

Napa County Transportation and Planning Agency

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, June 17, 2015

1:30 PM

NCTPA/NVTA Conference Room

NCTPA Board of Directors

All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on the NCTPA website at www.nctpa.net/agendas-minutes/12 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, 625 Burnell Street, 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.

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Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's, Board Members' and Metropolitan Transportation Commissioner's Update
7. Director's Update
8. Caltrans' Update

Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

9. CONSENT AGENDA ITEMS (9.1 - 9.5)

- 9.1 **Approval of Meeting Minutes of May 20, 2015 (Karrie Sanderlin) (Pages 9-14)**

Recommendation: Board action will approve the meeting minutes of May 20, 2015.

Estimated Time: 1:40 p.m.

Attachments: [Draft Minutes](#)

- 9.2 **Annual Election of Chair and Vice Chair (Karrie Sanderlin) (Pages 15-16)**

Recommendation: Board action will approve the second of a two year term for Chair John F. Dunbar and Vice Chair Peter White.

Estimated Time: 1:40 p.m.

Attachments: [Staff Report](#)

9.3 Resolution No. 15-11 Approving the Revised Disadvantage Business Enterprise (DBE) Program (Antonio Onorato) (Pages 17-48)

Recommendation: Board action will approve Resolution No. 15-11 adopting the revised DBE Program.

Estimated Time: 1:40 p.m.

Attachments: [Staff Report](#)

9.4 Memorandum of Understanding (MOU) between the Napa County Transportation and Planning Agency (NCTPA) and the City of Calistoga (Tom Roberts) (Pages 49-52)

Recommendation: Board action will approve an MOU between the NCTPA and the City of Calistoga establishing the City's annual contribution to NCTPA for the operation of the Calistoga Shuttle.

Estimated Time: 1:40 p.m.

Attachments: [Staff Report](#)

9.5 Memorandum of Understanding (MOU) between the Napa County Transportation and Planning Agency (NCTPA) and the Calistoga Tourism Business Improvement District (CTBID) (Tom Roberts) (Pages 53-57)

Recommendation: Board action will approve a MOU between NCTPA and the CTBID establishing an annual contribution to NCTPA for the operation of the Calistoga Shuttle.

Estimated Time: 1:40 p.m.

Attachments: [Staff Report](#)

10. PUBLIC HEARING - TIME CERTAIN 1:40 PM

10.1 Public Hearing on the NCTPA FY 2015-16 Budget, Approval of Resolution No. 15-12 Adopting the NCTPA FY 2015-16 Budget, Approval of Blanket Purchase Agreements, and Approval of Resolution No. 15-13 Authorizing the Filing with the Metropolitan Transportation Commission (MTC) for Allocation of Transit Development Act (TDA), State Transit Assistance (STA), and Regional Measure 2 (RM2) Funds (Justin Paniagua) (Pages 58-79)

Recommendation: Board action will (1) hold a public hearing on the NCTPA FY 2015-16 Budget, (2) approve Resolution No. 15-12 adopting the NCTPA FY 2015-16 budget of \$34,058,365, (3) authorize a total TDA claim of \$18,683,005, (4) approve Resolution No. 15-13 authorizing the filing with MTC for allocation of TDA, STA, and RM2 funds, (5) authorize the NCTPA Executive Director or designee to sign any claims, applications or agreements in order to move funds into the Agency or to Member Agencies, and (6) authorize FY 2015-16 Blanket Purchase Agreements.

Estimated Time: Time Certain: 1:40 p.m.

Attachments: [Staff Report](#)

11. REGULAR AGENDA ITEMS

11.1 Proposed Service Changes to American Canyon Transit and VINE Route 11 (Tom Roberts) (Pages 80-82)

Recommendation: Board action will (1) receive a report on the proposed service changes to American Canyon Transit and VINE Route 11, and (2) approve the implementation of changes effective late Summer 2015.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

11.2 Memorandum of Understanding (MOU) between the Napa County Transportation and Planning Agency (NCTPA) and the City of American Canyon (Tom Roberts) (Pages 83-88)

Recommendation: Board action will approve a MOU between NCTPA and the City of American Canyon establishing the City's annual contribution to NCTPA for the operation of the American Canyon Shuttle.

Estimated Time: 2:00 p.m.

Attachments: [Staff Report](#)

11.3 Napa Valley Vine Trail Oak Knoll Section - Award of Construction Contract (Herb Fredricksen) (Pages 89-93)

Recommendation: Board action will (1) authorize the Executive Director to award the construction contract for the Napa Valley Vine Trail Oak Knoll Section project to the lowest responsible/responsive bidder. Ghilotti Bros/RM Harris JV, in the amount of \$6,123,186.70, (2) authorize the Executive Director to execute the contract, contract change orders, and additional construction expenses up to a total amount not to exceed \$8,116,076, and (3) approve the funding proposal to address the project budget shortfall.

Estimated Time: 2:10 p.m.

Attachments: [Staff Report](#)

11.4 Approval of Letter of Support for Syar Industries Quarry Expansion (Kate Miller) (Pages 94-95)

Recommendation: Board action will authorize the Board Chair to send a letter in support of the Syar Industries quarry expansion.

Estimated Time: 2:20 p.m.

Attachments: [Staff Report](#)

11.5 Legislative Update and State Bill Matrix (Kate Miller) (Pages 96-112)

Recommendation: The Board will receive the monthly Federal and State Legislative Update and consider acting on staff recommendations included on the bill matrix.

Estimated Time: 2:30 p.m.

Attachments: [Staff Report](#)

12. FUTURE AGENDA ITEMS

13. CLOSED SESSION

13.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR
(Government Code Section 54956.8)

Property: APN's 046-720-000-300-0, 046-720-001-100-0, and 046-720-010-000-0

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Colliers International

Under Negotiation: Price and terms of payment

Estimated Time: 2:40 p.m.

13.2 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representative: John F. Dunbar, Chairman

Employee: Executive Director

Estimated Time: 2:40 p.m.

14. ADJOURNMENT

14.1 Approval of Regular Meeting Date of July 15, 2015 at 1:30 p.m. and Adjournment

Estimated Time: 3:30 p.m.

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, 625 Burnell Street, Napa, CA by 5:00 p.m., by Friday June 12, 2015.

Karalyn E. Sanderlin, NCTPA Board Secretary



Napa County Transportation and Planning Agency Meeting Minutes - Draft NCTPA Board of Directors

625 Burnell Street
Napa, CA 94559

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Wednesday, May 20, 2015

1:30 PM

NCTPA/NVTA Conference Room

1. Call to Order

Vice Chair White called the meeting to order at 1:35 p.m.

2. Pledge of Allegiance

Vice Chair White led the salute to the flag.

3. Roll Call

Members Present:

James Barnes
Joan Bennett
Keith Caldwell
Chris Canning
Leon Garcia
Mark Luce
Jill Techel
Peter White
Beth Kahiga
Margie Mohler
Alan Galbraith
Mary Luros

4. Adoption of the Agneda

The Technical Advisory Committee (TAC) requested that Consent Item 9.4 Additional Funding for the Safe Routes to School (SRTS) Program be pulled from the agenda. The TAC would like to further discuss the project at its next meeting before making a recommendation to the Board for its consideration.

Motion **MOVED** by **CANNING**, **SECONDED** by **GARCIA** to **APPROVE** Adoption of the Agenda as amended. Motion carried by the following vote:

Aye: 23 - Barnes, Bennett, Caldwell, Canning, Garcia, Luce, Techel, White, Kahiga, Mohler, Galbraith, and Luros

5. Public Comment

None

6. Chairperson's, Board Members' and Metropolitan Transportation Commissioner's Update

MTC Commissioner's Update:
Board Member Luce reported on MTC activities to date.

7. Director's Update

Kate Miller, Executive Director

Announced that the State Route 29 (SR 29) Channelization project has been awarded to Ghilotti Brothers. The groundbreaking ceremony is scheduled for Tuesday June 9th at 4 p.m.

Announced that Caltrans has issued the E-76 (authorization to proceed) for the Vine Trail project. The bid solicitation was issued on May 13th with bid opening scheduled for June 5th. The groundbreaking ceremony is scheduled for Thursday, August 6th at 10 a.m. at the Redwood Park and Ride lot.

Reported that although the weather wasn't cooperative, there was still a great turn out for Bike to Work day on May 14th.

Announced the Jameson Canyon Widening Project is a finalist for the California Transportation Foundation for the Conventional State Highway Project of the Year award. Board members Caldwell and Garcia will be attending the event representing Napa County, as well as, Assemblymember Dodd.

8. Caltrans' Update

No oral report given by Caltrans staff, however, the May 2015 Caltrans Reporting memo was provided for review.

9. CONSENT AGENDA

Item 9.4 Additional Funding for the Safe Routes to School (SRTS) Program was pulled at the request of the Technical Advisory Committee (TAC). The TAC would like to further discuss the project at its next meeting before making a recommendation to the Board for its consideration.

Motion MOVED by CALDWELL, SECONDED by TECHEL to APPROVE Consent Items 9.1-9.3 and 9.5-9.7. The motion carried by the following vote:

Aye: 23 - Barnes, Bennett, Caldwell, Canning, Garcia, Luce, Techel, White, Kahiga, Mohler, Galbraith, and Luros

9.1 Meeting Minutes of April 15, 2015 (Karrie Sanderlin)

Board action approved the meeting minutes of April 15, 2015

9.2 Resolution No. 15-09 Amending the Active Transportation Advisory Committee By-Laws (Diana Meehan)

Board action approved Resolution No. 15-09 amending the Active Transportation Advisory Committee (ATAC) by-laws.

9.3 Notice of Completion for the Soscol Gateway Transit Center Hub Signage Project NCTPA No. 13-12 (Diana Meehan)

Board action authorized the filing of a Notice of Completion with the Recorder-County Clerk for the NCTPA Contract No. 13-12 Soscol Gateway Transit Center Hub Signage Project.

- 9.4** Additional Funding for the Safe Routes to School (SRTS) Program (Diana Meehan)
Item pulled at the request of the Technical Advisory Committee.
- 9.5** Removal of Fixed Assets from NCTPA Fixed Asset Inventory List (Antonio Onorato)
Board action authorized the removal of items and those identified as non-conforming, missing, disposed, or sold from the fixed assets inventory shown in Table 1 as provided in the staff report.
- 9.6** Napa County Transportation and Planning Agency (NCTPA) Agreement No. 15-08 with Brink's Incorporated (Antonio Onorato)
Board action authorized the Executive Director to negotiate and award Agreement No. 15-08 with Brink's Security Services for a period of three years, with automatic one-year renewals if performance is satisfactory.
- 9.7** Increase in Purchase Price of New Transit Buses (Tom Roberts)
Board action authorized the Executive Director to issue a purchase agreement not to exceed \$4,586,305 with Creative Bus Sales under NCTPA's membership with CalACT (California Association of Coordinated Transportation) MBTA/CalACT vehicle purchasing cooperative.

10. PUBLIC HEARING - TIME CERTAIN 1:40 PM

- 10.1** Public Hearing and Resolution No. 15-10 Authorizing the Submittal of an Application for Federal Transit Administration (FTA) Section 5311(f) (49 U.S.C. Section 5311(f)) with the California Department of Transportation (Antonio Onorato)
Vice Chair White called the meeting to order at 1:35 p.m.
- Staff reviewed the grant application process and noted that due to formatting errors, some minor information contained in the application as shown in Attachment 1 was incorrect. However, the application submitted did not contain the incorrect formatting errors.**
- Being No Public Comment, Vice Chair White closed the Public Hearing at 1:58 p.m.**
- Motion MOVED by TECHEL, SECONDED by CALDWELL to APPROVE authorizing the Executive Director or her designee to submit a grant application for FTA Section 5311(f) funds in the amount of \$300,000 for the capital purchase of two (2) dedicated 40' buses for the Route 21 service to Fairfield/Suisun City. Motion carried by the following vote:**
- Aye:** 23 - Barnes, Bennett, Caldwell, Canning, Garcia, Luce, Techel, White, Kahiga, Mohler, Galbraith, and Luros

11. REGULAR AGENDA ITEMS

- 11.1** NCTPA Third Quarter FY 2014-15 Budget and 5-Year Forecast (Justin Paniagua)
- Information Only / No Action Taken**
Staff provided a reviewed of the NCTPA financial performance against budget for the third quarter (January-March) period and 5-year forecast model.
- 11.2** First Reading of Draft NCTPA FY 2015-16 Budget (Justin Paniagua)
- Information Only / No Action Taken**
The Board received a review and provided comments on the Draft FY 2015-16 NCTPA annual operating and capital budget in the amount of \$31,166.365. The final budget will be presented to the Board in June for adoption.
- 11.3** Yountville Park and Ride - Acceptance of Grant Deed for Park and Ride Purposes (Herb Fredricksen)
- In order to facilitate the Vine Trail alignment through the Yountville Park and Ride, the Town Council of Yountville has provided a Grant Deed of 845 square feet of Solano Avenue right of way to compensate for lost Park and Ride area. Board action accepted the Grant Deed and agreed to the purchase price of \$4,000 for the parcel.
- Motion MOVED by CALDWELL, SECONDED by GARCIA to APPROVE the agreement and accept a fee simple Grant Deed from the Town of Yountville for land to be added to the Yountville Park and Ride parcel. Upon Board acceptance of the Grant Deed, staff will record it with the Napa County Clerk-Recorder. Motion carried by the following vote:**
- Aye:** 23 - Barnes, Bennett, Caldwell, Canning, Garcia, Luce, Techel, White, Kahiga, Mohler, Galbraith, and Luros
- 11.4** Countywide Transportation Plan Vision 2040: Moving Napa Forward Update (Kate Miller)
- Information Only / No Action Taken**
The Board received a presentation on the Countywide Transportation Plan (CTP) Vision 2040: Moving Napa Forward.
- 11.5** Legislative Update and State Bill Matrix (Kate Miller)
- The Board received the monthly Federal and State Legislative Update and approved staff recommendations on state bills as provided in the bill matrix.
- Motion MOVED by LUCE, SECONDED by CANNING to APPROVE staff recommendations on state bills as provided in the bill matrix. The motion carried by the following vote:**
- Aye:** 23 - Barnes, Bennett, Caldwell, Canning, Garcia, Luce, Techel, White, Kahiga, Mohler, Galbraith, and Luros

12. FUTURE AGENDA ITEMS

None

13. CLOSED SESSION

Vice Chair White announced that the Board would be adjourning to closed session for the items as noted in the agenda and that no reportable action is expected.

Adjourned to Closed Session at 2:40 p.m.

13.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

Property: APN's 046-720-000-300-0, 046-720-001-100-0, and 046-720-010-000-0

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Colliers International

Under Negotiation: Price and terms of payment

13.2 CONFERENCE WITH LABOR NEGOTIATOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representative: John F. Dunbar, Chairman

Employee: Executive Director

Reconvened to Open Session at 3:00 p.m.

Vice Chair White reported that there was no reportable action associated with the closed session items.

14. ADJOURNMENT

14.1 Approval of Regular Meeting Date of June 17, 2015 at 1:30 p.m. and Adjournment

The next regular meeting will be held on Wednesday, June 17, 2015 at 1:30 p.m.

The meeting was adjourned by Vice Chair White at 3:00 p.m.

Karalyn E. Sanderlin, NCTPA Board Secretary



June 17, 2015
NCTPA Agenda Item 9.2
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Karrie Sanderlin, Program Manager - Human Resources & Administration
(707) 259-8633/ Email: ksanderlin@nctpa.net
SUBJECT: Annual Election of Chair and Vice Chair

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the second of a two year term for Chair John F. Dunbar and Vice Chair Peter White.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The second term for Chair and Vice Chair would begin July of this year and be completed in June 2016. Under Board bylaws a nominating subcommittee for the next Chair and Vice Chair would be appointed in May 2016.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? No

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

NCTPA bylaws, which were adopted in July 1998, require an annual election of Chair and Vice Chair at the annual meeting. The annual meeting is held in July of each year. The Chair and Vice Chair hold office for one year or until their successors have been appointed.

In June of 2000 a subcommittee of the Board recommended, and the Board adopted, a policy that allows a two-year term for the Chair and Vice Chair with an annual vote of approval by the Board.

SUPPORTING DOCUMENTS

None



June 17, 2015
NCTPA Agenda Item 9.3
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager - Finance
(707) 259-8779 / Email: aonorato@nctpa.net
SUBJECT: Resolution No. 15-11 Adopting the Revised Disadvantage Business Enterprise (DBE) Program

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 15-11 (Attachment 1) adopting the revised Disadvantage Business Enterprise (DBE) program with a proposed Triennial DBE goal of 0% for Federal Transit Administration projects for Fiscal Years 2015-2017.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

As a recipient of federal financial assistance in excess of \$250,000 from the Federal Transit Administration (FTA), NCTPA is required to submit its triennial DBE plan to FTA. Since the last submission, NCTPA has added several new elements to the program, some of which reflect new rules issued by FTA. The draft document was given conditional approval by FTA noting changes that needed to be included in the program.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? Not for this item. However, the plan does establish DBE goals for federal aid projects, which could have a financial impact on certain procurements.

Consequences if not approved: As a recipient of federal aid, NCTPA is required to have a DBE program in order to be eligible to receive federal funding.

ENVIRONMENTAL DETERMINATION: *Categorical Exemption: Class IIc 04* Planning and Administrative Activity. Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

BACKGROUND AND DISCUSSION

The last submitted DBE program to FTA's Office of Civil Rights was in April 25, 2013. A letter of confirmation was received by FTA identifying a few deficiencies in the program that had to be corrected. FTA requested a revised DBE program as soon as it was practical.

In February, NCTPA conducted a DBE training program with Liz Brazil, DBE Liaison Officer at the Santa Clara Valley Transportation Authority. An intensive three day training course was held updating staff on program attributes and new requirements.

The proposed changes in NCTPA's DBE Program conform to the U.S. DOT requirements for improved administration of its program. Specifically, these requirements reflect increased accountability, monitoring and post-award oversight, addition of a small business element, and implementation of updated certification requirements.

A new addition to the program is the small business element and is one method of achieving race-neutral efforts for DBE participation. Its objective is to meet the maximum feasible portion of the overall goal by using race-neutral methods, including contract goals for small business enterprises (SBEs).

A SBE is a small business concern that meets the same business size standard as a disadvantaged business enterprise (DBE). By definition, DBEs are also SBEs. SBE goals will be set on federally funded formal contracts with subcontracting opportunities when it is determined that NCTPA will not be able to achieve its overall goal. The small business element includes outreach activities, verification of certified SBEs, monitoring SBE participation on contracts, and tracking payments made to SBEs.

It is important to note that a zero percent FTA goal is not necessarily indicative of a zero DBE goal. NCTPA staff plans to craft an agency-wide DBE plan and goal for all projects regardless of the origin of funds. An overall DBE plan will be brought to the Board of Director's for its consideration at a future date.

SUPPORTING DOCUMENTS

Attachments: (1) Resolution 15-11
(2) NCTPA's Revised DBE Program

RESOLUTION No. 15-11

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
ADOPTING A REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

WHEREAS, NCTPA is a recipient of Federal Transit revenues in excess of \$250,000 annually and is required to meet federal regulatory requirements for Disadvantaged Business Enterprise (DBE) Program, established by 49 C.F.R part 26; and

WHEREAS, the NCTPA is a Federal Transit Administration (FTA) grantee for the Napa Urbanized Area FTA revenues, and

WHEREAS, FTA requires that NCTPA provide a DBE Program that ensures nondiscrimination in the award and administration of federally assisted transportation contracts and ensures small minority owned businesses can fairly compete for such projects; and

WHEREAS, NCTPA developed a detailed DBE program based on FTA guidelines, which was approved by FTA on April 30, 2013

NOW THEREFORE LET IT BE RESOLVED NCTPA Board of Directors that the revised NCTPA Disadvantaged Business Enterprise Program attached herein has been accepted and adopted.

Passed and Adopted the 17th day of June, 2015.

John F. Dunbar, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel



Napa County Transportation and Planning Agency
(NCTPA)

Disadvantaged Business Enterprise
(DBE)
Program

625 Burnell Street · Napa, CA 94559-3420

Tel: (707) 259-8631
Fax: (707) 259-8638
www.nctpa.net
www.ridethevine.com

Member Agencies: City of Calistoga, City of St. Helena, Town of Yountville, City of Napa,
City of American Canyon, County of Napa

Napa County Transportation and Planning Agency

POLICY STATEMENT

Section 26.1, 26.23 Objectives/ Policy Statement

The Napa County Transportation and Planning Agency (NCTPA or Agency) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The NCTPA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the NCTPA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the NCTPA to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also NCTPA policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Renee Kulick, Senior Administrative Technician has been delegated as the DBE Liaison Officer. In that capacity, Renee is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the NCTPA in its financial assistance agreements with the Department of Transportation.

NCTPA has disseminated this policy statement to the NCTPA Board of Directors and to all of the departments within the Agency. NCTPA has distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts in the following manner:

1. A copy of the policy statement has been posted on NCTPA websites: www.nctpa.net and www.ridethevine.com.
2. A copy of this policy statement is made available to each attendee of all pre-bid meetings dealing with covered contracting opportunities.
3. Distribution channels include trade associations, online publications, and electronic notification via stakeholder distribution lists.

Kate Miller, Executive Director

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1, 26.23 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

NCTPA has established a Disadvantaged Business Enterprise (DBE) program in accordance with Title 49 Code of Federal Regulations, Part 26: Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. AVTA receives Federal financial assistance from the U.S. Department of Transportation (U.S. DOT) and as a condition of receiving this assistance; NCTPA has signed an assurance that it will comply with Title 49 CFR Part 26. The DBE Program applies to all of AVTA's U.S. DOT-assisted projects.

It is the policy of NCTPA to ensure that DBEs, as defined in Part 26, have an equitable opportunity to compete for and participate in the performance of all NCTPA U.S. DOT-assisted contracts and subcontracts.

Section 26.5 Definitions

Any terms used in this DBE Program that are defined in 49 CFR § 26.5 or elsewhere in the Regulations shall have the meaning set forth in the Regulations. Some of the most common terms are defined below.

Disadvantaged Business Enterprise or DBE means a for-profit small business concern:

- That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
- Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and
- Has been certified as Disadvantaged in accordance with Title 49, CFR 26.

Socially and Economically Disadvantaged Individual: Any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is:

1. Found by AVTA to be socially and economically disadvantaged on a case by case basis by a certifying agency pursuant to the standards of the U.S. DOT Title 49 CFR, Part 26.

2. A member of any one or more of the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:

- (i) "Black Americans" which includes persons having origins in any of the Black racial groups of Africa;
- (ii) "Hispanic Americans" which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- (iii) "Native Americans" which includes persons who are American Indians, Eskimos, Aleuts or Native Hawaiians;
- (iv) "Asian Pacific Americans" which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia or Hong Kong;
- (v) "Subcontinent Asians Americans" which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
- (vi) Women; and
- (vii) Any additional group whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

NCTPA has adopted and uses the definitions related to the DBE program found in 49 CFR Part 26.5.

Section 26.7 Non-discrimination Requirements

NCTPA will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of age, disability, race, color, sex, or national origin.

In administering its DBE program, NCTPA will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular age, disability, race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Uniform Report of DBE Awards or Commitments and Payments: 26.11(a)

NCTPA will report DBE participation to the relevant operating administration- *FHWA and/or FTA* using the Uniform Report of DBE Awards or Commitments and Payments, found in Appendix B to the DBE regulation.

Division of Mass Transportation (DMT) subrecipients of Federal Transit Administration (FTA) funds must report on Disadvantaged Business Enterprises (DBE) participation in their contracting opportunities. Twice yearly, subrecipients must submit a completed Awards/Commitments and Actual Payments spreadsheet.

The spreadsheets are due to the transit program representative on April 15 for the period of October 1 to March 31 and October 15 for the period of April 1 to September 30. See Attachment 9 and 10 for reporting forms.

Bidders List: 26.11(c)

NCTPA will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidder list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

We will collect this information in the following ways:

NCTPA will collect this information by having bidders/proposers complete and submit to NCTPA a bidders/proposers information form. See Attachment 8 for a sample form.

Section 26.13 Assurances

NCTPA has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Federal Financial Assistance Agreement Assurance: 26.13(a)

NCTPA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the NCTPA of its failure to carry out its approved program,

the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub recipients.

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

SUBPART B – ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since the NCTPA has received a grant of \$250,000 or more for FTA planning capital and maintenance in a federal fiscal year, and for FHWA authorized by the statute for which this part applies, NCTPA will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.25 DBE Liaison Officer (DBELO)

NCTPA has designated the following individual as the DBE Liaison Officer:

Renee Kulick
DBELO Officer
625 Burnell St.
Napa, CA 94559-3420
T: (707) 259-8780
E: rkulick@nctpa.net

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the NCTPA complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Executive Director concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 1 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes NCTPA's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Executive Director\governing body on DBE matters and achievement.

9. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Plans and participates in DBE training seminars.
11. Certifies DBEs according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in California.
12. Provides outreach to DBEs and community organizations to advise them of opportunities.
13. Maintains the NCTPA's updated directory on certified DBEs.

NCTPA Board of Directors

The Board of Directors ultimately is responsible for ensuring that the DBE Program has a high priority at NCTPA.

Executive Director (ED)

The ED designates the DBELO, grants to that DBELO direct, independent access to him or her concerning DBE matters and ensures the DBELO has sufficient resources to implement the DBE program in compliance with the provisions of 49 CFR Part 26.

Chief Financial Officer (CFO) or equivalent and Grants Management

1. Contacts the DBELO for the names of DBE financial institutions, uses their services in connection with DOT-assisted projects and periodically reports the level of use of DBE financial institutions to Board of Directors; and
2. Assists the DBELO in compiling federal funding data to calculate NCTPA's overall DBE goal; and
3. Promotes a level playing field for DBE financial advisors, investment bankers and bond counsel; and
4. Assists the DBELO in developing financing, bonding and insurance programs to help increase the number of DBEs participating in DOT-assisted contracts.

Other Support Personnel

NCTPA personnel from other Departments share the responsibility for ensuring the effective implementation of the DBE Program. They are expected to give their full cooperation and active support to the DBELO in this effort. Following are the support personnel and examples of their respective responsibilities.

Project Managers

1. Provides the DBELO with draft scopes of work and engineering estimates to enable the DBELO to actively engage in goal setting, outreach and the development of appropriate DBE language in solicitation documents; and
2. Develop a working knowledge of the DBE program's policies, practices and procedures including race neutral and race conscious methods of achieving DBE participation, by reading the DBE program, and/or the project's solicitation documents and/or the contract manual and by attending DBE orientation sessions presented by the DBELO and staff members; and
3. Notify the DBELO in a timely manner of their project's Pre-Proposal or Pre-Bid conferences and "Kick-Off" Meetings; and
4. Structure individual contracting actions to create a level playing field and participation by DBE firms wherever possible. This includes dividing a contract statement of work, where possible, into portions that will enable DBE firms to compete as prime contractors. Proper use of this structuring for DBE participation shall not result in the avoidance of proper approval authority. This also includes, if not prohibited by state law, waiving or reducing bonding requirements or allowing for incremental bonding; and
5. Participate with the DBELO in monitoring that DBE firms are used and DBE records and reports are prepared and submitted in accordance with the terms of the contract; and
6. Identify and refer potential DBE utilization problems promptly to the DBELO.

Client/Vendor Services

1. The NCTPA web site (www.NCTPA.net) provides up-to-date information electronically about NCTPA contracting opportunities, upcoming events at NCTPA and current program information; and
2. Provides technical assistance over the telephone to firms requesting to be placed on the mailing list, provides NCTPA Vendor database information, including detailed step by step instructions on how to register on NCTPA's Vendor database, and responds to questions about doing business with NCTPA.

Risk Management

1. Provides periodic reports on industry insurance and bonding standards and requirements to the DBELO. Provides information about insurance and bonding trends relevant to DBE firms for the coming year, if available, to the DBELO; and
2. Participates with the DBELO and with legal counsel in the structuring of bonding and insurance requirements and standards in individual contracting actions to create a level playing field and participation by DBE firms wherever possible. This includes dividing a contract statement of work, where possible, into portions that will enable DBE firms to compete as prime contractors. Proper use of this structuring for DBE participation shall not result in the avoidance of proper approval authority. This also includes, if not prohibited by state law, waiving or reducing bonding requirements or allowing for incremental bonding.

General Counsel

1. Addresses small business matters relating to procurement and the implementation of the DBE program; and
2. Renders legal opinions regarding the interpretation of DBE solicitation and contract provisions; and
3. Advises the DBELO or his/her designees and the CEO regarding imposition of administrative sanctions against contractors that fail to comply with DBE requirements; and
4. Represents NCTPA in all legal actions involving DBE issues; and
5. Provides the DBELO with legal opinions relevant to DBE certification.

Reconsideration Official

In accordance with 49 CFR §§ 26.53(d)(2) and 26.87(e), all proceedings by NCTPA regarding the reconsideration of compliance with provisions of the DBE Regulations concerning a contract award or the DBE status of a firm shall be made by the Executive Director or his/her designated representative who did not take part in the original determination. This official shall preside over NCTPA hearings that may be held pursuant to this DBE Program, including administrative reconsideration of the DBELO's determination of a bidder's or proposer's compliance with good faith efforts or the DBELO's proposal to remove certification from a DBE firm.

Section 26.27 DBE Financial Institutions

It is the policy of the NCTPA to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions:

NCTPA staff completed a Federal Reserve Board website search (www.federalreserve.gov/releases/mob) to identify the minority-owned banks derived from the Consolidated Reports of Condition and Income filed quarterly by banks. NCTPA staff identified the following institution, listed in Attachment 7, titled "Minority Owned Banks."

NCTPA will re-evaluate the availability of the DBE financial institutions on an annual basis. Information on the availability of such institutions is available upon request from the DBE Liaison Officer.

Section 26.29 Prompt Payment Mechanisms

Prompt Payment: 26.29(a)

The NCTPA will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contract receives from NCTPA. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the NCTPA. This clause applies to both DBE and non-DBE subcontracts.

Retainage: 26.29(b)

The prime contractor agrees to return retainage payments to each subcontractor within thirty (30) days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the NCTPA. This clause applies to both DBE and non-DBE subcontracts.

Monitoring and Enforcement: 26.29(d)

If NCTPA determines that the prime contractor has failed to comply with the prompt payment provisions set forth above, NCTPA may give written notice to the prime contractor and the prime contractor's surety that, if the default is not remedied within 30 days, the contract may be terminated. NCTPA may also impose penalties and sanctions for non-compliance with the prompt payment clause contained in Section 26.37, Monitoring and Enforcement Mechanisms.

Section 26.31 Directory

NCTPA use the California Unified Certification Program (CUCP) database directory identifying all firms eligible to participate as DBEs. The directory lists firms' names, addresses, phone numbers, dates of the most recent certification, and the type of work the firm has been certified to perform as a DBE. The CUCP website link is at http://www.dot.ca.gov/hq/bep/find_certified.htm.

Section 26.33 Overconcentration

NCTPA has not identified that overconcentration exists in the types of work that DBEs perform. However, if NCTPA finds that DBE overconcentration has occurred to such an extent as to unduly burden the opportunity of non-DBE firms to participate in the highway design or construction program, it will develop procedures to address this. The procedures will be submitted to the appropriate operating administration for review and approval prior to implementation.

Section 26.35 Business Development Programs

NCTPA has not established a business development program. We will re-evaluate the need for such a program every three years.

Section 26.37 Monitoring and Enforcement Mechanisms

NCTPA will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26. NCTPA will implement appropriate mechanisms, including sanctions, suspension, debarment, and application of legal and contractual remedies available under Federal, state, and local law, as deemed appropriate and necessary, to ensure compliance with the requirements by all program participants.

Specifically, NCTPA will take the following monitoring and enforcement steps to ensure compliance with 49 CFR Part 26:

- Bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
- Consider similar action under its own legal authorities, including responsibility determinations in future contracts.
- Provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished via onsite visits conducted by NCTPA Civil Rights and construction field personnel written certification of compliance will be provided for each onsite visit.
- Keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

NCTPA sub-recipients agree to work collaboratively with the California DOT to ensure monitoring and enforcement mechanisms take place on every federal aid project.

Section 26.39 Small Business Participation

NCTPA has incorporated the following non-discriminatory element to its DBE program, in order to facilitate competition on DOT-assisted public works projects by small business concerns (both DBEs and non-DBE small businesses):

NCTPA will take all reasonable steps to eliminate obstacles to SBE participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors. The NCTPA Civil Rights Office will work with affected program areas to ensure that technical staff members are aware of and have given consideration to eliminating obstacles to SBE participation.

NCTPA will actively implement the program elements to foster small business participation. Doing so is a requirement of good faith implementation of NCTPA's DBE program.

The small business element is included to ensure that small businesses have an equitable opportunity to participate and receive a fair share in procurement programs under NCTPA's authority.

NCTPA follows 49 CFR Part 26.5 in defining a Small Business Concern. This means, with respect to firms seeking to participate as DBEs in DOT-assisted contracts, a small business concern as defined pursuant to Section 3 of the Small Business Act and Small Business Administration regulations implementing it that also does not exceed the cap on the average annual gross receipts specified in Part 26.65(b). By the use of this definition, it ensures that all small businesses are subject to the same size standards and can compete with similarly-sized businesses. According to the DOT, a small business is one that:

- Is organized for profit;
- Has a place of business in the United States
- Makes a significant contribution to the U.S. economy by paying taxes or using American products, material or labor;
- Does not exceed the numerical size standard for its industry
- Can be a sole proprietorship, partnership, corporation, or any other legal form.

In order to prevent abuse and minimize fraud in determining eligibility of small businesses, firms will not be allowed to self-verify or self-certify themselves. NCTPA will accept the certifications/verifications process used by another credible entity.

NCTPA follows the Policies, Practices and Procedures Manual Section 5: Contracting and Procurement. The Policy governs the purchase of all goods, supplies, equipment, materials, construction and services for the Agency, regardless of funding sources, except as otherwise provided by law. Therefore, NCTPA may not always have the authority to structure contracts to benefit small businesses.

NCTPA is committed to maintaining the integrity of the process, maintaining favorable business relationships, fostering fair and open competition and maximizing value. In this regard, NCTPA will attempt to attract small business participation, including businesses owned by women, minorities, socially and economically disadvantaged individuals, and service-disabled veterans. NCTPA is aware that race or gender cannot be used as eligibility criteria for a small business concern. Race Neutral measures implemented include but not limited to:

- Recommend prime contracts provide subcontracting opportunities of a size that small businesses can reasonable perform, rather than self-performing all the work involved;
- Recommend large subcontractors who have won bids to provide opportunities for small businesses;
- Whenever practicable, remove unnecessary burdens i.e. bonding, insurance, etc. so that competition is encouraged;
- Post solicitations online at www.nctpa.net and www.publicpurchase.com so that local vendors have an equal opportunity;
- NCTPA's online bid distribution system provides equal access to all solicitations (formal and informal) at no cost to vendors. Interested parties are required to register for access to the procurement information, but there is no fee and all interest parties have free access.
- Utilize unbundling by including line items in some construction grants for materials and labor;
- Attempt to identify alternative acquisition strategies and structure procurements to facility the ability for small businesses, including DBE's to compete for and perform prime contracts.

As several of the above listed steps have already been implemented, NCTPA will take steps to implement the remainder as purchasing/bidding opportunities become available. NCTPA staff will meet annually with procurement and fiscal staff to assess and discuss the types of contracts that will be available and what actions will need to be taken to meet the above listed steps. Since NCTPA does not use set-asides, other strategies will be utilized to assist small businesses. NCTPA will collect data on small business participation for review at Triennial audits.

Although NCTPA is a government agency with few construction projects, in order to meet the requirements of Section 26.39, NCTPA will implement the following program initiatives to increase small business participation:

- Partner with other regional transit agencies to increase small business enterprise participation;
- List upcoming contracting opportunities on the NCTPA website;
- Participate in pre-bid or pre-proposal meetings
Search the California UCP for small businesses when making purchases within their field of products/services.
- Participate in vendor workshops to raise awareness and encourage small business vendors to participate;
- Constantly reviewing solicitation requirements (bid and performance surety; insurance coverage limits, etc.) to make sure they are practical and not unduly burdensome;
- Post small business workshop notices on NCTPA's website calendar
- Email notices to all major and local Chamber of Commerce and other service groups that have expressed interest over the years to reach out to small businesses;

- Conduct training for vendors, as requested, to educate them about the processes and assist them with setting up access to the online procurement system; and,
- Advertising all formal solicitations in local newspapers, including Spanish language papers, and for specialized contracts, in trade magazines that may have a larger audience and glean additional responses;
- When services/products are needed, NCTPA staff will attempt to contact businesses on the current DBE/Small Business listing that are coded under that particular category. These DBE's and small businesses are all given opportunities to quote their prices for any given service/product.

As mentioned above, NCTPA is a small government agency. As opportunities become available, within its authority, NCTPA will encourage and allow small businesses to partake in any bids for future construction projects or other services required to expand its service offerings.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The NCTPA does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 4 to this program. This section of the program will be updated tri-annually.

In accordance with Section 26.45 NCTPA will submit its overall goal to DOT on August 1 every third year specified by DOT. Before establishing future goals, NCTPA will consult with the any new DBE's or DBE groups in the area, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and NCTPA's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, a notice of the proposed overall goals, will be published informing the public that the proposed goal and its rationale are available for inspection during normal business hours at NCTPA's administrative offices for 30 days following the date of the notice, and informing the public that comments will be accepted on the goals for 45 days from the date of the notice. Normally, the notice will be issued by June 1 every three years thereafter. The notice will include addresses to which comments may be sent and addresses where the proposal may be reviewed. These notices will be published in local newspapers, including Spanish language publications, and trade media.

NCTPA's overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses. We will begin using our overall goal on October 1 of each year, unless other instructions are received from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

Our overall goal submission to DOT will include: the goal (including the breakout of estimated race-neutral and race-conscious participation, as appropriate); a copy of the methodology, worksheets, etc., used to develop the goal; a summary of information and comments received during this public participation process and our responses; and proof of publication of the goal in media outlets listed above.

NCPTA will begin using its overall goal on October 1 of the specified year, unless alternative instructions from DOT are received. If NCTPA establishes a goal on a project basis, it will begin using the established goal by the time of the first solicitation for a DOT-assisted contract for the project. Our goal will remain effective for the duration of the three-year period established and approved by FTA or FHWA.

Section 26.47 Goal Setting and Accountability

If the awards and commitments shown on NCTPA's Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall applicable to that fiscal year, NCTPA will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments;
2. Establish specific steps and milestones to correct the problems identified in the analysis; and
3. As NCTPA does not have one of the 50 largest transit service providers, NCTPA will conduct an annual analysis on whether or not it is meeting its DBE goal. If the goal is not being met, NCTPA will establish and implement a corrective action plan. This information will be kept for review should FTA request it during its triennial review.

Section 26.49 Transit Vehicle Manufacturers Goals

Each transit vehicle manufacturer shall establish and submit an annual DBE goal for the NCTPA's approval. In setting the annual goal, the manufacturer should be guided by the provisions in Title 49 CFR Section 26.49. NCTPA will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section 26.49. Alternatively, NCTPA may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the transit vehicle manufacturer complying with this element of the Program. Work performed outside the United States and its territories and commonwealths shall be excluded.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race Conscious Participation

NCTPA will meet the maximum feasible portion of its overall goal using race-neutral means of facilitating DBE participation. In order to do so, NCTPA will use contract goals to help meet any portion of the overall goal NCTPA does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

In order to ensure that our DBE program will be narrowly tailored to overcome the effects of discrimination, if we use contract goals we will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation and we will track and report race-neutral and race conscious participation separately.

For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

NCTPA will maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

Section 26.51(d-g) Meeting Overall Goals/Contract Goals

NCTPA will use contract goals to meet any portion of the overall goal the Agency does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

NCTPA will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. It is not necessary to establish a contract goal on every DOT contract, and the size of contract goals will be adapted to the circumstances of each such contract; e.g., type and location of work, availability of DBEs to perform the particular type of work. NCTPA will express our contract goals as a percentage of total amount of a DOT-assisted contract.

NCTPA will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

The following language shall be incorporated in all specifications for formal bids of activities identified for a DBE goal:

Bidders are hereby advised that NCTPA has adopted a Disadvantage Business Enterprise (DBE) program which established a goal for maximizing participation of disadvantage business enterprises in all contracts and subcontract projects. Each bidder should become aware of the percentage goal for DBE opportunities currently applicable to the proposed bid. It shall be the responsibility of the successful bidder to take affirmative action and to assist NCTPA in complying with the meeting its DBE goal.

Section 26.53 Good Faith Efforts Procedures

Award of Contracts with a DBE Contract Goal: 26.53(a)

In those instances where a contract-specific DBE goal is included in a procurement/solicitation, NCTPA will not award the contract to a bidder who does not either: (1) meet the contract goal with verified, countable DBE participation; or (2) documents it has made adequate good faith efforts to meet the DBE contract goal, even though it was unable to do so. It is the obligation of the bidder to demonstrate it has made sufficient good faith efforts prior to submission of its bid.

Demonstration of Good Faith Efforts: 26.53(a) & (c)

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The DBELO Officer is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsible.

We will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be Submitted: 26.53(b)

NCTPA treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsibility.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative Reconsideration: 26.53(d)

Within ten (10) days of being informed by NCTPA that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offeror's should make this request in writing to the following reconsideration official: Kate Miller, Executive Director, 625 Burnell St. Napa, CA 94559-3420 (707) 259-8631, kmiller@nctpa.net. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is Terminated/Replaced on a Contract with Contract Goals: 26.53(f)

NCTPA requires that prime contractors not terminate a DBE subcontractor listed on a bid/contract with a DBE contract goal without NCTPA's prior written consent. Prior written consent will only be provided where there is "good cause" for termination of the DBE firm, as established by Section 26.53(f)(3) of the DBE regulation.

Before transmitting to NCTPA its request to terminate, the prime contractor must give notice in writing to the DBE of its intent to do so. A copy of this notice must be provided to NCTPA prior to consideration of the request to terminate. The DBE will then have five (5) days to respond and advise NCTPA of why it objects to the proposed termination. *Note:* the five day period may be reduced if the matter is one of public necessity i.e., safety.

In those instances where "good cause" exists to terminate a DBE's contract, NCTPA will require the prime contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of NCTPA to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offeror's, including those who qualify as a DBE. A DBE contract goal of _____ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

The sample specification is intended for use in both non-construction and construction contracts for which a contract goal has been established. Thus, it can be included in invitations for bid for construction, in requests for proposals for architectural/engineering and other professional services, and in other covered solicitation documents. A bid specification is required only when a contract goal is established.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

Section 26.81 Unified Certification Programs

NCTPA is the member of a California Unified Certification Program (CUCP) administered by California Department of Transportation and members of the CUCP. The CUCP will meet all of the requirements of this section. NCTPA will use and count for DBE credit only those DBE firms certified by the CUCP.

The CUCP provides "one-stop shopping" certification services to small, minority and women businesses seeking to participate as a Disadvantaged Business Enterprise (DBE) on contracts funded by the United States Department of Transportation. The CUCP also provides one-stop shopping certification services for businesses seeking to participate as an Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) on airport concessions and leases.

The CUCP is charged with the responsibility of certifying firms and compiling and maintaining a single statewide database of certified DBEs, pursuant to 49 CFR Part 26. The Database is intended to expand the use of DBE firms by maintaining complete and current information on those businesses and the products and services they can provide to all U.S. DOT grantees in California.

For more information on the CUCP, see website at <http://californiaucp.org/> or Caltrans Officer of Business Economic Opportunity at http://www.dot.ca.gov/hq/bep/business_forms.htm

Section 26.83 (a-c) Procedures for Certification Decisions

Re-certifications: NCTPA is not a certifying agency. For information about the certification process or to apply for certification, firms should visit the California Unified Certification Program website: www.californiaucp.com

“No Change” Affidavits and Notices of Change (26.83(j)): NCTPA is not a certifying agency. For information about the certification process or to apply for certification, firms should visit the California Unified Certification Program website: www.californiaucp.com

Section 26.85 Denials of Initial Requests for Certification

NCTPA is not a certifying agency. For information about the certification process or to apply for certification, firms should visit the California Unified Certification Program website: www.californiaucp.com

Section 26.87 Removal of a DBE’s Eligibility

NCTPA is not a certifying agency. For information about the certification process or to apply for certification, firms should visit the California Unified Certification Program website: www.californiaucp.com

Section 26.89 Certification Appeals

NCTPA is not a certifying agency. For information about the certification process or to apply for certification, firms should visit the California Unified Certification Program website: www.californiaucp.com

Any firm or complainant may appeal the *CUCP*’s decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation
Office of Civil Rights Certification Appeals Branch
1200 New Jersey Ave. SE West Building, 7th Floor Washington, D.C. 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

NCTPA will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

NCTPA will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the NCTPA or DOT. This reporting requirement also extends to any certified DBE subcontractor.

NCTPA will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ATTACHMENTS

Attachment 1: Organizational Chart

Attachment 2: DBE Directory

Attachment 3: Monitoring and Enforcement Mechanisms/Legal Remedies

Attachment 4: Goal Setting Methodology

Attachment 5: Good Faith Efforts Forms

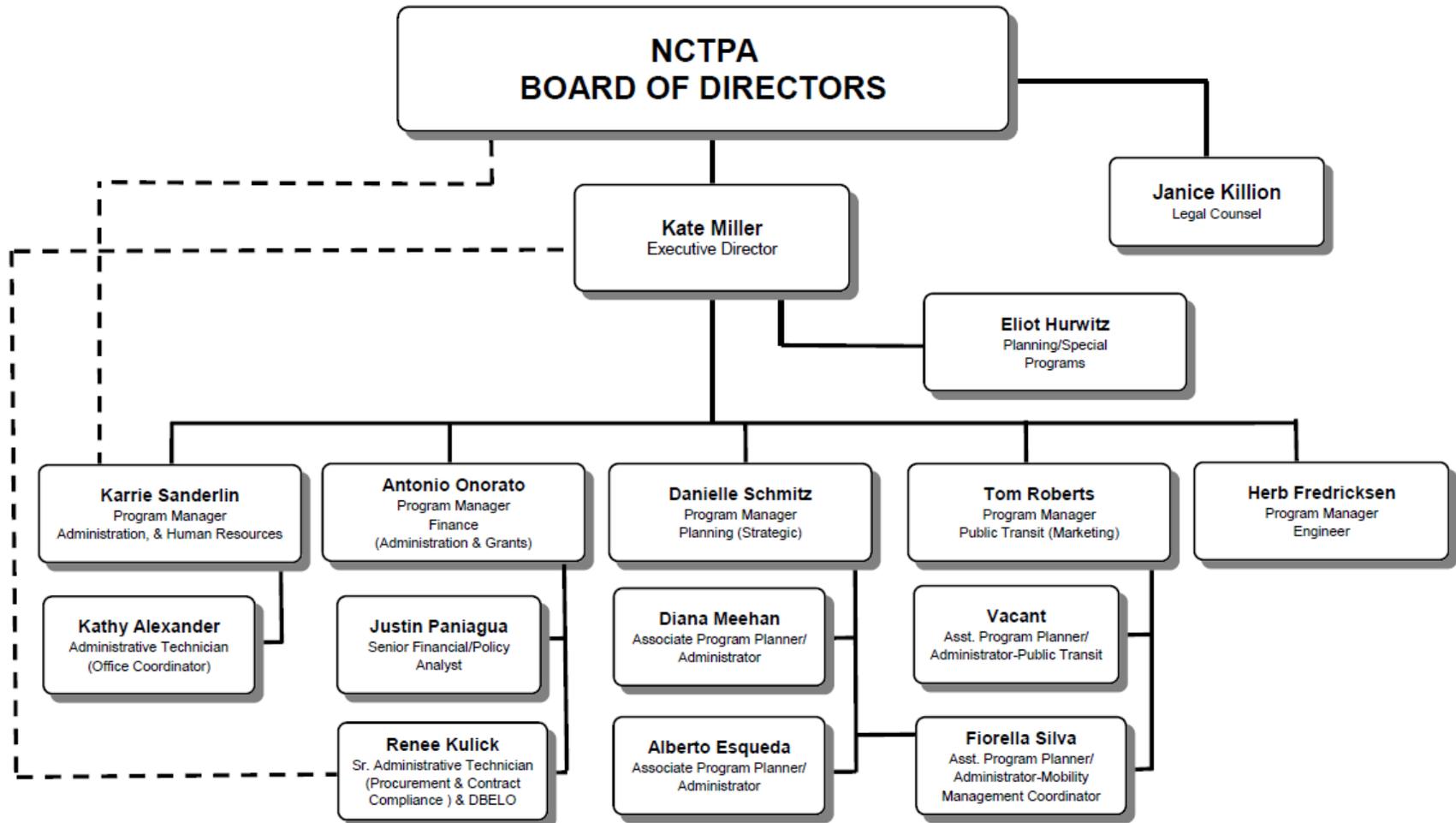
Attachment 6: DBE Regulation, 49 CFR Part 26

Attachment 7: Minority Owned Banks

Attachment 8: Bidders Information Form

Attachment 1

NCTPA Organizational Chart



Attachment 2

DBE Directory

Caltrans Unified Certification Program

http://www.dot.ca.gov/hq/bep/find_certified.htm

US Census Bureau Data

<http://censtats.census.gov/cgi-bin/cbpnaic/cbpsect.pl>

Attachment 3

Monitoring and Enforcement Mechanisms/Legal Remedies

Regulator Provisions

NCTPA has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

- Breach of contract action, pursuant to the terms of the contract;
- 49 CFR Part 26 – Participation by Disadvantage Business Enterprises in Department of Transportation Financial Assistance Programs, particularly Subpart F, Compliance and Enforcement.
- 49 CFR Part 29 – Government-wide Debarment and Suspension (Non-Procurement) and Government-wide requirements for Drug Free Workplace.
- 49 CFR Part 31 – Program Fraud Civil Remedies

Enforcement Mechanisms

In addition, the federal government has available several **enforcement mechanisms** that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

- Suspension or debarment proceedings pursuant to 49 CFR part 26
- Enforcement action pursuant to 49 CFR part 31
- Prosecution pursuant to 18 USC 1001.

Legal and Contract Remedies

If at any time NCTPA has reason to believe that the successful proposer is in violation of its obligations under the DBE contract provisions, or has otherwise failed to comply with the provisions thereof, NCTPA may, in addition to pursuing any other available legal remedy, commence proceedings to impose sanctions on the successful proposer. Such sanctions may include, but are not limited to, one of more of the following:

1. The suspension of any payment of part thereof until such time that compliance is demonstrated.
2. The termination or cancellation of the contract in whole or in part unless compliance is demonstrated within a reasonable time.
3. The denial of that contractor to participate in any further DOT contracts awarded by NCTPA.

Attachment 4

Section 26.45: Overall Goal Calculation

Amount of Goal

1. NCTPA's overall goal for FY 20__ is the following: __% of the Federal Financial assistance we will expend in DOT-assisted contracts exclusive of FTA funds to be used for the purchase of transit vehicles.

or

1. NCTPA's overall goal for the following time period 20__-20__ is the following: __% of the Federal financial assistance we will expend in DOT-assisted contracts. [*FTA recipients add: exclusive of FTA funds to be used for the purchase of transit vehicles.*]

2. \$_____ is the dollar amount of DOT-assisted contracts that NCTPA expects to award during FFY20__. This means that NCTPA has set a goal of expending \$_____ with DBEs during this fiscal year/project.

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBE's was calculated as follows:

$$\text{Base figure} = \frac{\text{Ready, willing and able DBEs}}{\text{All firms ready, willing and able}}$$

The data source or demonstrable evidence used to derive the numerator was:

The data source or demonstrable evidence used to derive the denominator was:

When we divided the numerator by the denominator we arrived at the base figure for our overall goal and that number was

Step 2: 26.45(d)

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the base figure in order to arrive at the overall goal.

In order to reflect as accurately as possible the DBE participation we would expect in the absence of discrimination we have adjusted our base figure by __%.

The data used to determine the adjustment to the base figure was:

The reason we chose to adjust our figure using this data was because:

From this data, we have adjusted our base figure to:

Public Participation

NCTPA published its goal information in these publications: Napa Valley Register, La Voz Bilingual Newspaper

NCTPA received comments from these individuals or organizations: Awaiting comments

Summaries of these comments are as follows: Awaiting comments

Our responses to these comments are: Awaiting comments

Section 26.51: Breakout of Estimated Race-Neutral & Race Conscious Participation

NCTPA will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The NCTPA uses the following race-neutral means to increase DBE participation:

- Arranging solicitations, time of bids, quantities, etc., to facilitate DBEs
- Assistance to DBEs for bonding, financing, and surety costs.
- Technical assistance and other services to DBEs
- Providing DBEs information on contract opportunities
- DBE supportive services program
- Services to help DBEs expand and achieve self sufficiency
- Assist DBE start-up firms in fields with low participation.
- Ensure adequate knowledge regarding the State of California UCP

NCTPA estimates that, in meeting our overall goal of __%, NCTPA will obtain ____% from race-neutral participation and __% through race-conscious measures.

In order to ensure that our DBE program will be narrowly tailored to overcome the effects of discrimination, if NCTPA uses contract goals the Agency will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see 26.51(f)) and the Agency will track and report race-neutral and race conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following:

- DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures;
- DBE participation through a subcontract on a prime contract that does not carry DBE goal;
- DBE participation on a prime contract exceeding a contract goal; and
- DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

NCTPA will maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

Attachment 5

Forms 1 & 2 for Demonstration of Good Faith Efforts

(Forms 1 and 2 should be provided as part of the solicitation documents)

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of ____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of ____%) is committed to a minimum of _____

_____ % DBE utilization on this contract a submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature)

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ _____

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

Attachment 6

Regulations: 49 CFR Part 26

To view or download the Federal Register for 49 CFR Part 26, go to:

http://www.fta.dot.gov/legislation_law/12316_3304.html

or:

http://www.ecfr.gov/cgi-bin/text-idx?SID=59dae2c4c661ac36bd93b1fc22285141&tpl=/ecfrbrowse/Title49/49tab_02.tpl

Attachment 7

Minority Owned Banks

We have identified the following such institutions from the Federal Reserve Board website at www.federalreserve.gov/releases/mob. Check back often for updates.

California Banks (list as of January 30, 2015):

American Plus Bank NA
Americas United Bank NA
Asian Pacific NB
Bank of the Orient
Bank of Whittier
Community Commerce Bank
Eastern International Bank
First Choice Bank
First Generation Bank
NCTPApolitan Bank
Mission Bank
New Omni Bank
Pacific Allied Bank
Pan America Bank
Premier Business Bank
ProAmerica Bank
Saigon NB

Attachment 8

GENERAL INFORMATION FORM

(To be completed by the Proposer and placed at the front of the RFP)

Legal Name of Proposer: _____ Date: _____

DBA: _____

Street Address: _____ Telephone Number: _____

City, State, Zip: _____ Fax Number: _____

DBE Non-DBE

Certified by: _____

Type of Organization: Corporation LPA Sole Proprietorship Partnership

Other: _____

Business License (documented): _____

Taxpayer ID Number (Federal): _____

Name and Title of Manager: _____

Name, Title, e-mail address, and Phone Number of Person Correspondence should be directed to:

Signature, Name and Title of Officer



June 17, 2015
Agenda Item 9.4
Continued From: New
Action Requested: **APPROVE**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Tom Roberts, Program Manager - Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Memorandum of Understanding (MOU) between the Napa County Transportation and Planning Agency (NCTPA) and the City of Calistoga

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the Memorandum of Understanding (MOU) (Attachment 1) between NCTPA and the City of Calistoga.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

In April 2012 NCTPA entered into a three-year MOU with the City of Calistoga for the operation of the Calistoga Shuttle. The attached MOU represents a three-year renewal of that agreement. There are no proposed changes from present service levels.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes The City of Calistoga contributes \$10,000 annually towards operation of the service.

Is it currently budgeted? Yes

Where is it budgeted? Public Transit Operations

Future fiscal impact: Provides operating support

Consequences if not approved: Passenger fares may have to be raised or service reduced.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable

BACKGROUND AND DISCUSSION

In partnership with our member agencies, NCTPA operates distinct transit services in communities of the Napa Valley. The character of these services is specifically tailored to meet the unique needs of local residents. The attached MOU memorializes the agreement between NCTPA and the City of Calistoga for the operation of the Calistoga Shuttle. Specifically, the agreement determines the service hours and memorializes the financial contribution from the City of \$10,000 annually towards the Shuttle's operation. This local support is also counted towards maintaining the required farebox recovery ratio for the service.

SUPPORTING DOCUMENTS

Attachment: (1) Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
AND
CITY OF CALISTOGA**

NCTPA NO. 15-11

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "Agreement") is made and entered into this **17th day of June, 2015**, by and between the Napa County Transportation and Planning Agency a Joint Powers Agency under the laws of the State of California (hereinafter referred to as "NCTPA") and the City of Calistoga (hereinafter referred to as "CITY") and collectively referred to as the "Parties".

RECITALS

WHEREAS, NCTPA through a prior agreement with the City has been providing transportation services known as the Calistoga Shuttle for residents of the City of Calistoga, California:

TERMS

NOW, THEREFORE, the parties do hereby agree as follows:

1. Responsibilities' of the Parties.

- a. The CITY shall pay \$833.33 monthly toward the operation of the Calistoga Shuttle;
- b. NCTPA shall manage and operate the Calistoga Shuttle to serve the general public of the City of Calistoga by providing no less than 2,400 in-service annual service hours on days and hours most responsive to public benefit and demand.

2. Term of MOU. This Agreement will become effective upon signatures of both parties and shall **terminate** on **June 30, 2018**, unless amended, extended, or terminated pursuant to the terms of this Agreement.

3. Indemnity. Each party hereto shall indemnify, defend and hold harmless the elected or appointed governing body, the agents, representatives, and employees of the other party hereto, from liability or claims of liability for damages to persons or property arising out of, or resulting from, any act or omission of the parties in the performance or failure to perform any action or activity contemplated, necessary, or authorized under this Agreement.

4. **Termination.** This Agreement may be terminated as follows:
 - a. By mutual agreement of the NCTPA and CITY upon such terms and conditions as may be agreed upon.
 - b. By either party at any time without cause by delivering written notice to the other party at least 30 days in advance of the proposed date of termination.
 - c. If the Agreement is terminated pursuant to this Section, neither party may nullify obligations already incurred for performance of services prior to the date of notice or, unless specifically stated in the notice, required to be performed through the effective date of termination. Any notice of termination will incorporate necessary transition arrangements and will comply with all such arrangements.

5. **Entire MOU.** This Agreement contains the entire agreement of the Parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

6. **Applicable Law.** The laws of the United States and the State of California will govern this Agreement.

7. **Modifications.** No changes, amendments or alterations to this Agreement will be effective unless in writing and signed by the Parties.

IN WITNESS WHEREOF, NCTPA and CITY have executed this Agreement on the 17th day of June, 2015.

“NCTPA”

“CITY”

By: _____
 JOHN F. DUNBAR, NCTPA Board Chair
 Napa County Transportation and
 Planning Agency

By: _____
 RICHARD D. SPITLER, City Manager
 City of Calistoga

ATTEST:

By: _____
 KARALYN E. SANDERLIN
 NCTPA Board Secretary

By: _____

APPROVED AS TO FORM:

By: _____
 Janice Killion, NCTPA Counsel

By: _____



June 17, 2015
Agenda Item 9.5
Continued From: New
Action Requested: **APPROVE**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Tom Roberts, Program Manager - Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Memorandum of Understanding between the Napa County Transportation and Planning Agency (NCTPA) and the Calistoga Tourism Business Improvement District (CTBID)

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the Memorandum of Understanding (MOU) (Attachment 1) between NCTPA and the Calistoga Tourism Business Improvement District (CTBID).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

In April 2012 NCTPA entered into a three-year MOU with the Calistoga Tourism Business Improvement District for enhanced operating hours of the Calistoga Shuttle. The agreement was amended in June 2014 to add additional levels of service. The attached MOU represents a three-year renewal of those agreements. There are no proposed changes in service levels.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, the Calistoga Tourism Business Improvement District contributes \$55,093 annually towards operation of the service.

Is it currently budgeted? Yes

Where is it budgeted? Public Transit Operations

Future fiscal impact: Provides operating support

Consequences if not approved: Days, hours and service levels would be reduced.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable

BACKGROUND AND DISCUSSION

NCTPA operates distinct transit services in communities of the Napa Valley. The character of these services is specifically tailored to meet the unique needs of local residents. NCTPA enters partnerships with community organizations to enhance transit services for the public. The attached MOU memorializes the agreement between NCTPA and the Calistoga Tourism Business Improvement District for enhanced days, hours and levels of service operation of the Calistoga Shuttle. Specifically, the agreement determines enhanced hours, days of operation and service levels and memorializes the financial contribution from the CTBID annually towards the Shuttle's operation. This local support is also counted towards maintaining the required farebox recovery ratio for the service.

SUPPORTING DOCUMENTS

Attachment: (1) Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
AND
CALISTOGA TOURISM BUSINESS IMPROVEMENT DISTRICT**

NCTPA NO. 15-12

This MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "Agreement") is made and entered into this 17th day of **June, 2015**, by and between the Napa County Transportation and Planning Agency a Joint Powers Agency under the laws of the State of California (hereinafter referred to as "NCTPA") and the Calistoga Tourism Business Improvement District (hereinafter referred to as "CTBID") and collectively referred to as the "Parties".

RECITALS

WHEREAS, NCTPA through a prior agreement with the CTBID has been providing transportation services known as the Calistoga Shuttle for residents and visitors of the City of Calistoga, California; and

WHEREAS, the CTBID desires to maintain transit services to visitors to the area;
and

WHEREAS, although service hours paid for by the CTBID will be greater between during certain periods of the year the CTBID desires level monthly payments:

TERMS

NOW, THEREFORE, the parties do hereby agree as follows:

1. Responsibilities' of the Parties.

- a. The CTBID shall pay \$2,533 monthly toward the operation of the Calistoga Shuttle;
- b. NCTPA shall manage and operate the Calistoga Shuttle and provide service as follows:

Friday between 9:00 PM and 11:00 PM

Saturday between 5:00 PM and 11:00 PM

Sunday between 11:00 AM and 9:00 PM (May 1 - November 30)

- c. The CTBID shall pay \$4,939.39 monthly toward the operation of a second vehicle operating Friday's and Saturday's, noon to 11:00PM, during the months of June through October. Costs assessed for this item for any partial month shall be pro-rated.
- d. NCTPA shall provide, and the CTBID shall distribute, "free ride" passes to be distributed by visitor serving business in Calistoga only to out of town guests.

2. **Term of MOU.** This Agreement will become effective upon signatures of both parties and will **terminate** on **June 30, 2018**, unless amended, extended, or terminated pursuant to the terms of this Agreement.

3. **Indemnity.** Each party hereto shall indemnify, defend and hold harmless the elected or appointed governing body, the agents, representatives, and employees of the other party hereto, from liability or claims of liability for damages to persons or property arising out of, or resulting from, any act or omission of the parties in the performance or failure to perform any action or activity contemplated, necessary, or authorized under this Agreement.

4. **Termination.** This Agreement may be terminated as follows:

- a. By mutual agreement of the NCTPA and CTBID upon such terms and conditions as may be agreed upon.
- b. By either party at any time without cause by delivering written notice to the other party at least 30 days in advance of the proposed date of termination.
- c. If the Agreement is terminated pursuant to this Section, neither party may nullify obligations already incurred for performance of services prior to the date of notice or, unless specifically stated in the notice, required to be performed through the effective date of termination. Any notice of termination will incorporate necessary transition arrangements and will comply with all such arrangements.

5. **Entire MOU.** This Agreement contains the entire agreement of the Parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

6. **Applicable Law.** The laws of the United States and the State of California will govern this Agreement.

////

7. **Modifications.** No changes, amendments or alterations to this Agreement will be effective unless in writing and signed by the Parties.

IN WITNESS WHEREOF, NCTPA and CTBID have executed this Agreement on the 17th day of June, 2015.

“NCTPA”

“CTBID”

By: _____
JOHN F. DUNBAR, NCTPA Board Chair
Napa County Transportation and
Planning Agency

By: _____
MICHAEL SWANTON, Chair
Calistoga Tourism Business Improvement District

ATTEST:

By: _____
KARALYN E. SANDERLIN
NCTPA Board Secretary

By: _____

APPROVED AS TO FORM:

By: _____
Janice Killion, NCTPA Counsel

By: _____



June 17, 2015
NCTPA Agenda Item 10.1
Continued From: May 20, 2015
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Justin Paniagua, Senior Finance/Policy Analyst
(707) 259-8781 / Email: jpaniagua@nctpa.net
SUBJECT: Public Hearing on the NCTPA FY 2015-16 Budget, Approval of Resolution No. 15-12 Adopting the NCTPA FY 2014-15 Budget, Approval of Blanket Purchase Agreements, and Approval of Resolution No. 15-13 Authorizing the Filing with the Metropolitan Transportation Commission (MTC) for Allocation of Transit Development Act (TDA), State Transit Assistance (STA), and Regional Measure 2 (RM2) Funds

RECOMMENDATION

That the NCTPA Board:

- (1) Hold a public hearing on the NCTPA FY 2015-16 Budget;
- (2) Approve Resolution No. 15-12 (Attachment 1) adopting the NCTPA FY 2015-16 budget of:
 - \$23,533,265 in revenues and expenditures,
 - \$ 2,092,000 in depreciation expense
 - \$ 8,433,100 capital budget
 - \$34,058,365 TOTAL BUDGET**
- (3) Authorize a total Transportation Development Act (TDA) claim comprised of:
 - \$ 5,350,305 in TDA Articles 4, 4.5 and 8 for transit operations
 - \$ 4,210,350 TDA Article 8 for administration and planning activities
 - \$ 7,532,400 in TDA Article 4 capital funds
 - \$ 390,000 in RM2 Operating Assistance
 - \$ 1,200,000 in State Transit Assistance
 - \$18,683,055 TOTAL MTC CLAIM**
- (4) Approve Resolution No. 15-13 (Attachment 2) authorizing the filing with the MTC for allocation of TDA, STA, and RM2 funds,

-
- (5) Authorize the NCTPA Executive Director or designee to sign any claims, applications or agreements in order to move funds into the Agency or to Member Agencies, and
 - (6) Authorize FY 2015-16 Blanket Purchase Agreements. (Attachment 4)

COMMITTEE RECOMMENDATION

The VINE Consumer Advisory Committee and Paratransit Coordinating Council have reviewed the Public Transit Budgets.

EXECUTIVE SUMMARY

The proposed FY 2015-16 budget is balanced. Overall expenditures total \$34,128,365. The proposed budget reflects compliance with fiscal policies and direction provided to staff on an ongoing basis by the Board of Directors.

PROCEDURAL REQUIREMENTS FOR PROPOSED BUDGET

1. Open Public Hearing
2. Staff Report
3. Public Comments
4. Close Public Hearing
5. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a fiscal impact? Yes. \$34,058,365. A final approval by the Board will adopt the FY 2015-16 NCTPA budget of \$23,533,265 in operational revenue and expenditures; \$8,433,100 capital budget; and \$2,092,000 depreciation expense.

Is it Currently Budgeted? No.

Where is it budgeted? N/A.

Is it Mandatory or Discretionary? Mandatory

Future Fiscal Impact: For FY 2015-16. Operating budgets do not carry over to the next fiscal year and must be approved on a yearly basis.

Consequences if not approved: The NCTPA Board of Directors is required to adopt an annual budget by June 30th for the upcoming fiscal year.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

NCTPA staff kicked off the FY 2015-16 budget process in January 2014. As part of that effort, staff conducted an ad-hoc budget review with members of the Board in April 2015 to develop and produce a “final” budget. In the April review, committee members had the opportunity to ask questions regarding sources of funding, reasons for expenditures, purpose of capital purchases, and any concerns about budget development.

A draft budget and presentation was provided to the Board at the first reading at the NCTPA Board Meeting on May 20, 2015. Board members and the public had the opportunity to ask questions during the meeting. NCTPA staff also noted that it would entertain questions and comments any time before adoption. Staff has not received any questions since the first reading.

Revisions to the draft budget have occurred since the first reading on May 20, 2015. Staff has made one addition and one revision to the budget as noted below. The final outcome of this process is the approval and adoption of the budget by resolution.

Revisions since the first reading on May 20, 2015:

Congestion Management Authority (CMA)

The CMA budget has increased \$2,880,000 to account for additional expenses estimated for Vine Trail construction.

Public Transit

No Revisions to the public transit budget.

Capital Projects

The proposed budget adds \$12,000 to the capital investment item, rolling stock, to account for the increased costs. The contract changes was approved by the Board at its May 20, 2015 Board meeting.

SUPPORTING DOCUMENTS

Attachments: (1) Resolution No. 15-12
(2) Resolution No. 15-13
(3) FY 2015-16 NCTPA Budget
(4) NCTPA Blanket Purchase Agreement Summary
July1, 2015 - June 30, 2016

RESOLUTION No. 15-12

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
ADOPTING THE FY 2015-16 BUDGET**

WHEREAS, the Napa County Transportation and Planning Agency (NCTPA) is designated the countywide transportation planning agency responsible for Highway, Street and Road, and transit planning and programming within Napa County; and

WHEREAS, on an annual basis the NCTPA Board reviews and approves a budget for all transit services - fixed route, deviated route, paratransit, and taxi subsidy as well as NCTPA administration and planning; and

WHEREAS, certain Bay Area Air Quality Management District, Congestion Management Authority, Abandoned Vehicle Abatement Authority, Federal Transit Administration, State Transit Assistance, Regional Measure 2, Caltrans, and Transportation Development Act funds are passed through NCTPA, and

WHEREAS, NCTPA held a public hearing on June 17, 2015, to consider public input on the proposed budget:

NOW, THEREFORE, BE IT RESOLVED, that the NCTPA Board adopt the FY 2015-16 Budget in the amount of \$34,058,365 and authorizes the Executive Director to take all necessary actions to secure indicated Federal, State, Regional, and Local resources, and to execute contracts with Member Agencies or funding entities as necessary.

Passed and Adopted the 17th day of June, 2015.

John F. Dunbar, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel

RESOLUTION No. 15-13

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
AUTHORIZING THE FILING WITH THE
METROPOLITAN TRANSPORTATION COMMISSION (MTC)
FOR ALLOCATION FOR TRANSPORTATION DEVELOPMENT ACT (TDA),
REGIONAL MEASURE 2 (RM2), AND STATE TRANSIT ASSISTANCE (STA) FUNDS
FOR FISCAL YEARS 2015-16**

WHEREAS, the Transportation Development Act (TDA), (Public Utilities Code 99200 *et seq.*), provides for the disbursement of funds from the Local Transportation Fund (LTF) of the County of Napa for use by eligible applicants for the purpose of community transit services (PUC 99275), support of public transportation (PUC 99260), exclusive service to elderly and handicapped (PUC 99260.7), planning contributions, construction of facilities, acquisition of real property and transit capital (PUC 99262), public or special group transportation (PUC 99400(c)), administrative and planning cost with respect to transportation services under contract (PUC 99400(d)), and capital expenditures to acquire vehicles and equipment for transportation services (PUC 99400(e)); and

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Code of Regs. 6600 *et seq.*) a prospective applicant wishing to receive an allocation from the Local Transportation Fund (LTF) shall file its claim with MTC; and

WHEREAS, the STA fund is created pursuant to Public Utilities Code 99310 *et seq.*; and

WHEREAS, the STA fund makes funding available pursuant to Public Utilities Code 99313.6 for allocation to eligible applicants to support approved transit projects; and

WHEREAS, NCTPA is an eligible applicant for TDA and/or STA funds pursuant to the California PUC Code Chapter 4, Articles 4, 4.5 and/or 8, and for certain local transportation funds under Article 3, pursuant to the NCTPA Joint Powers Agreement; and

WHEREAS, TDA funds from the Local Transportation Fund of Napa County and STA funds will be required in FY 2015-16 for eligible applicants for the purpose of community transit services (PUC 99275), support of public transportation (PUC 99260), exclusive service to elderly and handicapped (PUC99260.7), planning contributions, acquisition of real property, construction of facilities, transit capital expenditures (PUC

99262), public or special group transportation (PUC 99400(c)), administrative and planning cost with respect to transportation services under contract (PUC 99400(d)), and capital expenditures to acquire vehicles and related equipment for transportation services (PUC 99400(e));and

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, MTC is responsible for funding projects eligible for RM2 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 RM2 funding; and

WHEREAS, allocation requests to MTC must be submitted consistent with procedures and conditions as outlined in RM2 Policy and Procedures; and

WHEREAS, NCTPA is an eligible sponsor of transportation project(s) in RM2, Regional Traffic Relief Plan funds.

NOW THEREFORE BE IT RESOLVED, that NCTPA and its agents shall comply with the provisions of the MTC's RM2 Policy Guidance (MTC Resolution No. 3636); and

BE IT FURTHER RESOLVED, to the full extent permitted by law, that NCTPA shall indemnify and hold 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), to the extent that they arise out of, pertain to, or relate to the negligent acts of omissions of NCTPA its officers, employees or agents, or subcontractors or any of them in connection with its performance of professional services under this allocation of RM2 funds which constitute negligence, recklessness, or willful misconduct. 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 it receives any revenues or profits from any non-governmental use of property (or project) ensure 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 MTC is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and

BE IT FURTHER RESOLVED, that the Executive Director or her designee is authorized to execute and file appropriate TDA, RM2, and STA applications together with all necessary supporting documents with MTC for an allocation of TDA, RM2, and STA funds in FY 2015-16; and

BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to MTC in conjunction with the filing of the claim; and MTC be requested to grant the allocations of funds as specified herein.

Passed and Adopted the 17th day of June, 2015.

John F. Dunbar, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel

Budget Inputs-CONSOLIDATED CMA and PUBLIC TRANSIT

Statement of Revenue, Expenses

	A	C	D	F
			(C-A)	Draft
			- Approved	
Updated 4/27/15 at 4:50pm				
	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	1,317,560	1,263,500	(54,060)	-4.1%
2 Farebox Contribution	94,900	109,240	14,340	15.1%
3 Ad Revenue and Other Operating Revenue	110,900	132,972	22,072	19.9%
4 TOTAL - OPERATIONAL REVENUE	1,523,360	1,505,712	(17,648)	-1.2%
5				
6 TOTAL- Transportation Development Act	6,635,240	7,752,653	1,117,413	16.8%
7				
8 REV- INTERGOVERNMENTAL				
9 Federal: FTA 5307, Operating	1,552,900	1,500,000	(52,900)	-3.4%
10 Federal: FTA 5311 Operating	550,500	413,000	(137,500)	-25.0%
11 Federal: FHWA 20.205	1,000,000	700,000	(300,000)	-30.0%
12 Federal: Other (Vine Trail)	1,250,000	5,500,000	4,250,000	340.0%
13 State: State Transit Assistance (STA)	1,250,100	1,200,000	(50,100)	-4.0%
14 Regional: Other (Vine Trail Coalition)	461,700	1,158,000	696,300	150.8%
15 Regional: MTC	425,000	420,000	(5,000)	-1.2%
16 PPM	117,000	69,000	(48,000)	-41.0%
17 State: Other (LCTOP)	549,700	61,000	(488,700)	-88.9%
18 Jurisdictions	236,300	-	(236,300)	-100.0%
19 TFCA	200,000	200,000	-	0.0%
20 TFCA Admin	10,000	10,000	-	0.0%
21 AVAA	136,000	136,000	-	0.0%
23 TOTAL- INTERGOVERNMENTAL REV	7,739,200	11,367,000	3,627,800	46.9%
24				
25 INTEREST	30,000	27,900	(2,100)	-7.0%
26				
27 TOTAL REVENUES	\$15,927,800	\$20,653,265	\$4,725,465	29.7%
28				
29 OPERATING EXPENSES				
30				
31 PERSONNEL COSTS				
32 Salaries and Wages	1,295,000	1,304,500	9,500	0.7%
33 Employer Payroll Taxes	37,200	42,000	4,800	12.9%
34 Retirement	156,000	168,000	12,000	7.7%
35 Dental/Vision/Life/LTD	24,000	24,000	-	0.0%
36 Health	159,600	162,000	2,400	1.5%
37 Medicare	18,700	17,000	(1,700)	-9.1%
38 Employee Assistance Program (EAP)	3,000	3,000	-	0.0%
39 Workers Compensation	10,200	14,400	4,200	41.2%
40 OPEB Contribution	40,000	42,000	2,000	5.0%
41 457 Employer Contribution	12,000	13,000	1,000	8.3%
42 Other Benefits Expense	600	600	-	0.0%
44 TOTAL PERSONNEL COSTS	1,756,300	1,790,500	34,200	1.9%
45				
46 OPERATING EXPENSES				
47 Administration Services	12,300	10,000	(2,300)	-18.7%
48 Accounting/Auditing Services	97,100	99,000	1,900	2.0%
49 Information Technology Service	105,400	102,365	(3,035)	-2.9%
50 Legal Services	90,500	60,500	(30,000)	-33.1%
51 Temporary/Contract Help	20,000	10,000	(10,000)	-50.0%
52 Professional Fees	3,030,000	7,845,000	4,815,000	158.9%
53 Security Services	51,800	42,000	(9,800)	-18.9%
54 Maintenance-Equipment	35,000	30,000	(5,000)	-14.3%
55 Purchase Transportation	7,764,500	8,053,000	288,500	3.7%
56 Maintenance-Buildings/Improvem	151,900	65,000	(86,900)	-57.2%
57 Maintenance- Software	36,000	55,000	19,000	52.8%
58 Maintenance-Vehicles	112,000	32,000	(80,000)	-71.4%
59 Rents and Leases - Equipment	9,000	7,500	(1,500)	-16.7%
60 Rents and Leases - Bldg/Land	62,000	36,000	(26,000)	-41.9%
61 Insurance - Premiums	66,500	77,000	10,500	15.8%
62 Communications/Telephone	10,300	18,000	7,700	74.8%
63 Advertising/Marketing	140,000	248,000	108,000	77.1%
64 Printing & Binding	60,000	65,500	5,500	9.2%
65 Bank Charges	4,500	7,000	2,500	55.6%
66 Public/ Legal Notices	6,000	11,000	5,000	83.3%
67 Training Conference Expenses	32,000	45,000	13,000	40.6%
68 Business Travel/Mileage	7,500	12,000	4,500	60.0%
69 Office Expenses	35,200	30,200	(5,000)	-14.2%
70 Freight/Postage	6,000	4,000	(2,000)	-33.3%
71 Books/Periodicals/Subscriptions	4,000	3,000	(1,000)	-25.0%
72 Memberships/Certifications	30,000	35,000	5,000	16.7%
73 Utilities - Electric	28,400	32,000	3,600	12.7%
74 Fuel	1,503,100	1,277,000	(226,100)	-15.0%
75 AVAA	136,000	136,000	-	0.0%
76 Fuel Contingency (1)	300,400	191,400	(109,000)	-36.3%
77 Operations Contingency (2)	224,100	223,300	(800)	-0.4%
78 TOTAL OPERATING EXPENSES	14,171,500	18,862,765	4,691,265	33.1%
79				
80 TOTAL OPERATING COSTS	\$15,927,800	\$20,653,265	\$4,725,465	29.7%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	2,062,000	2,092,000	30,000	1.5%
85				
86				
87				
88 CAPITAL REVENUES				
89				
90 Federal: FTA 5307, Capital	-	564,000	564,000	0.0%
91 State: Prop. 1B Capital	680,700	1,011,700	331,000	48.6%
92 RM2 Capital	200,000	215,000	15,000	7.5%
93 Local Transit Capital/ STA (TDA)	2,168,600	6,622,400	4,453,800	205.4%
94 Other Government Agencies	95,000	20,000	(75,000)	-78.9%
95 TOTAL CAPITAL REVENUES	3,144,300	8,433,100	5,288,800	168.2%
96				
97 CAPITAL PURCHASES				
98				
99 Security Equipment	130,000	-	(130,000)	-100.0%
100 Equipment	1,310,000	2,800,600	1,490,600	113.8%
101 Vehicles	454,200	4,687,000	4,232,800	931.9%
102 Buildings- Maintenance Yard	250,000	-	(250,000)	-100.0%
103 Buildings & Improvements	1,000,100	945,500	(54,600)	-5.5%
104 TOTAL CAPITAL EXPENSES	3,144,300	8,433,100	5,288,800	168.2%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%
TOTAL BUDGET	\$ 21,134,100	\$ 31,178,365	\$ 10,044,265	47.5%
TOTAL OPERATING BUDGET	\$ 15,927,800	\$ 20,653,265	\$ 4,725,465	29.7%
Increase w/o Contingencies	4,801,065	31.2%		
PUBLIC TRANSIT STATISTICS				
Estimated Passengers	925,100	974,000		
Cost Per Passenger	\$11.57	\$10.35		
Estimated Service Hours	119,590	121,931		
Cost Per Hour of Service- Fully Burdened	\$82.61	\$80.84		
OTHER NOTES				
\$3.67				
Price Per Gallon of Fuel				
Approximately 400,000 gallons				
(1) 15% contingency for fuel costs.				
(2) 2% contingency for operating expenses not including fuel and depreciation.				

NEW CAPITAL INVESTMENTS 2015-2016

		VEHICLES		FACILITIES						EQUIPMENT			
PROJECT	TOTALS	V1.	V2.	F1.	F2.	F3.	F4.	F5.	F6.	E1.	E2.	E3.	E5.
		Bus Enhancements	Rolling Stock	Yountville PNR Lot Enhancements	NV College NB Shelter	American Canyon PNR Lot Enhancements	SG Transit Center Enhancements	Redwood PNR Lot Monument Sign	Bus Stop Upgrades	Asset Management Database	CAD-AVL System	POS System	Bus Stop Signage
		8302002	8302002	8302002	8302002	8302002	8302002	8302002	8302002	8302002	8302002	8302002	8302002
DEPT													
FUNDING STATUS		Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured
Funding Source:													
FTA	564,000								120,000		444,000		
STATE: TDA (LTF)	6,622,400	100,000	4,587,000	50,000			250,000	15,000	140,000	50,000	1,320,400	70,000	40,000
STATE: Prop. 1B	1,011,700				215,500						796,200		
MTC: RM2 Capital	215,000			50,000		165,000							
Other Funds	20,000										20,000		
TOTAL FOR YEAR	\$8,433,100	\$100,000	\$4,587,000	\$100,000	\$215,500	\$165,000	\$250,000	\$15,000	\$260,000	\$50,000	\$2,580,600	\$70,000	\$40,000
TOTAL PROJECT COSTS	\$8,433,100	\$100,000	\$4,587,000	\$100,000	\$215,500	\$165,000	\$250,000	\$15,000	\$260,000	\$50,000	\$2,580,600	\$70,000	\$40,000

Approved FY11/12
Approved FY11/12
Approved FY11/12
Approved FY13/14
Approved FY13/14
Approved FY14/15
Approved FY14/15

Carryover, Previously approved	\$3,431,100	41%
New Projects	\$5,002,000	59%
	\$8,433,100	100%

Budget Inputs-CMA

Statement of Revenue, Expenses

Updated 4/27/15 at 4:50pm

	A	C	D	F
			(C-A) Draft - Approved	
	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	-	-	-	0.0%
2 Farebox Contribution	-	-	-	0.0%
3 Ad Revenue and Other Operating Revenue	-	-	-	0.0%
4 TOTAL - OPERATIONAL REVENUE	-	-	-	0.0%
5				
6 TOTAL- Transportation Development Act	1,217,900	2,402,350	1,184,450	97.3%
7				
8 REV- INTERGOVERNMENTAL				
11 Federal: FHWA	1,000,000	700,000	(300,000)	-30.0%
12 Federal: Other (Vine Trail)	1,250,000	5,500,000	4,250,000	340.0%
14 Regional: Other (Vine Trail Coalition)	461,700	1,158,000	696,300	150.8%
15 Regional: MTC	35,000	30,000	(5,000)	-14.3%
16 PPM	117,000	69,000	(48,000)	-41.0%
17 State: Other	549,700	-	(549,700)	-100.0%
18 City of Napa	236,300	-	(236,300)	-100.0%
19 TFCA	200,000	200,000	-	0.0%
20 TFCA Admin	10,000	10,000	-	0.0%
21 AVAA	136,000	136,000	-	0.0%
22 Public Transit Salary Chargeback	352,000	219,500	(132,500)	-37.6%
23 TOTAL- INTERGOVERNMENTAL REV	4,347,700	8,022,500	3,674,800	84.5%
24				
25 INTEREST	8,000	5,000	(3,000)	-37.5%
26				
27 TOTAL REVENUES	5,573,600	10,429,850	4,856,250	87.1%
28				
OPERATING EXPENSES				
29				
30				
31 PERSONNEL COSTS				
32 Salaries and Wages*	1,295,000	1,304,500	9,500	0.7%
33 Employer Payroll Taxes	37,200	42,000	4,800	12.9%
34 Retirement	156,000	168,000	12,000	7.7%
35 Other Benefits (Dental, LTD, Vision)	24,000	24,000	-	0.0%
36 Health	159,600	162,000	2,400	1.5%
37 Medicare	18,700	17,000	(1,700)	-9.1%
38 Employee Assistance Program (EAP)	3,000	3,000	-	0.0%
39 Workers Compensation	10,200	14,400	4,200	41.2%
40 OPEB Contribution	40,000	42,000	2,000	5.0%
41 457 Employer Contribution	12,000	13,000	1,000	8.3%
42 Cell Phone	600	600	-	0.0%
44 TOTAL PERSONNEL COSTS	1,756,300	1,790,500	34,200	1.9%
45				
46 OPERATING EXPENSES				
47 Administration Services	12,300	10,000	(2,300)	-18.7%
48 Accounting/Auditing Services	70,000	72,000	2,000	2.9%
49 Information Technology Service	76,000	72,250	(3,750)	-4.9%
50 Legal Services	80,000	50,000	(30,000)	-37.5%
51 Temporary/Contract Help	10,000	-	(10,000)	-100.0%
52 Consulting Services	3,015,000	7,845,000	4,830,000	160.2%
53 Security Services	42,800	12,000	(30,800)	-72.0%
54 Maintenance-Equipment	10,000	10,000	-	0.0%
56 Maintenance-Buildings/Improvem	50,000	45,000	(5,000)	-10.0%
57 Maintenance- Software	36,000	55,000	19,000	52.8%
58 Maintenance-Vehicles	2,000	2,000	-	0.0%
59 Rents and Leases - Equipment	9,000	7,500	(1,500)	-16.7%
61 Insurance - Premiums	55,000	65,000	10,000	18.2%
62 Communications/Telephone	6,000	10,000	4,000	66.7%
63 Advertising/Marketing	12,000	25,000	13,000	108.3%
64 Printing & Binding	15,000	20,000	5,000	33.3%
65 Bank Charges	1,500	4,000	2,500	166.7%
66 Public/ Legal Notices	4,000	9,000	5,000	125.0%
67 Training Conference Expenses	32,000	45,000	13,000	40.6%
68 Business Travel/Mileage	7,500	12,000	4,500	60.0%
69 Office Expenses	25,000	20,000	(5,000)	-20.0%
70 Freight/Postage	5,000	3,000	(2,000)	-40.0%
71 Books/Periodicals/Subscriptions	4,000	3,000	(1,000)	-25.0%
72 Memberships/Certifications	30,000	35,000	5,000	16.7%
73 Utilities - Electric	20,000	22,000	2,000	10.0%
74 Fuel	1,200	1,000	(200)	-16.7%
75 AVAA	136,000	136,000	-	0.0%
77 Operations Contingency (2)	50,000	48,600	(1,400)	-2.8%
78 TOTAL OPERATING EXPENSES	3,817,300	8,639,350	4,822,050	126.3%
79				
80 TOTAL OPERATING COSTS	5,573,600	10,429,850	4,856,250	87.1%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	30,000	30,000	-	0.0%
85				
86				
87				
CAPITAL REVENUES				
88				
93 Local Transit Capital/ STA (TDA)	-	-	-	0.0%
94 Other Government Agencies	-	-	-	0.0%
95 TOTAL CAPITAL REVENUES	-	-	-	0.0%
96				
CAPITAL PURCHASES				
97				
98				
99 Security Equipment	-	-	-	0.0%
100 Equipment	-	-	-	0.0%
101 Vehicles	-	-	-	0.0%
102 Buildings- Transit Center	-	-	-	0.0%
103 Buildings & Improvements	-	-	-	0.0%
104 TOTAL CAPITAL EXPENSES	-	-	-	0.0%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%

(1) 20% contingency for fuel costs.

(2) 2% contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies; Consulting Svcs	27,650	1.1%
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OTHER NOTES

32. Includes Extra Help for P/T Mileage Reimbursement Grant Administrator and P/T Planner

Professional Fees/ Consultant Details

No.	Elective	Regulatory	CMA/Transit Special Projects/Studies	Funding	Secured	2014-2015	2015-2016	Status
1		✓	Active Transportation Plan- Pedestrian Focused	CMA Planning	✓	\$50,000	\$200,000	Carryover, Increase Funding
2	✓		Vanpool Program/511 Call Center	JARC/TDA 8		15,000	25,000	Carryover, Increase Funding
3	✓		Annual Report- NCTPA	TDA 8	✓	10,000	10,000	Continued Funding
4		✓	BAAQMD- TFCA	TFCA	✓	400,000	400,000	Continued Funding
5		✓	Community Based Transportation Plan (Transit)	Lifeline	✓	80,000	25,000	Carryover
6	✓		Countywide Transportaion Plan	CMA Planning	✓	150,000	50,000	Carryover
7	✓		Napa Valley Vine Trail Design & Construction	Federal	✓	500,000	6,000,000	Carryover, Increase Funding
8	✓		Safe Routes To Schools (Caltrans)	SR2S	✓	420,000	300,000	Carryover
9	✓		State Advocacy Services- Lobbying Services (TDA Planning)	TDA 8	✓	35,000	35,000	Continued Funding
10		✓	Travel Demand Update	CMA Planning	✓	50,000	30,000	Carryover
11	✓		Website Enhancements Major Uprgrade	TDA 8	✓	15,000	60,000	Carryover, Increase Funding
12	✓		Maintenance Yard NEPA/CEQA	TDA 8	✓	250,000	100,000	Carryover
13	✓		Maintenance Yard Design & Engineering	TDA 8	✓	250,000	250,000	Carryover
14	✓		Mileage Reimbursement Program*	5317 New Freedom	✓	80,000	50,000	Carryover
15	✓		Active Transportation Program- Outreach & Supplies	TDA 8	✓	10,000	10,000	Carryover
16	✓		Federal Advocacy Program (Shared)	TDA 8	✓	20,000	20,000	Continued Funding
17	✓		Freight Study	CMA Planning	✓	-	50,000	New Project
18	✓		North Bay Coordination & Connectivity Study	CMA Planning	✓	-	50,000	New Project
19	✓		Passenger Rail Study	CMA Planning	✓	-	50,000	New Project
20		✓	Short Range Transit Plan Update	MTC/CMA		-	50,000	New Project
21	✓		Market Research	TDA 8	✓	-	30,000	New Project
22	✓		Burnell St Sidewalk Easement/Right of Way	TDA 8	✓	-	50,000	New Project
	✓		SR 29 Rapid Transit Corridor Study	TDA 8		200,000	-	
	✓		American Canyon Park N Ride (RM2)	RM2/TPI (Fed)		35,000	-	
	✓		Bike Plan Updates and Revisions	TDA 8		25,000	-	
	✓		Bike & Pedestrian Enhancements/Upgrades	CMA Planning		5,000	-	
	✓		Gateway Corridor - Hwy 29 Study	Federal		35,000	-	
		✓	Transit Service Route Assessment Route 10/11	TDA 8		50,000	-	
	✓		Travel Behavior Study	CMA Planning		50,000	-	
	✓		Spare the Air Youth Transit Incentive	Transit Education Prog		55,000	-	
	✓		Imola Pedestrian/Bike Enhancement	TDA 8		25,000	-	
TOTAL CMA SPECIAL PROJECTS						2,335,000	7,845,000	

*5317 Administrator Costs in Salary and Wages Expense

			Public Transit Special Projects	Funding	Secured	2014-2015	2015-2016
	✓		Consulting Services for New Flyer Buses	TDA 4		\$15,000	
						\$15,000	\$0
TOTAL PROFESSIONAL FEES/ CONSULTING SERVICES						2,350,000	7,845,000

Notes

New Projects	280,000	12%
Carrover, Continued Funding	7,565,000	322%
	<u>7,845,000</u>	334%
Regulatory	\$705,000	30%
Elective	<u>7,140,000</u>	304%
	<u>\$7,845,000</u>	334%

Budget Inputs- VINE FAMILY TRANSIT OF SERVICES

Statement of Revenue, Expenses

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Updated 4/27/15 at 4:50pm

(C-A)
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	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	1,317,560	1,263,500	(54,060)	-4.1%
2 Farebox Contribution	94,900	109,240	14,340	15.1%
3 Ad Revenue and Other Operating Revenue	110,900	132,972	22,072	19.9%
4 TOTAL - OPERATIONAL REVENUE	1,523,360	1,505,712	(17,648)	-1.2%
5				
6 TOTAL- Transportation Development Act	5,417,340	5,350,303	(67,037)	-1.2%
7				
8 REV- INTERGOVERNMENTAL				
9 Federal: FTA 5307,Operating	1,552,900	1,500,000	(52,900)	-3.4%
10 Federal: FTA 5311 Operaing	550,500	413,000	(137,500)	-25.0%
13 State: State Transit Assistance (STA)	1,250,100	1,200,000	(50,100)	-4.0%
15 Regional: MTC	390,000	390,000	-	0.0%
17 State Other (LCTOP)	-	61,000	61,000	100.0%
23 TOTAL- INTERGOVERNMENTAL REV	3,743,500	3,564,000	(179,500)	-4.8%
24				
25 INTEREST	22,000	22,900	900	4.1%
26				
27 TOTAL REVENUES	10,706,200	10,442,915	(263,285)	-2.5%
28				
29 OPERATING EXPENSES				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	352,000	219,500	(132,500)	-37.6%
44 TOTAL PERSONNEL COSTS	352,000	219,500	(132,500)	-37.6%
45				
46 OPERATING EXPENSES				
48 Accounting/Auditing Services	27,100	27,000	(100)	-0.4%
49 Information Technology Service	29,400	30,115	715	2.4%
50 Legal Services	10,500	10,500	-	0.0%
51 Temporary/Contract Help	10,000	10,000	-	0.0%
52 Professional Fees	15,000	-	(15,000)	-100.0%
53 Security Services	9,000	30,000	21,000	233.3%
54 Maintenance-Equipment	25,000	20,000	(5,000)	-20.0%
55 Purchase Transportation	7,764,500	8,053,000	288,500	3.7%
56 Maintenance-Buildings/Improvem	101,900	20,000	(81,900)	-80.4%
58 Maintenance-Vehicles	110,000	30,000	(80,000)	-72.7%
60 Rents and Leases - Bldg/Land	62,000	36,000	(26,000)	-41.9%
61 Insurance - Premiums	11,500	12,000	500	4.3%
62 Communications/Telephone	4,300	8,000	3,700	86.0%
63 Advertising/Marketing	128,000	223,000	95,000	74.2%
64 Printing & Binding	45,000	45,500	500	1.1%
65 Bank Charges	3,000	3,000	-	0.0%
66 Public/ Legal Notices	2,000	2,000	-	0.0%
69 Office Expenses	10,200	10,200	-	0.0%
70 Freight/Postage	1,000	1,000	-	0.0%
73 Utilities - Electric	8,400	10,000	1,600	19.0%
74 Fuel	1,501,900	1,276,000	(225,900)	-15.0%
76 Fuel Contingency (1)	300,400	191,400	(109,000)	-36.3%
77 Operations Contingency (2)	174,100	174,700	600	0.3%
78 TOTAL OPERATING EXPENSES	10,354,200	10,223,415	(130,785)	-1.3%
79				
80 TOTAL OPERATING COSTS	10,706,200	10,442,915	(263,285)	-2.5%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	2,032,000	2,062,000	30,000	1.5%
85				
86				
87				
88 CAPITAL REVENUES				
89				
90 Federal: FTA Capital	-	564,000	564,000	0.0%
91 State: Prop. 1B Capital	680,700	1,011,700	331,000	48.6%
92 RM2 Capital	200,000	215,000	15,000	7.5%
93 Local Transit Capital/ STA (TDA)	2,168,600	6,622,400	4,453,800	205.4%
94 Other Government Agencies	95,000	20,000	(75,000)	-78.9%
95 TOTAL CAPITAL REVENUES	3,144,300	8,433,100	5,288,800	168.2%
96				
97 CAPITAL PURCHASES				
98				
99 Security Equipment	130,000	-	(130,000)	-100.0%
100 Equipment	1,310,000	2,800,600	1,490,600	113.8%
101 Vehicles	454,200	4,687,000	4,232,800	931.9%
102 Buildings- Transit Center	250,000	-	(250,000)	-100.0%
103 Buildings & Improvements	1,000,100	945,500	(54,600)	-5.5%
104 TOTAL CAPITAL EXPENSES	3,144,300	8,433,100	5,288,800	168.2%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%

(1) 15% contingency for fuel costs.
(2) 2% contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	(\$22,385)	-0.2%
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PUBLIC TRANSIT STATISTICS

Estimated Passengers	925,100	974,000
Cost Per Passenger	\$11.57	\$10.35
Estimated Service Hours	119,590	121,931
Cost Per Hour of Service- Fully Burdened	\$82.61	\$80.84
Estimated Service Miles	1,687,950	1,688,300

OTHER NOTES

Fuel	1,276,000	Base	6,088,825
Estimated Gallons	399,250	Variable	1,927,392
Price/ gallon	\$ 3.20		8,016,216

Budget Inputs- VINE Go

Statement of Revenue, Expenses

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Updated 4/27/15 at 4:50pm

(C-A)
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	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	62,000	65,000	3,000	4.8%
3 Ad Revenue and Other Operating Revenue		-	-	0.0%
4 TOTAL - OPERATIONAL REVENUE	62,000	65,000	3,000	4.8%
5				
6 TOTAL- Transportation Development Act	528,300	542,100	13,800	2.6%
7				
8 REV- INTERGOVERNMENTAL				
9 Federal: FTA 5307, Operating	300,000	400,000	100,000	33.3%
13 State: State Transit Assistance (STA)	275,800	275,800	-	0.0%
14 Regional: Other	-	-	-	0.0%
23 TOTAL- INTERGOVERNMENTAL REV	575,800	675,800	100,000	17.4%
24				
25 INTEREST	1,000	500	(500)	-50.0%
26				
27 TOTAL REVENUES	1,167,100	1,283,400	116,300	10.0%
28				
OPERATING EXPENSES				
29				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	30,000	32,000	2,000	6.7%
44 TOTAL PERSONNEL COSTS	30,000	32,000	2,000	6.7%
45				
46 OPERATING EXPENSES				
48 Accounting/Auditing Services	4,800	4,800	-	0.0%
49 Information Technology Service	3,000	3,100	100	3.3%
50 Legal Services	2,000	2,000	-	0.0%
55 Purchase Transportation	880,000	1,040,000	160,000	18.2%
56 Maintenance-Buildings/Improvem	10,700	-	(10,700)	-100.0%
58 Maintenance-Vehicles	20,000	10,000	(10,000)	-50.0%
60 Rents and Leases - Bldg/Land	4,000	4,000	-	0.0%
63 Advertising/Marketing	10,000	1,000	(9,000)	-90.0%
64 Printing & Binding	2,000	2,000	-	0.0%
69 Office Expenses	1,200	1,200	-	0.0%
74 Fuel	150,000	140,000	(10,000)	-6.7%
76 Fuel Contingency (1)	30,000	21,000	(9,000)	-30.0%
77 Operations Contingency (2)	19,400	22,300	2,900	14.9%
78 TOTAL OPERATING EXPENSES	1,137,100	1,251,400	114,300	10.1%
79				
80 TOTAL OPERATING COSTS	1,167,100	1,283,400	116,300	10.0%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	115,000	115,000	-	0.0%
85				
86				
87				
CAPITAL REVENUES				
88				
91 State: Prop. 1B Capital	232,700	-	(232,700)	-100.0%
93 Local Transit Capital/ STA (TDA)	19,000	-	(19,000)	-100.0%
95 TOTAL CAPITAL REVENUES	251,700	-	(251,700)	-100.0%
96				
CAPITAL PURCHASES				
97				
98				
101 Vehicles	251,700	-	(251,700)	-100.0%
104 TOTAL CAPITAL EXPENSES	251,700	-	(251,700)	-100.0%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%
107				
108 (1) 15% contingency for fuel costs.				
109 (2) 2 % contingency for operating expenses not including fuel and depreciation.				
110				
111 Increase w/o Contingencies	\$122,400	11.0%		
112				
VINE GO TRANSIT STATISTICS				
114 Estimated Passengers	26,000	24,000	Farebox*	
115 Cost Per Passenger	\$44.89	\$51.67	7.62%	
116 Estimated Service Hours	12,100	15,000		
117 Cost Per Hour of Service- Fully Burdened	\$89.89	\$80.54		
Estimated Service Miles	165,500	185,000		

OTHER NOTES

55. Purchased Transportation Increase due to Increased Usage

114. Farebox* includes Taxi Scrip

	Cost
Fuel	140,000
Estimated Gallons	42,500
Price/ gallon	\$ 3.30
Base	1,171,502.64
Variable	(142,476)
	1,029,027

Budget Inputs-VINE

Statement of Revenue, Expenses

	A	C	D	F
			(C-A)	
			Draft - Approved	
			\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	1,180,000	1,120,000	(60,000)	-5.1%
2 Farebox Contribution	-	-	-	0.0%
3 Ad Revenue and Other Operating Revenue	60,000	50,000	(10,000)	-16.7%
4 TOTAL - OPERATIONAL REVENUE	1,240,000	1,170,000	(70,000)	-5.6%
5				
6 TOTAL- Transportation Development Act	4,291,100	4,186,500	(104,600)	-2.4%
7				
8 REV- INTERGOVERNMENTAL				
9 Federal: FTA 5307, Operating	1,192,900	1,040,000	(152,900)	-12.8%
10 Federal: FTA 5311 Operating	297,600	200,000	(97,600)	-32.8%
13 State: State Transit Assistance (STA)	524,500	524,200	(300)	-0.1%
14 Regional: Other	-	-	-	0.0%
15 Regional: MTC	390,000	390,000	-	0.0%
17 State Other (LCTOP)	-	61,000	61,000	0.0%
23 TOTAL- INTERGOVERNMENTAL REV	2,405,000	2,215,200	(189,800)	-7.9%
24				
25 INTEREST	12,000	15,000	3,000	25.0%
26				
27 TOTAL REVENUES	7,948,100	7,586,700	(361,400)	-4.5%
28				
OPERATING EXPENSES				
29				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	300,000	150,000	(150,000)	-50.0%
44 TOTAL PERSONNEL COSTS	300,000	150,000	(150,000)	-50.0%
45				
46 OPERATING EXPENSES				
48 Accounting/Auditing Services	15,000	15,000	-	0.0%
49 Information Technology Service	18,000	18,400	400	2.2%
50 Legal Services	5,000	5,000	-	0.0%
51 Temporary/Contract Help	10,000	10,000	-	0.0%
52 Consulting Services	15,000	-	(15,000)	-100.0%
53 Security Services	9,000	30,000	21,000	233.3%
55 Purchase Transportation	5,700,000	5,800,000	100,000	1.8%
56 Maintenance-Buildings/Improvem	64,000	-	(64,000)	-100.0%
58 Maintenance-Vehicles	80,000	20,000	(60,000)	-75.0%
60 Rents and Leases - Bldg/Land	20,000	20,000	-	0.0%
62 Communications/Telephone	2,500	-	(2,500)	-100.0%
63 Advertising/Marketing	100,000	200,000	100,000	100.0%
64 Printing & Binding	30,000	30,000	-	0.0%
65 Bank Charges	3,000	3,000	-	0.0%
66 Public/ Legal Notices	2,000	2,000	-	0.0%
69 Office Expenses	6,000	6,000	-	0.0%
70 Freight/Postage	1,000	1,000	-	0.0%
74 Fuel	1,200,000	1,000,000	(200,000)	-16.7%
76 Fuel Contingency (1)	240,000	150,000	(90,000)	-37.5%
77 Operations Contingency (2)	127,600	126,300	(1,300)	-1.0%
78 TOTAL OPERATING EXPENSES	7,648,100	7,436,700	(211,400)	-2.8%
79				
80 TOTAL OPERATING COSTS	7,948,100	7,586,700	(361,400)	-4.5%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	1,800,000	1,830,000	30,000	1.7%
85				
86				
87				
CAPITAL REVENUES				
88				
89				
90 Federal: FTA Capital	-	564,000	564,000	0.0%
91 State: Prop. 1B Capital	295,500	1,011,700	716,200	242.4%
92 RM2 Capital	200,000	215,000	15,000	7.5%
93 Local Transit Capital/ STA (TDA)	2,149,600	6,622,400	4,472,800	208.1%
94 Other Funding	95,000	20,000	(75,000)	-78.9%
95 TOTAL CAPITAL REVENUES	2,740,100	8,433,100	5,693,000	207.8%
96				
CAPITAL PURCHASES				
97				
98				
99 Security Equipment	130,000	-	(130,000)	-100.0%
100 Equipment	1,310,000	2,800,600	1,490,600	113.8%
101 Vehicles	50,000	4,687,000	4,637,000	9274.0%
102 Buildings- Maintenance Yard	250,000	-	(250,000)	-100.0%
103 Buildings & Improvements	1,000,100	945,500	(54,600)	-5.5%
104 TOTAL CAPITAL EXPENSES	2,740,100	8,433,100	5,693,000	207.8%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%

(1) 15% contingency for fuel costs.
(2) 2 % contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	(270,100)	-3.6%
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VINE TRANSIT STATISTICS

Estimated Passengers	800,000	850,000	Farebox	16.00%
Cost Per Passenger	\$9.48	\$8.60		
Estimated Service Hours	99,000	100,500		
Cost Per Hour of Service- Fully Burdened	\$73.54	\$71.25		
Estimated Service Miles	1,525,500	1,530,000		

OTHER NOTES

10. Funding for Route 20 (Solano) and 25 (Sonoma)
56. Budget Moved to Facilities Sub-division
58. Reduced due to expiration of New Flyer contract.

Fuel	1,000,000	Cost	
Estimated Gallons	315,000	Base	4,362,930
Price/ gallon	\$ 3.17	Variable	1,737,827
			6,100,757

Budget Inputs- Taxi Scrip

Statement of Revenue, Expenses

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Updated 4/27/15 at 4:50pm

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	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	41,000	36,000	(5,000)	-12.2%
4 TOTAL - OPERATIONAL REVENUE	41,000	36,000	(5,000)	-12.2%
5				
6 TOTAL- Transportation Development Act	44,700	49,015	4,315	9.7%
7				
8 REV- INTERGOVERNMENTAL				
23 TOTAL- INTERGOVERNMENTAL REV	-	-	-	0.0%
24				
25 INTEREST	2,000	1,000	(1,000)	-50.0%
26				
27 TOTAL REVENUES	87,700	86,015	(1,685)	-1.9%
28				
OPERATING EXPENSES				
29				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	4,000	12,000	8,000	200.0%
44 TOTAL PERSONNEL COSTS	4,000	12,000	8,000	200.0%
45				
46 OPERATING EXPENSES				
48 Accounting/Auditing Services	1,700	1,500	(200)	-11.8%
49 Information Technology Service	1,000	1,015	15	1.5%
50 Legal Services	500	500	-	0.0%
55 Purchase Transportation	70,000	60,000	(10,000)	-14.3%
60 Rents and Leases - Bldg/Land	2,000	2,000	-	0.0%
64 Printing & Binding	7,500	8,000	500	6.7%
69 Office Expenses	1,000	1,000	-	0.0%
77 Operations Contingency (2)		-	-	0.0%
78 TOTAL OPERATING EXPENSES	83,700	74,015	(9,685)	-11.6%
79				
80 TOTAL OPERATING COSTS	87,700	86,015	(1,685)	-1.9%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	-	-	-	0.0%
85				
(2) 2 % contingency for operating expenses not including fuel and depreciation.				
Increase w/o Contingencies	(\$1,685)	-1.9%		

Estimated Passengers 7700
 Cost Per Passenger \$ 11.17

OTHER NOTES

1,134 registered users.
 43. Increase due to more accurate project costing

Budget Inputs- American Canyon

Statement of Revenue, Expenses

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Updated 4/27/15 at 4:50pm

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	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	18,000	20,000	2,000	11.1%
2 Farebox Contribution- City of American Canyon	25,600	46,300	20,700	80.9%
3 Ad Revenue and Other Operating Revenue	2,500	-	(2,500)	-100.0%
4 TOTAL - OPERATIONAL REVENUE	46,100	66,300	20,200	43.8%
5				
6 TOTAL- Transportation Development Act	173,100	203,400	30,300	17.5%
7				
REV- INTERGOVERNMENTAL				
9 Federal: FTA 5307, Operating	60,000	60,000	-	0.0%
13 State: State Transit Assistance (STA)	180,000	100,000	(80,000)	-44.4%
23 TOTAL- INTERGOVERNMENTAL REV	240,000	160,000	(80,000)	-33.3%
24				
25 INTEREST	2,000	2,000	-	0.0%
26				
27 TOTAL REVENUES	461,200	431,700	(29,500)	-6.4%
28				
OPERATING EXPENSES				
PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	6,000	7,000	1,000	16.7%
44 TOTAL PERSONNEL COSTS	6,000	7,000	1,000	16.7%
45				
OPERATING EXPENSES				
48 Accounting/Auditing Services	1,200	1,200	-	0.0%
49 Information Technology Service	2,200	2,200	-	0.0%
50 Legal Services	800	800	-	0.0%
55 Purchase Transportation	315,000	315,000	-	0.0%
56 Maintenance-Buildings/Improvem	5,000	-	(5,000)	-100.0%
58 Maintenance-Vehicles	10,000	-	(10,000)	-100.0%
60 Rents and Leases - Bldg/Land	4,000	4,000	-	0.0%
63 Advertising/Marketing	5,000	10,000	5,000	100.0%
64 Printing & Binding	3,500	3,500	-	0.0%
69 Office Expenses	500	500	-	0.0%
74 Fuel	84,000	70,000	(14,000)	-16.7%
76 Fuel Contingency (1)	16,800	10,500	(6,300)	-37.5%
77 Operations Contingency (2)	7,200	7,000	(200)	-2.8%
78 TOTAL OPERATING EXPENSES	455,200	424,700	(30,500)	-6.7%
79				
80 TOTAL OPERATING COSTS	461,200	431,700	(29,500)	-6.4%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	24,000	24,000	-	0.0%
85				
CAPITAL REVENUES				
90 Federal: FTA 5307, Capital	-	-	-	0.0%
91 State: Prop. 1B Capital	152,500	-	(152,500)	-100.0%
92 RM2 Capital	-	-	-	0.0%
93 Local Transit Capital/ STA (TDA)	-	-	-	0.0%
94 Other Government Agencies	-	-	-	0.0%
95 TOTAL CAPITAL REVENUES	152,500	-	(152,500)	-100.0%
96				
CAPITAL PURCHASES				
99 Security Equipment	-	-	-	0.0%
100 Equipment	-	-	-	0.0%
101 Vehicles	152,500	-	(152,500)	-100.0%
102 Buildings- Transit Center	-	-	-	0.0%
103 Buildings & Improvements	-	-	-	0.0%
104 TOTAL CAPITAL EXPENSES	152,500	-	(152,500)	-100.0%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%

(1) 15% contingency for fuel costs.

(2) 2 % contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	(\$23,000)	-5.3%
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AMERICAN CANYON TRANSIT STATISTICS

Estimated Passengers	27,500	35,000	Farebox	
Cost Per Passenger	\$16.77	\$11.83	16.01%	
Estimated Service Hours	6,000	5,750		
Cost Per Hour of Service- Fully Burdened	\$71.87	\$70.82		
Estimated Service Miles	59,000	59,500		

OTHER NOTES

56. Budget for allocation of Facilities expenses
68. Increase in rent allocation for Transit Center
76. Fuel Contingency Increased to 20% due to AB32

Fuel	70,000	Cost	
Estimated Gallons	21,000	Base	198,000
Price/ gallon	\$ 3.33	Variable	152,332
			350,332

Budget Inputs- Yountville

Statement of Revenue, Expenses

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Updated 4/27/15 at 4:50pm

(C-A)
Draft - Approved

	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	-	-	-	0.0%
2 Farebox Contribution- Town of Yountville	33,600	31,540	(2,060)	-6.1%
3 Ad Revenue and Other Operating Revenue	-	-	-	0.0%
4 TOTAL - OPERATIONAL REVENUE	33,600	31,540	(2,060)	-6.1%
5				
6 TOTAL- Transportation Development Act	112,200	121,060	8,860	7.9%
7				
8 REV- INTERGOVERNMENTAL				
10 Federal: FTA 5311 Operating	84,300	71,000	(13,300)	-15.8%
13 State: State Transit Assistance (STA)	100,000	100,000	-	0.0%
23 TOTAL- INTERGOVERNMENTAL REV	184,300	171,000	(13,300)	-7.2%
24				
25 INTEREST	2,000	1,000	(1,000)	-50.0%
26				
27 TOTAL REVENUES	332,100	324,600	(7,500)	-2.3%
28				
29 OPERATING EXPENSES				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	4,000	5,000	1,000	25.0%
44 TOTAL PERSONNEL COSTS	4,000	5,000	1,000	25.0%
45				
46 OPERATING EXPENSES				
48 Accounting/Auditing Services	1,600	1,500	(100)	-6.3%
49 Information Technology Service	1,000	1,800	800	80.0%
50 Legal Services	600	600	-	0.0%
55 Purchase Transportation	278,000	280,000	2,000	0.7%
56 Maintenance-Buildings/Improvem	3,000	-	(3,000)	-100.0%
60 Rents and Leases - Bldg/Land	2,000	2,000	-	0.0%
63 Advertising/Marketing	6,000	4,000	(2,000)	-33.3%
69 Office Expenses	500	500	-	0.0%
74 Fuel	24,400	20,000	(4,400)	-18.0%
76 Fuel Contingency (1)	4,900	3,000	(1,900)	-38.8%
77 Operations Contingency (2)	6,100	6,200	100	1.6%
78 TOTAL OPERATING EXPENSES	328,100	319,600	(8,500)	-2.6%
79				
80 TOTAL OPERATING COSTS	332,100	324,600	(7,500)	-2.3%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	24,000	24,000	-	0.0%
85				
86				
87				
88 CAPITAL REVENUES				
89				
90 Federal: FTA 5307, Capital	-	-	-	0.0%
92 RM2 Capital	-	-	-	0.0%
93 Local Transit Capital/ STA (TDA)	-	-	-	0.0%
95 TOTAL CAPITAL REVENUES	-	-	-	0.0%
96				
97 CAPITAL PURCHASES				
98				
101 Vehicles	-	-	-	0.0%
103 Buildings & Improvements	-	-	-	0.0%
104 TOTAL CAPITAL EXPENSES	-	-	-	0.0%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%

(1) 15% contingency for fuel costs.

(2) 2% contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	(\$5,700)	-1.8%
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YOUNTVILLE TROLLEY STATISTICS

Estimated Passengers	31,400	27,000
Cost Per Passenger	\$10.58	\$11.68
Estimated Service Hours	4,800	4,800
Cost Per Hour of Service- Fully Burdened	\$66.06	\$64.67
Estimated Service Miles	30,450	27,500

Farebox	10.00%
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OTHER NOTES

- 56. Budget for allocation of Facilities expenses
- 68. Increase in rent allocation for Transit Center
- 76. Fuel Contingency Increased to 20% due to AB32

Fuel	20,000
Estimated Gallons	6,500
Price/ gallon	\$ 3.08

Base	211,194.72
Variable	70,256
	281,451

Budget Inputs- St. Helena

Statement of Revenue, Expenses

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Updated 4/27/15 at 4:50pm

(C-A)
Draft - Approved

	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	3,360	8,000	4,640	138.1%
2 Farebox Contribution- City of St. Helena	25,700	21,400	(4,300)	-16.7%
3 Ad Revenue and Other Operating Revenue	-	-	-	0.0%
4 TOTAL - OPERATIONAL REVENUE	29,060	29,400	340	1.2%
5				
6 TOTAL- Transportation Development Act	101,440	98,450	(2,990)	-2.9%
7				
8 REV- INTERGOVERNMENTAL				
10 Federal: FTA 5311 Operating	84,300	71,000	(13,300)	-15.8%
13 State: State Transit Assistance (STA)	69,800	100,000	30,200	43.3%
23 TOTAL- INTERGOVERNMENTAL REV	154,100	171,000	16,900	11.0%
24				
25 INTEREST	1,000	1,000	-	0.0%
26				
27 TOTAL REVENUES	285,600	299,850	14,250	5.0%
28				
29 OPERATING EXPENSES				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	4,000	5,500	1,500	37.5%
44 TOTAL PERSONNEL COSTS	4,000	5,500	1,500	37.5%
45				
46 OPERATING EXPENSES				
47 Administration Services	-	-	-	0.0%
48 Accounting/Auditing Services	1,200	1,300	100	8.3%
49 Information Technology Service	2,000	1,800	(200)	-10.0%
50 Legal Services	800	800	-	0.0%
55 Purchase Transportation	237,000	250,000	13,000	5.5%
56 Maintenance-Buildings/Improvement	3,000	-	(3,000)	-100.0%
60 Rents and Leases - Bldg/Land	2,000	2,000	-	0.0%
63 Advertising/Marketing	2,000	3,000	1,000	50.0%
64 Printing & Binding	1,000	1,000	-	0.0%
69 Office Expenses	500	500	-	0.0%
74 Fuel	22,500	25,000	2,500	11.1%
76 Fuel Contingency (1)	4,500	3,750	(750)	-16.7%
77 Operations Contingency (2)	5,100	5,200	100	2.0%
78 TOTAL OPERATING EXPENSES	281,600	294,350	12,750	4.5%
79				
80 TOTAL OPERATING COSTS	285,600	299,850	14,250	5.0%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	24,000	24,000	-	0.0%

(1) 15% contingency for fuel costs.

(2) 2 % contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	14,900	5.4%
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ST. HELENA SHUTTLE STATISTICS

Estimated Passengers	16,500	15,500	Farebox 10.11%
Cost Per Passenger	\$17.31	\$18.77	
Estimated Service Hours	4,300	4,600	
Cost Per Hour of Service- Fully Burdened	\$63.26	\$62.04	
Estimated Service Miles	22,700	21,000	

OTHER NOTES

55. Purchased Transportation Increased Due to Service Changes

56. Budget for allocation of Facilities expenses

Fuel	25,000	Base	145,197.36
Estimated Gallons	7,750	Variable	109,452
Price/ gallon	\$ 3.23		254,649

Budget Inputs- Calistoga

Statement of Revenue, Expenses

Updated 4/27/15 at 4:50pm

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	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	(C-A) Draft - Approved \$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
1 Farebox	13,200	14,500	1,300	9.8%
2 Farebox Contribution- City of Calistoga	10,000	10,000	-	0.0%
3 Ad Revenue and Other Operating Revenue- CTBID	30,400	64,972	34,572	113.7%
4 TOTAL - OPERATIONAL REVENUE	53,600	89,472	35,872	66.9%
5				
6 TOTAL- Transportation Development Act	95,800	96,478	678	0.7%
7				
8 REV- INTERGOVERNMENTAL				
10 Federal: FTA 5311 Operating	84,300	71,000	(13,300)	-15.8%
13 State: State Transit Assistance (STA)	100,000	100,000	-	0.0%
23 TOTAL- INTERGOVERNMENTAL REV	184,300	171,000	(13,300)	-7.2%
24				
25 INTEREST	2,000	2,000	-	0.0%
26				
27 TOTAL REVENUES	335,700	358,950	23,250	6.9%
28				
29 OPERATING EXPENSES				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	4,000	8,000	4,000	100.0%
44 TOTAL PERSONNEL COSTS	4,000	8,000	4,000	100.0%
45				
46 OPERATING EXPENSES				
48 Accounting/Auditing Services	1,200	1,200	-	0.0%
49 Information Technology Service	2,200	1,800	(400)	-18.2%
50 Legal Services	800	800	-	0.0%
55 Purchase Transportation	284,500	308,000	23,500	8.3%
56 Maintenance-Buildings/Improvem	3,000	-	(3,000)	-100.0%
60 Rents and Leases - Bldg/Land	2,000	2,000	-	0.0%
63 Advertising/Marketing	5,000	5,000	-	0.0%
64 Printing & Binding	1,000	1,000	-	0.0%
69 Office Expenses	500	500	-	0.0%
74 Fuel	21,000	21,000	-	0.0%
76 Fuel Contingency (1)	4,200	3,150	(1,050)	-25.0%
77 Operations Contingency (2)	6,300	6,500	200	3.2%
78 TOTAL OPERATING EXPENSES	331,700	350,950	19,250	5.8%
79				
80 TOTAL OPERATING COSTS	335,700	358,950	23,250	6.9%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	45,000	45,000	-	0.0%

(1) 15% contingency for fuel costs.

(2) 2 % contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	24,100	7.4%
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CALISTOGA SHUTTLE STATISTICS

Estimated Passengers	23,700	22,500	Farebox 25.61%
Cost Per Passenger	\$14.16	\$15.52	
Estimated Service Hours	5,400	6,200	
Cost Per Hour of Service- Fully Burdened	\$59.48	\$55.05	
Estimated Service Miles	50,300	50,300	

OTHER NOTES

2. Flat Rate from City of Calistoga
3. Flat Rate from Calistoga Tourism Bureau
43. Increase Due to More Accurate Project Costing
55. Increase Due to Addition of Second Shuttle

Fuel	21,000
Estimated Gallons	6,500
Price/ gallon	\$ 3.23

	Cost
Base	148,500
Variable	208,038
	<u>\$356,538</u>

Budget Inputs-VINE Facilities (Park & Rides/Transit Yard)

Statement of Revenue, Expenses

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Updated 4/27/15 at 4:50pm

(C-A)
Draft - Approved

	APPROVED BUDGET FY 2014-15	DRAFT BUDGET FY2015-16	\$ Difference	% Difference
OPERATING REVENUES				
REV- OPERATIONS				
3 Ad Revenue and Other Operating Revenue	18,000	18,000	-	0.0%
4 TOTAL - OPERATIONAL REVENUE	18,000	18,000	-	0.0%
5				
6 TOTAL- Transportation Development Act	70,700	53,300	(17,400)	-24.6%
7				
8 REV- INTERGOVERNMENTAL				
22 Intrafund Revenue	-	-	-	0.0%
23 TOTAL- INTERGOVERNMENTAL REV	-	-	-	0.0%
24				
25 INTEREST	-	400	400	0.0%
26				
27 TOTAL REVENUES	88,700	71,700	(17,000)	-19.2%
28				
OPERATING EXPENSES				
29				
30				
31 PERSONNEL COSTS				
43 Salary Chargeback to Public Transit	-	-	-	0.0%
44 TOTAL PERSONNEL COSTS	-	-	-	0.0%
45				
46 OPERATING EXPENSES				
48 Accounting/Auditing Services	400	500	100	25.0%
54 Maintenance-Equipment	25,000	20,000	(5,000)	-20.0%
55 Purchase Transportation	-	-	-	0.0%
56 Maintenance-Buildings/Improvem	13,200	20,000	6,800	51.5%
57 Maintenance- Software	-	-	-	0.0%
58 Maintenance-Vehicles	-	-	-	0.0%
60 Rents and Leases - Bldg/Land	26,000	-	(26,000)	-100.0%
61 Insurance - Premiums	11,500	12,000	500	4.3%
62 Communications/Telephone	1,800	8,000	6,200	344.4%
73 Utilities - Electric	8,400	10,000	1,600	19.0%
77 Operations Contingency (2)	2,400	1,200	(1,200)	-50.0%
78 TOTAL OPERATING EXPENSES	88,700	71,700	(17,000)	-19.2%
79				
80 TOTAL OPERATING COSTS	88,700	71,700	(17,000)	-19.2%
81				
82 NET CHANGE IN OPERATIONS	-	-	-	0.0%
83				
84 Depreciation Expense	-	-	-	0.0%
85				
86				
87				
CAPITAL REVENUES				
88				
90 Federal: FTA Capital	-	-	-	0.0%
91 State: Prop. 1B Capital	-	-	-	0.0%
92 RM2 Capital	-	-	-	0.0%
93 Local Transit Capital/ STA (TDA)	-	-	-	0.0%
94 Other Government Agencies	-	-	-	0.0%
95 TOTAL CAPITAL REVENUES	-	-	-	0.0%
96				
CAPITAL PURCHASES				
97				
98				
99 Security Equipment	-	-	-	0.0%
100 Equipment	-	-	-	0.0%
101 Vehicles	-	-	-	0.0%
102 Buildings- Transit Center	-	-	-	0.0%
103 Buildings & Improvements	-	-	-	0.0%
104 TOTAL CAPITAL EXPENSES	-	-	-	0.0%
105				
106 NET CHANGE IN CAPITAL	-	-	-	0.0%

(1) 15% contingency for fuel costs.

(2) 2 % contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	(15,800)	-18.3%
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VINE TRANSIT STATISTICS

Estimated Passengers
Cost Per Passenger
Estimated Service Hours
Cost Per Hour of Service- Fully Burdened
Estimated Service Miles

OTHER NOTES

60. Expo Parking

Napa County Transportation & Planning Agency
Blanket Purchase Agreement Summary Sheet
July 1, 2015 to June 30, 2016

No.	Vendor (Expense Budget Line Item)	Expense Category	2015-16 Amount Not to Exceed	2014-15 Amount Not to Exceed
1	Ace Harware	Maintenance: Building & Improv	\$500	\$500
2	Alexis Baking Company	Office Expenses	\$200	\$200
3	Alkar	Temporary/Contract Help	\$10,000	\$10,000
4	American Public Transit Assoc	Memberships/Certifications	\$16,500	\$16,500
5	Artina Promotional Products	Office Expenses	\$2,000	\$2,000
6	Aaron's Signs	Advertising/Marketing	\$1,500	\$1,500
7	Astro Business Solutions	Printing	\$5,000	\$5,000
8	at&t	Communications/Telephone	\$4,500	\$4,500
9	Black Tie, NV Cab, Yellow Taxi	Other Professional Services	\$150,000	\$150,000
10	Born to Age	Printing & Binding	\$2,000	\$2,000
11	California Transit Assoc	Memberships/Certifications	\$6,500	\$6,500
12	Cardenas, Jose	Software Maintenance	\$2,000	\$2,000
13	Career Alliance	Extra Help	\$4,000	\$4,000
14	CDW Government	Office Expenses	\$1,200	\$1,200
15	Classic Car Wash	Maintenance: Equipment	\$600	\$600
16	Coast Radio Company	Advertising/Marketing	\$2,500	\$2,500
17	Comcast	Communications/Telephone	\$1,300	\$1,300
18	Comcast Spotlight	Advertising/Marketing	\$5,000	\$5,000
19	Compass Litho	Printing	\$25,000	\$25,000
20	Copy Corner	Printing	\$10,000	\$10,000
21	Dave Malone	Advertising/Marketing	\$1,500	\$1,500
22	De lage Landen	Rents & Leases: Equipment	\$1,600	\$1,600
23	Dream Rider Elevator	Maintenance: Building & Improvements	\$500	\$500
24	Facebook	Advertising/Marketing	\$12,000	\$12,000
25	Fastrak	Business Travel/Mileage	\$1,000	\$1,000
26	Federal Express	Postage	\$600	\$600
27	Filippi's	Office Expense or Advertising/Marketing	\$400	\$400
28	First Alarm	Security Services	\$500	\$500
29	FluidNRG	Software Maintenance: Website	\$5,000	\$5,000
30	Frye's Printing	Printing	\$15,000	\$15,000
31	Garda Armored Services	Security	\$10,000	\$10,000
32	Gov Delivery	Office Expense	\$2,400	\$2,400
33	Government Finance Officers Assoc	Memberships/Certifications	\$400	\$400
34	Guardian	Employee Benefits: Dental & Life Insurance	\$20,400	\$20,400
35	Gutenberg Transfer	Printing	\$1,500	\$1,500
36	Holman Group	Other Employee Benefits	\$3,600	\$3,600
37	IDVille	Office Supplies	\$200	\$200
38	iHWY	Books/Media/Periodicals/Subscriptions	\$3,600	\$3,600
39	Insight Public Sector	Office Supplies/Software	\$3,000	\$3,000
40	Jiffy Lube	Maintenance: Equipment	\$3,000	\$3,000
41	KRCB North Bay Public Media	Advertising/Marketing	\$10,000	\$10,000
42	KVON/KVYN	Advertising/Marketing	\$34,700	\$34,700
43	Lee Enterprises*	Marketing: Ads and Notices	\$100,000	\$100,000
44	Letter Publications (Transit Magazine)	Books/Media/Periodicals/Subscriptions	\$400	\$400
45	Lohnes & Wright	Printing	\$5,000	\$5,000
46	Lucas Business Systems	Printing & Binding	\$1,000	\$1,000
47	Mackey & Mackey Insurance	Insurance - Premiums	\$25,000	\$25,000
48	Magnetic Ticket & Label	Printing	\$10,000	\$10,000
49	McLean & Williams	Maintenance: Building & Improvements	\$500	\$500
50	MES Vision	Employee Benefits: Vision	\$1,400	\$1,400
51	MinuteMan Press	Printing	\$15,000	\$15,000
52	Monticello Deli & Catering	Office Expense	\$500	\$500
53	City of Napa	Utilities: Water	\$8,000	\$8,000
54	Napa Fire Equipment Co.	Equipment	\$2,000	\$2,000
55	Napa Printing & Graphics	Advertising/Marketing	\$42,000	\$42,000
56	Napa Valley TV	Publications & Legal Notices	\$4,000	\$4,000
57	Office Depot	Office Expense	\$30,000	\$30,000
58	On Demand	Advertising/Marketing	\$5,600	\$5,600

59	PG&E	Utility	\$30,000	\$30,000
60	Philadelphia Insurance	Insurance - Premiums	\$26,000	\$26,000
61	Pitney Bowes	Postage	\$5,000	\$5,000
62	SF Chronicle	Subscriptions & Advertising/Marketing	\$500	\$500
63	Sign Dimensions	Maintenance: Building & Improvements	\$700	\$700
64	Sonoma Valley Sun	Advertising/Marketing	\$7,500	\$7,500
65	Target	Office Expense	\$200	\$200
66	Telekenex	Telecommunications	\$800	\$800
67	The Press Democrat (Sonoma)	Advertising/Marketing	\$6,000	\$6,000
68	Town of Yountville Fuel	Fuel	\$25,000	\$25,000
69	Think!	Postage Ink	\$100	\$100
70	TransitTalent.com	Recruitment Advertising	\$500	\$500
71	Travelers Insurance (Workers Comp)	Insurance - Premiums	\$9,000	\$9,000
72	Ultra Translate	Office Expense	\$1,000	\$1,000
73	UPS	Postage	\$600	\$600
74	USPS	Postage	\$200	\$200
75	The Voice Magazine	Advertising/Marketing	\$12,000	\$12,000
76	Voyager	Fuel	\$20,000	\$20,000
77	WageWorks	Employee Benefits: Flex Plan	\$1,000	\$1,000
78	Walmart	Office Expense	\$200	\$200
79	Xerox	Rentals, Printing	\$21,000	\$21,000
80	Yountville Sun	Advertising/Marketing	\$1,100	\$1,100
	Clean Energy	Fuel	\$0	\$200,000
	Napa Valley Petroleum	Fuel	\$0	\$1,250,000
	Lauren Guinn Photography	Office Supplies/Photography	\$0	\$1,000
	TOTALS		\$800,000	\$2,251,000

* dba as Napa Valley Register, American Canyon Eagle, St. Helena Star, Weekly Calistogan

Blue- new vendors



June 17, 2015
NCTPA Agenda Item 11.1
Continued From: New
Action Requested: **APPROVE**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Tom Roberts, Manager of Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Proposed Service Changes to American Canyon Transit and VINE Route 11

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) receive a report on proposed service changes to American Canyon Transit and the VINE Route 11 and; (2) approve the implementation of changes effective late Summer 2015.

COMMITTEE RECOMMENDATION

The VINE Consumer Advisory Committee and the Paratransit Coordinating Council support the recommended service changes.

EXECUTIVE SUMMARY

Staff recommends changing the American Canyon Transit bus service from a fixed-route model to an on-demand, door-to door system similar to the services NCTPA operates in Calistoga, St. Helena and Yountville. Cost savings realized by this proposal would be reallocated to provide additional service on the VINE Route 11 between American Canyon and Napa during AM and PM peak demand periods to address overcrowding.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? No, the proposed changes to American Canyon Transit are expected to result in cost savings. These savings would be reallocated to improve augment the Route 11, which serves American Canyon residents.

Is it currently budgeted? Yes

Where is it budgeted? Public Transit Operations

Future fiscal impact: As aggregate spending would not increase as a result of the service change, any future fiscal impacts would be consistent with overall cost drivers.

Consequences if not approved: American Canyon Transit will continue to operate on fixed route service and the Route 11 would continue to underperform resulting in overcrowding during peak demand periods.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In 2010, NCTPA introduced service changes to American Canyon Transit (ACT). ACT now runs two buses in a bi-directional loop most of the day (between the hours of 6 am and 6:45 pm, Monday – Friday). Few (if any) riders use ACT before 7:30 am or after 5:30 pm. During the rest of the day, the service has between 0-3 riders per hour. The exception to this minimal usage is before and after school, when ridership averages 50 riders per hour.

A recent evaluation of the ACT service has prompted staff to recommend changes. Specifically, staff proposes that the system be changed from “fixed-route” to “door-to-door” format for most of the day. ACT would keep the fixed route structure during morning and afternoon peak periods, but migrate to door-to-door mode for the remainder of the day. This is the same model employed successfully in St. Helena.

In addition, staff recommends that cost savings generated from the service change be reallocated to provide three or possibly four additional runs per day on the VINE Route 11 between American Canyon and Napa. These would occur during peak demand hours, reduce overcrowding and provide better service to American Canyon residents. Overall, the service changes proposed will improve transit for the residents of American Canyon.

The proposed service changes would take place in late summer 2015 and they will be advertised to the community through using press releases, NCTPA social media, informational materials posted on buses, and through the City of American Canyon's community engagement tools.

On April 7, 2015 the proposed changes were presented to the American Canyon City Council at a well-publicized meeting. Members of the public were encouraged to offer questions and feedback at the meeting. The Council enthusiastically supported the proposed changes.

SUPPORTING DOCUMENTS

None



June 17, 2015
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: Kate Miller, Executive Director
REPORT BY: Tom Roberts, Program Manager - Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Memorandum of Understanding (MOU) between the Napa County Transportation and Planning Agency (NCTPA) and the City of American Canyon

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the Memorandum of Understanding (MOU) (Attachment 1) between NCTPA and the City of American Canyon.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Agenda Item 11.1 proposed making specified changes to the American Canyon Transit bus service. The attached MOU memorializes the agreement between NCTPA and the City of American Canyon regarding the operations and funding of the service.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, the City of American Canyon would backfill any shortfall between collected fares and the 16% required farebox recovery.

Is it currently budgeted? Yes

Where is it budgeted? Public Transit Operations

Future fiscal impact: Guarantees 16% farebox recovery

Consequences if not approved: Passenger fares may have to be raised.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In partnership with our member agencies, NCTPA operates distinct transit services in communities of the Napa Valley. The character of these services is specifically tailored to meet the unique needs of each jurisdiction's local residents. The attached MOU memorializes the agreement between NCTPA and the City of American Canyon for the operation of American Canyon Transit. Specifically, the agreement determines the service hours and memorializes the financial contribution from the City to backfill any farebox shortage should ridership not generate the requisite 16%. The City has been contributing approximately \$18,000 annually to backfill fares.

SUPPORTING DOCUMENTS

Attachment: (1) Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
AND
CITY OF AMERICAN CANYON**

NCTPA NO. 15-13

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "Agreement") is made and entered into this **17th day of June, 2015**, by and between the Napa County Transportation and Planning Agency a Joint Powers Agency under the State of California (hereinafter referred to as "NCTPA") and the CITY of American Canyon (hereinafter referred to as "CITY") and collectively referred to as the "Parties."

RECITALS

WHEREAS, NCTPA through a prior agreement with the CITY has been providing transportation services known as the American Canyon Transit for residents of the CITY of American Canyon, California:

TERMS

NOW, THEREFORE, the Parties do hereby agree as follows:

1. Responsibilities' of the Parties.

- a. NCTPA shall provide a draft fiscal year budget to the CITY by the end of each fiscal year. For purposes of this agreement, a fiscal year is July 1 to June 30. The CITY shall pay quarterly the difference between fares collected and 16% of the annual fully allocated operating expenses of the service.
- b. NCTPA shall manage and operate the American Canyon Transit to serve the general public of the City of American Canyon by providing no less than 2,540 in-service annual service hours on days and hours most responsive to public benefit and demand. There will be no service on New Year's Day, Memorial Day, Labor Day, July 4th, Thanksgiving Day and Christmas Day unless by special arrangement at least 30 days in advance charged to the CITY separately at NCTPA's usual and customary rates for such service.
- c. NCTPA will provide the operation, management, marketing activities and materials, bus stop maintenance, funding, administration and monthly reporting of rides provided for the American Canyon Transit service. Monthly ridership reports shall be sent to the City Manager and Public Works Director. NCTPA will assign the operation of the American Canyon Transit service to a third party.

- d. NCTPA will, at NCTPA's expense, provide facilities, vehicles, equipment (including a two-way radio or cell phones per vehicle), maintenance, materials and supplies necessary to accomplish obligations under this Agreement, except as may otherwise be expressly provided for herein after.
- e. NCTPA shall operate service as a demand responsive door-to-door service during most service hours within the designated service area (City Limits) except for the time when the service shall be operated on a fixed route. The NCTPA shall respond to call-in trip requests on a first call-first served basis. Trips will be grouped for efficiency and advance reservations beyond the same day will not be accepted.

2. **Term of MOU.** This Agreement will become effective upon signatures of both Parties and shall **terminate** on **June 30, 2018**, unless amended, extended, or terminated pursuant to the terms of this Agreement.

3. **Indemnity.** Each party hereto shall indemnify, defend and hold harmless the elected or appointed governing body, the agents, representatives, and employees of the other party hereto, from liability or claims of liability for damages to persons or property arising out of, or resulting from, any act or omission of the parties in the performance or failure to perform any action or activity contemplated, necessary, or authorized under this MOU.

4. **Termination.** This Agreement may be terminated as follows:

- a. By mutual agreement of the NCTPA and CITY upon such terms and conditions as may be agreed upon.
- b. By either party at any time without cause by delivering written notice to the other party at least 30 days in advance of the proposed date of termination.
- c. If the Agreement is terminated pursuant to this Section, neither party may nullify obligations already incurred for performance of services prior to the date of notice or, unless specifically stated in the notice, required to be performed through the effective date of termination. Any notice of termination will incorporate necessary transition arrangements and both Parties will comply with all such arrangements.

5. **Entire MOU.** This Agreement contains the entire agreement of the Parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

6. **Applicable Law.** The laws of the United States and the State of California will govern this Agreement.

7. **Modifications.** No changes, amendments or alterations to this Agreement will be effective unless in writing and signed by the Parties.

8. **Insurance.** NCTPA shall maintain, throughout the term of this Agreement, a policy or policies of insurance, with a solvent and responsible company authorized to do business in the State of California, insuring NCTPA against loss by reason of injury or damage that may result to persons or property from operations or construction of such transportation service or any other cause connected with the service provided under the term of this Agreement. Said policy shall be a minimum of two million dollars (\$2,000,000) aggregate, including appropriate general liability and auto liability. Said policy shall name CITY as additional insured and shall provide 30 days prior notice to CITY of the cancellation of any policy during the effective period of this agreement.

9. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in U.S. Mail, by certified mail, postage prepaid or return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following date of deposit, whichever is earlier. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Paragraph.

To NCTPA: Executive Director
Napa County Transportation
and Planning Agency
625 Burnell Street
Napa CA 94559

To CITY: City Manager
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

10. **Access to Records / Retention.** NCTPA and CITY shall have access to any books, documents, papers and records of each other, which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, NCTPA and CITY shall maintain all required records for at least five (5) years after all pending matters are closed.

11. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to unenforceable or invalid for any reason, such provision shall be severed and shall not in any way impair the enforceability of any other provision of this Agreement.

12. **Adjustments to Service.** The transit service may be adjusted throughout the term of this contract to better service the needs of the passengers. NCTPA or CITY may recommend a change or modification of service criteria. Modifications may include, but are not limited to, adding or deleting service areas; changing service types; modifying or eliminating time points; increasing, decreasing or changing operating

hours; and expanding or decreasing vehicle service hours and/or days. Modifications to increase service hours may not exceed 15 percent annually. In all cases, NCTPA and CITY will agree to all changes prior to approval by the NCTPA Board.

13. **License and Permits.** NCTPA, or its subcontractor, will procure at its expense all licenses and permits as required by Federal, State or local laws, rules and regulations for the performance of its obligations under this Agreement, and will comply with all applicable laws, rules or regulations in performing its obligations hereunder.

IN WITNESS WHEREOF, NCTPA and CITY have executed this Agreement on the 17th day of June, 2015.

“NCTPA”

“CITY”

By: _____
JOHN F. DUNBAR, NCTPA Board Chair
Napa County Transportation and
Planning Agency

By: _____
DANA SHIGLEY, City Manager
City of American Canyon

ATTEST:

By: _____
KARALYN E. SANDERLIN
NCTPA Board Secretary

By: _____

APPROVED AS TO FORM:

By: _____
JANICE D. KILLION
NCTPA Counsel

By: _____



June 17, 2015
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: Kate Miller, Executive Director
REPORT BY: Herb Fredricksen, Program Manager - Engineer
(707) 259-5951 / Email: hfredricksen@nctpa.net
SUBJECT: Napa Valley Vine Trail Oak Knoll Section – Award of Construction Contract

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) authorize the Executive Director to award the construction contract for the Napa Valley Vine Trail Oak Knoll Section project to the lowest responsible/responsive bidder, Ghilotti Bros/RM Harris JV, in the amount of \$6,123,186.70, (2) authorize the Executive Director to execute the contract, contract change orders, and additional construction expenses up to a total amount not to exceed \$8,116,076, and (3) approve the funding proposal to address the project budget shortfall.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Construction bids for the Napa Valley Vine Trail Oak Knoll Section project were opened on June 5, 2015. Staff has reviewed the proposals and recommends that the Board award the construction contract to the lowest responsible/responsive bidder.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, \$8,116,076 for constructing the project

Is it currently budgeted? Yes

Where is it budgeted? Congestion Management Agency Fund, 2015-16

Future fiscal impact: None

Consequences if not approved: The project will not be awarded for construction and Transportation, Community, and System Preservation Program (TCSP) and Active Transportation Program (ATP) funds will be no longer be available to fund the project and will be returned to the granting agencies

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: Staff recommends that the Board determine that the potential environmental effects of the recommended action described herein were adequately examined with the findings set forth in the Final Mitigated Negative Declaration adopted on January 21, 2015, pursuant to CEQA Guidelines Section 15074 & 21081.6.

BACKGROUND AND DISCUSSION

Staff is coordinating the efforts for the construction of the Oak Knoll Section of the Vine Trail. The project is six miles long and is aligned from the Redwood Road Park and Ride facility to California Drive in the Town of Yountville, between the Napa Valley Wine Train right of way and Solano Avenue. This construction project consists of a 10-foot wide Class I bicycle/pedestrian facility, the installation/modification of three traffic signals, the installation of bridges over Hinman Channel, Salvador Channel and Dry Creek, the installation of low retaining walls and fencing, tree removal and tree and shrub planting with irrigation. The project limits are within the City of Napa, County of Napa and the Town of Yountville.

The project was advertised on May 14, 2015 as a base bid, 90% of the entire project, and two alternative bids for optional fencing. The base bid did not include the section of the alignment between Trower Avenue and Wine Country Avenue where two easements need to be secured. Staff and the Vine Trail Coalition continue to work on securing these easements and this portion of the project will be constructed when the negotiations are finalized. These costs have been included in Table 1 and are based on the contractor's base bid line items.

Bids were publically opened and read out loud on June 5, 2015. Per the project specifications the award is based on the Base Bid amount. Two bids were received as follows:

Company	Business Location	Base Bid Amount
Ghilotti Bros/RM Harris JV	San Rafael, CA	\$6,123,186.70*
Maggiore & Ghilotti, Inc.	San Rafael, CA	\$6,689,689.00

*lowest responsible/responsive bidder

Staff has reviewed the bids and recommends the Board authorize the Executive Director to award the construction contract for the Napa Valley Vine Trail Oak Knoll Section project to the lowest responsible/responsive bidder, Ghilotti Bros/RM Harris JV, in the amount of \$6,123,186.70 and authorize the Executive Director to execute the contract, contract change orders, additional construction expenses and materials testing up to a total amount not to exceed \$8,116,076 and approve the funding proposal to address the project budget shortfall.

Lowest responsible/responsive bid amount	\$6,123,186.70
Contingency for unforeseen conditions	\$ 489,855.00
Additional Construction Expenses	<u>\$1,503,034.00</u>
	\$8,116,075.70

The additional authorized amounts above the lowest responsible/responsive bid are estimates and any funds left over at the end of the project will be returned to the source fund. The funds can be used interchangeably between the items listed above.

Table 1: Project Costs	
Item	Cost
Lowest Construction Bid	\$6,123,187
Contingency	489,855
Additional Construction Expenses:	
Trower Avenue to Wine Country Avenue	623,000
Conservation Corps Tree Removal per ATP Award	121,000
Geo Wall Block Purchase	182,634
Traffic Signal and Crossing Work	153,400
Redwood Park & Ride Easement Construction	100,000
Easements at Darms Lane and Redwood Park & Ride	323,000
Total	\$8,116,076

Table 2 outlines the existing funding available for construction.

Table 2: Existing Revenues	
Fund Source	Award Amount
Transportation, Community and System Preservation (Federal)	\$2,500,000
Active Transportation Program (Federal)	3,600,000
Congestion Mitigation and Air Quality	211,000
Vine Trail Coalition	1,473,902
City of Napa	10,000
County of Napa	30,000
Town of Yountville	35,000
NCTPA	48,768
Total	\$7,908,670
Obligated to Date	1,843,307
Balance Available for Construction	6,065,363
Cost of Construction	8,116,076
Projected Shortfall	\$2,050,713

The project has an anticipated \$2.1 million funding shortfall. Staff is working with the concerned jurisdictions and the Vine Trail Coalition to backfill the projected shortfall. Staff is requesting authorization to proceed with knowledge that the funding proposal is currently uncertain. However, NCTPA staff will not award the contract without verifying all revenues have been committed.

The urgency to award the contract revolves around the obligation deadlines of the federal grant sources. NCTPA must award the contract by July 15, 2015 or the federal funding will be returned to the granting agencies. That action, should it occur, could potentially undermine NCTPA and its jurisdictions' ability to obtain future federal and state discretionary funds as it puts into question the technical capacity to deliver federal/state-funded infrastructure projects.

Table 3 shows the staff proposal to backfill the funding shortfall.

Table 3: Proposed Plan to Address Funding Shortfall	
Other Local Funds (Contributions from Jurisdictions/Vine Trail)	\$675,000
Transportation Development Act (TDA) 3 - 2 years*	418,707
NCTPA TDA 4	957,006
Total	2,050,713

The Transportation Development Act (TDA) 3 revenues are the primary funding sources that local jurisdictions use for bicycle and pedestrian projects. NCTPA staff recognizes that these funds are critical revenues for the smaller jurisdictions of Calistoga, St. Helena, and Yountville because many grant programs have minimum project size which

is difficult for these jurisdictions to meet and because their general funds are already severely constrained. NCTPA staff is committed to working with all jurisdictions to prioritize bike and pedestrian needs using other funds as they become available.

The TDA 4 revenues are transit funds that can be used for safe access to transit. These funds will be prioritized for improvements to provide access to the two park and ride lots located within the project limits as well as improvements that are necessary at the facilities to accommodate the new Class 1 trail.

The anticipated construction schedule for the project is shown in Table 4, below.

Table 4: Project Schedule	
Award of contract	June 17, 2015
Agreement fully executed	July 15, 2015
Notice to proceed with construction	July 20, 2015
Project completion	August 1, 2016

SUPPORTING DOCUMENTS

None



June 17, 2015
NCTPA Agenda Item 11.4
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nctpa.net
SUBJECT: Approval of Letter of Support for Syar Industries Quarry Expansion

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board authorize the Board Chair to send a letter in support of the Syar Industries quarry expansion.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Representatives from Syar Industries, Inc. met with NCTPA staff to request NCTPA's support for the 124-acre expansion of the surface mining and reclamation plan associated with aggregate processing, production, and sales as currently permitted under County Agreement No. 2225.

Staff recommends sending a letter pending additional information from Syar Industries about aggregate supply and freight costs should the proposed project not be approved. Not expanding the surface mining would impose additional costs on jurisdictions both because it would limit supply and add freight costs, which could significantly increase deferred maintenance for streets and roads, minimizing the impacts of Measure T, the Napa Countywide Road Maintenance Act, as well as adding millions of costs to local highway projects.

FINANCIAL IMPACT

Is there a fiscal impact? No.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

SUPPORTING DOCUMENTS

None



June 17, 2015
NCTPA Agenda Item 11.5
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nctpa.net
SUBJECT: Legislative Update and State Bill Matrix

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board receive the monthly Federal and State Legislative Update and consider acting on staff recommendations included on the bill matrix (Attachment 3).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Board will receive a Federal Transportation Legislative update (Attachment 1) provided by Van Scoyoc Associates, a State Legislative update (Attachment 2) and State Bill Matrix (Attachment 3) provided by Platinum Advisors.

FINANCIAL IMPACT

Is there a fiscal impact? No.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

SUPPORTING DOCUMENTS

Attachments: (1) June 1, 2015 Federal Transportation Legislative Update (Van Scoyoc Associates)
(2) June 2, 2015 State Legislative Update (Platinum Advisors)
(3) June 2, 2015 State Bill Matrix (Platinum Advisors)



Transportation Update
June 1, 2015

Steven O. Palmer, Vice President
Dan Neumann, Director
David Haines, Manager

This Week

House

Floor Debate FY 2016 DOT/HUD Budget: On Monday, June 1, the Rules Committee is scheduled to meet to determine which amendments will be allowed during floor debate on the FY 2016 Transportation, Housing and Urban Development Appropriations bill. The bill will likely be debated by the full House of Representatives on Wednesday or Thursday. The Appropriations Committee report and bill may be accessed at:

<https://www.congress.gov/congressional-report/114th-congress/house-report/129/1?q=%7b%22search%22%3A%5b%222016+transportation%22%5d%7d>

Field Hearing: Amtrak Accident. On Tuesday, June 2, the Transportation and Infrastructure Committee will hold an oversight hearing of last month's Amtrak accident in Philadelphia. Witnesses will include Chris Hart, Chairman of the National Transportation Safety Board; Joseph Boardman, Amtrak CEO; Sarah Feinberg, Acting Federal Railroad Administrator; and the National President of the Brotherhood of Locomotive Engineers and Trainmen. More information can be found at:

<http://transportation.house.gov/calendar/eventsingle.aspx?EventID=398969>

Hearing: Transportation Authorization and Small Business. On Wednesday, June 3, the Small Business Committee will hold a hearing on the importance of a long-term surface transportation reauthorization for small businesses. Witnesses will include representatives of the National Equipment Distributors; National Stone, Sand, and Gravel Association; and Build Our Bridge Now Coalition in Cincinnati. More information can be found at:

<http://smallbusiness.house.gov/calendar/eventsingle.aspx?EventID=398117>

Senate

Field Hearing: Transportation Authorization. On Monday, June 1, the Environment and Public Works Committee will hold a field hearing in Baton Rouge, Louisiana, focused on federal funding needed to relieve traffic congestion and improve state and local roads and bridges. Witnesses will include representatives from the Louisiana DOT, Port of South Louisiana, and Louisiana Good Roads and Transportation Association. More information can be found at:

http://www.epw.senate.gov/public/index.cfm?FuseAction=Hearings.Hearing&Hearing_ID=e8ce9dc0-fa42-c270-ae1f-c9e7b8a1baa6.

Confirmation Hearing: TSA Administrator. On Thursday, June 4, the Committee on Commerce, Science and Transportation is scheduled to hold a hearing on the nomination of Peter Neffenger to be Administrator of the Transportation Security Administration (TSA). Admiral Neffenger will be the only witness.

Last Week

The House and Senate were both out of session last week for the Memorial Day recess. Both bodies will be in session for the next four weeks.

Senate

Announcement: Markup of Transportation Authorization. Last week, Senator Jim Inhofe, Chairman of the Environment and Public Works Committee announced that his Committee would meet on Wednesday, June 24 to consider legislation to authorize funding on a multi-year basis for the federal-aid highway program. No details on the Senate bill have been released.

Executive Branch

DOT Nominations: On May 29, the White House announced the President's intent to nominate the following individuals to DOT:

- **Federal Railroad Administration.** Sarah Feinberg to be Administrator of the Federal Railroad Administration (FRA). Ms. Feinberg is currently the Acting Administrator at FRA and before that was Chief of Staff to Secretary Anthony Foxx. From 2008 to 2010, Ms. Feinberg served as Special Assistant to the President and Senior Advisor to the Chief of Staff at the White House.
- **Pipeline and Hazardous Materials Safety Administration.** Marie Therese Dominguez to be the Administrator of the Pipeline and Hazardous Materials Safety Administration. Ms. Dominguez is currently Principal Deputy Assistant Secretary of the Army for Civil Works at the Department of Defense, a position she has held since 2013. Prior to this position, she served as Vice President for Government Relations and Public Policy for the United States Postal Service from 2007 to 2013.

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June 2, 2015

TO: Kate Miller, Executive Director
Napa County Transportation Planning Agency

FR: Steve Wallauch
Platinum Advisors

RE: Legislative Update

Budget:

The Budget Conference Committee started its reconciliation process this week, whereby members of both houses meet to iron out any differences between their respective budget proposals. This year the Conference Committee will be chaired by Senator Mark Leno and he will be joined by Senators Ricardo Lara and Jim Nielsen. Assemblywoman Shirley Weber will serve as Vice Chair, and she will be joined by Assembly members Richard Bloom and Melissa Melendez. The Conference Committee is expected to meet daily in order to resolve their differences and send a budget to the Governor by June 15th.

While there are some differences between the houses, the biggest difference in the spending plans is between the Legislature and the Governor. Both the Senate and Assembly elected to adopt the LAO's rosier revenue forecast that provides an additional \$3.1 billion above the Governor's estimate. Both the Senate and Assembly spending plans include \$117 billion in spending compared to the Governor's \$115 billion. The competing budgets provide additional investments in education, but also allocate additional resources for childcare programs, Medi-Cal rate reimbursements, restore cuts in In Home Supportive Services overtime payments, and elimination of the Maximum Family Grant. While similarities outweigh the differences, the Senate and Assembly are far apart on spending additional cap & trade revenue.

While both houses begin to reconcile their differences, the most telling comment of the past week was by DOF Director, Michael Cohen, at the CSAC Board of Directors meeting by stating the only thing certain is that the budget will spend less than what the Legislature wants.

Cap & Trade Revenue: The Revision substantially increases the amount of Cap & Trade revenue available in 2015-16 for various programs from \$992 million to \$2.2 billion. However, this is only half the picture. These amounts do not include the increased auction revenue generated in the 2014-15 fiscal year. Total Cap & Trade revenue for

2014-15 and 2015-16 increased from \$1.65 billion to \$3.35 billion, which is consistent with the LAO's low end estimate.

In addition to the \$2.2 billion expenditure plan, the Administration places in reserve \$500 million in auction proceeds, which is ten times higher than the reserve proposed in January. Deducting the reserve and the \$650 million already appropriated in the 2014-15 budget from the \$3.35 billion total, roughly equates to the \$2.2 billion appropriated in the 2015-16 fiscal year.

The large reserve opened the door for the Senate and Assembly to make additions to the expenditure plan. The Assembly added \$180 million in Cap & Trade spending, while the Senate spends the entire reserve for a total expenditure plan of \$2.7 billion. The proposed changes are as follows:

Assembly Expenditure Plan Additions	Senate Expenditure Plan Additions
<ul style="list-style-type: none"> • \$50 million for biomass power generation grants provided by the California Energy Commission • \$25 million for Active Transportation Grants, administered through Caltrans. • \$25 million for a transit pass expansion grant program, administered by the Transportation Agency • \$15 million in additional organics programs at CalRecycle and makes bio solids an allowable use of the funds. • \$10 million for the river revitalization and greenway development, • \$10 million for Biomethane collection and purification grants. • \$10 million for the California Energy Commission to invest in Biodiesel Refining Capacity. • \$10 million to develop a loan-loss reserve to help the PACE program underwrite additional financing for property assessed clean energy programs, • \$8 million of community outreach to assist disadvantaged communities access Cap and Trade funding 	<ul style="list-style-type: none"> • \$50 million for Agricultural Energy and Operational Efficiency. Senate plan increases funding by \$25 million and places an emphasis on sequestration. • \$10 million for Waste Diversion at CalRecycle. \$105 million for Water and Energy Efficiency and Technology. Senate plan combines two of the Governor's programs and increases total funding by \$15 million. • Eliminates the Healthy Soils Program (\$20 million). • \$500 million for a Local Climate Action/Disproportionately Affected Communities Program. • \$25 million for a Green Bank to provide initial financing for energy efficiency projects.

<ul style="list-style-type: none">• \$5 million for additional investments in dairy digesters.• \$4 million for mosquito vector control activities that reduce greenhouse gas emissions• \$4 million for applied climate change research grants administered by the Strategic Growth Council.• \$2.5 million for Adaptation funding at the California Coastal Commission.• \$1.5 million for the Strategic Growth Council to begin a process of outreaching to Californians to raise awareness of activities that generate greenhouse gas emissions	
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Governor's 2015-16 Cap-and-Trade Expenditure Plan

(In Millions)

	Governor's Budget	Additional May Revision	Total
Continuously Appropriated Funds	\$600	\$600	\$1,200
High-speed rail	250	250	500
Affordable housing and sustainable communities	200	200	400
Transit and intercity rail capital projects	100	100	200
Transit operations	50	50	100
Discretionary Expenditures for New or Existing Programs	\$392	\$645	\$1,037
Incentives to purchase low carbon vehicles	200	150	350
Energy efficiency and renewable energy for low-income households	75	65	140
Forest management and urban forestry	42	50	92
Transit and intercity rail capital projects ^a	—	65	65
Wetland restoration	25	40	65
Energy efficiency and renewable energy for UC and CSU	—	60	60
Water and energy efficiency	30 ^b	60	60
Waste diversion	25	35	60
Energy efficiency and renewable energy for state buildings ^c	20	20	40
Rebates for water efficient appliances	—	30	30
Water and energy technology research and development	—	30	30
Dairy digester research and development	5	20	25
Improved agricultural soil management practices	—	20	20
Totals	\$992	\$1,245	\$2,237
GGRF Fund Balance	\$47	\$453	\$500

^a Additional funding above the existing continuous appropriation.
^b Chapter 1, Statutes of 2015 (AB 91, Committee on Budget) accelerated funding into 2014-15. This amount is not included in totals.
^c May Revision proposes to shift program from California Energy Commission to the Department of General Services.
GGRF = Greenhouse Gas Reduction Fund.

Transportation Items: Both houses took similar actions with respect to reducing Caltrans' Capital Outlay Support staff budget by \$25 million and adopting the Governor's proposal for accelerating the work of the Road User Charge pilot program. However, the Assembly adopted a proposal to provide 25 positions to create a \$500 million "shelf" of SHOPP projects. The Assembly also adopted budget trailer bill language that would designate \$842 million in pre-Prop 42 borrowing as debt, thus adding this to the nearly \$1 billion in debts currently owed to various transportation accounts.

POLICY

Cap & Trade Auction: The second auction that includes fuels was held on May 21st. The results match the return of the February auction with a total of \$1.06 billion raised -- one of the largest sales to date. Since this was a joint auction with California and Quebec, Canada, the ARB will be posting an update by June 17th once the exchange rates of the various payments are finalized. However, this preliminary number is on track to exceed the revenue projections currently in the proposed budget.

LEGISLATION

Relinquishment: SB 254 (Allen) would establish a process to relinquish state highways without legislative approval. The NCTPA recently adopted a Support position on this bill.

As approved by the Senate Committee on Appropriations last week, SB 254 was amended. While the amendments will not be in print until tomorrow, the Committee described the amendments as removing Caltrans' requirement to bring the segments up to a state of good repair. It is unclear at this time whether any improvements are still subject to negotiations. Depending on the structure of the amendments, NCTPA may want to reconsider taking a support position on SB 254.

Transit Capital: Another bill removed from the Senate Appropriations Committee's Suspense was SB 9. This bill would split the funds allocated to the Transit & Intercity Rail Capital Program between two pots – one for project costing more than \$100 million and one for projects under \$100 million.

NCTPA adopted an Oppose Unless Amended position on SB 9 when it proposed to dedicate 90% of all Transit & Intercity Rail Capital Program funds to projects with cost exceeding \$100 million. As approved by the Senate Appropriations Committee, SB 9 was amended to adjust the split to dedicate 70% of the funds to project over \$100 million and 30% to projects under \$100 million. However, the amendments to SB 9 should be in print by June 3rd to confirm this change. NCTPA with the new funding split NCTPA may want to reconsider whether the Agency wants to continue opposing this bill.

Transportation Funding: SB 16 by Senator Beall was also removed from the Senate Appropriations Suspense File and moved to the Senate Floor. Since the tax and fee increases proposed in SB 16 require a 2/3 vote, it is expected that SB 16 will sit on the Senate Floor while negotiations continue between leadership of both parties and houses. In addition, it is rumored that the Administration will add to these negotiations by unveiling its own funding proposal after the budget has been enacted.

Setting the stage for these negotiations, the Senate Republican Caucus unveiled its road map for funding transportation needs. Their proposal contends that \$2.9 billion in on-going funding and \$2.4 billion in one-time funding is available to rebuild our transportation system without raising taxes. The on-going funding relies on returning truck weight fees to transportation (\$1 billion per year), and the Caucus' tortured rationale of supporting the Cap & Trade auction if the funds are directed to transportation (\$1.9 billion per year). Under this proposal, redirecting auction revenue to transportation would end the allocation of Cap & Trade revenue to the High Speed Rail project, but not the auction revenue dedicated to low income housing projects. The one-time revenue is derived from paying back loans made from transportation accounts and repaying \$1.3 billion in truck weight fees. The Republican proposal does not specify how these funds would be allocated.



June 2, 2015

Bills	Subject	Status	Client - Position
<p>AB 323 (Olsen R) California Environmental Quality Act: exemption: roadway improvement.</p>	<p>AB 323 extends the January 1, 2016, sunset date, until January 1, 2020, on provisions that allow a city or county with a population of less than 100,000 persons to exempt from CEQA projects to repair, maintain, and make minor alterations to existing roadways.</p>	<p>SENATE E.Q.</p>	<p><u>Recommended Position:</u> SUPPORT</p>
<p>SB 9 (Beall D) Greenhouse Gas Reduction Fund: Transit and Intercity Rail Capital Program.</p>	<p>NCTPA adopted an Oppose Unless Amended position on SB 9 because it proposed to direct 90% of all Transit & Intercity Rail Capital Program funds to projects with a cost in excess of \$100 million. Leaving only 10% for smaller predominantly bus projects.</p> <p>While the amendments are not in print yet, SB 9 was amended by the Senate Appropriations Committee to change the split to 70% dedicated to project over \$100 million and 30% to project under \$100 million. NCTPA should consider whether this change is sufficient to remove its opposition.</p> <p>The Metropolitan Transportation Commission has identified 190 active transit improvement projects in the Bay Area. This includes 161 projects with a cost under \$100 million and only 29 projects with a cost exceeding \$100 million. Further, the majority of the projects under \$100 million are bus projects.</p>	<p>SENATE APPR</p>	<p><u>Current Position:</u> Oppose Unless Amended</p> <p><u>Recommended Position:</u> Watch</p>

Bills	Subject	Status	Client - Position
<p><u>AB 4</u> (Linder R) Vehicle weight fees: transportation bond debt service.</p>	<p>This bill would prohibit the use of weight fee revenue from being used to pay for transportation bond debt service until January 1, 2020. A part of the gas tax swap legislation, this roundabout transfer of weight fee revenue from the State Highway Account to the Transportation Debt Service Fund, alleviated pressure on the general fund. Now the state revenues are looking positive, AB 4 would end this practice for four years.</p>	<p>ASSEMBLY TRANS. – Two-Year Bill</p>	<p>Support If Amended</p>
<p><u>AB 18</u> (Dodd D) Disaster relief: South Napa Earthquake.</p>	<p>AB 18 would add the August 24, 2014, South Napa Earthquake, to the list of events for which the state share of state eligible cost is up to 100%.</p> <p>AB 18 was approved by the Assembly, and it now goes to the Senate for consideration.</p> <p>The California Disaster Assistance Act generally provides that the state share for disaster project allocations to local agencies is no more than 75% of total state eligible costs, except for specified events for which the state share is up to 100% of state eligible costs.</p>	<p>SENATE DESK</p>	<p>Support</p>
<p><u>AB 21</u> (Perea D) California Global Warming Solutions Act of 2006: emissions limit: scoping plan.</p>	<p>AB 21 would require the State Air Resources Board when preparing its scoping plan for achieving GHG reduction goals to consult with specified state agencies regarding the electrification of the transportation sector.</p> <p>Recent amendments delete provisions in the requiring a report that recommends to the Governor and the Legislature a specific target of statewide emissions reductions for 2030 to be accomplished in a cost-effective manner.</p>	<p>SENATE E.Q</p>	<p>Watch</p>

<p><u>AB 23</u> (Patterson R) California Global Warming Solutions Act of 2006:</p>	<p>AB 23 failed passage in the Assembly Committee on Natural Resources.</p> <p>This bill would exempt transportation fuels and any other category that was not required to comply with the cap & trade market-based compliance mechanism on or before January 1, 2013. AB 23 would extend this exemption until December 31, 2020.</p>	<p>ASSEMBLY NAT. RES. Two-Year Bill</p>	<p>Watch</p>
<p><u>AB 61</u> (Allen, Travis R) Shuttle services: loading and unloading of passengers.</p>	<p>AB 61 would allow a local government to permit private shuttle bus services to use public transit stops if an agreement is reached between the public transit operator and the private shuttle operator.</p>	<p>ASSEMBLY TRANS. Two-Year Bill</p>	<p>Watch</p>
<p><u>AB 194</u> (Frazier D) High-occupancy toll lanes.</p>	<p>AB 194 would authorize Caltrans or a regional transportation agency to seek the approval of the CTC to build and operate express lanes, convert an existing HOV lane into an express lane, or other toll facilities.</p> <p>AB 194 defines a regional transportation agency to include any local or regional transportation entity, or commission defined in statute. In addition, a joint powers authority may apply with the consent of the regional transportation agency.</p> <p>AB 194 was amended to specifically require a regional transportation agency to give a local transportation sales tax authority the option to enter into an agreement to govern a toll project and authorizes a local transportation agency to be the lead agency for constructing these projects.</p>	<p>ASSEMBLY FLOOR</p>	<p>SUPPORT</p>

<p><u>AB 464</u> (Mullin D) Transactions and use taxes: maximum combined rate</p>	<p>Existing law caps the cumulative total amount of locally imposed sales taxes at 2%. However, many counties are currently at that limit. AB 464 would amend existing to adjust the cap up to 3%.</p>	<p>SENATE GOV & F</p>	<p>SUPPORT</p>
<p><u>AB 1250</u> (Bloom D) Vehicles: buses: gross axle weight</p>	<p>AB 1250 is sponsored by the CTA. This bill was recently amended to simply exempt any existing bus or a bus purchased pursuant to a solicitation issued prior to January 1, 2016, from the 20,500 pound axle weight limit.</p>	<p>SENATE T & H</p>	<p>SUPPORT</p>
<p><u>AB 1265</u> (Perea D) Transportation projects: comprehensive development lease agreements.</p>	<p>AB 1265 was held on the Assembly Appropriations' Suspense File.</p> <p>AB 1265 extends, until January 1, 2030, the sunset date on provisions authorizing public-private partnership (P3) agreements for transportation projects. The bill originally proposed to repeal the existing January 1, 2017, sunset, but it was amended on April 29th to extend the sunset date to 2030 and make other technical and clarifying changes.</p> <p>Current law authorizes a regional transportation agency to seek approval from the CTC to enter into public-private partnership to build toll facilities. AB 1265 uses the same definition of regional transportation agency as the definition used in AB 194.</p>	<p>ASSEMBLY APPR Two-Year Bill</p>	<p>WATCH</p>
<p><u>ACA 4</u> (Frazier D) Local government transportation projects: special taxes: voter approval.</p>	<p>ACA 4 was approved by the Assembly Committee on Transportation on a party line vote.</p> <p>ACA 4 would amend the Constitution to lower approval threshold to impose a special sales tax that provides funding for local transportation project to 55%. Local transportation projects are defined to include the funding needs for local streets</p>	<p>ASSEMBLY REV & TAX</p>	<p>SUPPORT</p>

<p>ACA 4 (Frazier D) (continued)</p>	<p>and roads, state highways and freeways, and public transit systems. ACA 4 does not lower the voter threshold for parcel taxes.</p>		
<p>SB 1 (Gaines R) California Global Warming Solutions Act of 2006: market- based compliance mechanisms: exemption.</p>	<p>This bill would exempt transportation fuels and any other category that was not required to comply with the cap & trade market-based compliance mechanism on or before January 1, 2013. AB 23 would extend this exemption until January 1, 2025.</p>	<p>SENATE E.Q. – Two-Year Bill</p>	<p>Watch</p>
<p>SB 5 (Vidak R) California Global Warming Solutions Act of 2006: market- based compliance mechanisms: exemption.</p>	<p>This bill would exempt transportation fuels and any other category that was not required to comply with the cap & trade market-based compliance mechanism on or before January 1, 2013. AB 23 would extend this exemption until December 31, 2020.</p>	<p>SENATE E.Q. – Failed Passage Two-Year Bill</p>	<p>Watch</p>
<p>SB 16 (Beall D) Transportation funding.</p>	<p>SB 16 is the Senate’s proposed transportation funding program, and it would generate up to \$3.6 billion annually over the next 5 years. The funds would primarily be used to fund state highway and local and street and road maintenance needs. This funding plan would remain in place through the 2019-2020 fiscal year, unless it is extended by the Legislature.</p> <p>New revenues would be generated by increasing the excise tax on gasoline (10 cents) and diesel fuel (12 cents), a .35% increase in the Vehicles License Fee would be phased in, vehicle registration fees would increase by \$35 and by \$100 for alternatively fueled vehicles. In addition, SB 16 would phase out the use of truck weight fees for bond debt service,</p>	<p>SENATE FLOOR</p>	<p>SUPPORT</p>

<p>SB 16 (Beall D) (continued)</p>	<p>thus returning these funds to transportation uses.</p> <p>SB 16 would dedicate 5% of the funds toward an incentive program to encourage new local transportation sales tax programs – counties with an existing sales tax program are eligible for these funds. The remaining funds are split between Caltrans maintenance projects and local street and road projects.</p>		
<p>SB 254 (Allen D) State highways: relinquishment.</p>	<p>SB 254 was amended to include the legislature’s proposal to streamline the relinquishment process.</p> <p>Existing law requires legislative approval to relinquish any state highway segment to local control. SB 254 would streamline this process by authorizing the California Transportation Commission to relinquish portions of the state highway system to a county or city without legislative action.</p> <p>Specifically, SB 254 would allow the CTC to relinquish any portion of the state highway once Caltrans has entered into an agreement with the recipient of the highway segment and has placed the highway in a state of good repair.</p>	<p>SENATE FLOOR</p>	<p>SUPPORT</p>
<p>SB 321 (Beall D) Motor vehicle fuel taxes: rates: adjustments.</p>	<p>SB 321 is intended to smooth out the up and down spikes to the excise tax adjustment that result from volatile fuel prices.</p> <p>In short, this bill would allow the BOE to forecast the revenue neutrality calculation based on a five year horizon, rather than the current one year outlook. According to the bill the BOE could also phase in any adjust over three years, as well as authorize the BOE to update the rate on a quarterly rather than an annual basis if conditions warrant.</p>	<p>ASSEMBLY DESK</p>	<p>SUPPORT</p>

<p><u>SB 391</u> (Huff R) Assault and battery: transit employees</p>	<p>SB 391 would enhance the penalties for assault or battery of a transit employee. Specifically SB 391 adds transit employee to the list of individuals, such as police officers, firefighters and medical personnel. The fines for assault or battery of a transit employee would increase to a fine not exceeding \$2,000 or up to 1 year in jail, or both.</p>	<p>SENATE PUB S. – Two-Year Bill</p>	<p>SUPPORT</p>
<p><u>SB 413</u> (Wieckowski D) Public transit: prohibited conduct.</p>	<p>SB 413 is sponsored by the California Transit Association. This bill would add two more activities to the list of activities punishable by a fine or administrative penalty when on a transit vehicle or facility. SB 413 would make failure to comply with a warning related to loud or unreasonable noise subject to a penalty, and the failure to yield a seat reserved for an elderly or disabled person.</p>	<p>ASSEMBLY DESK</p>	<p>SUPPORT</p>
<p><u>SB 513</u> (Beall D) Carl Moyer Memorial Air Quality Standards Attainment Program: fees.</p>	<p>SB 513 updates several provisions of the Carl Moyer Air Quality Program to adjust the cost effectiveness ratios currently used to determine if a project is eligible, allow the funds to match other funding programs, and to take into consideration GHG reductions. The changes made in SB 513 would likely reopen the Carl Moyer Program as a potential funding source for NCTPA projects.</p>	<p>SENATE APPR.</p>	
<p><u>SB 508</u> (Beall D) Transit operations: financial requirements.</p>	<p>SB 508 is sponsored by CTA. This bill makes several changes to the fare box recovery ratio calculation and eligibility criteria for STA funds. <i>However, the bill was recently amended to delete the ability to exempt health and pension costs.</i></p> <p>SB 508 makes the following changes:</p> <ul style="list-style-type: none"> • Deletes the fare box recovery requirement that agencies maintain the ratio they achieved in 1978-79. 	<p>ASSEMBLY TRANS</p>	<p>SUPPORT</p>

SB 508
(Beall D)
(continued)

- Excludes the principal and interest payments on capital projects funded with certificates of participation.
- Excludes from the operating cost definition the cost of fuel, alternative fuel, power, insurance premiums, settlement payments, and state and federal mandates.
- Clarifies that local funds used to meet the farebox ratio includes any nonstate or nonfederal grants.
- Replaces the “pass / fail” nature of the STA qualifying criteria, with a sliding scale.

SB 508 also clarifies that a portion of local transportation funds can be used educational programs promoting bicycling and pedestrian safety.