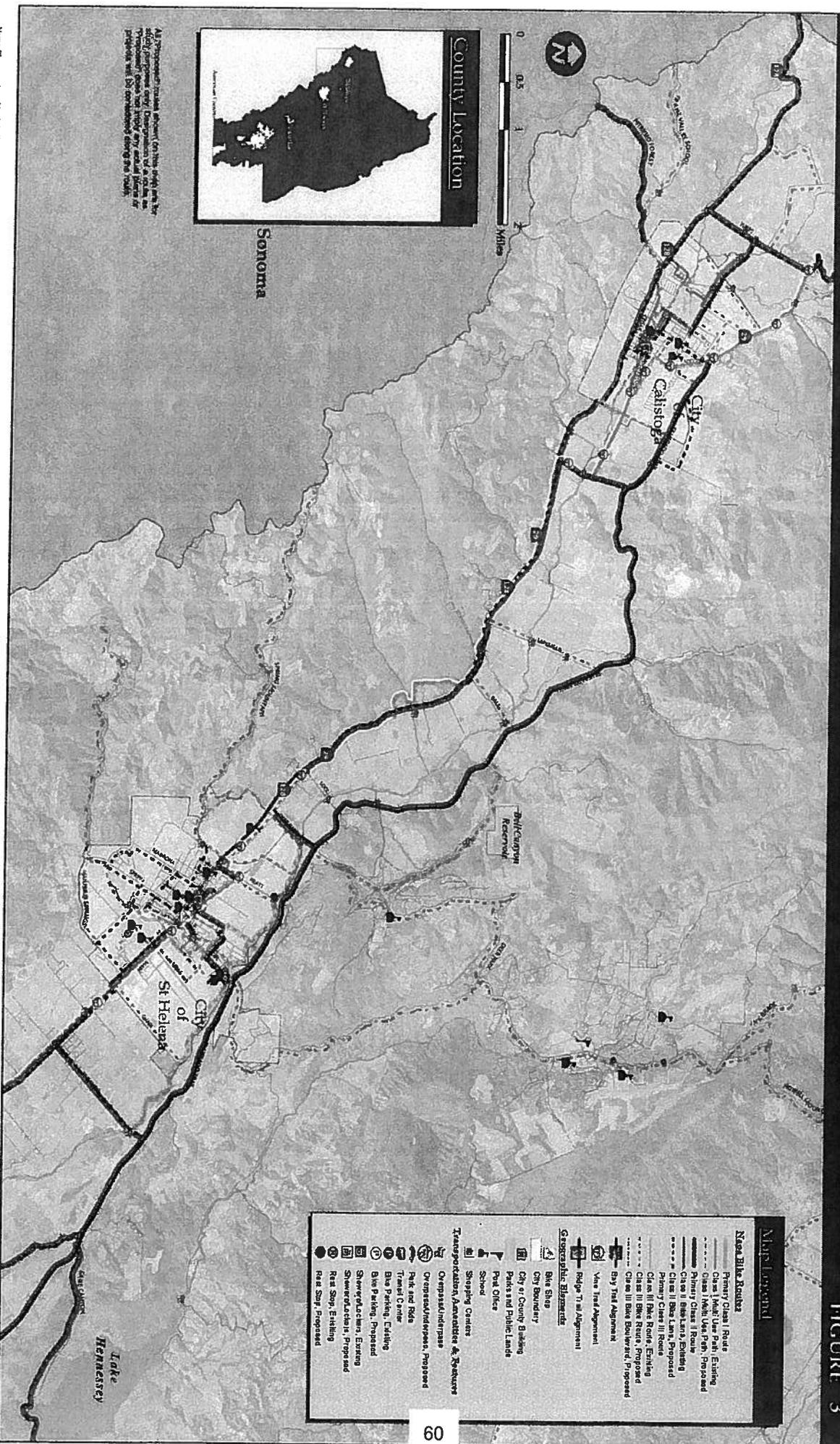
This Plan is a complex living document and will be continuously revised in the years to come. Each of the six jurisdictions in our community has staff members (in the public works and/or planning departments) who work together with the NCTPA to bring the elements of the plan to life. Most communities also have local citizen committees dedicated to the implementation, upkeep and revision of this plan. Other community organizations, such as the Napa Valley Vine Trail Coalition and NapaBike also participate in cooperatively overseeing the implementation of this plan. Throughout the year, these groups will review recommendations from the community for revisions to the plan. Based on this input, the NCTPA will revise the set of existing and proposed routes each year in January and we will revise the entire plan every five years. Special amendments may also be made at any time



ATTACHMENT 2
 Board Agenda Item 11.3
 January 11, 2012

Planning Area - North Valley

Napa Countywide Bicycle Plan
FIGURE 3



All proposed routes shown on this map are for informational purposes only. Implementation of a route is dependent on the ability of a route to be constructed along the route. All proposed routes are subject to change.

County Location

Sonoma

Map Legend

- Neat Bike Routes**
 - Primary Class I Route
 - Class II Route, Existing
 - Class II Route, Proposed
 - Primary Class I Route
 - Class II Route, Existing
 - Primary Class II Route
 - Class II Route, Proposed
 - Class III Route, Existing
 - Class III Route, Proposed
 - Way Trail Agreement
 - Way Trail Agreement
 - Way Trail Agreement
 - Way Trail Agreement
- Geographic Elements**
 - Belknap Reservoir
 - Bike Shop
 - City of County Building
 - Parks and Public Lands
 - Rail Office
 - School
 - Shopping Centers
 - Transportation, Amusement & Recreations
 - Overpass/Underpass
 - Park and Ride
 - Transfer Center
 - Blue Parking, Existing
 - Blue Parking, Proposed
 - Shower/lockers, Existing
 - Shower/lockers, Proposed
 - Rail Stop, Existing
 - Rail Stop, Proposed

Napa Planning, Ave North, Vals

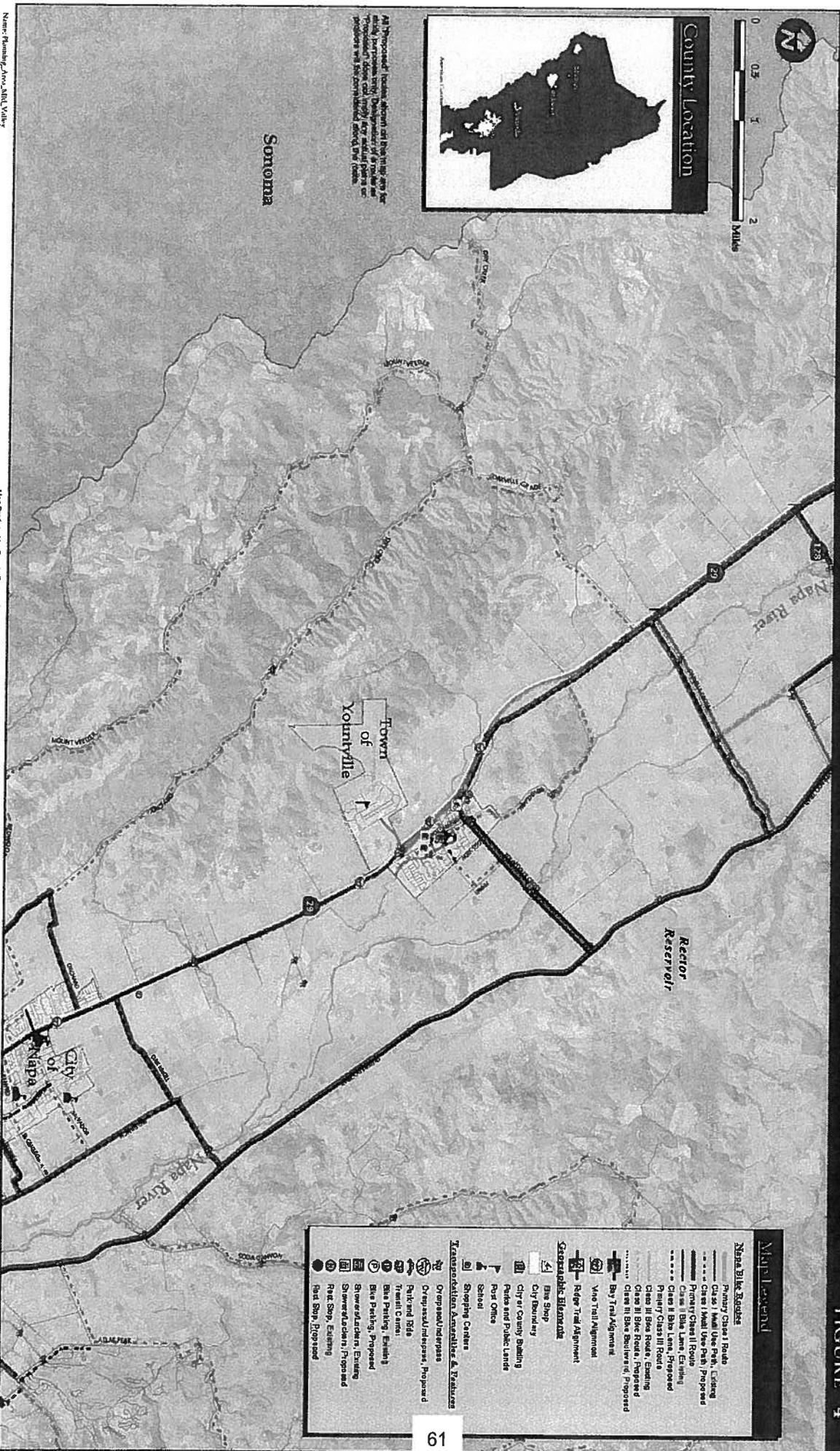
Map Produced by Quest Engineering Inc. in Cooperation with Verano & Weinberger Transportation Inc.

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Planning Area - Mid Valley

Napa Countywide Bicycle Plan

FIGURE 4



Nature: Planning, Amy, JML, Vally

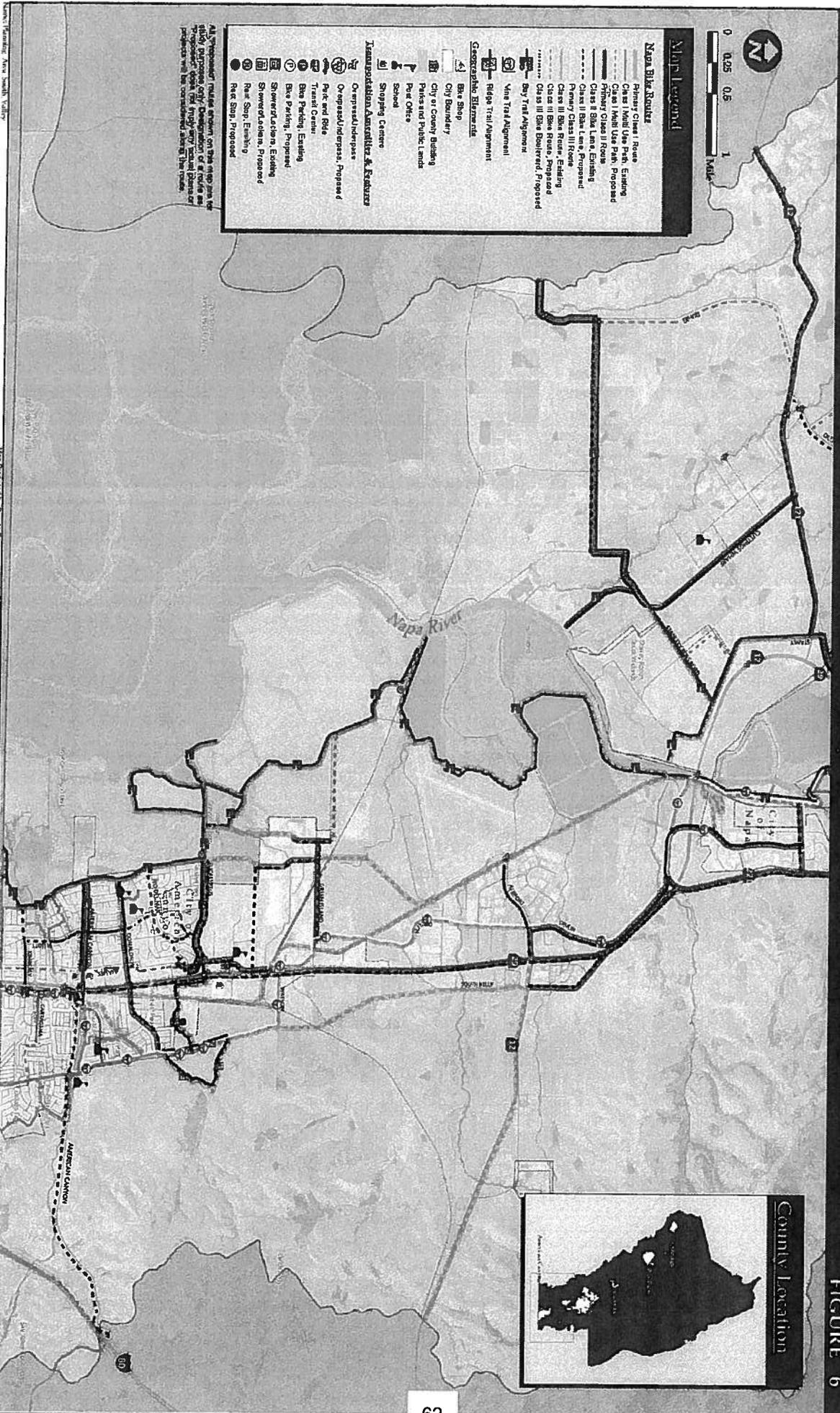
Map Produced by Queso Engineering Inc. in conjunction with Willlock & Washburn Transportation Inc.

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Planning Area - South Valley

Napa Countywide Bicycle Plan

FIGURE 6





Map Legend

Napa Bike Routes

- Primary Class I Route
- Class I Multi Use Path, Existing
- Class I Multi Use Path, Proposed
- Primary Class II Route
- Class II Bike Lane, Existing
- Class II Bike Lane, Proposed
- Primary Class III Route
- Class III Bike Route, Existing
- Class III Bike Route, Proposed
- Class III Bike Boulevard, Proposed
- Bay Trail Alignment
- Vine Trail Alignment
- Ridge Trail Alignment

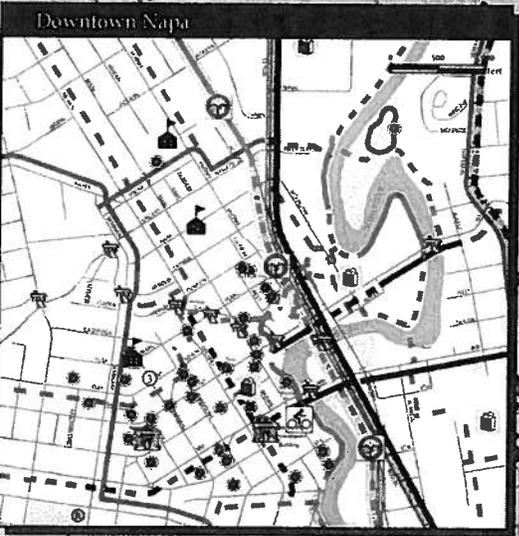
Geographic Elements

- Bike Shop
- City Boundary
- City or County Building
- Parks and Public Lands
- Post Office
- School
- Shopping Centers

Transportation Amenities & Features

- Overpass/Underpass
- Overpass/Underpass, Proposed
- Park and Ride
- Transit Center
- Bike Parking, Existing
- Bike Parking, Proposed
- Showers/Lockers, Existing
- Showers/Lockers, Proposed
- Rest Stop, Existing
- Rest Stop, Proposed

All proposed routes shown on this map are for study purposes only. Detailed plans for routes are "Proposed" should not imply that projects will be constructed at this time.



- #### Map Notes
- 1. Interim bike routes (IBR) are development plans (e.g., bicycle lanes, Class I, II, and III) through sites.
 - 2. Trail routes (TR) with park planning.
 - 3. Class III routes are closed to heavy Class II and commercial trucks. (See Appendix C for details.)

City of Napa Schools	
1	Alta Dingles Elementary School
2	Bel Air Park Elementary School
3	Bonanza Valley Elementary School
4	Carle's Station Elementary School
5	Centerville Elementary School
6	Carle's Station Elementary School
7	El Cerrito Elementary School
8	Easton Valley High School
9	El Cerrito Elementary School
10	Almond Canyon Elementary School
11	El Cerrito Elementary School
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100	El Cerrito Elementary School

Board Agenda Item 11.3
 January 2012



January 11, 2012
NCTPA Agenda Item 11.4
Continued From: New
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Paul W. Price, Executive Director
REPORT BY: Tom Roberts, Manager of Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Vine/Vine Go Service Report: Performance Dashboard

RECOMMENDATION

That the NCTPA Board (1) review and provide feedback to agency staff on the new Transit Performance Dashboard.

EXECUTIVE SUMMARY

Agency staff has developed a draft Transit Performance Dashboard document to replace lengthy staff reports previously presented to the Board. The goal of the document is to concisely present key information in a format that allows more effective and meaningful monitoring of transit performance.

PROCEDURAL REQUIREMENTS

1. Staff Report (Information only)

FISCAL IMPACT

Is there a Fiscal Impact? No.

Is it currently budgeted? N/A

Where is it budgeted? N/A

Is it Mandatory or Discretionary: N/A

Is the general fund affected? N/A

Future fiscal impact: N/A

Consequences if not approved: N/A

CEQA REQUIREMENTS

The proposed action is not a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change. Accordingly, no additional CEQA review is required at this time.

BACKGROUND AND DISCUSSION

Over the years NCTPA has requested its contractor (Veolia) provide an ever growing collection of statistical reports and documents each month. At the November 2011 meeting of the Board's Transit Efficiency Committee (TEC), staff shared with the group the voluminous quantity of varying reports and data being submitted for monthly review. From these papers, staff must review scores of pages of disjointed documents and attempt to pull useful information which, in turn, has been condensed into periodic ten+ page reports to the TEC and Board. Between NCTPA and Veolia, large amounts of staff time are invested each month to produce an end product that's ultimate usefulness is less than optimal.

Based upon feedback from the TEC, staff has developed a draft "Transit Performance Dashboard" that, in a single page, reports on key indicators allowing the staff, Board and public to monitor system performance. Staff will present the draft document to the Board and solicit feedback.

SUPPORTING DOCUMENTS

Performance Dashboard: Hand out at meeting.



January 11, 2012
NCTPA Agenda Item 12.2
Continued From: October 19, 2011
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Paul W. Price, Executive Director
REPORT BY: Paul W. Price, Executive Director
(707) 259-8634 / Email: pprice@nctpa.net
SUBJECT: Napa County Commission for Arts and Culture Appointment

RECOMMENDATION

That the NCTPA Board appoints Robin Baldwin to the Napa County Arts and Cultural Commission (NCCAC) as a member At-Large.

COMMITTEE RECOMMENDATION

The NCCAC recommends that the NCTPA Board appoint Robin Baldwin to the NCCAC as a member At-Large.

EXECUTIVE SUMMARY

The Arts and Cultural Commission met on October 3, 2011 and made the recommendation for consideration by the NCTPA Board to appoint Robin Baldwin to the Napa County Arts and Cultural Commission (NCCAC) as a member At-Large.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

FINANCIAL IMPACT

Is there a fiscal impact? No

Is it Currently Budgeted? N/A

Where is it budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: None

Consequences if not approved: None

CEQA REQUIREMENTS

The proposed action is not a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change. Accordingly, no additional CEQA review is required at this time.

BACKGROUND AND DISCUSSION

Established in 2007, the Napa County Commission for Arts and Culture functions as the liaison between the arts community, government, business and philanthropic leaders, community developers, county and city planners, and the public at large. The Commission is currently comprised of eleven commissioners appointed by the various constituent jurisdictions.

SUPPORTING DOCUMENTS

Attachment: (1) Robin Baldwin Résumé

ROBIN BALDWIN

4345 East Third Avenue
Napa, California 94558

479.283.7939
robinkbaldwin@hotmail.com

P R O F E S S I O N A L A T T R I B U T E S

Extensive experience working successfully in the non-profit sector as a fundraiser, executive and consultant.

- ▶ Disciplined business approach producing effective solutions to complex situations
- ▶ Proven success in facilitating strategic planning and ensuring its execution
- ▶ Demonstrated success in board and staff development
- ▶ Highly qualified administrator with a focus on creating healthy work environments
- ▶ Committed to and experienced in work that furthers the positive impact of client missions

C A R E E R H I S T O R Y

PILATES NAPA VALLEY
NAPA, CALIFORNIA
PILATES INSTRUCTOR
2009-PRESENT

REACH, INC.
NATIONAL ADVANCEMENT FIRM
CONSULTANT
2002-2009

- ▶ Successfully managed multiple projects and priorities while providing excellent customer service
- ▶ Achieved measurable results and increased revenues through effective marketing strategies
- ▶ Created comprehensive plans for fundraising campaigns, PR and marketing initiatives and donor acquisition and retention for hospital foundations and community non-profit organizations
- ▶ Facilitated identification and development of brand positioning
- ▶ Executed feasibility studies designed to direct organizational planning
- ▶ Established best practice protocols for efficient and accurate project and data management

NAPA VALLEY OPERA HOUSE
NAPA, CALIFORNIA
DIRECTOR OF MAJOR GIFTS
2007-2008

- ▶ Created strategic development plan based on current giving and funding needs
- ▶ Implemented extensive fundraising strategies directed toward establishing strong relationships with key individual, corporate and foundation prospects
- ▶ Set standards of excellence in planning, execution and follow-up of major gift solicitations
- ▶ Served as professional counsel to Board of Trustees in matters of fundraising protocol and gift law
- ▶ Developed and implemented major gift protocols and gift acceptance policies
- ▶ Served as a community liaison and leader on behalf of the Opera House

FAYETTEVILLE COMMUNITY FOUNDATION
FAYETTEVILLE, ARKANSAS
PRESIDENT
2003-2006

- ▶ Designed and implemented comprehensive strategic and operating plan
- ▶ Actively lobbied for key legislative issues impacting philanthropy

- ▶ Secured charitable funds, supervised fund management and administered grant making program
- ▶ Facilitated disciplined community approach with donors and charities for philanthropic initiatives
- ▶ Utilized communication tools to achieve desired outcomes with media and constituents
- ▶ Worked strategically with board of directors to secure community support and rapid financial growth

UNIVERSITY OF ARKANSAS 1999-2002
 FAYETTEVILLE, ARKANSAS
 SAM M. WALTON COLLEGE OF BUSINESS
 DIRECTOR OF DEVELOPMENT AND EXTERNAL RELATIONS

- ▶ Designed and executed fundraising plan for a comprehensive capital campaign
- ▶ Secured major gifts for current initiatives and endowment building
- ▶ Established and maintained key relationships with individuals, corporations and foundations
- ▶ Demonstrated ability recruiting, motivating and retaining volunteers
- ▶ Traveled extensively representing institution at local, state and national meetings
- ▶ Managed office of external relations responsible for strategic communications, special events and administrative oversight of constituent cultivation and stewardship

WASHINGTON REGIONAL MEDICAL CENTER 1994-1998
 FAYETTEVILLE, ARKANSAS
 LEADERSHIP DEVELOPMENT INSTITUTE
 PROGRAM DIRECTOR

- ▶ Launched leadership development program for senior and mid-level management
- ▶ Conducted comprehensive organizational needs assessments
- ▶ Unified management style and enhanced ability of organization to provide quality services
- ▶ Planned and coordinated regular board and management meetings and training sessions
- ▶ Coached individuals and teams maximizing individual and leadership communication skills
- ▶ Prepared annual budget and program calendar, providing accurate and timely operating forecasts

E D U C A T I O N

UNIVERSITY OF ARKANSAS ~ Fayetteville, Arkansas
 Master of Science in Health Science, College of Education and Health Professions
 Bachelor of Arts in Psychology, Fulbright College of Arts and Sciences

P R O F E S S I O N A L D E V E L O P M E N T

- ▶ Council on Foundations ~ Annual Conference, Financial Administration of Community Foundations
- ▶ John Brown Limited, Inc. ~ Major and Planned Gifts: Knowing The Essentials Seminar
- ▶ AACSB/Association to Advance Collegiate Schools of Business International ~ Conference
- ▶ Council for Advancement and Support of Education ~ Annual Conference, Development Conference
- ▶ Association of Junior Leagues International ~ Organizational Development Institute

P R O F E S S I O N A L & C O M M U N I T Y A F F I L I A T I O N S

- ▶ Matt Lamb Museum Foundation ~ advisor 2008-2011
- ▶ Arkansas Philanthropy Round-table ~ member 2003-2006
- ▶ Fayetteville Chamber of Commerce ~ member 2000-2006, Leadership Fayetteville Class XIV

ROBIN BALDWIN

- ▶ Walton Arts Center ~ *Backstage* Advisory Board member 2003-2006
- ▶ Northwest Arkansas Business Journal ~ inductee *Forty Under Forty* 2006
- ▶ Junior League of Northwest Arkansas ~ member 1995-present, president 2002-2003
- ▶ American Heart Association ~ communications chair 2004-2005, Heart Gala committee 2002-2005
- ▶ National Committee on Planned Giving ~ member 2002-present
- ▶ Association of Fundraising Professionals ~ member 2001-present
- ▶ Council for Advancement and Support of Education ~ member 1999-2002
- ▶ Hugh O'Brian Youth Leadership ~ board of directors 1996-2000, seminar chair/co-chair 1997-2000