



625 Burnell Street, Napa CA 94559

## Napa County Transportation and Planning Agency (NCTPA)

### Board of Directors

### AGENDA

Wednesday, October 15, 2014  
1:30 PM

NCTPA/NVTA Conference Room  
625 Burnell Street  
Napa CA 94559

### General Information

*All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at [www.nctpa.net/agendas-minutes/12](http://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.*

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

*This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – NCTPA Board or go to [www.nctpa.net/agendas-minutes/12](http://www.nctpa.net/agendas-minutes/12)*

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

**ITEMS**

- 1. Call to Order – Chair John F. Dunbar
- 2. Pledge of Allegiance
- 3. Roll Call

Members:

Joan Bennett	City of American Canyon
Leon Garcia, Mayor	City of American Canyon
Chris Canning, Mayor	City of Calistoga
James Barnes	City of Calistoga
Scott Sedgley	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Ann Nevero, Mayor	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John F. Dunbar, Mayor	Town of Yountville
Beth Kahiga	Paratransit Coordinating Council

- 4. Public Comment
- 5. Chairperson’s, Board Members’ and Metropolitan Transportation Commission (MTC) Commissioner’s Update
- 6. Director’s Update
- 7. 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.*

<b>8.</b>	<b><u>PRESENTATION AND COMMENDATION</u></b>		<b><u>TIME</u></b>
8.1	Jo Ann Busenbark will be presented with a plaque in recognition of her years of service as an NCTPA Board Member representing the Paratransit Coordinating Council.		1:40 PM
<b>9.</b>	<b><u>CONSENT ITEMS (9.1 - 9.6)</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
9.1	Approval of Meeting Minutes of July 16, 2014 (Karrie Sanderlin) ( <i>Pages 9-14</i> )	APPROVE	1:45 PM

- 9.2 Active Transportation Advisory Committee (ATAC) Member Appointment (Diana Meehan) **(Pages 15-19)** APPROVE

Board action will approve the appointment of Eric Hagyard to the ATAC representing the City of Napa.

- 9.3 NCTPA's Overall Work Program for FY 2014-15 (Antonio Onorato) **(Pages 20-84)** APPROVE

Board action will approve NCTPA's Overall Work Program for FY 2014-15.

- 9.4 Resolution No. 14-18 Establishing a Depository Account with Bank of Marin and Appointing Signatories (Antonio Onorato) **(Pages 85-88)** APPROVE

Board action will approve establishing a depository account with Bank of Marin and authorize the Executive Director to appoint signatories for the accounts as appropriate.

- 9.5 Resolution 14-19 Authorizing the Filing of an Application for Federal Transit Administration (FTA) Formula Program and Surface Transportation Program Funds (Antonio Onorato) **(Pages 89-99)** APPROVE

Board action will authorize filing applications with the Metropolitan Transportation Commission (MTC) for Transit Capital Priorities Program for Federal FY 2014-15 and FY 2015-16 Federal Transit Administration (FTA) Section 49 USC 5307, 5310 and Section 5339 and Cycle 2 Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Transit Capital Rehabilitation program funds in the amount of \$3,296,039.

- 9.6 Resolution No. 14-20 Authorizing the Executive Director to Enter into an Agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to Install Electric Vehicle Charging Stations at the Soscol Gateway Transit Center (SGTC) and Yountville Park and Ride (Antonio Onorato) *(Pages 100-124)*

APPROVE

Board action will authorize the Executive Director to enter into an agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to install electric vehicle charging stations at the Soscol Gateway Transit Center (SGTC) and at the Yountville Park and Ride with grant funds from the California Energy Commission.

**10. REGULAR AGENDA ITEMS**

**RECOMMENDATION**

**TIME**

- 10.1 Approval of Work Authorization No. 2 to NCTPA Agreement No. 12-18 with Fehr & Peers for Work Associated with the Napa Countywide Pedestrian Plan (Danielle Schmitz) *(Pages 125-198)*

APPROVE

1:50 PM

Board action will approve Work Authorization No. 2 to NCTPA Agreement No. 12-18 with Fehr & Peers for the Napa Countywide Pedestrian Plan in the amount not to exceed \$292,959.

- 10.2 Final Report on the State Route 29 (SR29) Gateway Corridor Improvement Plan Study (Eliot Hurwitz) *(Pages 199-203)*

APPROVE

2:05 PM

Board action will receive and accept the SR29 Gateway Corridor Improvement Plan Study final report.

- |      |  |         |        |
|------|--|---------|--------|
| 10.3 | 2015 Federal and State Legislative Program and Project Priorities (Kate Miller) ( <i>Pages 204-209</i> ) | APPROVE | 2:20 M |
|------|--|---------|--------|

Board action will approve the 2015 State and Federal Legislative Advocacy programs.

- |      |   |             |         |
|------|---|-------------|---------|
| 10.4 | Federal and State Legislative Update and State Bill Matrix (Kate Miller) ( <i>Pages 210-224</i> ) | INFORMATION | 2:40 PM |
|------|---|-------------|---------|

The Board will receive the Federal Legislative updates from Steve Palmer, Van Scoyoc Associates, and the State Legislative update from Steve Wallauch, Platinum Advisors.

**11. FUTURE AGENDA ITEMS**

**12. CLOSED SESSION**

**TIME**

- |      |  |  |         |
|------|--|--|---------|
| 12.1 | <b>CONFERENCE WITH REAL PROPERTY NEGOTIATOR</b><br>(Government Code Section 54956.8) |  | 3:00 PM |
|------|--|--|---------|

Property: APN 046-370-024-000  
Agency Negotiator: Kate Miller, Executive Director  
Negotiating Parties: Joe Carter, Boca Company  
Under Negotiation: Price and terms of payment

- |      |  |  |  |
|------|--|--|--|
| 12.2 | <b>CONFERENCE WITH REAL PROPERTY NEGOTIATOR</b><br>(Government Code Section 54956.8) |  |  |
|------|--|--|--|

Property: APN 007-082-004  
Agency Negotiator: Kate Miller, Executive Director  
Negotiating Parties: Michael D. Mario  
Under Negotiation: Price and terms of payment

Property: APN 007-082-001 and APN 007-082-002  
Agency Negotiator: Kate Miller, Executive Director  
Negotiating Parties: New East Frontiers, Inc., Daniel Su  
Under Negotiation: Price and terms of payment

Property: APN 035-110-028  
Agency Negotiator: Kate Miller, Executive Director  
Negotiating Parties: Arthur J. & Judith A. Housely  
Under Negotiation: Price and terms of payment

Property: APN 034-210-001, APN 034-200-009 and APN 007-322-005  
Agency Negotiator: Kate Miller, Executive Director  
Negotiating Parties: Napa Valley Wine Train, Inc., Tony Giaccio  
Under Negotiation: Price and terms of payment

**13. ADJOURNMENT**

11.1 Approval of Regular Meeting Date of November 19, 2014 and Adjournment

**RECOMMENDATION** 3:45 PM

APPROVE

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Friday October 10, 2014.

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Karalyn E. Sanderlin, NCTPA Board Secretary

## Glossary of Acronyms

<b>AB 32</b>	Global Warming Solutions Act	<b>MTC</b>	Metropolitan Transportation Commission
<b>ABAG</b>	Association of Bay Area Governments	<b>MTS</b>	Metropolitan Transportation System
<b>ADA</b>	American with Disabilities Act	<b>NCTPA</b>	Napa County Transportation and Planning Agency
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>NEPA</b>	National Environmental Policy Act
<b>AVAA</b>	Abandoned Vehicle Abatement Authority	<b>NOC</b>	Notice of Completion
<b>BART</b>	Bay Area Rapid Transit District	<b>NOD</b>	Notice of Determination
<b>BATA</b>	Bay Area Toll Authority	<b>NOP</b>	Notice of Preparation
<b>BRT</b>	Bus Rapid Transit	<b>NVTA</b>	Napa Valley Transportation Authority
<b>Caltrans</b>	California Department of Transportation	<b>OBAG</b>	One Bay Area Grant
<b>CEQA</b>	California Environmental Quality Act	<b>PCI</b>	Pavement Condition Index
<b>CIP</b>	Capital Investment Program	<b>PDA</b>	Priority Development Areas
<b>CMA's</b>	Congestion Management Agencies	<b>PMS</b>	Pavement Management System
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement Program	<b>Prop. 42</b>	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
<b>CMP</b>	Congestion Management Program	<b>PSE</b>	Plans, Specifications and Estimates
<b>CTC</b>	California Transportation Commission	<b>PSR</b>	Project Study Report
<b>EIR</b>	Environmental Impact Report	<b>PTA</b>	Public Transportation Account
<b>EJ</b>	Environmental Justice	<b>RACC</b>	Regional Agency Coordinating Committee
<b>FAS</b>	Federal Aid Secondary	<b>RFP</b>	Request for Proposal
<b>FHWA</b>	Federal Highway Administration	<b>RFQ</b>	Request for Qualifications
<b>FTA</b>	Federal Transit Administration	<b>RHNA</b>	Regional Housing Needs Allocation
<b>FY</b>	Fiscal Year	<b>RM2</b>	Regional Measure 2 (Bridge Toll)
<b>GHG</b>	Greenhouse Gas	<b>RTEP</b>	Regional Transit Expansion Program
<b>HBP</b>	Highway Bridge Program	<b>RTIP</b>	Regional Transportation Improvement Program
<b>HBRR</b>	Highway Bridge Replacement and Rehabilitation Program	<b>RTP</b>	Regional Transportation Plan
<b>HIP</b>	Housing Incentive Program	<b>SAFE</b>	Service Authority for Freeways and Expressways
<b>HOT</b>	High Occupancy Toll	<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
<b>HOV</b>	High Occupancy Vehicle	<b>SCS</b>	Sustainable Community Strategy
<b>HR3</b>	High Risk Rural Roads	<b>SHOPP</b>	State Highway Operation and Protection Program
<b>HSIP</b>	Highway Safety Improvement Program	<b>SR</b>	State Route
<b>HTF</b>	Highway Trust Fund	<b>SRTS</b>	Safe Routes to School
<b>IFB</b>	Invitation for Bid	<b>SOV</b>	Single-Occupant Vehicle
<b>ITIP</b>	State Interregional Transportation Improvement Program	<b>STA</b>	State Transit Assistance
<b>JARC</b>	Job Access and Reverse Commute	<b>STIP</b>	State Transportation Improvement Program
<b>LIFT</b>	Low-Income Flexible Transportation		
<b>LOS</b>	Level of Service		
<b>MPO</b>	Metropolitan Planning Organization		

## Glossary of Acronyms

<b>STP</b>	Surface Transportation Program
<b>TCM</b>	Transportation Control measure
<b>TCRP</b>	Traffic Congestion Relief Program
<b>TDA</b>	Transportation Development Act
<b>TDM</b>	Transportation Demand Management Transportation Demand Model
<b>TE</b>	Transportation Enhancement
<b>TEA</b>	Transportation Enhancement Activities
<b>TEA 21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TFCA</b>	Transportation Fund for Clean Air
<b>TIP</b>	Transportation Improvement Program
<b>TLC</b>	Transportation for Livable Communities
<b>TLU</b>	Transportation and Land Use
<b>TMP</b>	Traffic Management Plan
<b>TMS</b>	Transportation Management System
<b>TOD</b>	Transit-Oriented Development
<b>TOS</b>	Transportation Operations Systems
<b>TPP</b>	Transit Priority Project Areas
<b>VHD</b>	Vehicle Hours of Delay
<b>VMT</b>	Vehicle Miles Traveled



625 Burnell Street, Napa CA 94559

**Napa County Transportation and Planning Agency (NCTPA)**

**Board of Directors**

**MINUTES**

**Wednesday, July 16, 2014**

**ITEMS**

**1. Call to Order**

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

**2. Pledge of Allegiance**

Chair Dunbar let the salute to the flag.

**3. Roll Call**

**Members Present:**

**Voting Power**

Joan Bennett	City of American Canyon	(2)
Leon Garcia	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Scott Sedgley	City of Napa	(5)
Jill Techel	City of Napa	(5)
Keith Caldwell	County of Napa	(2)
Mark Luce	County of Napa	(2)
Peter White	City of St. Helena	(1)
John Dunbar	Town of Yountville	(1)

**Members Absent: None**

Ann Nevero	City of St. Helena	(1)
Lewis Chilton	Town of Yountville	(1)

**Non-Voting Member Present:**

Beth Kahiga	Paratransit Coordinating Council	(0)
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**4. Public Comment**

None

**5. Chairperson's, Board Members' and Metropolitan Transportation Commission (MTC) Commissioner's Update**

*Chair Dunbar,*

Presented recognition plaques to:

Keith Caldwell, in recognition of his term as Chair of the NCTPA and NVTA.

Eliot Hurwitz, in recognition of his retirement from NCPA.

George Blackstock, in recognition of his volunteer service and dedication to Public Transportation in Napa Valley.

*Mark Luce.*

*MTC Commissioners' Report*

In the absence of Board member Dodd who serves as the Napa representative on the MTC, reported on MTC activities to date.

**6. Director's Update**

*Kate Miller, Executive Director*

Introduced the MTC High School Summer Interns, Amy Ambu and Jack Searl.

Introduced three new NCTPA staff members:

Alberto Esqueda, Assistant Program Planner/Administrator (Planning)

Benson Kwong, Assistant Program Planner/Administrator-Public Transit

Fiorella Silva, Assistant Program Planner/Administrator-Mobility Management Coordinator

Announced Senator Feinstein endorsed support of the Vine Trail project.

Reported the quarterly VINE Service Analysis (Item 2 in meeting hangout packet) shows record ridership for the quarter.

Announced that the Automatic Passenger Counters (APC's) have been installed in transit buses are active, with data already being received by staff.

Announced, after a 2 year effort, VINE transit information is live on 511/Real Time Transit (511.org). Veolia expended a lot of staff time and funding to make its system compatible with the 511 system.

Reminded Board members there is no meeting in August and that the September's special meeting will be an outing to Davis, CA to learn about their bicycle infrastructure.

**7. Caltrans' Update**

Kelly Hirschberg, Caltrans, provided an update on the status of various projects located throughout the County.

Vince Jacala, Caltrans Public Information Officer District 4, provided an update on the Jameson Canyon Ribbon Cutting Ceremony which is in the planning stage. More information will be distributed once a date has been determined.

**8. CONSENT ITEMS (8.1 – 8.5)**

**MOTION MOVED by TECHEL SECONDED by GARCIA to APPROVE, with LUCE ABSTAINING, Consent Items 8.1. Motion Passed 20-0.**

**MOTION MOVED by TECHEL SECONDED by GARCIA to APPROVE Consent Items 8.2-8.5. Motion Passed 22-0.**

**8.1 Approval of Meeting Minutes of June 18, 2014**

**8.2 Resolution No. 14-16 Adopting the Transportation Fund for Clean Air (TFCA) Program Manager Projects List for Fiscal Year End (FYE) 2015**

Board action approved Resolution No. 14-16 adopting the list of projects, as shown below in Table 1, for the TFCA FYE 2015 Program Manager Funds allocating \$255,242 dollars.

Table 1: FYE 2015 TFCA Program Manager Projects

<b>FYE 2014 TFCA Expenditures</b>	<b>Amount</b>
Administration Costs for FYE 2014	\$9,758
City of Calistoga Riverside Class I Path	\$20,000
American Canyon SR 29 Signal Interconnect	\$225,666
<b>TOTAL</b>	<b>\$255,242</b>

**8.3 Resolution No. 14-17 Authorizing the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission (MTC) for the Active Transportation Program Regional Competitive Program**

Board action authorized the filing of an application for funding to the Metropolitan Transportation Commission (MTC) for the Active Transportation Program (ATP) in the amount of \$3,600,000.

#### 8.4 Removal of Fixed Assets from NCTPA Fixed Asset Inventory List

Board action authorized the removal of items shown in in Table 1 below, that were identified as missing, disposed, or sold from the fixed assets inventory.

Table 1: Fixed asset disposal list:

Description	Value at Transfer/Cost	Date Purchased/ Transferred	Current Value
Bus 614	\$56,838	7/10/2001	\$0
Trailer	\$0	7/1/2001	\$0
GFI Cents a Bill Fare boxes (17 units plus data system)	\$66,550	3/1/1987	\$0
M30 megamate partswasher	\$6,430	9/8/1993	\$0
Combi Cleaning Station	\$10,201	1/13/2005	\$0
Talking bus upgrade	\$74,955	10/6/2003	\$0
4130 Byway Bus Shelter	\$13,247	10/31/2012	\$11,408
<b>TOTAL</b>	<b>\$228,221</b>		<b>\$11,408</b>

#### 8.5 Disposal of Agency Surplus Property – Bike Lockers

Board action authorized the disposal of the 16 bike lockers according to NCTPA Financial Policies, Practices, and Procedures Chapter 7- Financial Matters.

### 9. REGULAR AGENDA ITEMS

#### 9.1 Amendment #9 of the Transit Services Agreement No. 10-01 between Napa County Transportation and Planning Agency (NCTPA) and Veolia Transportation Inc.

Board action authorized the Executive Director to execute Amendment #9 to exercise the option to extend the current purchase transportation Agreement No. 10-01 for two (2) years.

**MOTION MOVED** by **CALDWELL** **SECONDED** by **WHITE** to **APPROVE** Amendment #9 of the Transit Services Agreement No. 10-01. **Motion Passed 22-0.**

**9.2 Napa County Transportation and Planning Agency (NCTPA) Public Transit Fare Policy**

Staff reviewed the proposed Public Transit Fare Policy.

**MOTION MOVED** by **CANNING SECONDED** by **GARCIA** to **APPROVE** the Public Transit Fare Policy. **Motion Passed 22-0.**

**9.3 Legislative Update and State Bill Matrix**

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 **SEDGLEY SECONDED** by **WHITE** to **APPROVE** staff recommendations on state bills and oppose AB 1705 (Williams D). **Motion Passed 22-0.**

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for the item as noted in the agenda (Conference with Real Property Negotiator) and that no reportable action is expected.

Adjourned to Close Session at 2:28 p.m.

**10. CLOSED SESSION**

**10.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR** (Government Code Section 54956.8)

Property: APN 046-370-024-000

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Joe Carter, Boca Company

Under Negotiation: Price and terms of payment

Adjourned to Open Session at 2:55 p.m.

Chair Dunbar, reported there was no reportable action associated with the closed session item.

**11. ADJOURNMENT**

**11.1 Approval to Cancel Regular Meeting Date of September 17 2014**

Board action approved the cancelation of the regular meeting date of September 17, 2014

## **11.2 Approval of Special Meeting Date, Time and Location**

Board action approved a special meeting of September 17, 2014 at 9:00 am. The meeting will be held at the Community Chambers at City Hall, 23 Russell Boulevard, Davis CA. A presentation from the City of Davis on their Active Transportation Network will be provided, followed by an infrastructure tour of selected sites.

The meeting was adjourned by Chair Dunbar at 2:59 p.m.

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Karalyn E. Sanderlin, NCTPA Board Secretary

DRAFT



October 15, 2014  
NCTPA Agenda Item 9.2  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Planner  
(707) 259-8327 / Email: [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)  
**SUBJECT:** Active Transportation Advisory Committee (ATAC) Member Appointment

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the appointment of Eric Hagyard to the Active Transportation Advisory Committee (ATAC) to fill the vacancy for the fifth representative from the City of Napa.

### **COMMITTEE RECOMMENDATION**

The Active Transportation Advisory Committee (ATAC) unanimously recommended that the NCTPA Board approve the appointment of Eric Hagyard to the committee at the September 22, 2014 meeting.

### **EXECUTIVE SUMMARY**

The Napa City Council recommended the appointment of Mr. Hagyard to serve as representative on the NCTPA ATAC at their August 5<sup>th</sup> Council meeting. At the September 22<sup>nd</sup> meeting ATAC unanimously recommended Mr. Haygard be appointed to the committee.

## **PROCEDURAL REQUIREMENTS**

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

## **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 California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

Eric Hagyard is currently working as an assistant winemaker and is also co-owner of the Napa Bookmine book shop in downtown Napa. Mr. Hagyard is interested in promoting Active Transportation within the downtown area. His interest in serving on the Active Transportation Advisory Committee revolves around his love of cycling and working with the committee on projects that close existing gaps in biking and walking infrastructure.

The Active Transportation Advisory Committee is made up of eleven members with representation that mirrors the voting structure of the NCTPA Board: five members from the City of Napa, two from Napa County and one from each remaining city/town. Mr. Hagyard's appointment to the ATAC fills a vacancy on the committee.

The City of Napa Council appointed Mr. Hagyard at their meeting on August 5, 2014.

The ATAC unanimously recommended that the NCTPA Board approve Eric Hagyard's appointment at their September 22, 2014 meeting.

## **SUPPORTING DOCUMENTS**

Attachment: (1) August 11, 2014 City of Napa Appointment Request Letter



**CITY CLERK**

City Hall  
955 School Street  
Mailing Address:  
P.O. Box 660  
Napa, California 94559-0660  
PHONE (707) 257-9503  
EMAIL [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org)  
*California Relay Service (CRS) Dial 7-1-1*

August 11, 2014

Diana Meehan  
Associate Program Planner - Administrator  
NCTPA Active Transportation Advisory Committee  
625 Burnell Street  
Napa, CA 94559-3420

Dear Diana Meehan:

At their meeting on August 5<sup>th</sup>, Council recommended the appointment of Eric Hagyard as the City of Napa Representative to the Active Transportation Advisory Commission (ATAC) term beginning the date appointed by the NCTPA and ending January 1, 2017.

Thank you,

*For*   
Dorothy Roberts  
City Clerk

  
Lisa Blackmon  
Deputy City Clerk

cc: Eliot Hurwitz, Manager of Planning/Special Programs

Enclosure: Copy of Eric Hagyard's Application

COPY



**CITY OF NAPA**  
**Appointments to Outside Agency**  
**Commissions, Committees & Boards**  
**APPLICATION B**

CITY OF NAPA  
 CITY CLERK  
 2014 JUN -2 AM 8:04

*This application for appointment is kept on file for 2 years  
 and is a public document open for inspection and reproduction.*

The function of Commissions, Committees and Boards is to make decisions and/or policy recommendations to the City Council, and to speak on behalf of Napa residents in relation to outside agency Commissions, Committees and Boards. Applications will be kept on file annually for submission to the City Council when vacancies occur.

I wish to be considered for appointment to the following Commission, Committee or Board:

**(PLEASE CHECK ONLY ONE)**

- Napa City/County Library Commission
- Napa County Arts & Culture Commission
- Napa County Mosquito Abatement District Board
- Napa Public Access Cable TV Board
- Napa Sanitation District Board
- Other: NCTPA - ATAC

(Please Print)

DATE: 05/30/04

NAME: Eric Hagyard

ADDRESS: \_\_\_\_\_

ZIP: 94559

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

FAX PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

LENGTH OF RESIDENCE IN NAPA: 4.5 years

REGISTERED TO VOTE IN THE CITY OF NAPA? yes

OCCUPATION/EMPLOYER: Asst Winemaker at Pott Wine

Co-Owner of Napa Bookmine

**COMMUNITY SERVICE EXPERIENCE:**

Organization	Dates Served	Position
Boy Scouts of America	1996-2001	scout
Habitat for Humanity, New Haven	2003	FT summer internship

**EDUCATION:**

School	Major	Graduation Date / Degree
Williams College, Williamstown, MA	Mathematics	6/2006 / BA
Hopkins School, New Haven, CT		6/2001 / Highschool

Y9103

**OTHER SPECIFIC OR RELEVANT EXPERIENCE OR EXPERTISE:** I have read and thought a lot about city planning and transport. I am particularly interested in development of cities in ways that promote biking and walking. I love riding my bike and am incredibly happy to be part of the resurgent downtown Napa with Napa Bookmine.

**WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THE COMMISSION/COMMITTEE/BOARD FOR WHICH YOU ARE APPLYING?** To work with the NCTPA board on projects and plans large and small that promote active transport throughout Napa county and maximize our resources.

**WHAT ISSUES DO YOU BELIEVE ARE MOST IMPORTANT TO ADDRESS IN THE COMMISSION/COMMITTEE/BOARD?**  
As development is picking up in Napa, I think it is most important that we effectively work with the proposals to incorporate into the bigger picture master plan of bike and walking facilities. Outreach and education seem like great opportunities to build community support.

**WHAT PROGRAMS OR PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED AS RELATED TO THE COMMISSION/COMMITTEE/BOARD?**  
The Vine Trail will be amazing and is a high priority for me. Working on lower hanging fruit projects that connect small gaps in existing bike/walking infrastructure is also high on my list (especially certain larger intersecions)

**WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD DO YOU EXPECT WILL BE MOST INTERESTING TO YOU?**  
For me it will be eye-opening to see how the funding process works between local, state, and federal organizations. Also learning from the experience and perspective of the board and other committee members.

**ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?**  
No

**PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:**  
Aaron Pott, St Helena  
Robert Smith, Napa

How did you learn of this vacancy?

Newspaper

Flyer

Internet

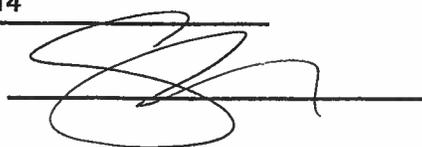
Other

*(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests.)*

**Return to:** City Clerk Department  
PO Box 660  
955 School Street  
Napa CA 94559

**DATE:** 05/30/14

**SIGNATURE:** \_\_\_\_\_





October 15, 2014  
NCTPA Agenda Item 9.3  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager – Finance  
(707) 259-8636 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** NCTPA's Overall Work Program for FY 2014-15

---

### **RECOMMENDATION**

The Napa County Transportation and Planning Agency (NCTPA) Board approve the agency's Overall Work Program (OWP) (Attachment 1) for FY 2014-15.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

The Overall Work Plan (OWP) serves as the annual blueprint for agency activities during the fiscal year. Each year the agency prepares and the Board adopts an OWP that guides the workload and activities of the agency for the fiscal year. The OWP is designed to make the document more functional and user friendly, enabling the public and outside entities to more easily comprehend the roles of the organization and the delineation between NCTPA's planning, public transit, and other activities. This year's OWP links the work elements in the planning document with NCTPA's timesheet based payroll system which will allow the Agency to monitor actual hours worked on each element with the budgeted time stated in the OWP.

### **PROCEDURAL REQUIREMENTS**

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

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**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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

Each year the agency prepares and the Board adopts an Overall Work program (OWP) that guides the workload and activities of the agency for the fiscal year. The plan:

- Describes the comprehensive planning and agency activities to be conducted by NCTPA;
- Provides an opportunity for an open review of the planning process and activities of the agency;
- Serves as a reference to be used by citizens, planners and elected officials throughout the year to understand NCTPA's objectives and how these will be met through the regional comprehensive planning process and agency efforts;
- Serves as a Management tool for comprehensive planning and workload management;
- Serves as documentation to support the various federal, state and regional grants that finance the planning program.

Recent updates to NCTPA's timesheet based payroll reporting has provided the Agency the opportunity to analyze the budgeted and actual time spent on managing the work elements in the OWP. For the first time, NCTPA will have the ability to produce reports to support the budgeted time needed for each work elements or support a necessary increase/decrease in budgeted time for a work element.

Given much of NCTPA's work is on-going, most of the work elements included in the 2013-14 OWP remain in the 2014-15 edition; although their contents, task and deadlines have been updated. Old work elements have been deleted and new elements have been added as well.

**SUPPORTING DOCUMENTS**

Attachment: (1) NCTPA Overall Work Program 2014-2015 (provided separately in Board member packets only). The document is available at the NCTPA office, 625 Burnell Street Napa CA or online by clicking on the following link: <http://www.nctpa.net/agendas-minutes/12>)



## Overall Work Program

# FY 2014-15

# Napa County Transportation & Planning Agency

FY 2014-15

# Overall Work Program

for the

Napa County Transportation & Planning Agency



Kate Miller, Executive Director  
NCTPA  
625 Burnell St.  
Napa, CA 94559-3420  
nctpa.net  
ridethevine.com

John F. Dunbar, Chair  
Mayor  
Town of Yountville  
6550 Yount St.  
Yountville, CA 94599  
townofyountville.com

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# I. Profile

Formed in 1988, the Napa County Transportation and Planning Agency (NCTPA) is the designated Congestion Management Agency and Transit Provider for Napa County. In this capacity NCTPA is responsible, for developing transportation plans and programs for the county in cooperation with federal, state, regional, and local agencies.

In addition to local and regional transportation planning, NCTPA offers a variety of public transportation services to most effectively serve the residents of Napa County. Fixed-route transit and paratransit services are offered in the city of Napa with major intercity and commuter bus lines serving Vallejo, American Canyon, Napa, Yountville, St. Helena, and Calistoga. Localized services in most of the aforementioned communities are also provided by the agency as part of our family of services.

The actions of the NCTPA are governed by a Joint Powers Agreement with the cities, town and county in the Napa region as well as Memorandums of Understanding (MOU) with Caltrans and the Metropolitan Transportation Commission. These agreements identify the responsibilities of NCTPA and provide the administrative structure to implement these responsibilities.

Each year the Napa County Transportation and Planning Agency prepares an Overall Work Program (OWP) describing the comprehensive planning activities proposed to be undertaken during the next fiscal year using state and federal planning funds. In addition, major non-planning initiatives undertaken by the agency are also included. This document provides detailed information on each activity, including a description of the work to be performed, the products of the effort, and funding information. Ultimately, the document serves three important objectives:

First, by describing the comprehensive planning and Agency activities to be conducted by NCTPA, the Overall Work Program serves as a reference to be used by citizens, planners and elected officials throughout the year to understand the Agency's objectives and how these will be met through the regional comprehensive planning process and Agency efforts. As a public document, the OWP provides an opportunity for an open review of the planning process and activities of the Agency by the NCTPA board, its partnering agencies and the general public.

Second, the Overall Work Program is used as a management tool for the comprehensive planning program and workload management. The division of the program into sections and individual work elements facilitates program review and management throughout the year to ensure that the planned activities are accomplished both on time and within budget.

Third, the Overall Work Program serves as documentation to support the various federal and state grants that finance the planning program. The preparation of this FY 2014-15 OWP assumes financing in part through grants from the Federal Highway Administration, the Federal Transit Administration, the California Department of Transportation (Caltrans) under the Metropolitan Planning Program(MTC), Section 104(f) of Title 23, U.S. Code, and for member agencies for specific projects being developed on their behalf, as well as local funds from and other agencies providing revenues for transportation-related plans and projects. The contents of this Draft 2014-15 Overall Work Program & Budget do not necessarily reflect the official views or policies of the U.S. Department of Transportation.

## 2014-15 Funding Sources



### **Federal Highway Administration (FHWA)**

Federal Metropolitan Planning Funds (PL)  
Congestion Mitigation Air Quality Funds (CMAQ)  
Map 21 Funds  
Transportation, Community, and System Preservation (TCSP)



### **Federal Transit Administration (FTA)**

Section 5307 Urbanized Area Formula  
Section 5317 New Freedom  
Section 5339 Bus and Bus Facilities



### **California Department of Transportation (Caltrans)**

Regional Improvement Program (RIP) Funds  
Planning, Monitoring and Maintenance (PPM) Funds  
Proposition 1B PTMISEA Funding



### **Metropolitan Transportation Commission (MTC)**

Regional Measure 2



### **California Energy Commission (CEC)**

Electric Vehicle Charging Infrastructure Grant



### **Bay Area Air Quality Management District**

Transportation For Clean Air



### **State of California- Abandoned Vehicle Abatement Authority**

Abandoned Vehicle Abatement Authority Fund



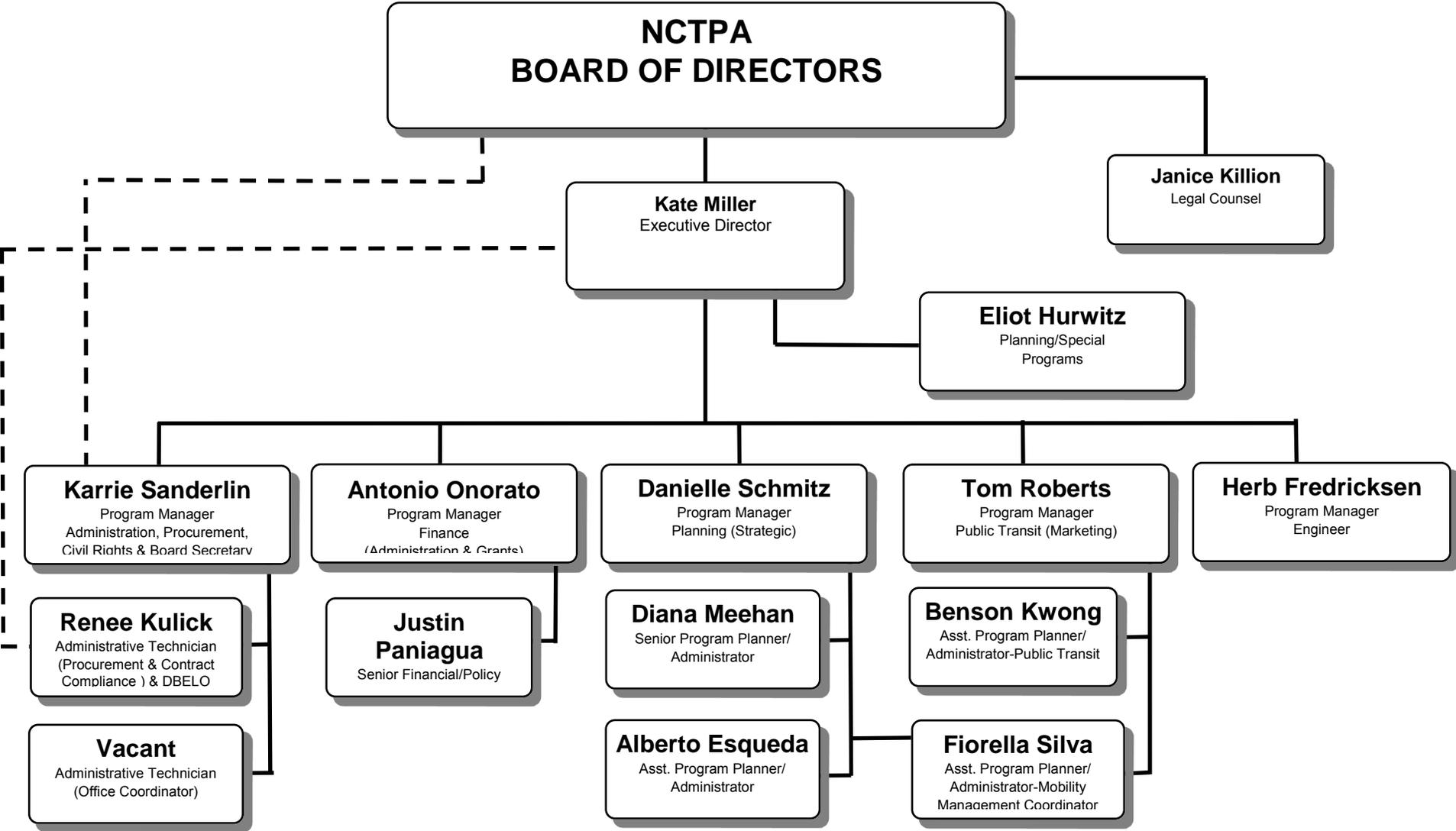
### **County of Napa**

Green Business Program

A Tradition of Stewardship  
A Commitment to Service

As a recipient of numerous federal grants for various planning activities, NCTPA makes every effort to comply with the provisions of Title VI of the Civil Rights Act of 1964. The Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Environmental Justice (EJ) Executive Order (EO 12989) further amplifies Title VI by specifically addressing minority and low-income populations, early and continuously in the transportation planning process, so the values and interests of all segments of our communities are equally reflected in investment decisions.

# NCTPA Organizational Chart



## II. How to Read this Document

The comprehensive work program for fiscal year 2014-15 is divided into five (5) distinct sections, each with its own introduction, that reflect the primary functions of the agency. The primary program sections are:

1. Agency Administration (AA series)
2. Transportation Planning and Programs (TP series)
3. Multimodal Mobility Management (MM series)
4. Transit Program Administration (TP series)
5. Communication and Representation (CR series)

Within each section are detailed explanations for each program or initiative of the agency called Work Elements (WE). Work Elements usually list specific tasks to be undertaken to advance the particular work element objective, products and deliverables, and the estimated cumulative staff hours over the course of the fiscal year dedicated to those tasks.

Each work element has a unique reference number that conforms to an established convention. As indicated above, agency administrative elements are in the AA series, planning elements can be found in the PL series, and so on.

At its core, NCTPA derives its existence, authority and the scope of its activities from the Joint Powers Agreement (JPA). The JPA identifies three areas of "Purpose" and twenty-one specific duties, responsibilities and approved powers. Together these define the mission of the agency and the range of activities within which its member agencies have authorized it to engage.

### III. Work Elements

Many work elements within this OWP recur annually. They represent ongoing tasks and planning processes that are essential to NCTPA's ability to complete its mission of continuing, cooperative, and comprehensive transportation planning. Some work elements are being carried over from previous OWPs, and have been analyzed in those documents.

Many of the work elements included in the OWP are designed to support NCTPA's responsibilities as the region's transportation planning agency. Since transportation planning and programming functions dominate the scope of NCTPA's work program, most work elements reflect NCTPA's responsibilities for meeting federal requirements under the most recent federal transportation legislation and Title VI of the Civil Rights Act. Other work elements may be shaped by needs and changes in the region, including growth in population, jobs and motor vehicle travel. The work program outlines a unified approach regardless of funding source.

The Federal Highway Administration (FHWA) established "Planning Emphasis Areas" in 1998 as part of the Transportation Equity Act for the 21st Century (TEA-21). These emphasis areas were largely left intact under SAFETEA-LU, the transportation authorization bill which succeeded TEA-21 in 2005. MAP-21 continued these eight themes and they continue to guide planning efforts by MPOs and state planning agencies.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

## Agency Administration

From human resources to accounting, the Napa County Transportation and Planning Agency undertakes initiatives to maintain government accountability, effectiveness and transparency to ensure compliance with Federal, State and local regulations and to be accountable to the public.

While capturing every administrative task of the organization is impractical, work elements in this section focus on the major operations, logistics, initiatives and areas of focus essential to the effective functioning of the organization.

### Work Elements in this Section:

Overall Work Program Development & Monitoring	AA – 01	10
Agency Administration and Support	AA – 02	11
Human Resources Management	AA – 03	12
Grants and Capital Projects Administration	AA – 04	13
Finance Administration	AA – 05	15
Transportation Development Act Administration	AA – 06	16
Audits	AA – 07	17
VINE Policies	AA – 08	18
Measure T Planning and Coordination	AA – 09	20
Green Business Program	AA – 10	21
Electric Vehicle Charging Stations Infrastructure	AA – 11	22
<b><i>Fiduciary Programs</i></b>		
Abandoned Vehicle Abatement Program	AA – 12	23
Transportation for Clean Air	AA – 13	24

**Overall Work Program Development & Monitoring  
Work Element AA-01**

NEW

ANNUAL

**ABSTRACT**

To manage, support, coordinate and implement the Overall Work Program in accordance with the requirements of the state and federal transportation planning and programming regulations.

**TASKS**

1. Provide program and fiscal management for OWP.
2. Prepare quarterly progress and financial reports.
3. Coordinate with federal and state agencies.
4. Develop, present and monitor annual OWP budget.
5. Administer existing FY 2012-13 OWP.
6. Prepare FY 2014-15 Overall Work Program.
7. Revise and monitor work program to address federal fiscal year planning certification review recommendations, revising or amending OWP as necessary and appropriate incorporate these recommendations.
8. Conduct administration of State and federal grants.

Products	Beginning Date	Ending Date
Progress and financial reports	Quarterly	
Correspondence/Publishing	As needed	
Draft OWP	As needed	
Final OWP	Ongoing/As needed	
Monitoring	Quarterly	

**ESTIMATED STAFF HOURS: 100**

Fund Source(s)
Transportation Development Act

**ABSTRACT**

This program element identifies core efforts and initiatives undertaken to provide effective ongoing management and staff support for the Agency.

**TASKS**

1. Support NCTPA Board and advisory committees.
2. Prepare and distribute agendas, minutes, staff reports.
3. Provide committee meeting minutes to the full board.
4. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.
5. Provide general reception and support staff services.
6. Maintain and post documents, reports, agendas, and minutes on the NCTPA website for member agency, Board, and public consideration.
7. Maintain office filing systems.
8. Maintain and administer office computer network.
9. Maintain facility access and key control.
10. Oversight of office facility operations and maintenance.
11. Maintain, monitor, track and replenish equipment/office supplies.
12. Maintain, review and streamline all NCTPA publications.
13. Maintain, inventory, replenish and issue transportation passes to authorized agencies.
14. Review, track and disseminate all incoming correspondence.
15. Maintain publication archive.
16. Manage and assist in contract administration.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Agendas, minutes, and staff reports	Monthly	
Correspondence/Publishing	As needed	
Progress reports	As needed	
Manage funding agreements	Ongoing/As needed	
Staff Training	Ongoing	
Update bylaws, administrative ,operating and office procedures, and personnel policies	As needed	
Maintain and update computer system and equipment, including all information technology related tasks	As needed	
Soscol Gate Transit Center operations and facilities maintenance	As needed	

**ESTIMATED STAFF HOURS: 8,146**

<b>Fund Source(s)</b>
Transportation Development Act

**ABSTRACT**

Human Resources Management means employing people, developing their capacities, utilizing, and maintaining and compensating their services consistent with the job and organizational requirements. As with any organization, NCTPA’s human resource activities include on-going support functions and periodic initiatives.

**TASKS**

1. Interpret, apply and ensure compliance with general human resource administration practices as well as state and federal personnel laws and regulations such as drug free workplace, harassment, and OSHA requirements.
2. Maintain personnel records.
3. Provide orientation to new hires
4. Maintain personnel records
5. Maintain personnel health records
6. Maintain and update employees benefits (457a plan, medical, dental, vision, Long Term Disability (LTD), Short Term Disability (STD), Employee Assistance Program (EAP), flexible benefits, and life insurance)
7. Manage personnel issues.
8. Conduct personnel recruitments.
9. Revise and distribute Employee Handbook and update policies and procedures as required and monitor compliance.
10. Manage performance assessment process.
11. Facilitate on-going staff training.
12. Payroll and benefit processing and analysis.
13. Assess employee and organizational needs, implement training and development program
- 14.
15. General staff supervision.
16. Facilitate performance evaluation process

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Staff Training and Development	Ongoing	
Employee performance reviews	Annually	
Maintain all personnel records	Ongoing	
Administer employee compensation and benefits program	As needed	
Revise Personnel Policies and Procedures Manual and Office Procedures Guide.	As needed	

<b>ESTIMATED STAFF HOURS:</b>	<b>2,080</b>
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<b>Fund Source(s)</b>
Transportation Development Act

### ABSTRACT

The agency maximizes utilization of grant funds from a variety of sources. Grants, whether formula based or secured through a competitive process, have rigorous application, monitoring and reporting requirements.

### TASKS

1. Identify capital needs.
2. Identify appropriate capital funding sources.
3. Monitor program and grant regulations for new or revised requirements.
4. Seek grant funding opportunities to meet agency and countywide transportation needs.
5. Prepare grant applications, scopes of studies or pilot projects and requests for proposals.
6. Review and respond to local and regional highway and transit proposals and plans; attend regional and local advisory committee and board meetings to ensure consistency with Regional Transportation Plan (RTP) and Long Range Transit Plan (LRTP) policies.
7. Manage capital procurement and related RFP's/RFQ's/IFB's.
8. Manage contracts for NCTPA capital projects.
9. Maintain and update agency resource files and/or data bases for project tracking.
10. File required state and federal financial and milestone reports.
11. Track project revenues and expenses.
12. Strategically match grant funding opportunities to applicable projects.
13. Administer agency grants in accordance with sound management/financial principles to ensure compliance.
14. Submit all required reports within scheduled due dates.
15. Conduct liaison with federal, state and local funding agencies.
16. Track progress of grant funded projects to assure milestones are achieved.
17. Provide notification of funding availability; assist grant applicants in developing project proposals; participate, prioritize and adopt programs; and monitor project delivery.
18. Monitor progress in the implementation of adopted Short Range Transit Plans, Countywide Transportation Plan, and capital improvement programs.
19. Provide notification of funding availability; assist grant applicants in developing project proposals, and facilitate process for the FTA Sections, 5310 and 5317 competitive grants, Lifeline Program (Proposition 1B, and State Transit Assistance).
20. Establish agency annual goals for the participation by DBE's.
21. Monitor requests for bids and contract solicitations to assure DBE conformity.
22. Prepare periodic required reporting to state and federal agencies on DBE compliance.
23. Assure goals met for outstanding contracts.
24. Work collaboratively with the County, town and cities to host an instructional DBE forum to assist local business become registered DBEs.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
FTA 5307 Grant Application Process	Jul 2014	Oct 2014
FTA TEAM-web Reporting	Quarterly	On-going
State Planning, Programming, and Monitoring	Annual	On-going
FTA 5339, 5310, 5311 , 5317, grants, reporting and call for projects	Annual/Quarterly	On-going
Prop. 1B active grants reporting	Annual/Quarterly	On-going
Lifeline Cycle 4 Call for Projects	TBD	TBD
One-time grant opportunities	As available	
TFCA grants, reporting and call for projects	Annual/Quarterly	Ongoing
CMA Block Grant call for projects	Annual	Ongoing
National Transit Database	Quarterly/ Annual	Ongoing
Caltrans DBE Semi-Annual Reports	Apr and Oct	On-going
Federal Six Month DBE Reports	Dec and Jun	On-going
Contract/RFP/RFB compliance monitoring	Ongoing	On-going
DBE outreach and public information	Ongoing	On-going
DBE contract goal setting	Ongoing	On-going

**ESTIMATED STAFF HOURS: 910**

<b>Fund Source(s)</b>
Transportation Development Act
State Transit Assistance
Federal Transit Administration
Proposition 1B- PTMISEA, CTSGP
Transportation for Clean Air
Federal Highway Administration (STP)
Planning, Programming, and Monitoring
Transportation, Community, and Preservation
Special or one-time grant funds

**ABSTRACT**

As a steward of public funds, NCTPA has the fiduciary responsibility to adhere to the highest standards of financial accountability.

**TASKS**

1. Develop and adopt budgets for submission to Board of Director’s.
2. Provide program and fiscal strategic management.
3. Develop, present and monitor annual budget.
4. Prepare monthly/quarterly progress and financial reports.
5. Manage finances consistent with generally accepted standard accounting practices and prepare, review and present monthly financial reports to the Board.
6. Ensure all vendors are paid regularly and consistently.
7. Management of accounts payable/receivables.
8. Ensure proper cash management.
9. Forecast short and long term financial capabilities under various funding scenarios.
10. Review and update financial management policies, procedures and manuals as needed, and conduct an internal review for process re-engineering
11. Coordinate development of line item budgets by funding source for financial monitoring
12. Process cash receipts and disbursements
13. Assist in contract administration
14. Provide financial analysis as necessary

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Prepare and distribute financial statements and financial reports	Quarterly	
Budget cycle	Jan 2015	May 2015
Budget preparation meetings with Board of Directors	Feb 2015	Mar 2015
Finalize budget for upcoming fiscal year	May 2015	May 2015
Administer NCTPA annual operating budget	Ongoing	
Administer day-to-day finance functions	Ongoing	
Provide administration of the agency’s office property, Accounts receivable and other accounting records.	Monthly	

**ESTIMATED STAFF HOURS: 2,610**

<b>Fund Source(s)</b>
Transportation Development Act
Federal Highway Administration

**ABSTRACT**

The Transportation Development Act (TDA) provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance. NCTPA is responsible for effectively administering all aspects of the Transportation Development Act (TDA) in the jurisdiction of the Napa County Transportation and Planning Agency.

**TASKS**

1. Administer TDA funds in full compliance with laws and regulations.
2. Complete and submit annual reports and fiscal/compliance audits.
3. Update Transportation Development Act (TDA) claim manual as necessary.
4. Assist in preparing claims.
5. Apportion and allocate TDA funds in a manner consistent with state regulations, MTC policies, and local claims.
6. Monitor proposed changes in TDA statues and regulations. Update policies governing. review, approval, and process of all TDA claims to ensure timely compliance with TDA laws.
7. Apportion TDA Funds, approve claims, allocate funds, and submit annual reports (Art. 3, 4, 4.5, and 8).
8. Receive and file State Controller’s reports of transit entities (PUC Sec. 99243.5).
9. Perform Transit Needs Assessment of transit dependent groups (PUC Sec 99401.5b1).
10. Conduct unmet transit and bikeway needs public hearings and evaluate requests from the public (PUC Sec. 9238.5) pursuant to adopted policy to maximize public participation.
11. Gather and review quarterly statistics on each transit operator as part of the TDA claim approval and to monitor trends from year to year by operator and by mode.
12. Development productivity improvement program in response to performance recommendations.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
State Controller’s Report	Sep 1, 2014	Oct 13, 2014
TDA Allocation instructions and application	Apr 2015	
TDA-3 Project Programming	June 1, 2014	October 31,2014
Audit Schedule: FY13/14 and 14/15	TBD	
Productivity Improvement Program	Annual	Ongoing

**ESTIMATED STAFF HOURS: 120**

<b>Fund Source(s)</b>
Transportation Development Act

## Work Element AA-07

**ABSTRACT**

In compliance with state and federal requirements and in adhering to the highest standards of fiduciary responsibility, the agency undergoes a variety of fiscal, compliance and performance audits.

**External Audits**

External auditors will annually audit NCTPA's financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994). Additional audits that comply with the Single Audit Act of 1984 and Office of Management and Budget OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations will be performed, as well as a fiscal and compliance audit of Transportation Development Act funds which has been expanded to include PTMISEA (Proposition 1B) funds.

**TASKS**

1. Submit audits to County Auditor, MTC, and State Controller for NCTPA.
2. Submit annual "Reports of Financial Transactions" to State Controller and County Auditor.
3. Administer contract to prepare NCTPA fiscal and compliance audits.

**TASKS**

1. Contract with independent auditor and submit scheduled performance audits
2. Submit performance audit schedule to Caltrans for future years
3. Assess progress made in implementing triennial performance audit recommendations, especially the most recent audits for the NCTPA, the Transit Authority
4. Seek strategies to streamline the number of Performance Audits through consolidation where appropriate
5. Complete and submit scheduled triennial performance audits and performance reviews
6. Monitor implementation of prior triennial performance audit recommendations

Products	Beginning Date	Ending Date
Preparation of upcoming external audit	Jul 2014	Oct 2014
Financial auditors field work	Oct 2014	Oct 2014
Completion of external and single audit	Dec 31, 2014	
State Controller's reports		Oct 2014
Prior Performance Audits follow-up	As Needed	

<b>ESTIMATED STAFF HOURS:</b>	<b>300</b>
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**Fund Source(s)**

Transportation Development Act
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**ABSTRACT**

NCTPA serves as a policy board for transportation issues for Napa County. Staff supports this effort by development draft policies. The draft policies are often an outcome of legislative or regulatory action or are generated with the interest of NCTPA member jurisdictions and its funding partners. The member jurisdictions include the Napa County Board of Supervisors and the City Councils. Funding partners include MTC, Caltrans, and DOT. Policies are established as part of a long term planning process but are particularly critical for operating the VINE transit system and its ancillary services.

Since the NCTPA Board includes an elected official from each of the general purpose governments within the county, its policies and decisions directly reflect the concerns and needs of the local jurisdictions within the constraints of federal, state, and the MTC region. Conversely, the participation of local elected officials on the NCTPA Board helps to ensure that decisions at the city and county level are informed by an understanding of federal, state, and regional considerations.

**Current policy considerations include:**

**Fare Policy.** The purpose of the Fare Policy is to establish guidelines for setting or restructuring VINE Transit fares. NCTPA staff and the Board of Directors will look to this policy when they make decisions about adjusting fares. The goal of this Fare Policy is to support the VINE Transit's mission of providing high-quality public transportation services for the benefit of the individuals and communities that it serves. NCTPA will adopt a fare policy that addresses the following:

- A fare structure, including fare media and passes
- Fare levels, including discounts
- A system for free or substantially price-reduced transfer privileges
- Fare equity

**Stop and Shelter Policy:** The purpose of the stop/shelter policy is to identify a systematic approach for locating stops and for evaluating which stops may require shelters/or unique characteristics. The recent implementation of the Automatic Passenger Counters has provided new data that will be instrumental in defining the policy. The policy will address the following:

- Optimize the location of stops to ensure the best locations for VINE riders and to improve system efficiencies.
- Evaluate policies for determining which sites should have shelters.

**TASKS**

1. Development draft policies for board consideration.
2. Adoption of Policies
3. Implementation of Policies
4. Monitor outcome of policies

<b>Products (Fare Policy)</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Adopt Fare Policy	June 2014	Jul 2014
Implement Fare Policy	July 2014	
Public Notices/Hearings	Sept 2014	Oct 2014
Implement Fare increase	Jan 2015	
Monitor outcomes	Ongoing	

**ESTIMATED STAFF HOURS: 140**

<b>Products (Stop/Shelter Policy)</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Evaluate APC data	October 2014	February 2015
Develop draft policy	February 2015	March 015
Committee presentations (TAC/VCAC/PCC)	March 2015	May 2015
Implement policy	June 2015	
Monitor outcomes	Ongoing	

**ESTIMATED STAFF HOURS: 20**

<b>Fund Source(s)</b>
Transportation Development Act

Napa Valley Transportation Authority (NVTA) is the agency that oversees the Transportation Sales Tax Expenditure Plan. NVTA may enter into contract, enact ordinances, issue bonds and may impose retail transactions and use tax ordinances to accomplish its goals as the “Local Transportation Authority and Improvement Act” agency.

The Napa Valley Transportation Authority (NVTA) is comprised of twelve voting members, two from each member jurisdiction, with each member having one vote (cities of American Canyon, Calistoga, Napa and St. Helena, the Town of Yountville and the County of Napa). NVTA duties include three levels of responsibility: (1) day to day operational decisions, (2) amending the Transportation Sales Tax and (3) to add/change projects to the Transportation Sales Tax Expenditure Plan.

On November 26, 2012, Napa County voters approved Measure T, the ½ cent sales tax dedicated exclusively to repairing and maintain Napa County’s local streets and roads. Measure T will upgrade, pave, and maintain our local roads, as well as fix potholes, improve sidewalks and make our roads safer for pedestrians, cars and motorists.

**NVTA DUTIES, RESPONSIBILITIES and APPROVED POWERS**

1. Sales Tax Authority
2. Administer Measure T Expenditure Plan

**TASKS**

1. Support NVTA Board, Oversight and Advisory committees. Prepare and distribute agendas, minutes, staff reports. Provide committee meeting minutes to the full board and integrate into staff recommendations.
2. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Provide Administrative Support to ITOC	July 2014	Ongoing
Prepare and distribute relevant documents	As needed	

<b>ESTIMATED STAFF HOURS:</b>	<b>30</b>
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<b>Fund Source(s)</b>
General Fund



**ABSTRACT**

As part of NCTPA’s commitment to enhancing the quality of life in Napa County, the agency manages, administers, and provides support to all Napa County businesses in their pursuit to go above and beyond business-as-usual and incorporate green business practices into their daily operations. Going “green” requires a business to adjust its practices so that it uses renewable resources and takes responsibility for the environmental impact of its activities. This program will revert to County administration of this program as of February 1, 2015.

**TASKS**

1. Manage all areas of the Napa County Green Business Program including administration of policies & procedures and program management.
2. Guide businesses interested in going through the green business process.
3. Build relationships with community partners.
4. Make presentations to businesses and other organizations regarding the procedural operations of the program.
5. Attend regional and state Green Business Coordinators meetings.
6. Perform site reviews and audits for businesses and coordinate with local government agencies and utility companies to ensure the integrity and accuracy of the program.
7. Develop publications for the Green Business Program.
8. Develop new measurement tools and standards for the program.
9. Maintain the Green Business Database and Measurement System.
10. Update the Green Business Industry checklists.

<b>Products</b>	<b>Ending Date</b>
Green Business Newsletters	Quarterly
Maintain Green Business Online Directory	Ongoing
Certify Green Businesses	Ongoing
Issue Green Business letters	Ongoing
Green Business Quarterly reports	Quarterly
Green Business checklists	Ongoing

**ESTIMATED STAFF HOURS:** 250

**Fund Source(s)**  
 County of Napa



**ABSTRACT**

Working with various stakeholders throughout the region, conduct planning for plug-in electric vehicles around the region.

**TASKS**

1. Identify regional PEV charging infrastructure locations and evaluate/prioritize electric vehicle infrastructure locations.
2. Conduct site scoping analysis for PEV planning. Liaison with BAYCAP and CEC agencies.
3. Prepare outreach materials for the public, prepare outreach work plan, answer inquiries from the public, attending meetings, and present information.

Products	Beginning Date	Ending Date
Installation of PEV stations at SGTC		Jan 2015
Installation of PEV stations at Yountville PNR		
Site scoping for EV stations along Highway 29 and 121		

**ESTIMATED STAFF HOURS: 80**

Fund Source(s)
Transportation Development Act
California Energy Commission



**Abandoned Vehicle Abatement Program**  
**Work Element AA-12**

NEW  ANNUAL

**ABSTRACT**

The Abandoned Vehicle Abatement Authority Program (AVAA) is recognized as a means to remove abandoned vehicles that create a public nuisance and a health or safety hazard. As of January 2005, there were forty-one counties in the State of California participating in the AVA Program. In Napa County, NCTPA acts as the fiscal agent to collect and distribute revenue recognized by the program to our local jurisdictions.

**TASKS**

1. Prepare agenda materials for the Technical Advisory Committee and Board of Directors.
2. Review AVA claims and disburse funds to claimants.
3. Report previous year's activities to the County and State Controller.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Update AVAA file	Quarterly	
Mail disbursements to jurisdictions	Quarterly	
Annual Report to State Controller		October 2014

**ESTIMATED STAFF HOURS:** 10

**Fund Source(s)**

Abandoned Vehicle Abatement Program

**ABSTRACT**

The NCTPA annually allocates funds generated under AB 434. The monies come from a four-dollar vehicle license fee imposed by the Bay Area Air Quality Management District (BAAQMD) and are known as Transportation Fund for Clean Air (TFCA). Forty percent of these funds are returned to the NCTPA for distribution to local projects. TFCA funds are awarded to projects that achieve emission reductions from motor vehicles. NCTPA is the Program Manager for this portion of funding.

NCTPA coordinates with the County and its jurisdictions on Napa County transportation-related air quality planning, analysis, documentation and policy implementation conducted on a local and regional level. Agency staff facilitates interagency consultation, holds annual call-for-projects on the TFCA Program and provides support to local project sponsors in submitting timely and cost effective projects to the Air District.

**TASKS**

1. Administer agency program in accordance with sound management/financial principles and in compliance with Air District regulations and Joint Powers Agreement (JPA) provisions.
2. Review program participant’s project information forms, cost effectiveness sheets, and reporting forms.
2. Submit all required reports within scheduled due dates.
3. Develop, adopt, submit, and adhere to policies, procedures, budgets, and audits.
4. Submit eligible projects by due dates provided by BAAQMD.
5. Encumber and expend funds within two years of receipt of funds.
6. Continue to review and evaluate TFCA programs for effectiveness and planning purposes.
7. Develop and adopt local criteria for the expenditure of TFCA funds.
8. Hold one or more public meetings each year for the purpose of adopting criteria for expenditure of the funds and to review expenditure of revenues received.
9. Attend/Participate in Air District TFCA Program Manager Workshops.
10. Program eligible projects by due dates provided by BAAQMD.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Attend TFCA Program Manager Workshops	Ongoing	
Submit claim forms for reimbursement of expenses	Ongoing	
NCTPA Board Approves FYE 2015 Projects		July 2014
Submit Annual Report		Oct 2014
Project allocation list due to BAAQMD		Nov 2014
NCTPA Board approval of FYE 2016 Expenditure Plan		Winter 2015
Submit Semi-Annual Report		May 2015

**ESTIMATED STAFF HOURS: 280**

<b>Fund Source(s)</b>
Transportation for Clean Air

## Transportation Planning and Programs

NCTPA is the principle agency for regional transportation planning in Napa County. In this capacity the agency undertakes a host of statutorily required planning initiatives. In addition, the agency identifies needs, scopes service design, initiates and maintains programming and identifies and secures resources for addressing the transportation related challenges faced by our jurisdiction.

Work Elements Included in this Section:

Federal Highway Programming	TP – 01	26
Surface Transportation Program	TP – 02	29
Countywide Strategic Transportation Planning	TP – 03	30
Transit System Studies and Updates	TP – 04	32
Active Transportation Program	TP – 05	33
VINE Transit Yard Real Estate Management Plan	TP – 06	35
Performance/Compliance Monitoring (Safe Routes to Schools, CalVans, Youth Transit)	TP – 07	36
<b><i>Modeling and Analysis</i></b>		
Census and Global Information System	TP – 08	37
Global Information System (GIS) Development	TP – 09	38

**ABSTRACT**

Transportation Improvement Plan (TIP)

The TIP is a four year multi-modal program of transportation projects that is consistent with the statewide transportation plan and planning processes, the metropolitan plans, and the Federal Transportation Improvement Programs (TIP). For the Bay Area, the Metropolitan Transportation Commission is the responsible agency for developing the TIP. It contains all federally funded projects and projects that are deemed regionally significant. The MTC TIP is submitted to Caltrans, the Federal Transit Administration, and the Federal Highway Administration and forms a part of the Federal State Transportation Improvement Program (FSTIP).

Regional Transportation Plan (RTP): A master plan to guide the region's transportation investments for a 25-year period. Updated every four years, it is based on projections of growth in population and jobs and the ensuing travel demand. Required by state and federal law, it includes programs to better maintain, operate and expand transportation. The Bay Area's 2013 update of its long-range transportation plan is known as Plan Bay Area – Building a Legacy of Leadership.

In FY 2012-13 NCTPA actively participated in the development of the new RTP "Plan Bay Area" which includes the development of a new element; The Sustainable Communities Strategy" (SCS) per SB375.

NCTPA also ensures that the general public has full opportunity to participate in the regional planning process, through hearings, meetings and project-specific outreach activities. NCTPA conducts a continuous, cooperative, coordinated, and comprehensive planning process with the general public, member agencies, MTC, Caltrans, and affected parties. A key dimension of this is to meet the requirements of MTC's public participation plan. In addition, NCTPA evaluates local project planning documents for system-wide implications, including future traffic levels and alternatives for potential cost savings for integration into the RTP.

Consistent with the region's long-term goals and objectives as established in the Transportation 2035 Plan, the policies adopted by MTC to implement that Plan, and the new State requirement to create a Sustainable Community Strategy (SCS) and requirements of SB 375 and AB 32, and based on a public involvement process that includes the cities, transit operators and users, bicycle, pedestrian and community organizations, will engage in the following tasks:

### Surface Transportation Improvement Plan

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects. Once the fund estimate is adopted, Caltrans and the regional planning agencies prepare transportation improvement plans for submittal by December 15<sup>th</sup> (odd years). Caltrans prepare the Interregional Transportation Improvement Plan (ITIP) and regional agencies prepare Regional Transportation Improvement Plans (RTIPs). Public hearings are held in January (even years) in both northern and southern California. The STIP is adopted by the CTC by April (even years).

### **TASKS**

#### **Transportation Improvement Plan**

1. Submit necessary amendments to the 2014 TIP through a public hearing process; manage and file TIP amendments as necessary.
2. Assure projects are fiscally constrained and reflect accurate cost information to reflect the latest available information and include an estimate of the total project costs.
3. Monitor programmed project progress, review schedules and monitor costs; participate in interagency meetings to facilitate project delivery; reprogram funding, if necessary.
4. Prepare status of projects report for NCTPA board review.

#### **Regional Transportation Planning**

1. Assist in implementing the regional vision through establishing countywide priorities for proposals of projects for MTC's RTP.
2. Partner with regional agencies to implement the 2013 RTP/SCS "Plan Bay Area" and other long-range regional transportation planning processes.
3. Participate in the development of air quality improvement and emissions reduction strategies and analysis.
4. Assist in the development and implementation of regional, countywide and local actions to address the goals and targets established in SB 375 and AB 32, in coordination with MTC and ABAG.
5. Develop and maintain prioritized countywide project lists.
6. Oversee administration of the Napa One Bay Area Grant (OBAG) Program.
7. Update the PDA Investment and Growth Strategy for Napa County to satisfy the requirements of OBAG.

#### **State Transportation Improvement Program**

1. Work with the Metropolitan Transportation Commission (MTC), as appropriate, to nominate projects for inclusion in the STIP.
2. Once projects are programmed, begin the project implementation process to insure timely use of funds.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
2013 FSTIP	Ongoing	
2011 STIP	Ongoing	
2014 STIP Implementation	Ongoing	
Administer OBAG Program	Ongoing	
Update PDAQ Investment and Growth Strategy	Periodically	
Continue to Monitor RTP Projects in the TIP	Ongoing	
2011 and Prior STIP Programs-Ongoing Monitoring and Project Delivery	Ongoing	

**ESTIMATED STAFF HOURS: 260**

<b>Fund Source(s)</b>
Transportation Development Act
Surface Transportation Program
Congestion Management Air Quality
Federal Highway Administration

**ABSTRACT**

Approximately every six years, the U.S. Congress adopts a surface transportation act - Congress’s authorization to spend tax dollars on highways, streets, roads, transit and other transportation related projects. The majority of Surface Transportation Authorization Act funding flows to the states, and in California these funds are administered by Caltrans. However, Caltrans assigns a significant portion of two of the programs, the Surface Transportation Program (STP) and the Congestion Mitigation & Air Quality Improvement Program (CMAQ) to the Metropolitan Transportation Commission (MTC), and other regional planning agencies to be used at their own discretion, subject to federal regulations. MTC develops and administers its own funding programs using STP and CMAQ funds to target Bay Area transportation needs according to the priorities of our Regional Transportation Plan.

Adoption of the legislation and its related funding programs and apportionments triggers a re-evaluation and realignment and prioritization of local projects programmed for our jurisdiction.

**TASKS**

1. Evaluate implications of new legislation.
2. Collaborate with local jurisdictions to identify and prioritize projects.
3. Update TIP and related plans and documents.

Products	Beginning Date	Ending Date
Update TIP and related plans and documents	Ongoing	

**ESTIMATED STAFF HOURS: 260**

Fund Source(s)
Surface Transportation Program
Federal Highway Administration
Congestion Management Air Quality

### ABSTRACT

NCTPA conducts specific planning and programming activities to identify and prioritize transportation projects throughout Napa County and to assist the Metropolitan Transportation Commission (MTC) in meeting the requirements of federal legislation and related State and regional planning and programming policies and guidelines. This includes coordination of local interests and ongoing participation in the regional Partnership.

The Countywide Strategic Transportation Plan contains specific policies, strategies and improvements to reduce traffic congestion and improve the performance of countywide multi-modal transportation systems. Examples of strategies include increased emphasis on public transportation and rideshare programs, mitigating the impacts of new development, and better coordinating land use and transportation planning decisions. NCTPA maintains this program in an effort to improve air quality and maximize the use of existing transportation systems.

### TASKS

1. Maintain and update the Countywide Strategic Transportation Plan – “Napa’s Transportation Future.”
2. Conduct multi-modal studies of travel behavior.
3. Coordinate with ABAG, MTC, and other jurisdictions on regional ridesharing and alternative transportation efforts.
4. Conduct long-range transportation corridor planning studies.
5. Coordinate with local and regional air districts on alternative transportation programs
6. Develop and maintain County-wide prioritized project list consistent with the region's goals, including reduction in VMT and GHG, including multi-modal priorities, as input to the RTP/SCS, Transportation Improvement Program, Regional Transportation Improvement Program/State Transportation Improvement Program, and sales tax expenditure plans. Solicit input from the full range of transportation stakeholders, including local jurisdictions, transit operators and users, bicycle and pedestrian interests, and community organizations and members.
7. Provide marketing and support of alternative transportation programs throughout Napa County.
8. Play an active role in planning and programming State and federal funds
9. In cooperation with local jurisdictions, monitor traffic counts, levels of service, land use impacts, mitigation measures, transportation demand management activities, and capital improvements to evaluate their impact on congestion
10. Develop the update of planning documents with input from local agencies. Incorporate new data collected and revise as appropriate. Evaluate potential new performance measures
11. Develop fund estimates
12. Identify issues and develop policies to address challenges
13. Maintain and update the Napa-Solano Travel Demand Model.
14. Assess traffic count data, implementation of amended CEQA review process, and adopted TDM programs.
15. Review, comment on, and approve transportation models used by local jurisdictions for traffic analyses.
16. As needed, provide model-based analysis of proposed transportation system projects

Products	Beginning Date	Ending Date
Staff reports, white papers, and plans	As needed	
Attend working group meetings	Monthly	
Update to NCTPA Strategic Plan "Vision 2040"	Jan 2014	June 2015
Staff report with recommendations	Ongoing	
Maintenance update to the Napa Solano Travel Demand Model	Ongoing	

**ESTIMATED STAFF HOURS: 1,620**

Fund Source(s)
Transportation Development Act
Federal Transportation Administration
Federal Highway Administration



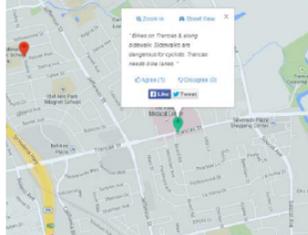


**HELP US DESIGN**  
*Napa's Future Transportation System!*

Take a short survey online here:  
<http://www.nctpa.net/countywide-plan-public-input>

**Also**

**Show us where you'd like to see changes!**  
 Go to this online interactive map:



<http://www.collaborativemap.org/NapaCounty>



**Questions or Comments?**  
 Contact us at [PLAN@NCTPA.NET](mailto:PLAN@NCTPA.NET)

**ABSTRACT**

NCTPA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. Studies of the current system will be used to conduct an analysis of the system and recommend feasible route and schedule changes to improve service levels.

**TASKS**

1. Identify areas not currently served by public transit where the public has expressed a desire to have access to this service.
2. Identify areas served by the current transit system that are underutilized. As well, consider extending routes to enhance the transit services.
3. Analysis should include a review of (1) planned development (housing, schools and commercial/retail) for future demand; (2) travel times; (3) employment centers or annual/seasonal events that depend upon public transit; and (4) driver scheduling.
4. Conduct ridership surveys to capture boarding's and alighting, and passenger opinions (routing, scheduling, ITS improvements, ride experience, bus stop amenities, fares, convenience, etc).
5. Seek input from community groups and organizations whose clients may be transit dependent.

2014/15 projects may include but are not limited to:

- Route 10/11 Analysis
- Route 10 Up-Valley ridership by time of day
- Route 11 Up-Valley ridership by time of day
- Transit Speeds and stops on 10 and 11
- Ridership in American Canyon Route 11 Saturday and Sunday
- American Canyon Restructuring (Route 12)
- Route 6 Stop Amenities
- Route 21, 25, 29 timings
- Route 7 Ridership by time of day and stop
- Peak Load and Capacity/growth estimates for Countywide Plan
- Shelter Priority List
- Emergency and Safety Plan

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Conduct Ridership Surveys	Ongoing	

**ESTIMATED STAFF HOURS: 936**

<b>Fund Source(s)</b>
Transportation Development Act
Federal Highway Administration
Special one-time grants

**ABSTRACT**

Provide a comprehensive and integrated system of safe, reliable, and convenient transportation modes, including bikeways, pedestrian facilities, passenger rail and aviation services, highways and local roads throughout the region.

**TASKS**

1. Serve as the regional active transportation coordinator for Napa County.
2. Create, maintain and facilitate the development of a comprehensive, safe and interconnected surface transportation system (roadway, bikeway, trail and pedestrian system).
3. Develop finance strategies and identify priority transportation projects for ATP funding.
4. Enhance frequency, reliability, effectiveness and average speeds of intercity passenger rail services and freight transportation.
5. Improve pedestrian safety around schools and senior facilities by coordinating with Rideshare on their safe routes to school and mobility management programs.
6. Identify best practices for all modes and disseminate information to member agencies.
7. Coordinate with the County Airport to support the regional aviation system, integration of the system with all other modes of transportation.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Develop Countywide Pedestrian Plan	July 2014	July 2015
Conduct planning activities (including corridor studies, and other bicycle and pedestrian planning studies) to identify and develop candidate projects for future Transportation Improvement Programs .	Ongoing	
Provide input to Caltrans and local jurisdictions on bike and pedestrian plans and projects: review for consistency with local jurisdictions and State Complete Streets requirements, recommend changes if inconsistent, require changes/ collaborate on changes if projects are to be funded with regional funds, consistent with projects listed in Information Elements; attend technical meetings to ensure consistency during project development and across regional boundaries. Examples of plans/projects to comment on: Circulation elements, bike plans, Napa VINE trail, etc.	Ongoing	
Work with Caltrans, Amtrak, and applicable jurisdictions to promote bicycle accommodations on trains and at stations.	Ongoing	
Send announcements to local jurisdictions and agencies on the availability of grants: Active Transportation, Transportation Alternatives.	Ongoing	

Products	Beginning Date	Ending Date
Coordinate and participate with bicycle and pedestrian advisory groups.	Ongoing	
Maintain and update inventory of bike routes, pathways, and boardwalk; including data on pedestrian, transit, and bikeway conditions around schools and senior facilities.	Ongoing	

**ESTIMATED STAFF HOURS: 1,100**

Fund Source(s)
Surface Transportation Program
General Funds
Transportation Development Act



**ABSTRACT**

NCTPA hopes to construct a new maintenance, fueling and solar facility on a new site still to be determined. NCTPA’s VINE bus system has outgrown its existing maintenance. At current growth trends NCTPA’s revenue fleet is expected to grow from 80 to 100 vehicles in the next 20 years. In addition to space deficiency for fleet parking and operations is will soon affect NCTPA’s ability to adequately maintain and operate its fleet.

This Real Estate Acquisition Management Plan (RAMP) presents the issues associated with the appraisal and acquisition of real estate and the relocation of occupants required for construction of the VINE Transit Yard and Fueling station construction project (the “Project”). NCTPA is planning to develop the Project with the cooperation and financial assistance of multiple agencies at federal, regional, state and local levels. Acquisitions of real property will be undertaken by NCTPA in a cooperative approach to reach mutually agreeable purchases with property owners with property required for the Project.

**TASKS**

1. Identify site for future VINE Transit maintenance facility.
2. Negotiate with property owners to acquire preferred property.
3. Conduct environmental analysis on site per NEPA/CEQA guidance.

Products	Beginning Date	Ending Date
Real Estate Acquisition Management Plan	July 2014	Dec 2014
Environmental Documents	Aug 2014	Dec 2014
Right of Way acquisition	Jan 2015	July 2015

**ESTIMATED STAFF HOURS: 340**

Fund Source(s)
Transportation Development Act
Surface Transportation Program



**ABSTRACT**

Monitor performance and compliance of NCTPA grant funded programs administered by subrecipients. Continuous monitoring of all State and Federal programming documents is necessary to ensure that all projects can move smoothly towards implementation. Staff will work with project sponsors- CalVANS (Agricultural Vanpool), Napa County Office of Education (Safe Routes to Schools, and Transportation Authority of Marin- TAM (Youth on Transit), or other appropriate agencies to make certain these documents to reflect the most current information and that no funding is lost.

**TASKS**

1. Prepare subrecipient funding agreements.
2. Review and approve as needed subrecipient invoices and quarterly reports.
3. Monitor subrecipient compliance with federal requirements.
4. Submit reports as required.
5. Conduct program and compliance audits.

Products	Beginning Date	Ending Date
Tasks 1-5	Ongoing	

**ESTIMATED STAFF HOURS: 120**

Fund Source(s)
Transportation Development Act
Safe Routes to Schools grant (Federal)
Special grant funds



**ABSTRACT**

Acting in its capacity as a planning organization, the agency is called upon to maintain, update and disseminate statistical data and information.

**TASKS**

1. Provide Census data and related support to staff, member jurisdictions, news media, and the general public.
2. Compile, analyze and disseminate socioeconomic and demographic data from US Census and other data, including: Census American Community Survey (ACS) products, Regional Profile(s), Census reports, State Department of Finance (DOF) population estimates and projections and other available data to the public and other agencies as necessary.
3. Work with local agencies to implement a comprehensive program for the analysis, geo-coding, and incorporation of data available from the US Census, including the multi-year American Community Survey (ACS) data series release between 2006 and 2009, and the final address match list data for the 2010 Census to improve local and regional planning efforts, including the Regional Traffic Model, Regional Transportation Plan and local General Plans.
4. Improve Geographical Information System (GIS) capabilities to include updated aerial photography, land use, geographic and other physical and social features and all transportation modes. Integrate the technology with project reporting and the Project Tracking System. Participate in the County GIS Committee to share resources and improve NCTPA's GIS system capability.
5. Assist local agencies in the completion of Census Boundary and Annexation update and Boundary Validation Program.
6. Identify any proposed changes to boundaries for census tracts, block groups, and census designated places for Census Statistical Areas Program.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Tasks 1-6 above	As needed/ on-going	

**ESTIMATED STAFF HOURS: 140**

<b>Fund Source(s)</b>
Transportation Development Act

### **ABSTRACT**

This program aims establish and improve integration of various data and information related to Napa County planning and transit. The purpose of GIS is to provide comprehensive information and visualization tools to members of the community and policy makers in order to gain a better understanding of County's transportation characteristics, issues and challenges. Enhancing mapping capabilities will significantly improve agency decision tools and enhance agency communications and public outreach capabilities. This new capability will also foster data sharing opportunities with other public agencies throughout the region, state, and country and maximize data capabilities while improving agency efficiencies. The means to accomplish this objective include: coordinating development and sharing of planning data and information within and throughout the region, state, nation and integrating GIS applications with data and other modeling tools , and generating useful GIS automation for mapping and analysis.

### **TASKS**

1. Regional Traffic Model Operation, Update, Maintenance, Enhancement, and Micro-Simulation.
2. Participate with the Napa-Solano Travel Demand Modelers Technical Advisory Committee to:
  - i. Establish procedures among its members to update model data.
  - ii. Refine, update and maintain regional traffic model.
2. Calculate current and future traffic conditions and integrate into Performance report and Regional Transportation Plan.
3. Coordinate with member agencies and project development team activities for major corridor and intersection assessments as requested and board approved.
4. Provide data for the North County Route 101 Corridor Study.
5. Calculate traffic conditions, vehicle miles traveled and other measures of performance based upon various land-use growth and funding scenarios for integration into the RTP Note: these efforts are charged to those respective work elements. Identify projected deficiencies in the regional roadway network for RTP (WE 5000) project considerations.
6. Improve or expand traffic model to provide the following capabilities:
  - i. Air quality conformance requirements,
  - ii. smart growth (4D) analysis refinements,
  - iii. land use scenario refinements, and
  - iv. update future-year model to 2035 or beyond,
  - v. integrate other transportation modes including transit, bikes, rail and pedestrians and
  - vi. develop turn-key quantifiable outputs to inform stakeholders, public, and decision makers.
7. Generate Regional Traffic Model results for input into Air Quality Model (EMFAC).
8. Manage consultant contract to improve and upgrade Regional Traffic Model.
9. Provide forecasting methodology, programming, and data/statistics support such that regional growth estimates are sound, and set the standard for forecasting practices.
10. Evaluate land use and community demographic analysis, including population, employment, and household attributes related to congestion and transportation management.
11. Enhance analytical capability and accuracy of performance measurements for regional transportation plan/environmental impact report.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Input into draft plans, studies, and projects	Ongoing	
Continue State Route 29 Corridor Study	Ongoing	
Maintain and improve traffic model	Ongoing	
Document outreach meetings and outreach efforts	Ongoing	
Develop consensus regional growth estimates and forecasts	Ongoing	
Develop data models based upon population growth, employment, transit usage	Ongoing	
Collaborate with MPO's/state agencies to improve forecasting data sources, methodology, assumptions, and general approach	Ongoing	

<b>ESTIMATED STAFF HOURS:</b>	<b>140</b>
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<b>Fund Source(s)</b>
Transportation Development Act

## Travel Demand and Mobility Management

Both the natural geography and desire to preserve agricultural lands has allowed Napa County to retain its mostly rural character and limit expanding its transportation highway infrastructure. At the same time, growth in the southern portion of the county and the county's expanding tourist economy have contributed to traffic congestion on the County's roadway system. While an expanded roadway is cost prohibitive given funding constraints, it is also not desired in many parts of the county. So to, a large portion of our community either cannot drive (youth, some disabled and elderly, and low income populations) while others choose not to. These two factors create additional opportunities and challenges to encourage non-auto use and provide additional resources for individuals that cannot drive.

Travel Demand primarily focuses on encouraging individuals to switch from single occupancy auto mode to another mode. In that endeavor, NCTPA partners with Solano Transportation Authority (Solano Napa Commuter Information) to disseminate information about other modes such as transit and van pools. NCTPA is also a partner with CalVans which provides van pool services for farm workers. Internally, NCTPA has employed demand management by expanding the VINE and creating promotional opportunities to encourage greater transit ridership. NCTPA further works with Napa Bike, the Vine Trail, and its partnering jurisdictions to encourage bicycling and walking.

Travel demand may also entail employ certain technologies to improve system operations. This could include corridor management which employs signal timing, traffic alerts, changeable message signs, ramp metering and other techniques that improve traffic flow or minimize congestion.

NCTPA's Mobility Management programs improve mobility for members of the community that cannot drive. The concept is to pair an individual with the right solution. NCTPA partners with its jurisdictions and a number of non-profit organizations to provide a number of mobility options including fixed route transit, paratransit, shared vehicle program, subsidized taxi scrip, and mileage reimbursement.

These programs aim to:

- Facilitate the transportation choices for travelers
- Encourage mode switch from auto to other modes
- Improve system operations (through alternative modes)
- Enhance emergency response by public safety officials
- Support investment decisions

Work Elements Included in this Section:

Alternative Transportation Programs	MM – 01	41
Mobility Management Programs	MM – 02	44

## ABSTRACT

In an effort to promote residents and visitors to use alternative transportation modes, NCTPA will place an emphasis on promoting non-auto alternatives. NCTPA will offer resources and incentives that encourage a modal switch from single occupancy to other modes.

For Commuters, NCTPA contracts with the Solano Transportation Agency (STA) to provide the Napa region rideshare program.

Three Commuter express bus routes offer single occupancy vehicle alternatives for riders commuting south into the Bay Area (Route 29 express), west into Sonoma County (Route 25) and east into Solano county (Napa-Solano Express Route 21).

Through a joint effort between NCTPA and the California Vanpool Authority (CalVans), agricultural workers have an option for a safe, reliable vanpool ride to and from workplaces throughout the valley.

## Tasks

The FY 2014-15 Alternative Transportation Work Element includes the following major elements:

1. Expand employer outreach in a targeted marketing effort.
2. Provide the general public with personalized rideshare, transit, and other non-drive alone trip planning through teleservices, internet and through other means. Continue to incorporate regional customer service tools such as 511 and 511.org.
3. Market directly to commuters – with outreach campaigns at the worksite. (Including Regional Routes 21, 25 & 29)
4. Monitor and assist STA for the following tasks:
  - Develop an online communication package for employers that can be used to inform employees about commute alternatives via the internet/intranet. Coordination with Napa County Transportation Planning Agency (NCTPA), chambers of commerce, and other business organizations.
  - Supplement existing Solano Express website interactive map with interactive maps of Napa local transit services and/or other web-based features.
  - Develop and implement a countywide Napa Commute Challenge through the larger employers in Napa County.
  - Campaign with regional vanpool programs and share resources in a collaborative vanpool support system that provides assistance with vanpool formations and retention.
  - Conduct an efficiency analysis on the Rideshare program effectiveness.
  - Provide customers with alternative mode transportation information.
5. Create sub-recipient agreement and monitor regular vanpool program for Agricultural Workers (CalVans).
6. Work cooperatively with other NCTPA's programs to provide information and materials about the Agency's services.
7. Review, re-assess and monitor program as appropriate to implement future planning.

8. In cooperation with jurisdictions, update and maintain the Countywide Bicycle and Pedestrian Plans.
9. Provide technical assistance and review local project planning documents to ensure best bicycle, pedestrian and transportation demand management practices are being followed.
10. Review and incorporate new federal and state policies and emerging design concepts on bikeway and pedestrian planning, focusing on their safe integration into the surface transportation system.
11. Facilitate implementation of the Regional Transportation Plan Regional Bicycle Plan through our local plans, proposed projects and proposed capital improvement programs and grants.
12. Coordinate and review applications for bicycle and pedestrian funding.
13. Cooperate with jurisdictions to monitor system completion and maintain a current GIS version of the system, accessible on the internet.
14. Work with jurisdictions to ensure coordination and provision of bikeways and trails that extend across jurisdictional boundaries within the county and between counties, and insure integration into major roadway and highway maintenance and improvement projects.
15. Coordinate with Caltrans, the Metropolitan Transportation Commission, local jurisdictions, and transit agencies to ensure that planning of roadways, highways (particularly interchanges and intersections) and transit facilities consider the needs of all travelers, especially via use of the regional "Complete Streets Checklist" administered by MTC.
16. Coordinate and participate with bicycle and pedestrian advisory groups including the NCTPA Active Transportation Advisory Committee, local Bicycle and Pedestrian Advisory Committees, the Napa County Bicycle Coalition and the Regional Bicycle Working Group, The Napa Vine Trail Coalition, and the Regional Pedestrian Committee to remain informed regarding issues of interest to local bicyclists and pedestrians and keep them informed of proposed plans and projects.
17. Provide technical assistance to jurisdictions in preparing bicycle transportation plans.
18. Prepare bikeway priorities for integration into Regional Transportation Plan (RTP), grant programs and the Regional Transportation Improvement Program (RTIP).
19. Collaborate with other bicycle groups to identify impediments to bicycle commuting, including bike/transit trips.
20. Coordinate with other agencies' bicycle promotions.
21. Maintain County-wide bike maps in print.
22. Partner with other organizations to highlight non-auto transportation.
23. Work with the Solano Napa Commuter Information program and major employers in Napa County to promote vanpooling.
24. Serve as project sponsor for selected active transportation (bicycle and pedestrian) projects, such as the Solano Avenue segment of the Napa Valley Vine Trail.
25. Explore new technologies for records and management system.

Products	Beginning Date	Ending Date
Quarterly progress reports, invoice and billings to	July 2014	June 2015
Alternative Transportation Programs above	July 2014	June 2014
Rideshare Programs above	July 2013	June 2014

**ESTIMATED STAFF HOURS: 880**

Fund Source(s)
Transportation Development Act
FTA Section 5316 JARC
Surface Transportation Program
Special Grant Funds



**Mobility Management Programs (Special Needs Populations)**  
**Work Element MM-02**

**NEW**

**ANNUAL**

**ABSTRACT**

The agency provides five specific mobility management programs design to serve special needs populations. These are ADA Paratransit, Shared Vehicle Program, Taxi Scrip Program, Transit Ambassador Program and a newly established Mileage Reimbursement Program.

**TASKS**

1. Respond to program inquiries
2. Perform/process ADA Enrollments and renewals
3. Perform/process Shared Vehicle enrollments and scheduling
4. Perform/process taxi program enrollments
5. Perform/process Mileage Reimbursement enrollments and referrals
6. Perform/process Transit Ambassador and Trainee enrollments
7. Provide, update and maintain program applications, records, contracts and data bases
8. Perform background checks as appropriate
9. Provide training for program participants as appropriate
10. Maintain records & provide all required reports
11. Produce program materials
12. Coordinate travel training assignments
13. Coordinate and facilitate vehicle maintenance and assignments
14. Process invoices for payment as appropriate

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Task 1-14 above	Ongoing	

**ESTIMATED STAFF HOURS: 1,824**

<b>Fund Source(s)</b>
Transportation Development Act
Federal Transit Administration Section 5307
Federal Transit Administration Section 5317

For Napa County we envision an attractive, flexible, fully integrated transportation system, with a broad range of options and modes, enabling individuals and goods to move throughout the county in an efficient manner. The provision of efficient, affordable and accessible public transit is an integral part of that vision.

From customized community shuttles to more traditional fixed-route public bus service, NCTPA plans and operates a host of public transit services throughout the county. Elements in this section encompass on-going transit activities, one-time focused initiatives, and unique transportation programs of the agency.

Elements Included in this Section:	Work Element	Page
Transit Administration & Operations	PT – 01	46
Public Transit Projects List	PT – 02	47
Transit Asset Management	PT – 03	48



**ABSTRACT**

NCTPA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. On-going activities associated with the administration of these programs appear below. Individual initiatives of significance appear as separate work elements under this section.

**TASKS**

1. Manage the transit service contract and performance standards for VINE, Vine Go and community shuttles.
2. Facilitate resolution of transit related concerns identified by member agencies and/or public.
3. Managerial oversight of Taxi, Shared Vehicle, Transit Ambassador, Mileage reimbursement and Contract Transportation programs.
4. Respond to and resolve service and support requests from the general public, passengers, and NCTPA partner agencies.
5. Conduct 5310, 5316, 5317 project solicitation process.
6. Submit all required reports within scheduled due dates.
7. Monitor and review transit performance standards as defined by the Short Range Transit Plan (SRTP) and Transportation Development Act and Federal Transit Administration audits.
8. Oversight of ADA certification process, database, and service policies and implementation.
9. Conformity with federal, state and local regulations as it pertains to transit service provision
10. Staff support to transit and paratransit advisory groups.
11. Check transit operators' compliance with the Americans with Disabilities Act (ADA) requirements for all forms of public transportation.
12. Facilitate improving fixed-route bus stop amenities including: benches, informational (provider, destination, time points, applicable fares etc.) and directional signage, lighting, shelters, safety and security provisions, and compliance with applicable ADA standards.
13. Facilitate transit-related Intelligent Transportation Systems (ITS) improvements included in the ITS Strategic Plan (including security alarms, smart fare cards, integrated system transfers, global positioning systems, schedule adherence, and passenger information in real time at major stops or on-line postings).
14. Attend transportation program workshops and training seminars including CalACT, APTA, CTA, and Caltrans' sponsored workshops for small urban and rural operators.
15. Identify ways to minimize operational costs and improve the overall efficiency of the public transportation functions or services.
16. Incorporate transit planning statistics and performance data updates into regional transportation planning studies and plans.
17. Increase access, usability, efficiency, effectiveness, safety and security of transit services.
18. Design and implement system/service improvements for VINE family of transit services.
19. Leadership, direction and oversight of various transit projects (see project list PT-07).
20. Participate in local, regional, and state transit oriented committees/organizations.

Products	Beginning Date	Ending Date
See project listing in Element PT-02	July 2014	Ongoing

**ESTIMATED STAFF HOURS: 1,396**

Fund Source(s)
Transportation Development Act
Federal Transit Administration

**Public Transit Project List**  **NEW**  **ANNUAL**  
**Work Element PT-02**

**ABSTRACT**

In 2014-15, progress on the following major transit related projects is anticipated.

Projects	Beginning Date	Ending Date
Bus Shelter on Soscol at Lincoln & Soscol		June 2015
POD Restraint System		June 2015
ITS (CAD/AVL) Project		Multi-year
APC Project and FTA/NTD Certification		June 2015
Clipper Implementation	2012	Nov 2014
Route 12 Implementation		June 2015
Changes in Route 10/11 service		June 2015
Point of Sale System		June 2015
Napa Valley College Bus Shelter		June 2015

**ESTIMATED STAFF HOURS: 2,048**

Fund Source(s)
Transportation Development Act
Federal Transit Administration
State Transit Administration
Prob. 1B PTMISEA
Prob. 1B CHSG

**Transit Asset Management  
Work Element PT-03**

**NEW**

**ANNUAL**

**ABSTRACT**

The VINE transit system owns almost \$29 million in critical assets. These assets were procured using public funding mechanisms. As part of its fiduciary responsibility to protect these investments, NCTPA will be implementing a new State of Good Repair program that will use the most recent technology to manage its manage, schedule maintenance, in order to extend and/or optimize each asset’s useful life in order to reduce the agency’s maintenance and recapitalization costs. State of Good Repair techniques have been used by a number of private-sector and government agencies. As part of MAP-21, the current Federal Transportation Authorization, public transit agencies receiving federal funds must bring their maintenance standards up to new standards. Establishing protocols that meet the needs of NCTPA and comply with this new mandate is an agency priority over the next year.

**TASKS**

1. Transportation Asset Management Policy
2. Transportation Asset Management Plan.
3. Update the Regional Transportation Investment Policy to incorporate the new TAM policy.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Purchase Transit Asset Management software	TBD	
Monitor Transit Asset Management	Ongoing	

**ESTIMATED STAFF HOURS:** 170

<b>Fund Source(s)</b>
Transportation Development Act

# Communication and Representation

As a Joint Powers Authority, NCTPA is tasked with unique obligations, a responsibility to inform and engage its member agencies and the public in the development of policies, programs, plans and services and to represent the interests of the jurisdictions and residents of Napa

As part of this responsibility, NCTPA engages a number of funding agencies and industry groups. The common threads that link these activities are communication, public participation, consensus development, due process, and advocacy. Elements in this section represent how NCTPA informs, supports, represents and connects with the public and other agencies and associations integral to successfully achieving the goals and meeting the responsibilities of the organization.

Pursuant to the roles and powers assigned in its Joint Powers Agreement (JPA), NCTPA plays an important role in providing leadership and programming designed to meet statutory requirements and move our jurisdiction forward in addressing issues of sustainability.

Elements Included in this Section:	Work Element	Page
Legislative Advocacy	CR – 01	49
Regional/ Sub-regional Coordination & Assistance	CR – 02	50
Public Participation, Information and Support	CR – 03	51
Marketing	CR – 04	55



**ABSTRACT**

NCTPA coordinates with its JPA partners and funding agencies in support of a robust multi-modal transportation network. This requires establishing and nurturing relationships with a number of governmental agencies and non-profit organizations. To accomplish this NCTPA staff rely on a number of industry and related organizations, serving on committees for these organization and for regional government, as well as establishing connections with state, and federal governments.

NCTPA develops and implements a legislative program related to a full range of issues under consideration by U.S. Congress or the California Legislature related to the roles and responsibilities of the NCTPA to assure that the best interests of all of the people of the region are addressed, including the General Public, local government agencies and interest organizations.

NCTPA’s primary responsibility is to the citizens of Napa County. NCTPA staff relies heavily on the media to provide information agency activities through press releases and media articles.

**TASKS**

1. Attend intergovernmental meetings and participate in industry organizations.
2. Foster relationships with regional, state, and federal funding partners.
3. Formulate and communicate positions of legislative proposals when appropriate.  
 Note: State and federal funds *will not be used* for contracted lobbying efforts.
4. Develop annual State and Federal Legislative programs.
5. Review legislation, adopt positions and provide information to State and Federal legislators.
6. Prepare monthly legislative status reports.
7. Monitor and evaluate legislative proposals on issues of regional and local impact.
8. Provide information to the public about NCTPA activities working with members of the press.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Annual State and Federal Legislative programs	Ongoing	
Review draft legislation	Ongoing	
Year-end Legislative Report	Ongoing	
Press releases and published reports as needed	Ongoing	

**ESTIMATED STAFF HOURS: 180**

<b>Fund Source(s)</b>
General Fund

**ABSTRACT**

NCTPA provides its member jurisdictions with ongoing technical assistance of a varied type which aide them in their planning and funding of transportation improvement and programs. This includes, but is not limited to monitoring and tracking project submittals to the Metropolitan Transportation Commission, Federal Highway Administration, Caltrans, and Bay Area Air Quality Management District.

**TASKS**

1. Data generation, procurement and dissemination that are needed by member governments in preparing grant applications, developing specific studies, or local projects.
2. Grant preparation assistance either in securing information on various grant programs, developing the grant information requirements, or preparing, submitting and following up on grant review and progress.
3. Staff training of and assistance to local agencies in meeting federal requirements by holding workshops and briefing sessions.
4. Legislative assistance. This can include securing information on various pieces of legislation appearing before legislative committees, or working with legislators in preparing and developing specific pieces of legislation that would benefit the member jurisdictions; however, this should not be construed as engaging in lobbying activities.
5. Upon request provide information to State and Federal agencies on transportation policy issues, continue to monitor, evaluate and comment upon State and Federal legislation dealing with transportation that is of concern and importance to this region.
6. Assist monitor agencies to complete procedural and administrative requirements and assist with issue resolution with Caltrans, CTC, FHWA, FTA and resource agencies.
7. Participate in the Association of Metropolitan Planning Organizations (AMPO), COG Directors Association of California (CDAC), California Transportation Commission (CTC), California Transit Association (CTA) and the California Association of Coordinated Transit (CalACT).
8. Coordinate with Caltrans, other COG’s, COG statewide committees, other statewide addressing issues of state and regional interest including State and Federal legislation. Federal funding implementation and reauthorization, state and federal transportation finance, Project Development, Project Programming, and Environmental and Project Delivery Streamlining.
9. Participate in state associations such as CalACT and the California Transit Association.

<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Variable – depends on work requested	As needed	

**ESTIMATED STAFF HOURS: 370**

<b>Fund Source(s)</b>
Transportation Development Act
General Fund
Local Contributions

**ABSTRACT**

To enhance public knowledge, NCTPA hold public meetings, issues press releases, and invites public participation in the state and regional transportation planning process. NCTPA acknowledges the particular needs of Napa’s communities of concern. These communities include low income, minorities and disabled populations. NCTPA has enhanced its capabilities in recent years to ensure that the agency is adequately communicating opportunities to provide input on NCTPA plans, programs, and policy discussion and to make a concerted effort to understand, acknowledge, and address the transportation needs of these populations.

Title VI

Title VI of the Civil Rights Act of 1964 is the Federal Law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

NCTPA’s Title VI Program ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination on the basis of race, color, or national origin under any programs that receive federal funding (as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987).

Every effort is made to ensure all of NCTPA’s programs and activities take under consideration the needs of all of its constituents.

**TASKS**

1. Prepare media releases, public hearing notices and Rider Alerts, identifying agency activities and proposals. Assure special attention is granted in news releases, notices, etc. for minority, low income, disabled, and other under-represented (i.e. elderly, disabled, minorities; Black, Latino/Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) or special needs groups and to extend transportation planning to communities not engaged in discussions.
2. Publicize opportunities for local and state funding/grants via web-site, produce bi-monthly newsletter, advisory committee meeting dates and agendas, staff reports and notifications.
3. Maintain active citizen advisory committees reviewing and providing comments on draft board agenda items.
4. Maintain active citizen advisory committee reviewing and providing comments on any decision making or changes to the local transit system.
5. Facilitate project and corridor study reviews with interested groups and member agencies.
6. Provide an active citizens outreach for the disadvantaged and transit dependent and/or coordinate with the Economic Opportunity Commission (EOC) for Latino/Hispanic and homeless populations and the Area Agency on Aging to reach the elderly. Maintain active citizen advisory committee reviewing and providing comments on the Americans with Disabilities Act, changes in regulations.
7. Include outreach to school districts and local agencies and non-profits.
8. Participate in public speaking engagements to provide community outreach and education regarding agency activities.
9. Support the provision of public access to NCTPA Board meetings through public access television. Prepare Annual summary of the activities and accomplishments of the agency.

10. Meet with traditionally under-represented communities/leaders (i.e. elderly, disabled, minorities; Black, Latino/Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) and hearing and speech impaired.
11. Develop effective public participation strategies. As appropriate, acknowledge and seek to overcome linguistic, cultural, institutional, geographic, and other barriers to meaningful participation, and incorporate active outreach to affected groups.
12. When developing a project, consider relevant public health data and industry data concerning the potential for multiple or cumulative exposure to human health or environmental hazards in the affected population and historical patterns of exposure to environmental hazards, to the extent such information is reasonably available. Also consider these multiple, or cumulative effects, even if certain effects are not within the control or subject to the discretion of the agency proposing the action.
13. When developing a project consider the composition of the affected area to determine whether minority populations, low-income populations, or Indian tribes are present in the area affected by the proposed action, and, if so, whether there may be disproportionately high and adverse human health or environmental effects on minority populations, low-income populations, or Indian tribes.
14. Create awareness of statutory non-discriminatory requirements.
15. Maintain a systematic and ongoing public involvement process that engages communities affected by transportation projects.
16. Identify potential discriminatory impacts early. Early detection can often minimize and reduce negative impacts to minority and low-income populations and delays to project delivery.
17. Avoid, eliminate or minimize adverse impacts.
18. Make required revisions in Public Participation Plan.
19. Provide a safe, accessible, and well publicized forum for communicating and responding to Title VI complaints.



<b>Products</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Newsletters, press releases, public hearing notices, outreach activities, maintain website	Ongoing	
Comments and position statements on draft plans, and documents	Ongoing	
Public Access to Board meetings	Ongoing	
Document meetings with traditionally underrepresented communities/leaders	Ongoing	
Inform and involve stakeholders in environmental planning processes	Ongoing	
Hold periodic workshops on environmental justice and environmental mitigation as it relates to the RTP	Ongoing	
Stakeholder and community forums/ presentations	Ongoing	
Update environmental compliance procedures	Ongoing	
Prepare appropriate environmental documentation for Regional Transportation Plan amendments	Ongoing	
Environmental documentation	As needed	

**ESTIMATED STAFF HOURS: 492**

<b>Fund Source(s)</b>
Transportation Development Act
General Fund

**ABSTRACT**

Public awareness regarding the role and activities of the agency is paramount to community participation, collaboration, and support required to fulfill our organizational purpose. In addition, as it relates to transit services, specific marketing activities are essential to enhancing the utilization of public transit.

**TASKS**

1. Develop and implement marketing campaigns for transit services.

Products	Beginning Date	Ending Date
On-going marketing activities	Ongoing	Ongoing

**ESTIMATED STAFF HOURS:** 258

Fund Source(s)
Transportation Development Act
General Fund

**SERVICIO EXPRESSO** RUTAS 21, 25, 29



Suisun City Fairfield Napa  
Sonoma Vallejo Ferry BART

707-251-2800  
Ridethevine.com

Paradas Limitadas  
Oportunidades Unlimitadas

## Appendix A: OWP Staff Hours 2014-15

AGENCY ADMINISTRATION		ANNUAL STAFF HOURS
AA – 01	Overall Work Program Development & Monitoring	100
AA – 02	Agency Administration and Support	8,426
AA – 03	Human Resources Management	2,080
AA – 04	Grants and Capital Projects Administration	910
AA – 05	Finance Administration	2,680
AA – 06	Transportation Development Act Administration	120
AA – 07	Audits	300
AA – 08	VINE Policies	140
AA – 09	Measure T Planning & Coordination	30
AA – 10	Green Business Program	250
AA – 11	Electric Vehicles Charging Stations Infrastructure	80
AA – 12	Abandoned Vehicle Abatement Program	10
AA – 13	Transportation for Clean Air	280
<b>SECTION TOTAL</b>		<b>15,426</b>
TRANSPORATION PLANNING AND PROGRAMS		
TP – 01	Federal Highway Programming	260
TP – 02	Surface Transportation Program	260
TP – 03	Countywide Strategic Transportation Planning	1,620
TP – 04	Transit System Studies and Updates	936
TP – 05	Active Transportation Plan	1,100
TP - 06	VINE Transit Yard Real Estate Acquisition Management Plan	340
TP – 07	Performance/ Compliance Monitoring	120
TP – 08	Census and Global Information Systems	140
TP – 09	Global Information System (GIS) Development	140
<b>SECTION TOTAL</b>		<b>4,956</b>

		<b>ANNUAL STAFF HOURS</b>
<b>MULTIMODAL MOBILITY MANAGEMENT</b>		
MM – 01	Alternative Transportation	880
MM – 02	Mobility Management	1,824
<b>SECTION TOTAL</b>		<b>2,704</b>
<b>TRANSIT PROGRAM ADMINISTRATION</b>		
PT – 01	Transit Administration & Operations	1,396
PT – 02	Public Transit Projects List	2,048
PT – 03	Transit Asset Management	170
<b>SECTION TOTAL</b>		<b>3,614</b>
<b>COMMUNICATION AND REPRESENTATION</b>		
CR – 01	Legislative Advocacy	180
CR – 02	Regional/ Sub-regional Coordination & Assistance	370
CR – 03	Public Participation, Information, and Support	492
CR – 04	Marketing	258
<b>SECTION TOTAL</b>		<b>1,300</b>
<b>OWP TOTAL</b>		<b><u>28,000</u></b>

# OWP Staff Hours Matrix

HOURS														Planner Consultant	TOTAL HOURS	WORK ELEMENT
Executive Director	Finance Manager	Transit Manager	Financial Analyst	Human Resource Manager	Planning Manager	Sr. Planning	Assoc. Planner	Transit Planner (Transit)	Transit Planner (MM)	Admin Tech	Admin Tech/ DBELO	Transportation Engineer	Total Employee Hours			
20	80		0	0	0	0	0	0	0	0	0	0	100		100	AA - 01 Overall Work Program Development & Monitoring
1310	300	60	250	300	670	860	840	68	208	1080	2080	400	8,426		8,426	AA - 02 Agency Administration and Support
40	100			1740						200			2,080		2,080	AA - 03 Human Resources Management
10	300		240				60					300	910		910	AA - 04 Grants and Capital Projects Administration
	590		1250							800		40	2,680		2,680	AA - 05 Finance Administration
	80		40										120		120	AA - 06 Transportation Development Act Administration
	200		100										300		300	AA - 07 Audits
			140					20					160		160	AA - 08 VINE Policies
10	10				10								30		30	AA - 09 Measure T Planning & Coordination
					250								250		250	AA - 10 Green Business Program
	40											40	80		80	AA - 11 Electric Vehicles Charging Stations Infrastructure
	10												10		10	AA - 12 Abandoned Vehicle Abatement Program
					140	140							280		280	AA - 13 Transportation for Clean Air
80					80	20	80						260		260	TP - 01 Federal Highway Programming
80					80	20	80						260		260	TP - 02 Surface Transportation Program
					320	100	300						720	960	1,680	TP - 03 Countywide Strategic Transportation Planning
			312					604					916		916	TP - 04 Transit System Studies and Updates
					200	600	300						1,100		1,100	TP - 05 Active Transportation Plan
140	160		40										340		340	TP - 06 VINE Transit Yard Real Estate Acquisition Management Plan
	20			20	40	40							120		120	TP - 07 Performance/ Compliance Monitoring
								40				100	140		140	TP - 08 Census and Global Information Systems
								40				100	140		140	TP - 09 Global Information System (GIS) Development
40					40	140	300	60				300	880		880	MM - 01 Alternative Transportation Programs
			104			60	100					1560	1,824		1,824	MM - 02 Mobility Management Programs
			772						520	104			1,396		1,396	PT - 01 Transportation Administration & Operations
			624						624			800	2,048		2,048	PT - 02 Public Transit Projects List
	150		20										170		170	PT - 03 Transit Asset Management
180													180		180	CR - 01 Legislative Advocacy
80					210	80							370		370	CR - 02 Regional/ Sub-regional Coordination & Assistance
80		104		20	40	20	20	104	104				492		492	CR - 03 Public Participation, Information, and Support
10	40	104							104				258		258	CR - 04 Marketing
<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>	<b>27,040</b>	<b>960</b>	<b>28,000</b>	

## Glossary of Acronyms

<b>AB 32</b>	Global Warming Solutions Act
<b>ABAG</b>	Association of Bay Area Governments
<b>ADA</b>	American with Disabilities Act
<b>BAAQMD</b>	Bay Area Air Quality Management District
<b>AVAA</b>	Abandoned Vehicle Abatement Authority
<b>BART</b>	Bay Area Rapid Transit District
<b>BATA</b>	Bay Area Toll Authority
<b>BRT</b>	Bus Rapid Transit
<b>Caltrans</b>	California Department of Transportation
<b>CEQA</b>	California Environmental Quality Act
<b>CIP</b>	Capital Investment Program
<b>CMA's</b>	Congestion Management Agencies
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement Program
<b>CMP</b>	Congestion Management Program
<b>CTC</b>	California Transportation Commission
<b>DOT</b>	<b>Federal Department of Transportation</b>
<b>EIR</b>	Environmental Impact Report
<b>FAS</b>	Federal Aid Secondary
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GHG</b>	Greenhouse Gas
<b>HBP</b>	Highway Bridge Program
<b>HBRR</b>	Highway Bridge Replacement and Rehabilitation Program
<b>HIP</b>	Housing Incentive Program
<b>HOT</b>	High Occupancy Toll
<b>HOV</b>	High Occupancy Vehicle
<b>HR3</b>	High Risk Rural Roads
<b>HSIP</b>	Highway Safety Improvement Program
<b>HTF</b>	Highway Trust Fund
<b>IFB</b>	Invitation for Bid
<b>ITIP</b>	State Interregional Transportation Improvement Program
<b>JARC</b>	Job Access and Reverse Commute
<b>LIFT</b>	Low-Income Flexible Transportation
<b>LOS</b>	Level of Service
<b>MPO</b>	Metropolitan Planning Organization
<b>MTC</b>	Metropolitan Transportation Commission

<b>MTS</b>	Metropolitan Transportation System
<b>NCTPA</b>	Napa County Transportation and Planning Agency
<b>NEPA</b>	National Environmental Policy Act
<b>NOC</b>	Notice of Completion
<b>NOD</b>	Notice of Determination
<b>NOP</b>	Notice of Preparation
<b>NVTA</b>	Napa Valley Transportation Authority
<b>OBAG</b>	One Bay Area Grant
<b>PCI</b>	Pavement Condition Index
<b>PDA</b>	Priority Development Areas
<b>PID</b>	Project Initiation Document
<b>PMS</b>	Pavement Management System
<b>PPM</b>	Planning, Programming & Monitoring
<b>Prop. 42</b>	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
<b>PSE</b>	Plan, Specification & Estimate
<b>PSR</b>	Project Study Report
<b>PTA</b>	Public Transportation Account
<b>RACC</b>	Regional Agency Coordinating Committee
<b>RFP</b>	Request for Proposal
<b>RFQ</b>	Request for Qualifications
<b>RHNA</b>	Regional Housing Needs Allocation
<b>RM2</b>	Regional Measure 2 (Bridge Toll)
<b>RTEP</b>	Regional Transit Expansion Program
<b>RTIP</b>	Regional Transportation Improvement Program
<b>RTP</b>	Regional Transportation Plan
<b>SAFE</b>	Service Authority for Freeways and Expressways
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
<b>SCS</b>	Sustainable Community Strategy
<b>SHOPP</b>	State Highway Operation and Protection Program
<b>SR</b>	State Route
<b>SRTS</b>	Safe Routes to School
<b>SOV</b>	Single-Occupant Vehicle
<b>STA</b>	State Transit Assistance
<b>STIP</b>	State Transportation Improvement Program
<b>STP</b>	Surface Transportation Program
<b>TCM</b>	Transportation Control measure
<b>TCRP</b>	Traffic Congestion Relief Program
<b>TDA</b>	Transportation Development Act

<b>TDM</b>	Transportation Demand Management or Transportation Demand Model
<b>TE</b>	Transportation Enhancement
<b>TEA</b>	Transportation Enhancement Activities
<b>TEA 21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TFCA</b>	Transportation Fund for Clean Air
<b>TIP</b>	Transportation Improvement Program
<b>TLC</b>	Transportation for Livable Communities
<b>TLU</b>	Transportation Land Use
<b>TMP</b>	Traffic Management Plan
<b>TMS</b>	Transportation Management System
<b>TOD</b>	Transit-Oriented Development
<b>TOS</b>	Transportation Operations Systems
<b>TPI</b>	Transit Performance Initiative
<b>TPP</b>	Transit Priority Project Areas
<b>VHD</b>	Vehicle hours of Delay
<b>VMT</b>	Vehicle Miles Traveled



Napa County Transportation and Planning Agency

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[ridethevine.com](http://ridethevine.com)

Overall Work Program 2014 – 2015

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October 15, 2014  
NCTPA Agenda Item 9.4  
**Continued From: New**  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: [aanorato@nctpa.net](mailto:aanorato@nctpa.net)  
**SUBJECT:** Resolution No. 14-18 Establishing a Depository Account with Bank of Marin and Appointing Signatories

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) approve Resolution No. 14-18 (Attachment 1) authorizing the Executive Director to establish a depository (checking) account with Bank of Marin and (2) authorizing the Executive Director to appoint signatories for the account as appropriate.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

At the April 16, 2014 meeting, the Board adopted Resolution No. 14-09 authorizing the Agency to establish a business banking relationship with Bank of Marin to procure debt financing instruments such as a Line of Credit. One of the conditions for the loan is to open a checking account with Bank of Marin. Bank of Marin has requested a Resolution to establish a depository account with Bank of Marin and authorize the Executive Director and/or designees as signatories on the account. Although no minimum is required to open the account, staff is proposing a nominal deposit of \$1,000.

### **PROCEDURAL REQUIREMENTS**

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

**FINANCIAL IMPACT**

Is there a fiscal impact? Yes. \$1,000 will be transferred from NCTPA's checking account held at the County of Napa's treasury department to Bank of Marin.

**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**

Resolution No. 14-09 authorized NCTPA to establish a relationship with Bank of Marin to procure debt financing instruments such as a line of credit to satisfy the Agency's short term liquidity needs and to guarantee sufficient revenues for on-going operations. The April 3, 2014 "term sheet" to NCTPA, Item 11 states, "Monthly payments to be automatically debited from the Bank of Marin deposit account which is to remain with the Bank for the duration of the loan." Opening a depository account is a pre-condition to establishing a loan with Bank of Marin.

Although NCTPA Procurement Policies Chapter 7: Financial Matters contains language on the conditions and operational controls under which the Agency may maintain funds outside the county treasury, the policy does not specifically allow the Executive Director to open a new depository account outside the county treasury without Board authorization.

Bank of Marin has a long history of working with government and non-profit agencies. Bank of Marin has requested the NCTPA Board, by resolution, specifically allow the Executive Director to open a depository account(s), appoint signatories to the account(s), and negotiate other banking arrangements subject to Board policies and prior approval of NCTPA legal counsel. A request for a Resolution is considered a standard business practice when establishing a depository account.

**SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 14-18

**RESOLUTION No. 14-18**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AUTHORIZING THE EXECUTIVE DIRECTOR TO ESTABLISH  
DEPOSITORY ACCOUNTS AND APPOINT SIGNATORIES**

**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**, the Board has authorized a relationship with Bank of Marin to procure debt financing instruments at its April 16, 2014 meeting via Resolution 14-09; and

**WHEREAS**, the debt financing instruments secured with the Bank of Marin will be used as a short term measure to balance cash flow and to accelerate the delivery capital projects; and

**WHEREAS**, a pre-condition of creating such a banking relationship is the establishment of a depository account(s) with Bank of Marin; and

**WHEREAS**, Bank of Marin does not require a minimum amount to open up depository accounts, but NCTPA will fund the account with a nominal opening balance:

**NOW THEREFORE BE IT RESOLVED** that

1. The foregoing recitals are true and correct.
2. The Executive Director is authorized to open depository accounts with Bank of Marin on behalf of NCTPA and appoint signatories to the account.
3. The Executive Director is authorized and directed to deliver to Bank of Marin documents as may be required by Bank that is necessary to open up depository accounts.

Passed and Adopted the 15th day of October 15, 2014.

///

///

\_\_\_\_\_  
John F. Dunbar, Chair, NCTPA

Ayes:

Noes:

Absent

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

\_\_\_\_\_  
Janice D. Killion, NCTPA Legal Counsel



October 15, 2014  
NCTPA Agenda Item 9.5  
**Continued From: New**  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** Resolution No. 14-19 Authorizing the Filing of an Application for Federal Transit Administration (FTA) Formula Program and Surface Transportation Program Funds

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution 14-19 (Attachment 1) authorizing the Executive Director or her designee to file and execute applications with the Metropolitan Transportation Commission (MTC) for MTC's Transit Capital Priorities Program for Federal FYs 2014-15 and 2015-16 Federal Transit Administration (FTA) Section 49 USC 5307, 5310 and Section 5339 and Cycle 2 Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Transit Capital Rehabilitation program funds in the amount of \$3,296,039.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

NCTPA is applying for a total of \$3,296,039 in federal funding for Federal FY 2015 and FY 2016 to fund various operating and capital projects, and ADA operating support.

### **PROCEDURAL REQUIREMENTS**

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

---

## **FINANCIAL IMPACT**

Is there a fiscal impact? Yes, \$3,559,472 in federal funds will be programmed into NCTPA's budget for the next two fiscal years: \$1,765,611 for FY2014-15 and \$1,793,861 for FY2015-16. A local match of at least 20% is required for capital projects and 50% for operating assistance.

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: Yes. Funding for FY 2014-15 and FY 2015-16.

Consequences if not approved: Not applying for the funds would cause the Agency to forgo approximately \$3,559,472 in federal funding over the next two fiscal years, which is necessary to meet operating costs.

## **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**

Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), enacted by Congress and signed into law in July 2012, is the federal transportation authorization legislation for the periods Federal FY 2013 and FY 2014. Title 49 USC Section 5307/MAP-21 Section 20007 authorized \$8.8 billion in Urbanized Area Formula funds and Title 49 USC Section 5339/MAP-21 Section 20029 authorized \$852 million in Bus and Bus Facility Funds. Section 5307 funds is one of the largest sources of operating assistance for small urbanized areas such as Napa and is therefore a critical source for maintain the quality of our revenue fleets and other core assets.

Congress has not yet adopted authorizing legislation for the FY 2014-15 and FY 2015-16 programs. MTC anticipates that the FY 2014-15 and FY 2015-16 programs will be authorized by Federal legislation that succeeds the Moving Ahead for Progress in the 21st Century (MAP-21) legislation. This policy assumes no FTA program or policy changes; revisions to the policy will be proposed after the re-authorization is adopted if needed.

Section 5307 formula funds are apportioned to large and small urbanized areas on population and revenue service factors. Section 5339 formula funds are apportioned nationally by state in addition to the same factors as the Section 5307 funds. There are twelve (12) areas in the San Francisco Bay Area, including five (5) large (San Francisco-Oakland, San Jose, Concord, Antioch, and Santa Rosa) and seven (7) small (Vallejo, Fairfield, Vacaville, Napa, Livermore, Gilroy-Morgan Hill, and Petaluma). NCTPA is currently eligible for Section 5307 and 5339 funds from the Napa small urbanized area.

MTC is the federally designated recipient of the Section 5339 funds for the Bay Area's 12 urbanized areas. MTC's TCP is the policy guidelines for programming the Section 5307 Formula, Section 5337 State of Good Repair, and Section 5339 Bus and Bus Facilities, and STP funds flexed to transit to address the region's transit capital shortfall.

MTC's TCP policy for small UZA's allows for the funding of operating assistance. MTC also sets aside 10% in Section 5307 funds for ADA operating purposes in each urbanized area. NCTPA also receives a small amount from the Vallejo urbanized area. This translate into approximately \$39,000 per year in ADA set-aside funds that NCTPA anticipates receiving.

Based on the MTC's priorities, staff is recommending submitting applications for the projects detailed in the table below.

#### Fiscal Year 2014-15

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP030004	NCTPA: ADA Operating Assistance	Napa: ADA operating assistance for paratransit service	39,112	39,112	78,224
NCTPA	NAP090008	NCTPA Equipment Replacement and Upgrades	NCTPA: Replacement and upgrades to equipment	177,016	44,254	221,270
NCTPA	NAP970010	Napa Vine Operating Assistance	Napa Vine: Operating Assistnace to support transit routes and services	1,503,950	1,503,950	3,007,900
<b>Totals</b>				<b>\$ 1,720,078</b>	<b>\$ 1,587,316</b>	<b>\$ 3,307,394</b>

#### Fiscal Year 2015-16

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP030004	NCTPA: ADA Operating Assistance	Napa: ADA operating assistance for paratransit service	39,112	39,112	78,224
NCTPA	NAP090008	NCTPA Equipment Replacement and Upgrades	NCTPA: Replacement and upgrades to equipment	177,016	44,254	221,270
NCTPA	NAP970010	Napa Vine Operating Assistance	Napa Vine: Operating Assistnace to support transit routes and services	1,503,950	1,503,950	3,007,900
<b>Totals</b>				<b>\$ 1,720,078</b>	<b>\$ 1,587,316</b>	<b>\$ 3,307,394</b>

Total: \$3,440,156

### **SUPPORTING DOCUMENTS**

Attachments: (1) Resolution No. 14-19  
(2) FY 2014-15 – FY 2015-16 Transit Capital Priorities Call for Projects  
(3) August 29, 2014 Letter from Napa County Council Opinion of Counsel Letter

**RESOLUTION No. 14-19**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AUTHORIZING THE FILING OF AN APPLICATION FOR  
FEDERAL TRANSIT ADMINISTRATION (FTA) FORMULA PROGRAM AND  
SURFACE TRANSPORTATION PROGRAMS, COMMITTING THE NECESSARY  
LOCAL MATCH FOR THE PROJECT(S) AND STATING THE ASSURANCE OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY  
TO COMPLETE THE PROJECT**

**WHEREAS**, Moving Ahead for Progress in the 21st Century (MAP-21, Public Law Public Law 112-141) continues and establishes new Federal Transit Administration (FTA) formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. § 133); and

**WHEREAS**, pursuant to MAP-21, and the regulations promulgated there under, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307, Section 5309 Fixed Guideway (FG), Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Federal Highway Administration (FHWA) Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the successor legislation to MAP-21 is anticipated to continue authorization of the FTA and FHWA funding programs; and

**WHEREAS**, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

**WHEREAS**, the Napa County Transportation and Planning Agency (NCTPA) is an eligible project sponsor for FTA Formula Program and FHWA STP/CMAQ funds; and

**WHEREAS**, NCTPA authorizes the Executive Director to submit a grant application to MTC for funds from the FY 2014-15 or FY 2015-16 FTA Formula Program and STP/CMAQ funds, and to make minor modifications to the grant application for the following project(s):

Fiscal Year 2014-15

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP030004	NCTPA: ADA Operating Assistance	Napa: ADA operating assistance for paratransit service	39,112	39,112	78,224
NCTPA	NAP090008	NCTPA Equipment Replacement and Upgrades	NCTPA: Replacement and upgrades to equipment	177,016	44,254	221,270
NCTPA	NAP970010	Napa Vine Operating Assistance	Napa Vine: Operating Assistnace to support transit routes and services	1,503,950	1,503,950	3,007,900
<b>Totals</b>				<b>\$ 1,720,078</b>	<b>\$ 1,587,316</b>	<b>\$ 3,307,394</b>

Fiscal Year 2015-16

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP030004	NCTPA: ADA Operating Assistance	Napa: ADA operating assistance for paratransit service	39,112	39,112	78,224
NCTPA	NAP090008	NCTPA Equipment Replacement and Upgrades	NCTPA: Replacement and upgrades to equipment	177,016	44,254	221,270
NCTPA	NAP970010	Napa Vine Operating Assistance	Napa Vine: Operating Assistnace to support transit routes and services	1,503,950	1,503,950	3,007,900
<b>Totals</b>				<b>\$ 1,720,078</b>	<b>\$ 1,587,316</b>	<b>\$ 3,307,394</b>

**WHEREAS**, MTC requires, as part of the application, a resolution stating the following:

- 1) the commitment of necessary local matching funds of at least of 20% for FTA Formula Program funds, and 11.47% for STP funds; and
  
- 2) that the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP/CMAQ funds; and
  
- 3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and
  
- 4) that the sponsor understands that FTA Formula Program funds must be obligated within three years of programming and STP/CMAQ funds must be obligated by January 31 of the year that the project is programmed for in the TIP, or the project may be removed from the program.; and

**NOW THEREFORE BE IT RESOLVED**, the Board of Director's of the Napa County Transportation and Planning Agency is authorized to execute and file an application for funding under the FTA Formula Program and/or FHWA Surface

Transportation Program and/or FHWA Congestion Mitigation and Air Quality funds in the amount of \$3,440,156 for the projects listed above; and:

- 1) that NCTPA will provide \$3,174,632 in local matching funds; and
- 2) that NCTPA understands that the FTA Formula Program and STP funding for the project is fixed at \$3,440,156 and that any cost increases must be funded by NCTPA from local matching funds, and that (applicant) does not expect any cost increases to be funded with FTA Formula Program and Surface Transportation Program funds; and
- 3) Projects listed above will be built as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the time frame established below; and
- 4) The program funds are expected to be obligated by January 31 of the year the project is programmed for in the TIP; and
- 5) that NCTPA will comply with FTA requirements and all other applicable Federal, State and Local laws and regulations with respect to the proposed project; and

**BE IT FURTHER RESOLVED**, that NCTPA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program and Surface Transportation Program and Congestion Mitigation and Air Quality funded projects in the Transportation Improvement Program (TIP); and

**BE IT FURTHER RESOLVED** that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

**NOW THEREFORE BE IT RESOLVED**, that NCTPA shall forward a copy of this Resolution, and such other information as may be required, to MTC, and such other agencies as may be appropriate.

Passed and Adopted this 15<sup>th</sup> day of October, 2014

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

\_\_\_\_\_  
Janice Killion, NCTPA Legal Counsel

FY 2014-15 – FY 2015-16 Transit Capital Priorities Call for Projects  
 Attachment 5: Transit Capital Priorities Program Apportionment Estimates (1)

Urbanized Area	FY 2015									
	TCP Programs					Related Programs				
	Section 5307 Urbanized Area (Excludes JARC Set-Aside) Apportionment	Prior Yr Carryover	Section 5337 State of Good Repair Apportionment	Prior Yr Carryover	Section 5339 Bus and Bus Facilities Apportionment	Prior Yr Carryover	Total TCP	STP Transit Capital Rehab (2)	Total Transit Capital TCP + STP	Section 5307 Lifeline Set-Aside (3)
Large UAs	126,872,636		114,719,987		6,908,739		248,501,362			1,445,109
San Francisco-Oakland	35,529,308		24,521,481		2,864,447		62,915,236			580,429
San Jose	20,774,567		26,638,142		863,162		48,275,871			124,656
Concord	5,969,707		4,440,428		451,547		10,861,682			127,649
Antioch	4,134,679		-		478,084		4,612,763			135,550
Santa Rosa	193,280,897		170,320,038		11,565,979		375,166,914			2,413,393
Subtotal Large UAs										
Small UAs	3,266,716	2,476,040			387,398		6,130,154			140,014
Vallejo	2,422,384				284,891		2,707,285			95,958
Fairfield	1,690,401	1,836,424			198,885	195,188	3,920,898			41,640
Vacaville	1,480,266				174,228		1,654,494			72,621
Napa	1,463,685	3,351,455			172,258	341,314	5,328,712			32,239
Livermore	1,405,484				161,843	158,851	1,726,178			61,954
Gilroy-Morgan Hill	1,085,300				126,859		1,212,159			32,037
Petaluma	12,814,246	7,663,919			1,506,362	695,353	22,679,860			476,463
Subtotal Small UAs										
Region Total	206,095,143	7,663,919	170,320,038		13,072,341	695,353	397,846,794	4,684,772	402,531,566	2,889,856

Urbanized Area	FY 2016									
	TCP Programs					Related Programs				
	Section 5307 Urbanized Area (Excludes JARC Set-Aside) Apportionment	Prior Yr Carryover	Section 5337 State of Good Repair Apportionment	Prior Yr Carryover	Section 5339 Bus and Bus Facilities Apportionment	Prior Yr Carryover	Total TCP	STP Transit Capital Rehab (2)	Total Transit Capital TCP + STP	Section 5307 Lifeline Set-Aside (3)
Large UAs	128,902,598		116,555,507		7,019,279		252,477,384			1,468,231
San Francisco-Oakland	36,097,777		24,913,825		2,910,278		63,921,880			589,716
San Jose	21,106,960		27,064,352		876,973		49,048,285			126,650
Concord	6,065,222		4,511,475		458,772		11,035,469			129,691
Antioch	4,200,834		-		486,733		4,686,567			137,719
Santa Rosa	196,373,391		173,045,159		11,751,035		381,169,585			2,452,007
Subtotal Large UAs										
Small UAs	3,318,983				393,596		3,712,580			142,254
Vallejo	2,461,152				289,449		2,750,602			97,493
Fairfield	1,717,447				202,067		1,919,515			42,306
Vacaville	1,503,950				177,016		1,680,966			73,783
Napa	1,487,104				175,014		1,662,118			32,755
Livermore	1,427,972				164,432		1,592,404			62,945
Gilroy-Morgan Hill	1,102,665				128,889		1,231,554			32,550
Petaluma	13,019,274				1,530,464		14,549,738			484,086
Subtotal Small UAs										
Region Total	209,392,665	-	173,045,159		13,281,498	-	395,719,322		395,719,322	2,936,094

Notes:  
 (1) Projections are based on FY14 funding levels assuming no increase in FY15 and 1.6% increase in FY16. Actual apportionments may vary significantly from the projections.  
 (2) Portion of STP Transit Capital funds may be programmed in FY16 depending on high-scoring project needs.  
 (3) 5307 funds apportioned by JARC formula are set aside for Lifeline program.

FY 2014-15 Transit Capital Priorities Call for Projects  
 Attachment 8b: Estimated ADA Set-Aside Amounts FY 2014

Operator	Urbanized Area										Total	
	San Francisco-Oakland	San Jose	Concord	Antioch	Vallejo	Livermore	Gilroy MH	Petaluma				
AC Transit	3,913,691											3,913,691
ACE	2,566		6,270									8,836
BART	1,873,439		718,933	86,582								2,678,955
Caltrain	51,327	111,940										163,267
CCCTA			1,178,716									1,178,716
Fairfield-Suisun Transit				Not applicable								
GGBHTD*	307,963											307,963
LAVTA			186,003			149,592						335,595
Marin County Transit*	461,944											461,944
Napa VINE					38,496							38,496
Petaluma Transit								82,795				82,795
SamTrans	1,847,776											1,847,776
SFMTA	3,990,682											3,990,682
SolTrans					302,177							302,177
Sonoma City Transit				Not applicable							28,939	28,939
SR City Bus				Not applicable								
Tri-Delta				523,153								523,153
Union City	128,318											128,318
Vacaville				Not applicable								
VTA		3,499,034						146,744				3,645,777
WestCat	243,804											243,804
WETA	5,133											5,133
<b>Total</b>	<b>12,826,642</b>	<b>3,610,974</b>	<b>2,089,922</b>	<b>609,736</b>	<b>340,673</b>	<b>149,592</b>	<b>146,744</b>	<b>111,734</b>	<b>19,886,016</b>			

FY 2015-16 Transit Capital Priorities Call for Projects  
 Attachment 8c: Estimated ADA Set-Aside Amounts FY 2016

Operator	Urbanized Area										Total	
	San Francisco-Oakland	San Jose	Concord	Antioch	Vallejo	Livermore	Gilroy MH	Petaluma				
AC Transit	3,976,310											3,976,310
ACE	2,607		6,370									8,977
BART	1,903,414		730,436	87,968								2,721,818
Caltrain	52,148	113,731										165,880
CCCTA			1,197,576									1,197,576
Fairfield-Suisun Transit				Not applicable								-
GGBHTD*	312,890											312,890
LAVTA			188,979			151,986						340,965
Marin County Transit*	469,335											469,335
Napa VINE					39,112							39,112
Petaluma Transit								84,119				84,119
SamTrans	1,877,340											1,877,340
SFMTA	4,054,533											4,054,533
SolTrans					307,012							307,012
Sonoma City Transit				Not applicable						29,402		29,402
SR City Bus				Not applicable								-
Tri-Delta				531,524								531,524
Union City	130,371											130,371
Vacaville				Not applicable								-
VTA		3,555,018							149,092			3,704,110
WestCat	247,705											247,705
WETA	5,215											5,215
<b>Total</b>	<b>13,031,868</b>	<b>3,668,749</b>	<b>2,123,361</b>	<b>619,491</b>	<b>346,124</b>	<b>151,986</b>	<b>149,092</b>	<b>113,521</b>	<b>149,092</b>	<b>29,402</b>	<b>113,521</b>	<b>20,204,193</b>



A Tradition of Stewardship  
A Commitment to Service

Minh C. Tran  
County Counsel

**NAPA COUNTY  
OFFICE OF COUNTY COUNSEL**

1195 Third Street, Suite 301  
Napa, CA 94559

Main: (707) 253-4521  
Fax: (707) 259-8220

**ATTACHMENT 3  
NCTPA Board Agenda Item 9.5  
October 15, 2014**

Deputies

Silva Darbinian  
Laura Anderson  
Jacqueline Gong  
Robert C. Martin  
Robert W. Paul  
Jennifer Yasumoto  
Carrie R. Gallagher  
Janice D. Killion  
Chris R. Y. Apallas  
Susan B. Altman  
Thomas S. Capriola  
Margaret L. Woodbury

August 29, 2014

To: Metropolitan Transportation Commission  
Fr: Napa County Transportation and Planning Agency (NCTPA)

Re: Eligibility for FTA Section 5307 Program, FTA 5337 State of Good Repair Program, FTA 5339 Bus and Bus Facilities Program, and Surface Transportation Program (STP)

This communication will serve as the requisite opinion of counsel in connection with the application of NCTPA for funding from the FTA Section 5307, 5337 or 5339 programs, or STP, made available pursuant to the Moving Ahead for Progress in the 21st Century federal transportation authorization (MAP-21, Public Law Public Law 112-141) or successor legislation.

1. NCTPA is an eligible sponsor of projects for the FTA Section 5307, 5337 or 5339 programs, or the STP program.
2. NCTPA is authorized to submit an application for FTA Section 5307, 5337 or 5339 funding, or STP funding for Napa Vine Operating Assistance; NCTPA Equipment replacement and Upgrades; and NCTPA: ADA Operating Assistance
3. I have reviewed the pertinent state laws and I am of the opinion that there is no legal impediment to NCTPA making applications FTA Section 5307, 5337 or 5339 program funds, or STP funds. Furthermore, as a result of my examinations, I find that there is no pending or threatened litigation which might in any way adversely affect the proposed projects, or the ability of NCTPA to carry out such projects.

Very truly yours,

  
Janice D. Killion  
NCTPA Counsel



October 15, 2014  
NCTPA Agenda Item 9.6  
**Continued From: New**  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: [aanorato@nctpa.net](mailto:aanorato@nctpa.net)  
**SUBJECT:** Resolution No. 14-20 Authorizing the Executive Director to Enter into an Agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to Install Electric Vehicle Charging Stations at the Soscol Gateway Transit Center (SGTC) and Yountville Park and Ride

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution 14-21 (Attachment 1) authorizing the Executive Director to execute an agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to install three electric vehicle charging stations at the Soscol Gateway Transit Center (SGTC) and two electric vehicle charging stations at the Yountville Park and Ride with grant funds from the California Energy Commission.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The Bay Area Climate Collaborative (BACC) is a public-private initiative of the Silicon Valley Leadership Group established by the Mayors of San Francisco, San Jose and Oakland to accelerate the clean energy economy. A Call for Projects to install Electric Vehicle charging stations was held in November 2013. NCTPA, in partnership with the City of St. Helena, submitted an application to install charging stations at the Soscol Gateway Transit Center, Yountville Park and Ride Lot, and two locations in St. Helena. The California Energy Commission (CEC) awarded the grant in June 2014. As a subrecipient, NCTPA must execute an Agreement with the Bay Area Climate Collaborative, ABM, and Chargepoint to install the five electric vehicle charging stations.

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## **PROCEDURAL REQUIREMENTS**

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

## **FINANCIAL IMPACT**

Is there a fiscal impact? Yes, NCTPA will receive five (5) free charging stations (approximately \$8,000 retail price per station) and free installation (up to \$4,500 per station) from a CEC grant. The estimated value of the contract for 5 stations is \$62,500. NCTPA will be responsible for the operating and maintenance (O&M) costs of the stations. The yearly O&M costs will be approximately \$5,600, plus electricity costs. Usage fees will recapture some of the operating and maintenance costs.

Is it currently budgeted? No, ongoing operational and maintenance costs will begin January 2015. The current budget is expected to absorb those costs. A budget adjustment is not warranted.

Is it mandatory or discretionary? Discretionary

Consequences if not approved: The charging stations will be re-assigned to another agency.

## **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The installation of electric vehicle charging stations are exempt under Class 11 Accessory Structure-Section 15311 as stations are considered an accessory to existing parking lots, and are also exempt under Class 1 Existing Structures- Section 15301(e)(1) as stations will not increase 50% or 2,500 square feet (whichever is lesser) of the floor area of existing parking lots. Staff filed a Notice of Exemption on April 17, 2014.

## **BACKGROUND AND DISCUSSION**

In November 2013, staff joined the BACC's Bay Area Charge Ahead Project (BayCAP). BayCAP is a region-wide collaboration led by the BACC, which is a project of the Silicon Valley Leadership Group Foundation (a 501c3 organization). The mission of the BACC is to accelerate the region's transition to a clean energy economy through the promotion of sustainable mobility, clean energy, and energy efficiency.

BayCAP was developed to apply for grant funds from the California Energy Commission (CEC) to install electric vehicle charging stations across the Bay Area. NCTPA participated in a regional collaboration known as BayCAP 2 and requested funding for five (5) dual-port Level 2 charging stations. BayCAP 2 is a partnership led by the California EV Alliance which includes the Bay Area Climate Collaborative (BACC), ChargePoint, ABM, and ten municipalities in the East and North Bay. The CEC awarded the lead applicant for the BayCAP 2 grant, California EV Alliance, \$474,052 for

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the deployment of 37 dual-port Level 2 EV charging stations across 18 locations in the North and East Bay.

The project will provide 74 Level 2 charging ports, all in dual port configurations in high utilization destination locations. NCTPA will receive 5 stations. Other cities in Napa County are Yountville with 1 location and St. Helena with 2 locations.

The value of the grant is estimated to be \$12,500 per station, which includes up to \$4,500 for the cost of installation. This equates to a total grant value of up to \$62,500 for NCTPA's 5 stations.

There is an annual match of approximately \$5,600 required from NCTPA to pay for the network service fee, software upgrades, station programming, cellular connections, and 24/7 support. The matching cost also covers warranty for the stations in the second year (first year warranty is free).

To meet the milestones under the CEC's grant criteria, staff is recommending that the Board authorize the Executive Director to execute an "Approval to Proceed" agreement with BACC, ABM, and ChargePoint for the installation of the 5 charging stations upon final receipt and due diligence review of the agreement. A draft copy of the agreement is included in Attachment 2. The stations are expected to be installed by February 2015.

All the stations installed under the BayCAP2 projects will be ChargePoint CT 4000 series, and all are in the dual-port configuration because this is the most economical approach on a per-port basis. NCTPA will own and maintain the stations. All dual port chargers can be concurrently energized at charging rates of up to 6.6 kW. Under the BayCAP project, NCTPA will receive the charging stations for free from ChargePoint. ABM will install the stations for free up to \$4,500 per station. If a site requires additional upgrades beyond the \$4,500, NCTPA will be responsible for covering these costs.

The grant funds, master contract, and overall project management will be handled by BACC. As such, no direct funds will be provided to NCTPA, which will save staff time, and expedite the installation of the charging stations. NCTPA, which already has a Master Services Agreement with Chargepoint for the Redwood Park and Ride, will be responsible for paying for the ChargePoint network that allows electric vehicle drivers to set up a charging session.

In addition, NCTPA will be responsible for any extended warranties beyond one year of operation. Additional costs in the future may include continuing the preventive maintenance program, at a cost of \$230 per port per year. There also may be minor costs associated for signs on charging station locations and designating parking spots as electric vehicle only parking.

Per the BayCAP 2 award, a fee for use of the charging stations will be developed to sustain charging station operations. NCTPA staff anticipates that a rate of \$0 - \$1.50 per hour will be adequate to recover most energy costs, transaction fees, network

service fees, and maintenance. The fee structure can be tailored based upon usage and agency policy.

Blink Charging Station at Soscol Gateway Transit Center (SGTC): The Transit Center currently has a Blink Charging Station which was placed into service as part of the construction of the SGTC. Ecotality Corp. was the parent company of the Blink Charging Stations. Ecotality Corp. filed for bankruptcy in Summer of 2013, voiding all warranty's and contracts with stations hosts. The equipment is no longer serviceable by Ecotality. Although the network is still operational, any hardware issues must be serviced by third party electricians. The assets of Ecotality were bought by CarCharging Corp in October 2013. The Blink station was purchased for \$8,000, and was included in the construction costs of the Soscol Gateway Transit Center. It is highly unlikely NCTPA could sell the unit to another agency or private company as the model of this type of asset is no longer manufactured and is not supported by Blink's new parent company.

### **SUPPORTING DOCUMENTS**

Attachments: (1) Resolution No. 14-20  
(2) Draft Agreement

**RESOLUTION No. 14-20**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH  
THE BAY AREA CLIMATE COLLABORATIVE, ABM, AND CHARGEPOINT TO  
INSTALL ELECTRIC VEHICLE CHARGING STATIONS AT THE  
SOSCOL GATEWAY TRANSIT CENTER AND YOUNTVILLE PARK AND RIDE  
WITH GRANT FUNDING FROM THE CALIFORNIA ENERGY COMMISSION**

**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**, the California Energy Commission (CEC) awarded funds for the Bay Area Charge Ahead Project 2 (BayCAP 2), a partnership project with the Bay Area Climate Collaborative, California EV Alliance, ABM and ChargePoint, to install EV charging stations in the Bay Area; and

**WHEREAS**, NCTPA is participating in the BayCAP2 project for the deployment of three (3) charging stations at the Soscol Gateway Transit Center and two (2) at the Yountville Park and Ride that will increase electric vehicle readiness; and

**WHEREAS**, installing electric vehicle charging stations is consistent with the NCTPA's strategy to help meet greenhouse gas reduction targets; and

**WHEREAS**, the hardware and installation is covered by the grant with funds flowing directly to ABM for the hardware and installation services; and

**WHEREAS**, NCTPA is responsible for operational and maintenance costs;

**NOW THEREFORE BE IT RESOLVED** that:

1. The foregoing recitals are true and correct.
2. The Executive Director is authorized to:
  - a. Accept free electric vehicle charging stations and free installation (up to \$4,500) for NCTPA transit properties from the BayCAP funded by the California Energy Commission.
  - b. Accept that the BACC will manage grant funds with chargers being provided by ChargePoint and installation being provided by ABM (up to \$4,500);

c. Execute the BACC, ChargePoint, and ABM “approval to proceed” agreement for the installation of the charging stations upon receipt and due diligence review.

d. Set the hourly usage fee rate for cost recovery purposes.

Passed and adopted this 15<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes:

Noes:

Absent:

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

\_\_\_\_\_  
Janice Killion, NCTPA Legal Counsel



CEVA / California EV Alliance



**FINAL DRAFT**

Bay Area Charge Ahead Project 2 – Approval to Proceed  
*Installation of Level 2 EV Supply Equipment (EVSE)*

<b>Date</b>	June __ , 2014
<b>Site Host Entity</b>	City of _____
<b>Address of Site Host Entity</b>	
<b>Primary Contact Name &amp; Title</b>	
<b>Primary Contact Phone</b>	
<b>Primary Contact Email</b>	
<b>Authorizing Official Name &amp; Title</b>	
<b>Authorizing Official Phone</b>	
<b>Authorizing Official E-mail</b>	

**I. Project Summary**

The Bay Area Charge Ahead Project 2 (BayCAP2) is a multi-jurisdictional project led by the California EV Alliance (CEVA) to procure and install Level 2 Electric Vehicle Supply Equipment (EVSE) – a.k.a., EV chargers – in specified locations throughout the greater Bay Area. The project is funded by the California Energy Commission (CEC) via the PON-13-606 solicitation award approved on May 14, 2014. Upon completion, the Bay Area Charge Ahead 2 project will install a total of 38 dual port Level 2 chargers, for a total of 74 Level 2 charge ports, including \_\_\_\_ **charging stations (with a total of \_\_\_\_ charge ports)** located in the **City of \_\_\_\_\_** .

**II. Purpose of this Approval to Proceed**

This document provides the approval for ABM to ship and install the CEC-funded Level 2 charging stations at the approved addresses identified by the Site Host; and identifies for each of the relevant parties (the California EV Alliance, the Site Host, ABM, and ChargePoint) the roles, responsibilities, terms, and conditions for installation, maintenance, and operation of the charging stations.

**III. Partner Roles**

- 1. The California EV Alliance (CEVA)** – a California nonprofit corporation, is the awardee of California Energy Commission grant support. CEVA will provide overall project management services, including contract oversight, fiscal administration, and reporting to the CEC. CEVA has contracted with ABM for charging installation services, and with the Bay Area Climate Collaborative for project management support.

2. **Site Hosts:** Site hosts for the EV charging stations in the BayCAP2 project include the cities of Benicia, Berkeley, Fremont, Hayward, St. Helena, Yountville, Petaluma, San Leandro, the Napa County Transportation and Planning Authority, and Barker Pacific (a commercial property owner located in the Hamilton Landing area of Novato.)
3. **ABM**, a national leader in EV infrastructure and energy management services, will provide installation, commissioning, and maintenance services for the project charging stations, and will provide a portion of the required matching funds.
4. **ChargePoint** – a leading charging equipment manufacturer – will provide Level 2 networked chargers and network operating services, including payment processing, cloud-based charge station information services, and software upgrades.
5. **The Site Host Entity will:**
  - A. **Complete required CEQA documentation** specified by the California Energy Commission (CEC).
  - B. **Provide access to charge station locations in their jurisdiction** designated in the PON-13-606 application (or a suitable alternative in the event that the original site is deemed infeasible to install.)
  - C. **Provide all necessary permits for the project**
  - D. **Collaboratively identify the most appropriate location for the chargers within the designated site**, taking into account convenience for both the EV driver and other users of the facility, visibility, accessibility, and installation cost. (Please note that site cost guidelines are highlighted below in the Siting Requirements and Scope of Work sections.) In the event that a location preferred by the Site Host cannot be installed by ABM within the project budget, a new site will be selected which is responsive to the Siting Guidelines indicated below. The California EV Alliance will assist the parties in coming to consensus on final siting as needed.
  - E. **Provide charging station signage (per the requirements defined below) and striping (where needed to clearly designate the space for EV use)**. A minimum of one sign per EVSE-equipped parking space is required by the California Energy Commission and CEVA, which shall indicate that the space is “reserved for EV charging.” The relevant signage must comply with the Manual on Uniform Traffic Control Devices (MUTCD) and California Vehicle Codes (CVC), ensuring that signs are high enough, easily visible, and provide clear and accurate information on parking and charging policies.
  - F. **Provide adequate electrical capacity** and any other items deemed necessary to complete the EVSE installation that are otherwise excluded from the standard ABM installation services as specified in the Siting Requirements and Scope of Work sections of this Agreement. Any such items or services, if needed, will be further specified in this agreement (following the joint site inspection by ABM and the Site Host). Additional items (if any) to be provided for by the Site Host shall be summarized in Exhibit C. Items (if any) that are contracted for with ABM for an additional fee are summarized in the form of a work order in Exhibit B, subject to the terms listed in Exhibit B.
  - G. **Oversee installation with ABM**, and assign an administrative contact authorized to set up the ChargePoint online station management account before the stations are activated.
  - H. **Contract with ChargePoint to provide charge station network operating services** during the 2014-2016 project performance period – as defined in the attached Master Software Services Agreement (“MSSA”) and in fulfillment of CEC local match requirements affirmed in the Site Host Letter of Participation included as part of the CEC PON-13-606 grant submittal. The ChargePoint MSSA needs to be “accepted” online as part of the EV station activation process

after payment is made. As a reference, a copy of the ChargePoint MSSA is attached as Exhibit E of this document.

- I. **Maintain public accessibility for all chargers** on a 24/7 basis.
- J. **Maintain stations in good operating condition** during the 2014-2016 project operating period.
- K. **Provide adequate insurance** per CEC requirements.
- L. **Operate the chargers in compliance with a *Site Host Pricing Policy*** that meets grant requirements defined in the California EV Alliance response to PON-13-606 and summarized herein.

#### IV. Siting Requirements

ABM will install Level 2 ChargePoint charging stations at the designated sites identified through collaboration between the Site Host and ABM. In the event that these sites are deemed by ABM to be cost-prohibitive, or pose other obstacles to effective installation, maintenance, or operation, a new site will be identified that meets the selection criteria identified by the CEC and by the California EV Alliance (CEVA), and which is mutually satisfactory to the Site Host, CEC, CEVA, and ABM. Alternatively, the Site Host may choose to perform or contract additional services as outlined below in Section V/Additional Services:

- **Location:** Select a high-demand, high-visibility location that conforms to CEC criteria for safety, ease of access/ingress, shelter, lighting, and ADA access.
- **Electricity:** Select a location where AC Level 2 (240V/40A) electrical supply is or can be made available with relative ease and minimal cost. (Note that the average cost of installation is projected at a market value of approximately \$4500 per site, which will limit panel upgrades and conduit runs.) More cost details are available in the ABM Scope of Work (Section V below).
- **Equipment Protection:** EV chargers should be placed where they can be best protected from physical damage by such measures as curbs, wheel stops, setbacks, bumper guards, and concrete-filled steel bollards, while simultaneously taking into consideration ease of access to the charger, mobility of users, and foot traffic in the area.
- **Public Safety:** Chargers should be located in areas with proper ventilation and away from potential hazards including traffic, explosive materials, flammable vapors, liquids and gases, combustible dust or fibers, materials that ignite spontaneously on contact with air, flood-prone areas, and areas that might be prone to vandalism.
- **Duration of Use:** AC Level 2 charger sites should focus on locations where PEV owners will be parked for significant, though shorter, periods of time (e.g., one to six hours).
- **Shelter:** When possible, choose locations with nearby shelter to protect users from weather when connecting their vehicle to the charger. (However, chargers are designed to be safely operated in exposed locations in the rain, with no danger of electrical shock.)
- **Accessibility:** To the extent feasible, EV charger locations within a site will be accessible in accordance with the draft Governor's Office of Planning & Research guidelines on ADA access.
- **Security:** Locations should be selected that are secure for users at all times of day and night and relatively secure from vandalism (e.g., in well-lighted, well-traveled areas.)
- **Cell Coverage:** Chargers require cell phone signals for networked operation and repeaters may be installed to provide signals if the site does not have coverage.

If no qualifying site is identified within the Site Host jurisdiction that satisfies the requirements of all parties, then the California EV Alliance, with the concurrence of the California Energy Commission, may propose a new site in another jurisdiction.

## V. ABM Scope of Work

Under contract with the California EV Alliance, ABM will provide the following installation and related services at designated Site Host locations:

- Turn-key EVSE installation project management
- Delivery, installation and activation of ChargePoint stations
- Site analysis, station placement recommendation (in collaboration with Site Hosts), engineering, and installation management
- Quarterly maintenance (see description herein)
- ChargePoint warranty support
- Provide proper insurance and liability coverage information to Site Hosts as per standard contractor requirements.

ABM installation services funded by the BayCAP2 program will be provided within the parameters outlined below for each Site Host. All chargers in the program are ChargePoint dual-port Level 2 stations (see illustration below). Station configuration and installation profile options are listed below:

- **Wall-Mount vs. Pedestal-Mount Configurations:** ChargePoint CT4023 Wall-Mount OR CT4021 Bollard-Mount units will be provided as appropriate to siting circumstances. Please note that the “bollard-mount” units are also interchangeably referred to as “pedestal mount.” These units are NOT to be confused with *protective bollards*, which are separate devices such as a metal or concrete pole or blocking device, which may be installed separately to prevent damage to the charging station.
- **“Gateway” vs. “Drone” Charging Station Models:** Each ChargePoint CT 4000 series model is available as either: a) a “Gateway” unit, which includes the internal cellular communications equipment to connect to the public network; or, b) as a “Drone” unit that wirelessly communicates to the Gateway when installed within appropriate proximity and line-of-site locations. Multiple Drone units are typically added near one Gateway unit to form a multi-station charging group or array. Note that slight variations in the maximum length of conduit indicated in the scenarios below (Options 1-3) may be accommodated in limited situations at the sole discretion of ABM and CEVA. Standard installation options include:
  - **Installation Profile Option #1: Surface Mount Installation**  
*Install Pedestal (“Bollard”) or Wall-Mounted dual charging station on existing concrete with anchors.* Two (2) 40 Amp Standard Circuit Breakers will be provided and installed in existing electrical panel with available space and amperage. Two (2) 60 Amp Disconnects will serve as local disconnecting means. A maximum of eighty (80) feet of ¾” Electrical Metallic Tubing (EMT) surface mount conduit and wire will be provided and installed.
  - **Installation Profile Option #2: Underground Installation**  
*Install Pedestal (“Bollard”) dual charging station on new concrete base.* One (1) new concrete base will be constructed per charger. Two (2) 40 amp standard circuit breakers will be provided and installed in existing electrical panel with available space and amperage. Two (2) 60 Amp Disconnects will serve as local power disconnecting means. A maximum of forty-five (45) feet of underground trenching in planter and ¾” PVC underground conduit and wire will be provided and installed from existing electrical panel to new concrete base.

▪ **Installation Profile Option #3: Partial Surface and Underground Installation**

**Install Pedestal (“Bollard”) dual charging station on new concrete base.** One (1) new concrete base will be constructed. Two (2) 40 amp standard circuit breakers will be provided and installed in existing electrical panel with available space and amperage. Two (2) 60 Amp Disconnects will serve as local disconnecting means. A maximum of forty (40) feet of ¾” EMT surface mount conduit and wire will be provided and installed onto the existing structure with straps in surface mounted configuration -- and a maximum of up to twenty-



five (25) feet of underground trenching will be provided in planter and ¾” PVC underground conduit and wire will be installed from structure to new concrete base of EVSE.

**ChargePoint 4000 Series Charging Stations**

▪ **Additional ABM or Site Host Provided Services**

- a) The Site Host may also opt to self-perform additional scope beyond Installation Profile Option #1, #2, or #3. This additional scope, if needed, is referenced as Exhibit C of this document.
- b) If upon the site survey conducted by ABM, it is determined that there is additional required work beyond the scope detailed in Installation Profile Options #1, #2, or #3 above, ABM will provide an additional estimate for costs to complete the EVSE installation. These proposals, if desired, will be added as Exhibit B to this Agreement, while Site Host approval is included as Exhibit A of this document.
- c) In the event that the Site Host’s site does not have sufficient electrical infrastructure to support the addition of EV charging infrastructure, ABM may offer options or potential solutions that would help reduce or balance current electrical loads within a facility. Some options are designed to free up electrical capacity while others are designed to minimize peak load spikes and their resulting demand fees. Any such solutions will be implemented only upon Site Host approval.
- d) In the case of additional services by either party, ABM will cooperate with the Site Host to coordinate satisfactory completion of the installation of the EVSE pursuant to the requirements of the project.

▪ **ABM Exclusions and Qualifications**

Unless specifically noted otherwise:

- a) Electrical design work to accommodate non-standard configurations is excluded and will be charged as additional as required, with agreement of Site Host.
- b) Electrical permit, plan check fees, and utility charges are excluded and must be paid by Site Host where required.
- c) Pricing is based on existing electrical system having adequate physical space and amperage available.
- d) Excludes any underground work such as excavating, concrete or asphalt cutting and patching.

- e) Excludes cellular signal booster for equipment without adequate cellular connection.
- f) Excludes concrete coring of walls, floor, ceiling of building or parking structures
- g) Excludes x-ray or radar detection of concealed obstacles within a concrete slab in either a post tension slab or rebar supported slab.
- h) Excludes protective barriers i.e. post barriers (bollards) or wheel stops.
- i) Excludes pull boxes or intermediate junction boxes for primary electrical feeds to EV chargers or any low voltage or signal wiring.
- j) Excludes landscape repair or restoration.
- k) Excludes any cosmetic enhancements such as paint or parking lot striping.
- l) Excludes any parking lot, access ramp or access path re-configuration or leveling that may be required to create ADA accessible spaces.

## VI. ABM Warranty, Installation Services, and Limitations

- **Warranty:** ABM labor and construction material are under warranty for one year after installation; all new work is done to local NEC code requirements. ABM is not responsible for the condition or capacity of the existing electrical systems. ABM is not responsible for any vandalism that occurs during or after the installation of materials. The cost of City permits and electrical engineering and engineered drawings (if applicable) are not included as part of the CEC-funded installation, although regular construction drawings are included. The CEC prohibits use of its funds for permitting. Local site hosts must cover permit costs.
- **Signal Boosting Equipment:** At times, signal boosting antennae may be required for the wireless features of ChargePoint EV charging stations to function properly. Due to the nature of wireless signals, possible interference, line of sight obstructions, etc., one or more antennae could be needed. During the original site visit, ABM will make efforts to determine the need for signal boosting equipment, and will provide such equipment to the extent feasible within the overall project cost framework. However, it is possible that supplementary signal boosting equipment may be needed in the future. If the need should arise, or if the cost exceeds what is feasible within the CEC grant cost parameters, a proposal can be provided for signal boosting equipment.
- **ADA and Accessibility Requirements:** All ADA requirements determined by municipal or state agencies are the responsibility of the Site Host. ABM is responsible for the installation of the electrical system(s) necessary to the specific scope outlined for the EV chargers specified. It does not include surface modifications, striping removal, re-striping, etc. that may be necessary to comply with ADA or Accessibility Requirements. Also, any material changes to the electrical scope caused by ADA or Accessibility requirements are considered as additional to ABM services provided through CEC funding. The guidelines to be followed are the draft "Plug-In Electric Vehicles: Universal Charging Access Guidelines and Best Practices" published by the State of California, Governor's Office of Planning and Research, at: [http://opr.ca.gov/docs/PEV\\_Access\\_Guidelines.pdf](http://opr.ca.gov/docs/PEV_Access_Guidelines.pdf). In the event that the state issues new guidelines prior to installation, the new guidelines will be used to define ADA requirements.
- **Wheel Stops and Bollards:** Reasonable measures will be taken to install stations in a safe location set back to avoid contact from vehicles. As noted above, protective bollards and wheel stops are not included in the standard ABM work scope. If additional protection is desired or required by the City, bollards or wheel stops can be procured and installed with the city's own resources or a proposal can be provided by ABM.

## VII. ABM Terms and Conditions

- A. **INDEMNIFICATION.** ABM will defend, indemnify and save harmless the Site Host, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof; including, but not limited to, any act or omission to act on ABM's part, or that of ABM's agents or employees or other independent contractors directly responsible to ABM, but only to the extent same are caused by the negligence, misconduct, or fault of ABM, ABM's agents or employees or other independent contractors directly responsible to ABM. ABM shall notify both the Site Host's Designee and Purchasing immediately in the event of any accident or injury arising out of or in connection with this Contract.
- B. **CONSEQUENTIAL DAMAGES.** UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF SITE HOST'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
- C. **Contractor Access to Site:** The Site Host shall permit ABM ("Contractor"), free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Contractor's normal working hours.
- D. **Workmanship & Warranty:** Contractor warrants that the workmanship hereunder shall be free from defects for one year from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced not under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
- E. **Alteration to Scope of Work:** Any alteration to, or deviation from, the scope of work in this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
- F. **Liability for Delay:** Contractor shall not be liable for any delay, loss, damage, or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
- G. **OSHA Provisions:** Site Host shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
- H. **Toxic and Hazardous Substances:** Site Host's obligation under this proposal; and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes, or materials are encountered, Contractor's sole obligation will be to notify the Site Host of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes, or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

**VIII. ABM Preventive Maintenance Program and Funding**

The California Energy Commission requires that applications for funding under PON-13-603 “must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the electric vehicle supply equipment.” (Application Guidelines, p. 9) To fulfill this requirement, the California EV Alliance has negotiated a maintenance plan with ABM to cover Site Host charging stations for a two-year period following their installation. (Note that the formal term of the CEC project is anticipated to be from the date of execution of the CEC contract with the California EV Alliance through June 30, 2016.) To cover Year 1 of the project period, ABM will donate (as local match) the entire value of the maintenance plan based on its Manufacturers’ Suggested Retail Price (MSRP), which is \$200 per charge port for the year. In Year 2, ABM will discount the Plan by 50%, providing \$100 per charge port as match, while CEC funds will provide the balance of \$100 per port to ensure continuity of maintenance across all charging stations in the Project. The following chart outlines the funding commitments of ABM and the CEC:

BayCAP2 Maintenance Plan: Discount Pricing in Program Years 1 - 2					
Program Year	Annual MSRP Maintenance Plan (per Charge Port for quarterly inspection)	ABM Local Match (50% discount for BayCAP Quarterly Plan)	Site Host Contribution	CEC Funding	% Discount to Site Host
Year 1	\$200	\$200	\$0	\$0	100%
Year 2	\$200	\$100	\$0	\$100	100%

**ABM Maintenance Scope of Work**

- **Software Monitoring:** ABM will monitor on a daily basis the ChargePoint network software to detect failure modes and promptly address the problem, either through software adjustments or dispatch of a technician to the site, if authorized by the site host.
- **Software Upgrades:** ABM will work with ChargePoint to ensure rapid and seamless deployment of software upgrades.
- **Monitoring and re-programming of pricing:** ABM will assist Site Hosts in monitoring (and re-programming as necessary) their pricing approach to EV parking and charging services.
- **Monitor and report key EVSE data:** ABM will monitor and report key EVSE utilization data, including charge session frequency, length, energy utilization, and payment history.
- **Quarterly On-site Maintenance Scope of Work:** An ABM technician will visit Site Host locations in person on a quarterly basis to undertake the following maintenance activities:
  - **Maintain equipment finishes:** ABM will clean the display, head and pedestal/base unit with ABM Green Care cleanser and microfiber cloth; inspect and clean cord and J-1772 receptacle, apply cable protective Green Care coating, and clean aluminum and plastic parts with microfiber cloths and Green Care cleansers. (Note that ABM Green Care products are LEED certified for green maintenance processes.)
  - **Activate "ChargePoint" session** and perform visual inspection of electrical components and initiate the charging station self-test processes. Minor repairs and recalibration can often be done on site while technician is performing service to eliminate return trips and minimize down time of the equipment.
- **ChargePoint warranty repair work:** Charging station warranty related repair work will be processed through ChargePoint if such repairs are the responsibility of the manufacturer.

- **Non-Warranty work – option of pre-authorized work:** All non-warranty work such as vandalism repair or damage to EVSE equipment shall be estimated prior to repairs. At the option of the Site Host, this work could be immediately addressed under a “Not To Exceed” threshold of \$750.00 (or other amount) pre-approved by the site host. If authorized, ABM will perform work on a time and materials basis. Any agreement for pre-authorized repairs (if so desired) will be executed by ABM and the Site Host independently of this Authorization to Proceed.

#### **IX. Network Services Fees**

The ChargePoint network services fee is \$230 per year per port, and covers software upgrades, station programming, cellular connections, and 24/7 driver support. THE TWO-YEAR NETWORK SERVICES FEE MUST BE PAID IN FULL PRIOR TO THE COMMISSIONING OF CHARGING STATIONS. ABM will invoice the Site Host on behalf of ChargePoint, and shall provide proof of Site Host payment within 30 days to the California EV Alliance in fulfillment of CEC project reporting requirements.

#### **X. ChargePoint One Year Warranty and Optional Extended Warranty**

The first year ChargePoint warranty is included free with all charging stations included in the Project. An optional extended warranty covers one or two additional years (parts only) for \$660 per Charging Station per year. ChargePoint equipment warranty details are provided in Exhibit D of this document. If a Site Host wishes to extend the ChargePoint warranty, it must be specified at the time of equipment order and paid within 30 days.

#### **XI. Site Host Pricing Policy Requirements**

The California Energy Commission requires Site Hosts to implement a plan to optimize the use of the charging site to allow multiple EVs to use the charging equipment during a typical day, and to prohibit utilization of a charging station “beyond a reasonable period of time.” In alignment with this goal, the Site Host shall implement the Pricing Plan identified in their Letter of Participation included in response to the CEC solicitation PON-13-603. The standard (default) Plan developed for all BayCAP project participants calls for the following elements to be administered by the Site Host. (Note that variations from this Plan may be acceptable, but must be approved by the California EV Alliance and included as part of this Notice to Proceed.)

- A. Fee-Based Charging:** Site hosts shall set charging rates between \$1.00 and \$1.50 per hour for use of the charger. This may or may not include separate charges for parking per the jurisdiction’s usual parking policies. Fees may be calculated based on duration of stay, energy consumed (kWh), or a combination of the two.
- B. Graduated Pricing Based on Duration of Stay:** Site hosts shall raise the fee for occupying the EVSE-equipped space by a sufficient increment to encourage turnover of the space and thus greater availability and utilization (in charging mode) for EV drivers. It is recommended that this approach be implemented after approximately four hours of charging at the lower cost rate – particularly in cases where utilization rates are observed to be very high (70% or more) and available alternative charging facilities are limited. Site hosts may also consider a lower evening or weekend rate for EVs (similar to most existing parking policies) to encourage responsible off-peak use. (In particular, lots proximate to multi-unit residential buildings could provide a lower-

cost overnight rate with a higher daytime rate that incentivizes overnight EVSE users to make way for daytime visitors and commuters.)

- C. **EVSE Revenue and Cost Monitoring:** Pricing strategies should be reviewed on a semi-annual basis to ensure that expenses for sustaining charger operations are covered to the maximum extent feasible and appropriate. In most cases, fees for charger operations set in the \$1/hr. range (or equivalent kWh) should be adequate to cover energy costs, transaction fees, the ChargePoint network services fee, and (beginning with Year 3 of the Project) the (optional) continuation of the ABM Maintenance Plan. In rare cases where the charger is not yet being well-utilized, there may be a modest operating subsidy required.

**XII. Disposition of Equipment:** Charging stations and related equipment installed by ABM at Host Sites are considered to be the property of the Site Host upon delivery at the Site. Per CEC Terms and Conditions, the Site Host shall use the equipment in the project for which it was acquired as long as needed, and the Site Host shall not encumber the property without CEC approval. When no longer needed for the original project or program, the Site Host shall contact the California Energy Commission for disposition instructions.

**Exhibit A: Summary of Equipment and Services Provided Under This Agreement**

CITY OF _____	
Summary of Charging Station Installation Agreements for ChargePoint (CPI) Charging Stations and ChargePoint Network Services and ABM Maintenance Services	
Description	Cost
<p><b><u>A. Total Quantity and Type of Charging Stations</u></b></p> <p>___ ChargePoint CT 4021-GW1 "Gateway" dual port Level 2 Charging Station(s) (wall-mounted)</p> <p>___ ChargePoint CT 4023-GW1 "Gateway" dual port Level 2 Charging Station(s) (pedestal mounted)</p> <p>___ ChargePoint CT 4021 "drone" dual port Level 2 Charging Station(s) (wall-mounted)</p> <p>___ ChargePoint CT 4023 "drone" dual port Level 2 Charging Station(s) (pedestal-mounted)</p> <p>TOTAL: ___ ChargePoint CT 4000 Charging Stations providing a total of ___ Charging Ports</p> <p>See <a href="http://www.chargepoint.com/files/CT4000-Data-Sheet.pdf">http://www.chargepoint.com/files/CT4000-Data-Sheet.pdf</a> for complete product specs and details.</p>	
<p><b><u>B. Location of Charging Stations</u></b> (Please summarize Site and Charger information below -- adding space if needed)</p> <p><b><u>Site Host Address #1:</u></b> (include facility name/ if any, street address, city, and zip code):</p>  <p><b>Station Location Description #1</b> (location on lot where EVSE is to be installed):</p>  <p><b>ChargePoint Units to be Installed at this Site</b> (# of units and model #, see following page for model info):</p>  <p><b>Other Site Information</b> (provided by ABM and Site Host following Site Inspection):</p>  <p><b><u>Site Host Address #2:</u></b> (include facility name/ if any, street address, city, and zip code):</p>  <p><b>Station Location Description #2:</b></p>  <p><b>ChargePoint Units to be Installed at this Site</b> (# and model):</p>  <p><b>Other Site Information:</b></p>	

<p><b>C. Required Two-Year ChargePoint Network Services Agreement:</b>  <b>(\$230 per port x 2 years x total number of ports = total price)</b></p> <ul style="list-style-type: none"> <li>▪ Payment for the ChargePoint agreement must be made direct to ABM via the process described below.</li> <li>▪ Following receipt of payment by ABM, a ChargePoint user ID, temporary password, and URL for the user log-in page will be sent via e-mail to the designated Administrator at the Host Site.</li> <li>▪ To complete the ChargePoint network services activation, the Site Host Administrator must log-in at the designated URL, provide the registration information requested, and acknowledge and accept the ChargePoint Master Software Services Agreement (“MSSA”). This process must be completed <u>before</u> stations can be utilized. <i>Exhibit E of this document includes a sample ChargePoint MSSA.</i></li> <li>▪ If the Site Host is unable to enter into the MSSA agreement via the ChargePoint website, please request a hard copy contract from Ken Sapp at ABM -- <a href="mailto:ken.sapp@abm.com">ken.sapp@abm.com</a> or (949) 330-1542.</li> </ul>	\$
<p><b>D. Included Two-Year ABM Cleaning and Maintenance Service</b>                  (\$200 per year per charge port – included as local match)</p>	Paid by ABM
<p><b>E. Optional: 2<sup>nd</sup> or 2<sup>nd</sup>/3<sup>rd</sup> Year ChargePoint Extended Warranty (parts only):</b>                  (# of Charging Stations x \$660 per year x # of years = total price.) Note that the warranty is priced on the basis of charging <u>stations</u> rather than charging ports, i.e., a dual port charging <u>station</u> is \$660/year.</p>	\$
<p><b>F. Additional (optional) installation or equipment upgrades specified in Exhibit B below</b>                  (including parts and services):</p>	\$
<p><b>Total Costs Paid by Site Host</b> (sum of Sections C, E, and F above):</p>	\$

**Billing Information**

Billing Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Authorization:** We instruct **ABM Electrical Power Solutions, LLC** or subsidiaries to proceed with scheduling and performing the work described in the attached proposal.

**Proposed date to begin work:** \_\_\_\_\_

**Host Entity Name** (for billing and payment purposes): \_\_\_\_\_

**Amount:** (Insert “total costs paid by site host” itemized above): \_\_\_\_\_

**Payment will be made to ABM by:** (check one option below)

\_\_\_\_ **Company check** before project start date: Check number: \_\_\_\_\_

\_\_\_\_ **Purchase or Service order:** P.O. Number: \_\_\_\_\_

\_\_\_\_ **Credit or Debit card:** \_\_\_ Visa \_\_\_ Master Other: \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_



**Exhibit B: Optional Additional Infrastructure Services Provided by ABM**

**Sample Additional Electrical Upgrade & Installation Infrastructure Services**

(to be customized by ABM and Site Host)

<ul style="list-style-type: none"> <li>▪ Install _____ Wheel Stop(s)</li> <li>▪ Install _____ Protective Bollard(s)</li> <li>▪ Transformer _____ KVA</li> <li>▪ Wall Core Qty _____</li> <li>▪ Floor Core Qty _____</li> </ul>	<ul style="list-style-type: none"> <li>▪ J - Box Qty _____</li> <li>▪ Trenching _____ ft</li> <li>▪ Concrete Cut/Patch _____ ft</li> <li>▪ Asphalt Cut/Patch _____ ft</li> <li>▪ Landscape Repair _____ ft</li> </ul>
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Description of Work to be Performed: \_\_\_\_\_

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Materials List: \_\_\_\_\_

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Materials \$: \_\_\_\_\_

Labor \$: \_\_\_\_\_

Tax \$: \_\_\_\_\_

Total \$: \_\_\_\_\_

*Note: All work performed to local and NEC requirements by California State Certified Electricians.*

**ABM Electrical Power Services, LLC (ABEPS) Terms and Conditions**

The following items are in addition to Section VII – ABM Terms and Conditions within this BayCAP Approval to Proceed document. Authorization to proceed with the work outlined in this quotation shall constitute Site Host (“Buyer’s”) acceptance of these terms and conditions in full. Oral authorizations to proceed must be confirmed to ABMEPS in writing (Fax or e-mail) within 24 hours. If there is a conflict or discrepancy between terms and conditions in the Buyer’s purchase authorization and this quotation, this quotation shall prevail unless specifically authorized, in writing, by ABM Electrical Power Services, LLC

**Terms of Payment:** 1. Terms are net thirty (30) days. ~~Any invoice not paid within thirty (30) days from the date of invoice will be subject to a service charge equal to the lesser of One and One-half percent (1.5%) per month on account balances or the maximum percentage permitted by law.~~ 2. At ABMEPS’s option, customers may be invoiced on a monthly basis for services provided over more than one month. 3. All pricing and payment terms contained herein are contingent upon a favorable Credit Report for the customer/client to whom this quotation is provided. Upon receipt of a less than favorable credit report ABMEPS reserves the right to withdraw this proposal,

modify the pricing, or require payment when services are rendered, or advance payment of the total job quotation before providing services. **4.** For material purchases in excess of \$50,000, ABMEPS reserves the option to invoice 50% of the total at the time of material order and the remaining 50% at the time of material delivery. **5.** Customer agrees to pay ABMEPS, to the extent permitted by applicable law, all costs and expenses, including but not limited to reasonable attorney's fees, incurred by ABMEPS in connection with any collection activities or actions to collect unpaid invoices under this quotation.

**Delays:** ABMEPS shall not be liable for delays or performance resulting from causes beyond its reasonable control, acts of God, acts or omissions of Buyer, fire, strike or other labor difficulty. Should there be a delay, the date of delivery or performance shall be extended.

**Cancellation:** Notice of cancellation of services to be performed must be received thirty-six (36) hours prior to the agreed upon date and time. Unless such notification is provided, charges will be incurred. These charges will be ABMEPS's cost plus ten percent (10%) and will include any rental equipment for the Project.

**Responsibility:** All services are performed in accordance with industry standards, project specifications and/or NETA specifications. Where remediation is beyond the scope of normal reliability testing, and where corrective action is required, such services will be quoted separately.

**Assignment:** ABMEPS reserves the right to assign this project in part or in total to an affiliated entity.

**Termination:** An order may be terminated only by mutual written agreement between Buyer and ABMEPS and only upon payment of costs and expenses already incurred by ABMEPS

**Safety:** ABMEPS agrees to comply with all applicable federal, state, local, National Electric Codes and project safety rules and regulations. ABMEPS reserves the right not to perform work that in its opinion violates OSHA Electrical Safety-Related Work Practices; Final Rule or other safety rules and regulations.

**Standby Time:** When ABMEPS service personnel are on the job site but unable to perform services requested because of circumstances beyond ABMEPS control, the customer may be charged standby time at the applicable rate for each such ABMEPS service person (up to a maximum of eight (8) hours per day per person).

**Warranties:** All material and equipment delivered and/or installed will be the products of reputable manufacturers. ABMEPS MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY EXPRESSLY EXCLUDED, CONCERNING MATERIAL AND EQUIPMENT MANUFACTURED BY OTHERS. ABMEPS sells and delivers all materials and equipment not manufactured by it "AS IS," but ABMEPS will use its best reasonable efforts to obtain from the manufacturer, in accordance with the manufacturer's customary practices, the repair or replacement of any material or equipment which may prove defective in workmanship or material. The foregoing shall be the exclusive remedy of Buyer and the sole obligation of ABMEPS with respect to material and equipment manufactured by others. Further, ABMEPS warrants its labor for one (1) year.

**Exhibit C: Site Host Commitment to Perform Site Preparation Services**

**NOTE:** This Exhibit is needed ONLY if the Site Host and ABM mutually determine that additional services must be performed by the Site Host to enable successful installation of EVSE.

**Project(s):** \_\_\_\_\_

**Site Addresses:** \_\_\_\_\_

**Site Addresses:** \_\_\_\_\_

**Site Addresses:** \_\_\_\_\_

**Site Host Contact Name & Title:** \_\_\_\_\_

**Site Host Phone:** \_\_\_\_\_ **Site Host E-mail:** \_\_\_\_\_

**Acknowledgement:** We hereby acknowledge that the following additional work is required to meet the terms and conditions of the CEC-funded charging station installation project described herein, and that this work shall be conducted by the Site Host, at the Host's own expense, using the Host's own resources, contractors (if applicable), and personnel.

**Scope of Work:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed date to begin work:** \_\_\_\_\_

**Proposed date to complete work:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title (Please Print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Exhibit D: ChargePoint Warranty Information**



**Exhibit E: ChargePoint Master Software Services Agreement**

**APPROVAL TO PROCEED**

**(inclusive of Exhibits A, B, C, D, and E above – as applicable)**

The signatures below indicate agreement by all named parties with this Approval to Proceed (including Exhibits A, B, C, D, and E above – as applicable) with the installation of charging equipment and related services under the terms and conditions outlined in this document and in the Bay Area Charge Ahead Project grant application and award from the California Energy Commission.

Please note that this agreement is contingent upon and only goes into force after execution of all necessary agreements between the CEC and the California EV Alliance (CEVA), and the subsequent execution of valid agreements between the CEVA and ABM. If in the event that these superior agreements are not completed successfully with mutual consent between the parties, then ABM is not obligated to provide the equipment nor services identified in this agreement.

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**Site Host Authorized Signature** **Printed Name & Title**

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**Date**

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**ABM Authorized Signature** **Printed Name & Title**

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**Date**



October 16, 2014  
NCTPA Agenda Item 10.1  
Continued From: NEW  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Senior Planner  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Approval of Work Authorization No. 2 to NCTPA Agreement No. 12-18 with Fehr & Peers for Work Associated with the Napa Countywide Pedestrian Plan

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Work Authorization No. 2 (Attachment 1) to NCTPA Agreement No. 12-18 with Fehr & Peers for the Napa Countywide Pedestrian Plan in the amount not to exceed \$292,959.

### **COMMITTEE RECOMMENDATION**

The Technical Advisory Committee (TAC) approved the Scope of Work for the Napa Countywide Pedestrian Plan at their July 10, 2014 meeting.

### **EXECUTIVE SUMMARY**

To identify and prioritize pedestrian projects, programs and planning efforts of countywide significance, NCTPA will coordinate a Countywide Pedestrian Master Plan. The Plan will provide the background, direction, and tools needed to improve the active transportation network to encourage pedestrian/walking trips in Napa County and improve safety for all users.

Task Order 5 was issued August 8, 2014 to the eight (8) qualified firms under the terms of RFQ 2012-01 On-Call Planning Services for a Napa Countywide Pedestrian Plan. Three proposals were received. After evaluation and negotiation of the proposal, staff recommends that Fehr & Peers be awarded a task order contract for this plan in the amount of \$292,959.

## **PROCEDURAL REQUIREMENTS**

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

## **FISCAL IMPACT**

Is there a fiscal impact? Yes, \$292,959 of CMA Planning Funds.

Is it currently budgeted? Yes.

Where is it budgeted? The Board approved the FY 2014-15 Budget at their May 21, 2014 meeting.

Is it Mandatory or Discretionary? Discretionary.

Future Fiscal impact: None.

Consequences if not approved: The Countywide Pedestrian Plan will not be completed.

## **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**

To maintain consistency throughout the County and to better assist jurisdictions with improvements to their pedestrian systems and to take advantage of new funding sources NCTPA has identified the need to create a Countywide Pedestrian Master Plan. The plan will be an important component for the coordination of planning and programming pedestrian projects for all Napa County jurisdictions. The plan will be similar to the countywide bicycle plan which was completed in 2011, but with specific focus on pedestrians. Once complete, both the Countywide Bicycle Plan and Pedestrian Master Plan combined will comprise a complete active transportation plan for Napa County.

The Active Transportation Program (ATP) gives priorities to communities with a particular level of plan consistency for their projects and programs. The Pedestrian Master Plan will improve the NCTPA and Napa's jurisdictions ability to compete for such funds .

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The original draft scope of work was initially brought before the TAC at the May 1, 2014 meeting for comment and review. Minor revisions were made to the final draft after the June 5<sup>th</sup> meeting. The final scope of work was approved by TAC at their July 10<sup>th</sup> meeting. A request for proposals was sent to NCTPA's on-call planners on August 8, 2014. Three firms submitted proposals and after evaluation and negotiations staff, made up of NCTPA staff and members of the Technical Advisory Committee, recommends that Fehr & Peers be awarded the task order for the Napa Countywide Pedestrian Plan.

Once approved, the Pedestrian Plan will be kicked off with a completion date estimated for December 2015.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Work Authorization No. 2 to NCTPA Agreement 12-18

Contract: 12-18

Work Authorization: 12-18P002

**WORK AUTHORIZATION NO. 2  
CONTRACT FOR PROFESSIONAL PLANNING SERVICES**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Service Agreement No. **12-18** (the Contract) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Fehr & Peers (the Planner).

**PART I.** The Planner will perform schedule evaluation and change services generally described as Professional Planning Services necessary to provide NCTPA with On-Call Planning Services, in accordance with the project description (Scope of Work) attached hereto and made a part of this Work Authorization. The responsibilities of the NCTPA and the Planner as well as the work schedule are further detailed in EXHIBITS A, B, C, and D which are attached hereto and made a part of the Work Authorization.

**PART II.** The maximum amount payable under this Work Authorization is **\$292,959**, and the method of payment is Labor Rates, as set forth in EXHIBIT B of the Contract. This amount is based upon fees set forth in EXHIBIT D, Fee Schedule, of the Contract and the Planner's estimated Work Authorization costs, attached and made a part of this Work Authorization.

**PART III.** Payment to the Planner for the services established under this Work Authorization shall be made in accordance with the Contract and EXHIBIT D.

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall **terminate on December 31, 2015**, unless extended by a supplemental Work Authorization.

The maximum contract time is the time needed to complete all work authorizations that will be issued in the first two years of the contract. All work authorizations must be issued within the initial two-year period, starting from the contract execution date.

**PART V.** This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

**IN WITNESS WHEREOF**, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE PLANNER**

**NCTPA**

  
\_\_\_\_\_  
(Signature)

  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Matthew Henry, CEO  
(Title),

Marion Donnelly, CFO  
(Title),

\_\_\_\_\_  
Kate Miller, Executive Director

September 30, 2014  
(Date)

September 30, 2014  
(Date)

\_\_\_\_\_  
(Date)

**LIST OF EXHIBITS**

- Exhibit A Services to be provided by the NCTPA
- Exhibit B Services to be provided by Planner
- Exhibit C Work Schedule
- Exhibit D Fee Schedule/Budget

## **EXHIBIT A**

### **SERVICES TO BE PROVIDED BY THE NCTPA**

The NCTPA will furnish or assist the Planner in obtaining the following items and services:

1. Designate a Project Manager to coordinate all aspects of the project with the Planner.
2. Furnish all available information necessary to perform the work in this contract.
3. Provide ongoing guidance, timely reviews and decisions necessary to complete the services required by this contract.
4. Perform timely review and processing of billing statements.

## EXHIBIT B

### SERVICES TO BE PROVIDED BY THE PLANNER

#### SCOPE OF WORK

#### NAPA COUNTYWIDE PEDESTRIAN PLAN INCLUDING PLANS FOR THE CITIES OF NAPA, AMERICAN CANYON, ST. HELENA, CALISTOGA AND THE TOWN OF YOUNTVILLE

##### Task 1 Evaluate Existing Conditions

- a. Review existing plans in Napa County, Cities and Town; analyze adequacy of existing plans especially relative to regional plans and state/federal funding opportunities including requirements of the Active Transportation Program, ADA guidelines and the Complete Streets Act of 2008.
- b. In particular review all current General Plans, Specific Plans, Circulation elements and existing pedestrian plans and policies.
- c. Inventory of major pedestrian facilities:
  - 1) Status of existing pedestrian facilities, paths, and trails -
    - i. Location
    - ii. Condition
    - iii. Create GIS Map
  - 2) Inventory of pedestrian programs and policies, including school programs, local clubs, government programs and school-based programs (especially "Safe Routes to School").

##### Deliverables

1. Provide existing conditions report, including inventory and description of major pedestrian infrastructure and current conditions.
2. Provide GIS layer of all current and currently planned facilities keyed to Napa County and Cities' base maps, including attributes describing, status of un-built segments (in existing plans, funded, under construction) condition and associated image files, integrated with MTC GIS system if available. GIS files should be provided in electronic shape file format as well as PDF.
3. Provide a procedure manual for NCTPA to update GIS system with pedestrian network(s).
4. Provide a summary document citing existing pedestrian policies, plans and programs within each jurisdiction.

**Task 2 Project Future Demand for Pedestrian Facilities and Programs, including**

- a. Resident, employee and tourist use.

Deliverables

1. Provide a report outlining expected future demand for pedestrian facilities.
2. Provide assumptions for pedestrian travel demand based on land use and any other factors as appropriate.

**Task 3 Standards**

- a. Identify best practices and standards for all pedestrian facilities using ADA Guidelines and Complete Streets Criteria.
- b. Describe urban/rural variation.

**Task 4 Meetings, Workshops, Presentations**

- a. Attend TAC and ATAC meetings (3-6 meetings) to plan for individual jurisdictional plan needs.
- b. Meet with technical staff to review localized needs in each jurisdiction (6 meetings).
- c. Public Meetings – Coordinate five (5) public meetings, one (1) in each jurisdiction, to include portions of unincorporated areas within each jurisdiction.

Deliverables

1. Agendas, attendance lists, and summary minutes of meetings.

**Task 5 Pedestrian Master Plan Incorporating Plans for County, and all Cities**

- a. Identify significant pedestrian origins and destinations, including number of employees by location. Identify proposed corridors of connection and evaluate current status and future opportunities/challenges to development of workable corridors.
- b. Data collection for existing pedestrian trips and estimated increase in number of trips on major pedestrian facilities.
- c. Provide rough cost estimates for construction of priority projects identified by the local jurisdictions.
- d. Describe relationships with relevant regional plans, such as the Bay Trail and Bay Area Ridge Trail including links to Solano and Sonoma Counties.
- e. Create new set of GIS-based maps.

- f. Prepare an inventory of potential ADA improvements (transportation infrastructure only) for the City of St. Helena and County of Napa. Review and update existing 2008 ADA transition plan (transportation infrastructure only) for the City of American Canyon.
- g. Propose objectives and key policies in support of the system to be adopted by Cities/County.
- h. Design a promotional/educational plan to increase pedestrian safety and mode share for all short trips countywide to be administered by NCTPA.

#### Deliverables

1. Pedestrian Master Plan for Napa County should include:
  - a. Major countywide north-south spine multi-use trail (Vine Trail) connecting the five Cities/Town from Calistoga to the City of American Canyon, showing links to regional trail systems: Bay Trail, Ridge Trail.
  - b. New comprehensive plans in all Napa County jurisdictions.
2. GIS layers of system components; layers should be provided in electronic shape file format.
3. New user-friendly pedestrian map including all currently built or inactive-development system segments in two scales (including major pedestrian origin/destination locations):
  - a. Countywide
  - b. Detailed segments for five (5) cities/town.
4. List of potential City/County objective and policies that will support the implementation of the plan.

#### **Task 6 Planning Process, Prioritization and Financial Plan**

- a. Outline of available fund sources to finance construction of proposed system segments and of system maintenance
- b. Create a template with guidelines for updating city pedestrian plans to remain consistent with the countywide plan

#### Deliverables

1. Provide a report describing funding sources available for construction of proposed segments of the system and for maintenance of the system as a whole.
2. Provide a countywide list of priority projects and programs.
3. Provide an outline of project approval process.

#### **Task 7 Create Documents for Formal Approvals and Assist in Adoption by Councils**

- a. Napa, American Canyon, Calistoga, Town of Yountville and St. Helena City Councils and Napa County Board of Supervisors.
- b. NCTPA Board of Directors.
- c. MTC – Amendment.
- d. Active Transportation Plan - Umbrella Document.

Deliverables

1. Draft staff reports, council resolutions as necessary.
2. Present plan to:
  - a. NCTPA Board
  - b. Napa County Board of Supervisors
  - c. Napa City Council
  - d. American Canyon City Council
  - e. St. Helena City Council
  - f. Calistoga City Council
  - g. Town of Yountville Council
3. CEQA analysis.
4. Draft application to Caltrans for approval of the plan as an "Active Transportation Plan".

(continued)

**DELIVERABLES****SCHEDULE (est)**

- |  |                              |
|--|------------------------------|
| 1. Meetings – Project Kick-Off; Committee Meeting attendance; meet with individual jurisdictions.  | October 2014 – August 2015   |
| 2. Inventory and Assess Existing Conditions – existing policy review and benchmarking; consolidate data from local agencies; collision data review; public workshops, and produce existing report. | October 2014 – February 2015 |
| 3. Conduct Walking Audits/Field Assessments – Identify key project focus areas; select walking audit routes; and conduct walking audits.   | January – April 2015         |
| 4. Develop project lists.  | March – April 2015           |
| 5. Project Future Demand – Document existing pedestrian activity levels and forecast pedestrian demand.  | March – April 2015           |
| 6. Develop cost estimates.   | April – May 2015             |
| 7. Visual aid graphics.  | November 2014 – October 2015 |
| 8. Draft pedestrian master plans and design guidelines.  | April - July 2015            |
| 9. Update ADA transition plan for AC.  | April – July 2015            |
| 10. Present draft Pedestrian Master Plan.  | August – September 2015      |
| 11. CEQA Analysis – administrative draft IS – (M)ND; draft IS (M)ND; response to comments and final IS (M)ND; and mitigation monitoring and reporting program.                                     | September – November 2015    |
| 12. Final Pedestrian Master Plan - Revisions to draft plan; present final PMPs; and draft application for active transportation document.  | September – November 2015    |

## EXHIBIT C WORK SCHEDULE

ACTIVITY	2014			2015											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Execute Work Authorization # P002															
Task 1 Project Kick-Off															
Task 2 Committee Meetings															
Task 3 Meet with Jurisdictions															
Task 4 Inventory and Assessment															
Task 5 Walking Audits/Field Assessment															
Task 6 Develop Project Lists															
Task 7 Projec Future Demand															
Task 8 Develop Cost Estimates															
Task 9 Visual Aid Graphics															
Task 10 Draft Master Pedestrian Plan															
Task 11 Update ADA Transit															
Task 12 Present Draft Pedestrian Master Plan															
Task 13 CEQA Analysis															
Task 14 Final Master Pedestrian Plan															

**EXHIBIT D**

**FEE SCHEDULE - Final Cost Proposal**

This attachment provides the basis of payment and fee schedule. **The basis of payment for this contract is indicated by an “X” in the applicable box.** The basis shall be supported by the Final Cost Proposal (FCP) shown below. If more than one basis of payment is used, each one must be supported by a separate FCP.

“X”	Basis	
_____	Lump Sum	The lump sum shall be equal to the maximum amount payable. The lump sum includes all direct and indirect costs and fixed fee. The Planner shall be paid pro rata based on the percentage of work completed. For payment the Planner is not required to provide evidence of actual hours worked, travel, overhead rates or other evidence of cost.
<u>X</u>	Unit Cost	The unit cost(s) for each type of unit and number of units are shown in the FCP. The unit cost includes all direct and indirect costs and fixed fee. The Planner shall be paid based on the type and number of units fully completed and the respective unit cost. For payment, the Planner is not required to provide evidence of actual hours worked, travel, overhead rates or any other cost data. The FCP may include special items, such as equipment which are not included in the unit costs. Documentation of these special costs may be required. The maximum amount payable equals the total of all units times their respective unit cost plus any special direct items shown.
_____	Specified Rate Basis	The specified rates for each type of labor are shown in the FCP below. The FCP may include special items, such as equipment which are not included in the specified rates. Payment shall be based on the actual hours worked multiplied by the specified rate for each type of labor plus other agreed to special direct cost items. The specified rate includes direct labor and indirect cost and fixed fee. The NCTPA may request documentation of reimbursable direct costs including hours worked. Documentation of special item costs may be required. The specified rate is not subject to audit.
_____	Cost Plus Fixed Fee	<p>Payment shall be based on direct and indirect costs incurred <u>plus</u> a pro rata share of the fixed fee based on the ratio of <u>labor and overhead cost incurred to total estimated labor and overhead cost in the FCP</u> or the percentage of work completed. The invoice must itemize labor rates, hours worked, other direct costs and indirect costs. The Engineer may be required to provide documentation of hours worked and any eligible direct costs claimed. The provisional overhead rate charged is subject to audit and adjustment to actual rates incurred. The FCP below shows the hourly rates for labor, other direct expenses including but not limited to travel and allowable materials, provisional overhead rate and the fixed fee.</p> <ul style="list-style-type: none"> <li>A. Actual Cost Plus Fixed Fee - Actual wages are paid (no minimum, no maximum.)</li> <li>B. Range of Cost Plus Fixed Fee – Actual wages <u>must</u> be within the allowable range shown on the Final Cost Proposal.</li> </ul>

**EXHIBIT D**  
**FEE SCHEDULE**  
**LABOR RATES**

**- SEE ATTACHED -**

**EXHIBIT D**

**FEE SCHEDULE**

Final Cost Proposal (FCP) Supporting Basis of Payment

The Planner will be reimbursed on a per-project basis and on a not-to-exceed specified rate as defined in EXHIBIT D.

The Planner will be paid from monthly invoices submitted directly to NCTPA with required Monthly Progress Reports.

Compensation for Additional Services (if any) shall be paid by NCTPA to the Planner according to the terms of a future Supplemental Agreement or Work Authorization.

The **MAXIMUM AMOUNT PAYABLE** is **\$292,959** .

Cost Proposal												
Napa County Pedestrian Plan												
Task	Principal Mitchell	Technical Expert Mittman	Project Manager Crosley	GIS Expert Rhyne	Project Engineer Hennessey	Project Planner Rowley	Graphics Ruilen	Admin Owens	Labor Costs	Direct Costs <sup>1</sup>	ODCs <sup>2</sup>	Task Total
	\$250	\$205	\$185	\$160	\$160	\$135	\$105	\$110				
Task 0 - Project Coordination & Management	1	4	40	0	0	8	0	6	\$10,210	\$700	\$0	\$10,910
Task 1 - Project Kick-Off	1	6	8	0	0	6	0	2	\$3,990	\$300	\$150	\$4,440
Task 2 - ATAC/TAC Meetings	0	18	36	0	0	18	4	9	\$14,190	\$1,000	\$900	\$16,090
Task 3 - Jurisdiction Focus Groups	0	16	32	0	0	32	4	10	\$15,040	\$1,100	\$300	\$16,440
Task 4 - Inventory and Assess Existing Conditions	2	24	44	48	0	72	24	26	\$36,340	\$2,500	\$450	\$39,290
Task 5 - Walking Audits/Field Assessments	1	28	32	0	0	48	16	15	\$21,720	\$1,500	\$450	\$23,670
Task 6 - Develop Project List	2	8	8	0	8	24	0	6	\$8,800	\$600	\$0	\$9,400
Task 7 - Project Future Demand	1	2	4	20	0	42	16	10	\$15,050	\$900	\$0	\$13,950
Task 8 - Develop Cost Estimates	1	2	8	0	60	4	0	9	\$13,270	\$900	\$0	\$14,170
Task 9 - Visual Aid Graphics	0	2	4	8	0	8	36	7	\$8,060	\$600	\$0	\$8,660
Task 10 - Draft PMPs	2	8	16	4	4	72	16	15	\$19,430	\$1,400	\$0	\$20,830
Task 11 - Update ADA Transition Plan for American Canyon	1	8	4	0	0	36	4	6	\$8,570	\$600	\$0	\$9,170
Task 14 - Present Draft Plans	1	14	28	0	0	36	4	10	\$14,680	\$1,000	\$1,050	\$16,730
Task 13 - CEQA Analysis and Documentation	1	4	8	0	0	4	0	2	\$3,310	\$200	\$0	\$3,510
Task 14 - Final PMPs	2	18	40	4	4	56	8	16	\$23,030	\$1,600	\$1,050	\$25,680
<b>Subtotal</b>	<b>16</b>	<b>162</b>	<b>312</b>	<b>84</b>	<b>76</b>	<b>466</b>	<b>132</b>	<b>149</b>	<b>\$ 213,690</b>	<b>\$ 14,900</b>	<b>\$ 4,350</b>	<b>\$ 232,940</b>
Subconsultant - Wiltec												\$23,000
Subconsultant - Rincon												\$21,161
Subconsultant - MioVision												\$13,000
Subconsultant markup 5%												\$2,858
<b>Total</b>												<b>\$ 292,959</b>

# Napa Countywide Pedestrian Plan

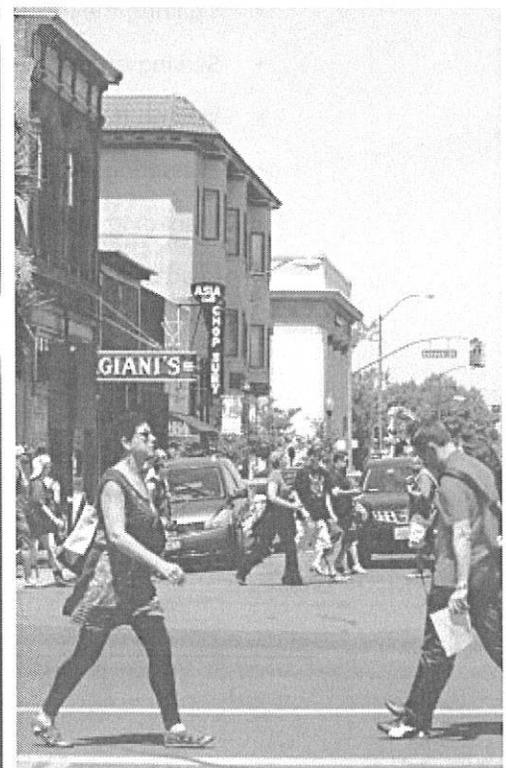
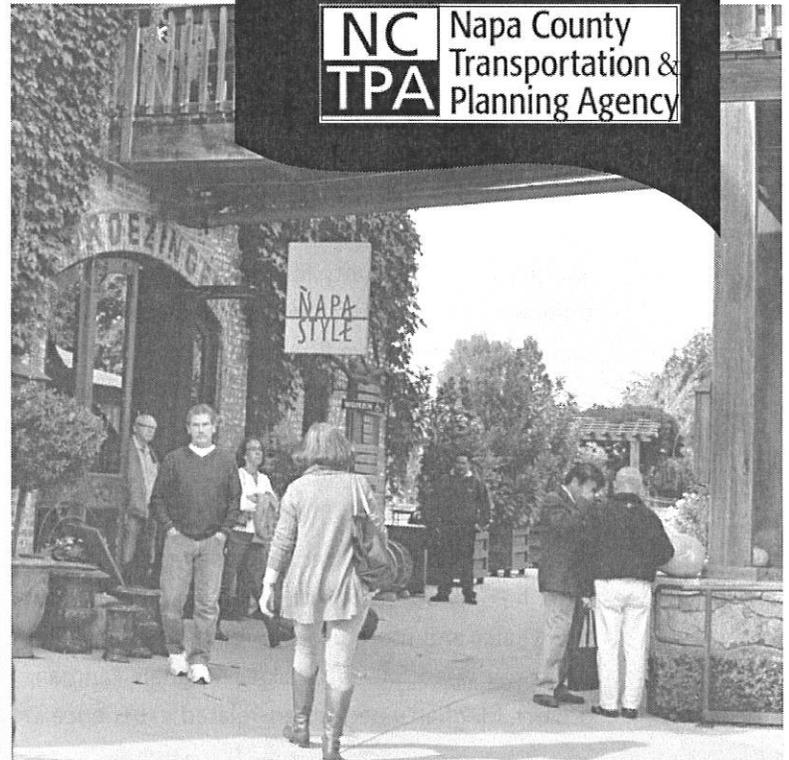
On Call Planning Services RFQ 2012-01  
Task Order #5

Submitted by  
**FEHR & PEERS**

332 Pine Street, Floor 4  
San Francisco, CA 94104  
(415) 348-0300

Prepared for

**NC TPA** Napa County  
Transportation &  
Planning Agency



August 21, 2014



August 21, 2014

Ms. Danielle Schmitz  
Planning Manager  
Napa County Transportation and Planning Agency  
625 Burnell Street  
Napa CA, 94559

Re: **Request for Proposal to Develop the Napa County Pedestrian Master Plan**

Dear Ms. Schmitz,

Fehr & Peers is pleased to submit our proposal for the Napa County Pedestrian Master Plan. Having worked in Napa County for many years, we fully understand that the communities within the County are unique in several ways: they are great places to live and work, their economies rely on tourism to various extents, and they have flourishing downtowns. However, each of these communities could further prosper with enhanced pedestrian facilities and walking experiences.

Fehr & Peers offers the following advantages to you during the collaborative development of a Pedestrian Master Plan:

We are a national and recognized leader in planning and designing pedestrian-friendly communities. We have helped dozens of communities like yours modify their transportation systems, ultimately making them safer and more useable for pedestrians. Our firm employs several pedestrian experts, including our proposed Associate-in-Charge, Meghan Mitman, who offers significant value and knowledge for this project. Meghan's pedestrian-related experience includes:

- Chairing the Institute of Transportation Engineer's International Pedestrian/Bicycle Council
- Serving on the prestigious Transportation Research Board's Pedestrian Committee
- Writing the technical guide for the California Pedestrian Safety Assessment Program
- Evaluating and conducting walking audits throughout California since 2008
- Managing pedestrian master plans for agencies throughout California
- Teaching pedestrian and bicycle planning, policy, design, and implementation courses for local, regional, and federal government agencies

Our proposed Project Manager, Steve Crosley, brings over eight years of multi-modal transportation experience, a deep understanding of the transportation network in Napa County both as a professional and visitor, and excellent working relationships with NCTPA, County, and city staff. Steve's project management experience in Napa County includes:

- Highway 29 Gateway Corridor Improvement Plan



- Napa Pipe EIR
- Napa County Health and Human Services Agency Campus Project EIR
- American Canyon Town Center EIR
- Veterans Home of California Yountville - Facilities Master Plan

Each jurisdiction within the County has a unique built environment and its own set of pedestrian needs. Calistoga, St. Helena, and Yountville are small cities that attract a large number of tourists; Napa is the largest and most diverse city in the County with a robust central core and many distinct residential neighborhoods; incorporated in 1992, American Canyon has grown up on either side of SR 29 and is more car centric than the older municipalities; and finally unincorporated County land which is generally rural but teeming with viticulture and tourism. Because we have worked extensively in these types of communities, we are familiar with these unique challenges in enhancing pedestrian facilities. We have overcome those challenges by working closely with transportation staff from those communities to develop innovative and cost-effective solutions.

Lastly, because of our specific expertise and project experience, we will deliver a high-quality plan that is enthusiastically received by your leaders, citizens, schools, and merchants, and which results in feasible and noticeable improvements for pedestrians Countywide.

We appreciate the opportunity to prepare the Napa County Pedestrian Master Plan. Steve Crosley will be the key point of contact for this project and he can be reached at (415) 813-4098 or [s.crosley@fehrandpeers.com](mailto:s.crosley@fehrandpeers.com).

Sincerely,

FEHR & PEERS

Chris Mitchell, P.E.  
Principal in Charge

Steve Crosley, AICP  
Associate



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## Attachments

Attachment A: Resumes



## INTRODUCTION

Fehr & Peers is pleased to submit this proposal according to the Request for Task Proposal (RTP) pursuant to On-Call Planning Services RFQ 2012-01 to the Napa County Transportation and Planning Agency (NCTPA) for the Napa Countywide Transportation Plan. We understand the purpose of this plan is develop a comprehensive set of policies, guidelines, and projects for the County and its resident cities that will improve mobility, safety, and overall experience for the most universal form of travel.

Fehr & Peers is a recognized national leader in the area of Pedestrian Planning and Research. From pedestrian master plans, to safety assessments, to sustainable transportation plans, we tailor our services to meet the individual needs of each community. Fehr & Peers' expertise in pedestrian planning encompasses decades of knowledge and innovation, and stretches across the western United States. We have experience in a variety of jurisdictions – from diverse counties such as Contra Costa County, California and Davidson County, Tennessee to walking metropolises such as Sacramento and San Francisco.

In Napa Valley, Fehr & Peers has provided transportation services for over 10 years and understands the uniqueness of the area and its complex travel characteristics. We are currently working on the Napa Valley Travel Behavior Study to gather information on the travel behavior of visitors, employees, residents, and students who make work and non-work trips in Napa County and have completed numerous traffic circulation plans, impact studies, and parking studies in the region and performed a vehicle miles of travel inventory report as part of the Napa County Climate Action Plan.

*Fehr & Peers and the other team members have separately and together applied these approaches across the country, state, and neighboring jurisdictions.*

For the purposes of this project a multi-firm team comprised of Fehr & Peers, Rincon Consultants, and Wiltec has been created. Fehr & Peers, serving as prime, will be responsible for preparing the sidewalk inventory and existing conditions assessment, conducting walking audits, developing future demand projections, developing projects and cost estimates, coordinating the TAC/ATAC and assisting with public outreach, and preparing the draft and final plans. We will also coordinate the sub-consultants and perform quality-assurance and review of their products. Rincon Consultants will prepare a programmatic Initial Study- Negative Declaration or Initial Study-Mitigated Negative Declaration for the pedestrian plan that meets all applicable requirements of the California Environmental Quality Act (CEQA). Wiltec is a certified DBE, MBE and SBE professional traffic engineering firm that specializes in the collection and analysis transportation data. Wiltec will be responsible for the pedestrian facilities inventory data collection effort. Fehr & Peers has a long history of teaming with both firms on a variety of projects and is pleased to have them on board for this important study.



## PROJECT UNDERSTANDING

As Napa County's first Pedestrian Master Plan, this project offers a unique opportunity to begin a countywide conversation regarding pedestrian needs and opportunities and to establish a policy framework and implementation plan that will enhance pedestrian mobility and safety. At the conclusion of this planning effort, a collaborative network of technical staff, advocates, and other key stakeholders will be well-positioned to champion the implementation of the plan's goals, policies, programs, and projects. Each of the five incorporated jurisdictions, as well as the County, will have standalone Plans, with an integrated vision, but customized approach.

We understand the Plans will need to address several different issues relating to pedestrian transportation in Napa County:

### Where are the gaps in the existing pedestrian network?

Development patterns in Napa County range from rural to urban. The pedestrian networks in downtown Napa, Yountville, St. Helena, and Calistoga as well as the residential areas of Napa and American Canyon are generally complete; outside of these areas, gaps start to occur. For this project, we will compile a significant amount of infrastructure data into countywide GIS layers.



*Sidewalk coverage and pedestrian activity are common in downtown St. Helena  
(source: www.tncnv.com)*

### Where is pedestrian activity occurring?

The downtown commercial centers are busy pedestrian areas, but other areas near activity centers also generate pedestrian activity:

- Schools including elementary, middle, and high school
- Transit nodes and stops
- Napa Valley College
- Napa State Hospital
- Hotels along SR 29
- City and County parks

Outreach to stakeholders – including advocates; business owners; City and County staff; seniors; and the disabled – will help us further understand where pedestrian activity currently exists.



*The urban, suburban, and rural areas of Napa County all require a different pedestrian toolbox  
(source: Napa Valley Register)*



**How can we better serve key demographic groups, including children, elderly, disabled, and low-income residents, as well as employees and tourists?**

Several land uses in Napa County are likely to generate pedestrian trips from these groups, such as schools, parks, senior living facilities, hospitals, the Veterans Home, wineries, and health department offices. Improvements to the pedestrian network near these facilities will benefit these key pedestrian groups. Actively pursuing input from these groups and their representatives in our public outreach will help us better understand their needs.



*The California Veterans Home in Yountville shows positive practices: ADA ramps and pedestrian yield signs (source: Steve Crosley)*

**What enhancements will improve pedestrian safety?**

Figures 1-3 (located in the technical approach section) show collision locations in Napa County. Based on our initial review of key locations, enhancements may include:

- Reduced corner radii
- Pedestrian refuge islands
- "Street print" crosswalks
- Curb ramp improvements
- Advanced stop bars and yield lines

In addition to physical improvements, we will recommend strategies for improving pedestrian safety through local policies, practices, and programs.



*"Street print" crosswalks*



**Which improvements give us the most “bang for our buck”?**

Improvements that eliminate key system gaps and promote connectivity between pedestrian trip generators and their destinations are generally the most effective. We will evaluate the extent to which improvements enhance pedestrian and safety mobility while still protecting the rural and unique character of the County.



*Pedestrian “desire lines”*

**How can we fund these improvements?**

Different funding sources are available for different types of improvements. For example, Active Transportation Program grants might be used to construct sidewalks along SR 29 in American Canyon and closing gaps in the Vine Trail. Our Financial Implementation Plan will identify funding options including up to date information on changing grant funding systems.



*We will identify which funds can be used for pedestrian improvements – such as curb ramps*



## TECHNICAL APPROACH

Our proposed Scope of Work identifies the methodology and deliverables to prepare the Napa Countywide Pedestrian Master Plans (PMPs) based on the services requested in the RFP. We have slightly re-ordered the tasks and adjusted the public engagement approach based on our experience doing a similar project for Nevada County, but have assured all required elements are included in this framework. We are of course happy to follow the exact task ordering/process outlined in the RFP if that is preferable, and can finalize the approach during the project kick-off.

### TASK 1 – PROJECT KICK-OFF

The kick-off meeting will be our initial opportunity to “roll up our sleeves” and really immerse ourselves in the project. We will meet with NCTPA staff to discuss any final direction for the project. A preliminary agenda for the meeting includes:

- Project logistics discussion to finalize the scope, schedule for meetings, key deliverables, and budget
- Identification of overall goals for the Plan and for pedestrian planning beyond the Plan
- Discussion of existing conditions inventory format and approach
- Identification of key stakeholders for coordination meetings and public outreach tasks

**Deliverable(s):** Preparation for and attendance at kick-off meeting

### TASK 2 – ATTEND ATAC/TAC MEETINGS

The team will attend standing meetings for the Countywide Active Transportation Advisory Committee (ATAC) and the Technical Advisory Committee (TAC) at key milestones in the development process to discuss project progress and topics of Countywide significance. The committees will also provide feedback on specific improvements for unincorporated areas as part of the Countywide Plan.

We understand that the ATAC is an advisory committee for NCTPA to promote and encourage safe bicycling and walking to further Napa’s goal of becoming a bicycle- and pedestrian-friendly County. The committee recommends bicycle and pedestrian projects for available funding sources and promotes education efforts and will be a key resource for discussions about potential projects and education programs as part of the pedestrian plan development process. The TAC will be a key resource for countywide methodology, and is comprised of the Executive Director from NCTPA as well as technical staff from each jurisdiction who advise the NCTPA Board on transit and roadway issues in all stages including planning, project, and policy.

The team will attend up to three meetings for each committee throughout the project. Overall, we expect the six ATAC and TAC meetings to include:



- Project kickoff and discussion of key issues and opportunities, and overall goals and objectives for the Plan
- Summary of existing conditions review and feedback received during public workshops, with an opportunity to provide input on project focus areas and prioritization criteria (in particular for County areas)
- Summary of draft Pedestrian Plans, including key programs, policies, practices, and projects, with an opportunity to provide input on all areas prior to the adoption process

**Deliverable(s):** Preparation for and attendance at six total TAC and ATAC meetings; Meeting minutes.

### **TASK 3 – MEET WITH INDIVIDUAL JURISDICTIONS**

With the final product of this effort being individual jurisdiction plans in addition to an overall County Plan, we propose to assemble Focus Groups for each jurisdiction to act as steering committees for each jurisdiction-specific Pedestrian Master Plan. These groups will include key representatives from the corresponding jurisdiction, including relevant members of the ATAC and the TAC, other City/Town technical staff, and staff from NCTPA. Fehr & Peers will meet with these groups at key decision points in the process to discuss locally-based existing conditions and practices, important stakeholders for the public workshops, issues and opportunity areas, as well as the rankings for the final project lists. We expect the Focus Group meetings to include:

- Existing conditions review of programs, policies and practices; discussion of key issues and opportunities; input on priority study areas
- Prioritization and implementation planning for project lists and key programmatic and policy recommendations

**Deliverable(s):** Coordination with a designated contact for each of the five cities to develop a Focus Group roster and set a meeting schedule for the duration of the Project. Attendance at up to ten Focus Group meetings, with each of the two sets of five meetings to be coordinated over one-two consecutive days. Meeting minutes.

### **TASK 4 – INVENTORY AND ASSESS EXISTING CONDITIONS**

Developing a thorough understanding of the existing conditions for pedestrians in Napa County will set a strong foundation from which to recommend system improvements.

#### Task 4.1 Existing Policy Review and Benchmarking

In this task we will do a thorough review of the policy context for the PMP in the County and local jurisdictions, including the General Plans, Specific Plans, Circulation Elements, Zoning Codes, and Design



Standards. This will help us gain an understanding of the relationship of various plans to one another and their regional effectiveness. We will then provide feedback regarding the level to which they address requirements of the Active Transportation Program, ADA guidelines and the Complete Streets Act to maximize funding opportunities and identify areas for enhancement.

As noted, Fehr & Peers will meet with the Focus Groups for each jurisdiction at this state in the project to gather additional information about changes in programs and policies since the implementation of existing Plans and ask participants to share any highlights or struggles. Based on this review, Fehr & Peers will conduct a “benchmarking evaluation,” using the UC Berkeley Pedestrian Safety Assessment program template, in the context of either a rural or urban environment, where we will categorize existing programs, policies, and practices as “key strengths”, “enhancement areas” (could be better), and “opportunity areas” (deserve attention). We will also identify those areas that require improvement based on industry standards including ADA guidelines and Complete Streets criteria.

We will recommend policies and programs based on our extensive professional knowledge of successful and effective programs from around the country. Special attention will be paid to feasibility within the associated rural or urban context, and to programs that provide and improve safe routes to schools and to activity centers.

**Deliverable(s):** Technical memorandum documenting our review and recommendations for relevant policies within each jurisdiction, to be included as a chapter of the Existing Conditions Report.

#### Task 4.2 Consolidate Data from Local Agencies and Assemble Inventory

Because the pedestrian systems in the County, Napa, American Canyon, St. Helena, Calistoga, and Yountville each have unique characteristics, identifying an inventory approach that can be completed successfully for each jurisdiction will be critical. Fehr & Peers will coordinate with the Focus Groups from each jurisdiction to develop an initial inventory approach to identify presence of sidewalks, trails, curb ramps, and crosswalks through Geographic Information System (GIS) that is consistent for the entire County and also detailed to the nuances of each jurisdiction. GIS data from MTC or the local jurisdictions will be incorporated where available.

New inventory for a prioritized portion (up to one-half of the street network) of developed, incorporated areas and for a total of up to 50 miles of developed, unincorporated areas will be completed. A focus of these areas of new inventory, determined with the Focus Groups, will be major connectors that are used by both tourists and residents to walk between major origins/destinations and any key regional links between the five jurisdictions and within the County. Within St. Helena and the County, a particular focus will also be on identifying ADA improvement areas. As the sub consultant used for data collection, Wiltec will complete the GIS model where information is unavailable from the jurisdictions’ existing databases. Data collected for each local agency will be assembled into one GIS database for ease of use in the future. Specific keys and colors will be used to clarify which facilities are associated with each individual jurisdiction.



Inventory collected for the City of American Canyon will include a more detailed survey of the existing infrastructure for the purpose of updating the City's 2008 ADA Transition Plan. Data collected during this task will include sidewalk width, condition, pinch points, and cross slope; presence and type of curb ramp; and push button and accessibility provisions at signals. Most of this data will be collected during walk audits of key study areas during walk audits. We will work with American Canyon to identify locations outside of the walk audit coverage where detailed surveys will be conducted, to include up to 20 miles total of the pedestrian network. These locations need not be contiguous but should include highly utilized or central areas where access is a primary concern. We will coordinate with City staff to use the 2008 ADA Transition Plan as a base for this data.

**Washoe County, Nevada**  
*Fehr & Peers developed the Washoe County Bicycle, Pedestrian, and ADA Transition Plan where we are preparing a detailed data collection plan inclusive of data input sheets, use of GPS-enabled data entry devices, training for data collection staff, and a quality control process.*

In order to develop a more detailed inventory for all jurisdictions beyond presence of facilities, sample photos and the condition of existing pedestrian facilities, paths and trails will be documented in key study areas during the Walk Audits and Field Assessments.

**Deliverable(s):** A pedestrian infrastructure GIS layer combined from layers provided by each jurisdiction, along with maps provided in PDF form. A procedure manual will be provided for agency staff that describes a common data collection and GIS layer development protocol for future inventory expansion.

#### Task 4.3 Collision Data Review

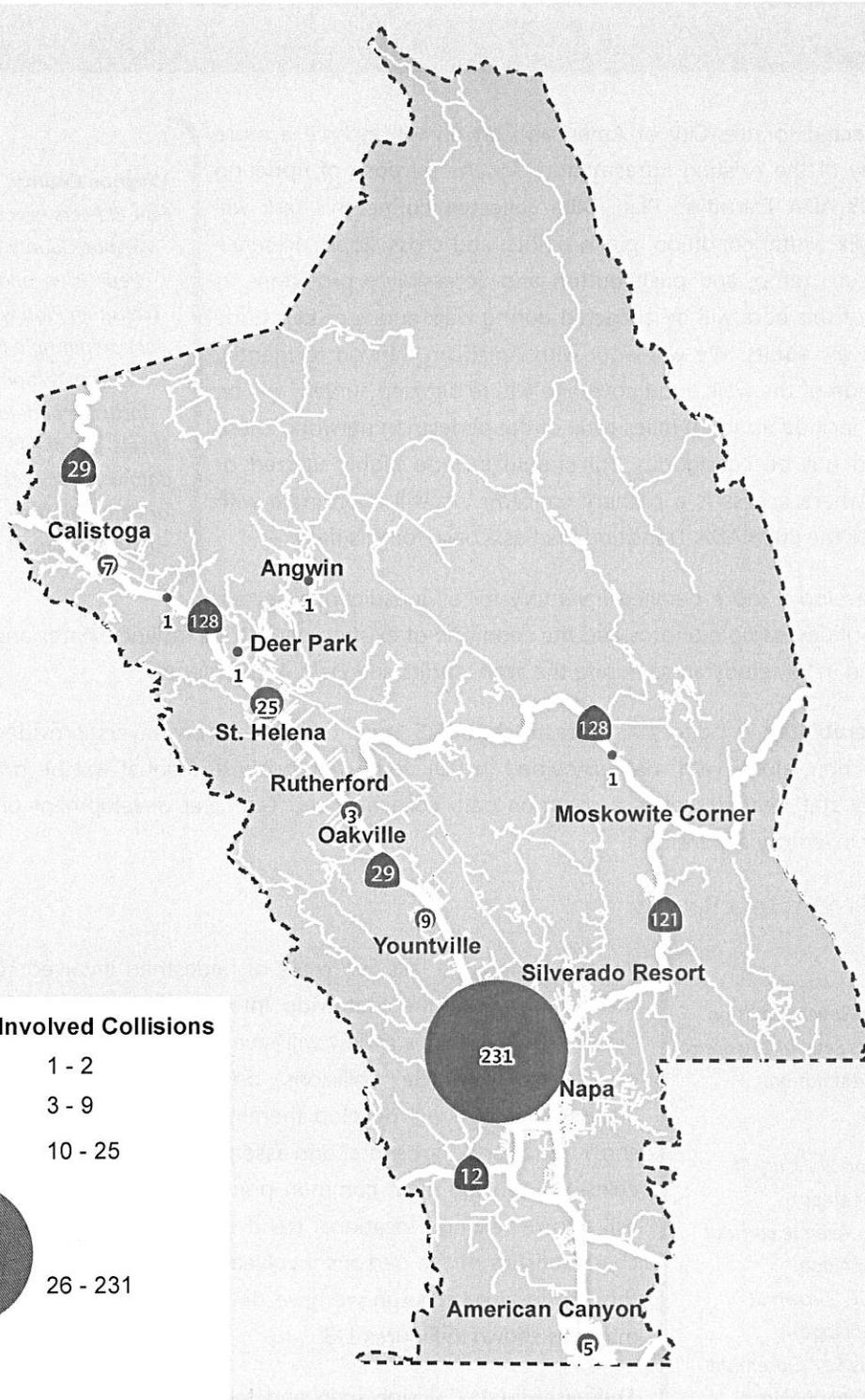
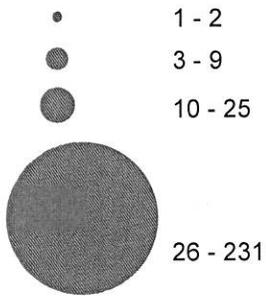
*Our **initial review** of collision data highlights several key areas for further investigation:*

- ❖ *Jefferson St / Clay St (City of Napa)*
- ❖ *Lincoln Avenue corridor (City of Napa)*
- ❖ *Pearl St / Brown St (City of Napa)*
- ❖ *Trancas St / Claremont Way (City of Napa)*
- ❖ *American Canyon Rd / Broadway St (American Canyon)*
- ❖ *Downtown St. Helena*

We will review the last five years of pedestrian-involved collisions in the County from the Statewide Integrated Transportation Records System (SWITRS). This review will reveal the nature and characteristics of pedestrian-vehicle collisions on roadway segments and at intersections. We will develop thematic pedestrian collision maps to show trends and "hot spots" and assemble lists of the top locations for collisions and the most common primary collision factors (PCFs). We will also review non-locational trend data such as temporal data and characteristics of the persons involved in collisions. In preparation for this proposal submission we have developed drafts of these collision maps, as shown in Figures 1-3.

**Deliverable(s):** Collision map and table of "hot spot" locations and primary collision factors for each jurisdiction.

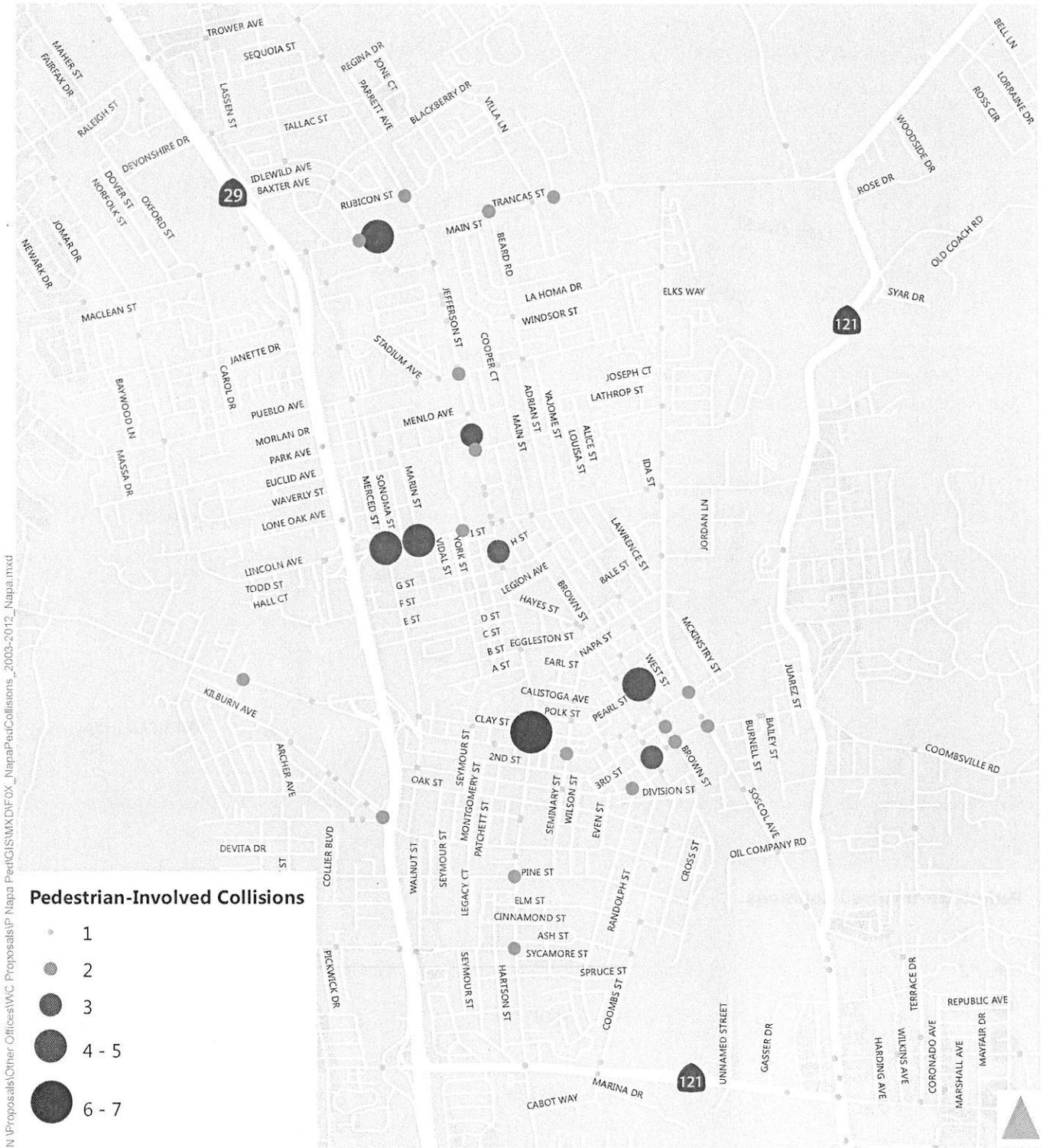
**Pedestrian-Involved Collisions**



Note: 93.4% of Collisions Mapped



Figure 1  
2003 - 2012 Napa County Pedestrian-Involved Collisions



N:\Proposals\Other Offices\WC Proposals\F Napa PetGIS\MXD\F0X\_NapaPetCollisions\_2003-2012\_Napa.mxd

Note: 93.4% of Countywide Collisions Mapped



Figure 2  
2003 - 2012 Pedestrian-Involved Collisions | City of Napa

**Pedestrian-Involved Collisions**

- 1
- 2
- 3
- 4 - 5
- 6 - 7

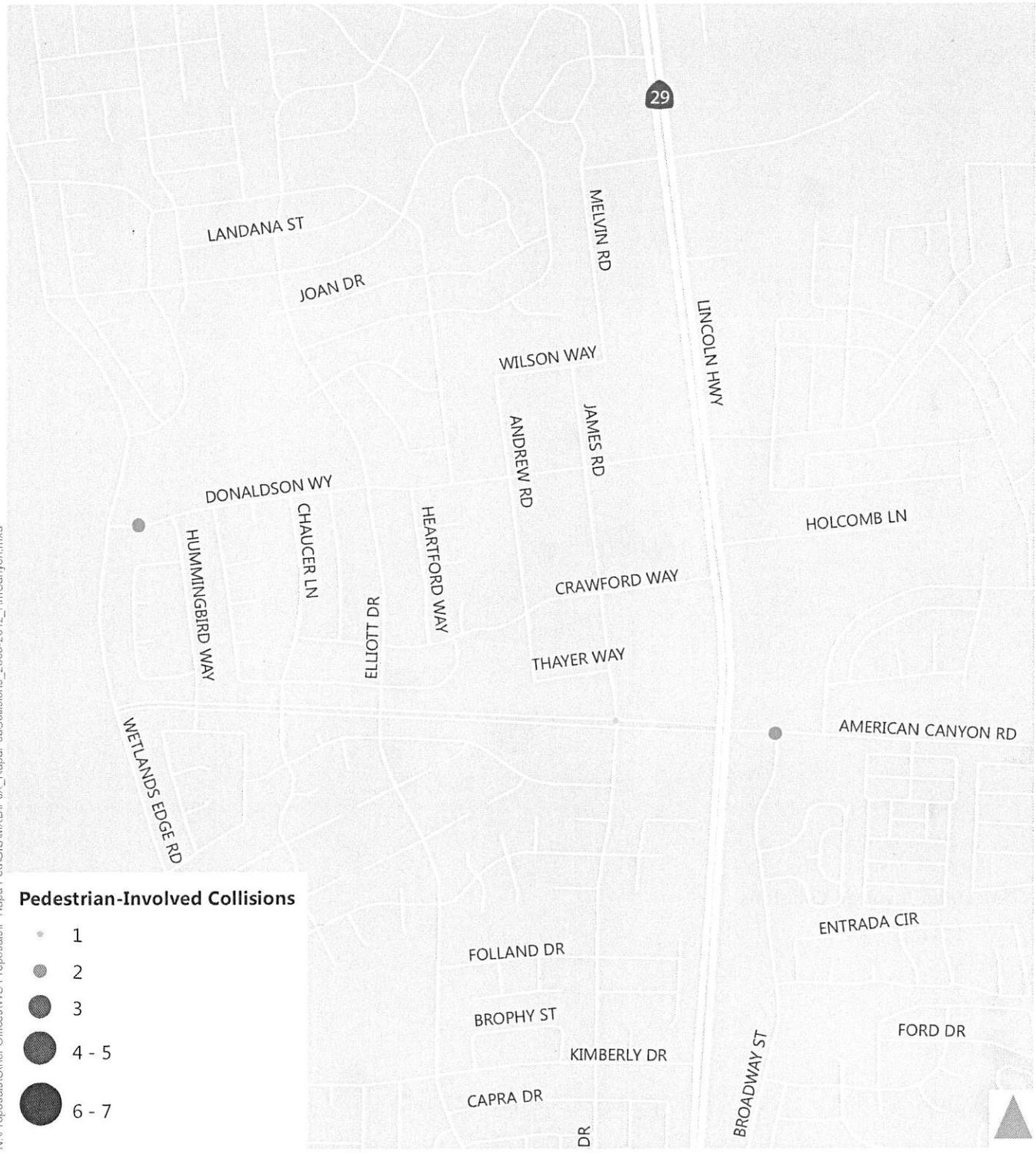


Figure 3  
2003 - 2012 Pedestrian-Involved Collisions | City of American Canyon



#### Task 4.4 Public Workshops

Feedback from this task will be the best way to identify major origins/destinations as well as the paths of connections that pedestrians choose between these activity centers. We intend to listen carefully to the needs and opportunities expressed by Napa County's residents, business owners, members of Visit Napa Valley to represent visitors, and other key stakeholders so that we can collaboratively develop a Plan that will have the community's support long after our work on the project is complete. We will also invite the jurisdiction focus groups to participate.



*Fehr & Peers organized an indoor "walking audit" at UC Davis*

We will host up to five workshops throughout the County for this task (one in each jurisdiction, to include portions of unincorporated areas within each jurisdiction). A sample workshop agenda could include:

- Overall issues identification
- Policy tradeoffs and priorities
- Map-based exercises
  - Where do you walk? Draw your "desire lines"
  - Where are your current constraints/concerns related to walking?
  - Where are the barriers for persons with disabilities? Children? Seniors?
  - What ideas do you have for enhancements?
  - Where/how should we prioritize improvements?

Aerial maps of key focus regions in the County (to be determined with the Focus Groups in each jurisdiction) could be printed in large-scale and placed on tables or the floor of the meeting room. Participants can walk on or around the maps and write their comments directly on the maps.

We will determine the preferred format of the workshops with NCTPA and the TAC/ATAC. We will prepare all workshop and outreach materials but have assumed that the County will arrange for the meeting rooms and distribute the outreach materials to key stakeholder groups. We have also assumed the County will provide translation services if required.

**Deliverable(s):** Materials for and attendance at up to five public workshops. All materials will be made available to NCTPA to post on their website for those unable to attend the workshops.



**OPTIONAL TASK:** As an optional task, Fehr & Peers will conduct phone interviews with up to five key stakeholders. These interviews will follow the public workshops and will be used to “fill in the blanks” to ensure that the primary stakeholders for this Plan have all had an opportunity to provide input. For example, we may conduct interviews with representatives from the senior community, disabled community, or non-English-speaking communities if members of these communities are not able to attend the workshops. Examples of these group representatives may include a member from the Area Agency on Aging (AAA), United Cerebral Palsy of the North Bay, StopFalls Napa Valley, Live Healthy Napa County, or other representatives of the Napa County Health and Human Services Agency. We will work with County staff to identify appropriate contacts for the interviews.

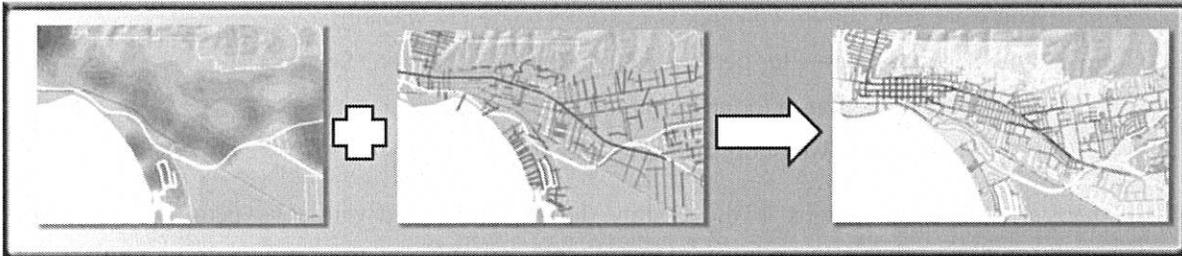
#### Task 4.5 Existing Conditions Report

We will compile all information from the existing conditions data collection into a report to be submitted to NCTPA for review. This Draft Existing Conditions Report will compile all findings from Task 4 elements above, including the key findings from ATAC/TAC meeting, the Focus Group discussions, and the public workshops regarding trip-making patterns and their demographic characteristics, perception of existing services, and the needs for service improvements.

**Deliverable(s):** Draft Existing Conditions Report. We will respond to one consolidated set of comments on the draft and submit a Final Existing Conditions Report.

### TASK 5 – CONDUCT WALKING AUDITS / FIELD ASSESSMENTS OF PRIORITY STUDY AREAS

#### Task 5.1 Identify Key Project Focus Areas



In addition to feedback received during the Existing Conditions review, we propose to develop priority study areas for the Plans using a “Ped INDEX.” The INDEX will map the qualitative likelihood of demand for facilities overlaid with facility deficiencies. Work done by the US Environmental Protection Agency (EPA), and adapted by Fehr & Peers for use in the Sacramento Pedestrian Master Plan (and several subsequent plans), has shown that several factors relating to the built environment and demographics influence levels of pedestrian activity. Some of the main factors are population density, land use mix, presence of schools or parks, intersection density, location of neighborhood shopping districts, and age.



The Ped INDEX will combine areas with high opportunity for pedestrian activity with areas with high pedestrian deficiencies or other needs to produce a map of high ranking focus areas for consideration.

**Deliverable(s):** Draft and revised Ped INDEX map and documentation of methodology.

### Task 5.2 Select Walking Audit Routes

We will develop a list of candidate study locations based on the information and data gathered in the existing conditions analysis, including the Ped INDEX and infrastructure inventory. Information from public workshops, stakeholder interviews, jurisdiction focus group meetings, and the ATAC and TAC meetings will also be considered.

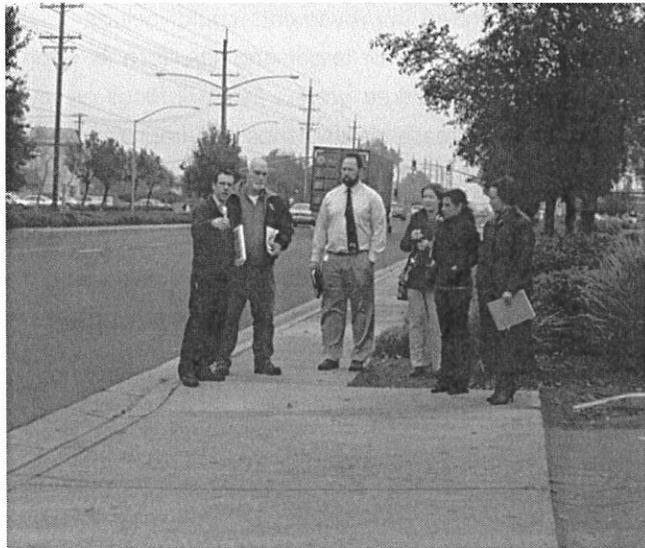
We will submit the list electronically to the jurisdiction focus groups and refine the priority study areas based on their input.

**Deliverable(s):** Draft list and revised list of priority study areas. Revisions to be based on one set of consolidated comments.

### Task 5.3 Conduct Walking Audits

In coordination with the County and the Cities of Napa, American Canyon, St. Helena, Calistoga, and the Town of Yountville, we will conduct walking audits of up to 10 priority study areas for a total of three full days of walking audits throughout the County). We will invite and encourage the jurisdiction Focus Groups and ATAC and the TAC members to participate in any/all of these walking audits. They will be open to members of the public as well. The audits will focus on:

- Conducting visual surveys to observe physical characteristics and conditions
- Examining the connectivity and continuity of the area's surrounding pedestrian network
- Identifying ADA improvements particularly for the Cities of St. Helena and American Canyon and the County of Napa
- Debriefing with the participants to discuss observations and recommendations



*Fehr & Peers staff led a walking audit in Ceres, CA*



Walking audits completed by Fehr & Peers for past plans have proven to be valuable since they offer an opportunity for both the agency and the consultant to observe field conditions and brainstorm potential ideas for improvements.

**Deliverable(s):** Materials for and attendance at three days of walking audits for up to 10 priority focus areas.

## TASK 6 – DEVELOP PROJECT LISTS

In this task we will develop a preliminary infrastructure improvement list for the 10 study areas. We will then meet with the jurisdiction Focus Groups and the TAC/ATAC in a final round of meetings to review the list and rank the projects for a capital improvement program list.

During the Focus Group and TAC/ATAC meetings, attendees will review the draft list of projects that were developed from the walking audits, group any projects into logical “clusters”, and rank the projects or grouped projects using a “dot” voting system or a qualitative evaluation matrix approach (method to be selected by the TAC/ATAC).

The recommended improvements could include smaller projects, such as network gap closures or larger projects, such as improving City- or Town-wide access. The ranked project lists will focus on leveraging the County’s amenities to increase walking trips and improve safety for all road users. A special focus on ADA improvements will be made for the City of St. Helena and the County of Napa.

*From our experience, separate priority lists for different categories of infrastructure improvements allow for **flexibility** when applying for **grant funding** – and improve **implementation** of the Plan.*

Separate lists will be developed for each jurisdiction. Each jurisdiction’s list will have separate categories for different types of infrastructure improvements (i.e., sidewalks, crossing treatments, ADA ramps, etc.).

We will submit this list electronically to the ATAC, TAC, and Focus Groups and revise once based on their feedback (as consolidated).

**Deliverable(s):** List of infrastructure improvement projects prioritized for each jurisdiction (with one round of revisions).



*Priority study areas may include highway and freeway interchanges since they pose unique challenges to pedestrians*



## TASK 7 – PROJECT FUTURE DEMAND

### Task 7.1 Document Existing Pedestrian Activity Levels

In this task we will identify significant pedestrian origins and destinations, including number of employees by location/node. We will collect pedestrian counts at up to 40 intersections in the pedestrian network (assuming 6-7 for each jurisdiction; to be aligned with priority project locations). Count locations will be approved by NCTPA and by each jurisdiction. Counts will be collected by MioVision, a traffic data solution firm which processes video data collected at intersections and roadway segments. The data collection is automated, includes a user-friendly online portal for accessing the data, and has special considerations for pedestrian data collection. This data will be used to establish a baseline for pedestrian activity levels in the County. We will work with NCTPA and available data sources to make assumptions regarding the resident, employee, and visitor components of these baseline activity levels in each jurisdiction.

**Deliverable(s):** Pedestrian counts at identified key nodes.

### Task 7.2 Forecast Pedestrian Demand

Fehr & Peers will calculate the number of induced pedestrian trips derived from the proposed pedestrian facilities in Napa County. Fehr & Peers will perform a brief literature review to determine the percent increase in pedestrian trips given the implementation of each proposed pedestrian facility. This number will then be applied to the existing counts (from Task 7.1) to determine the number of new and future pedestrians given the implementation of the proposed facility (in addition to background growth).

**Deliverable(s):** Pedestrian volume projections for key nodes Countywide, including a summary of methodology.

### OPTIONAL TASK: PEDESTRIAN VOLUME MODEL

As an optional task, we will develop a Pedestrian Volume Forecasting Tool for the County. Fehr & Peers recently collaborated with UC Berkeley SafeTREC, San Francisco MTA, and San Francisco CTA to develop a pedestrian exposure (demand) model for the City and County of San Francisco. The San Francisco pedestrian volume modeling process refined the methodology used to develop previous intersection-based PedINDEX models and incorporated variables that were tailored to estimate walking activity in the local urban context. The methodology included two main steps. First, manual and automated pedestrian counts were taken at a sample of 50 study intersections with a variety of characteristics. A series of factor adjustments were applied to produce an annual pedestrian crossing estimate at each intersection. Second, log-linear regression modeling was used to identify statistically-significant relationships between the annual pedestrian volume estimate and land use, transportation system, local environment, and socioeconomic characteristics near each intersection.

In this optional task, we will replicate and customize this model for Napa County.



Fehr & Peers has also been tracking the status of research from the National Cooperative Highway Research Program (NCHRP) on estimating bicycling and walking for planning and project development. They released a guidebook in 2014 on best forecasting practices that includes tools to estimate walking demand as part of a regional-, corridor-, or project-level analysis. If desired by NCTPA, Fehr & Peers can discuss these options further to choose the best application/method. A cost estimate can be provided on request/discussion of desired model use and outcomes.

**Deliverable(s):** A pedestrian travel demand model for the County

## TASK 8 – DEVELOP COST ESTIMATES

We will develop planning level (order of magnitude) cost estimates for the top five infrastructure projects in each local jurisdiction and the County. We will request cost data from recent projects in the County, where available, for reference in our estimates. For the lower priority projects, we will assess a cost level ranking of low, medium, or high.

**Deliverable(s):** Planning level cost estimates for the top five projects in each jurisdiction.

## TASK 9 – VISUAL AID GRAPHICS

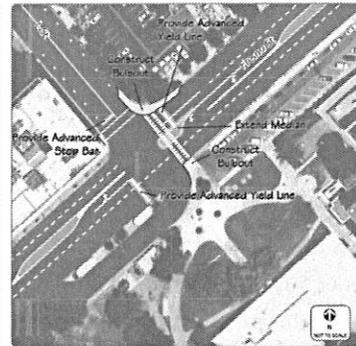
We will use the GIS layers developed in Task 4 to create user-friendly visual aid graphics that clearly identify the locations of the 10 priority study areas and the recommended improvements within these areas. Separate graphics will be developed for each jurisdiction for a total of six maps.

**Deliverable(s):** Overall graphics illustrating location of the recommended improvements. GIS layers of all system components.

### • FRESNO STREET & L STREET



EXISTING CONDITIONS



PROPOSED IMPROVEMENTS

*Sample project recommendations from the Fresno Pedestrian Safety Assessment*

## OPTIONAL TASK: PROJECT FACT SHEETS

As an optional task we will develop project fact sheets for the top projects per jurisdiction in addition to the cost estimates. These fact sheets will include concept plans for the recommended improvements, a summary of the existing conditions and recommended improvement, and the planning level cost estimate. These fact sheets will be grant-ready for inclusion in funding applications.



## **OPTIONAL TASK: COST/ BENEFIT ANALYSIS**

As an optional task, Fehr & Peers will perform a cost-benefit analysis for the proposed facilities. Costs will be calculated with the most up to date information on materials, construction and maintenance. Benefits will account for emission reductions, economic competitiveness, healthcare cost savings and safety benefits. Benefits will calculate based on the results of the pedestrian forecasting methodology. Trip length will be estimated using engineering judgment based on the surrounding land use and American Community Survey 'Journey to Work' data at a block group level. The monetary benefit of emissions reductions are calculated using gallons of gasoline saved from not driving translated to CO2 costs. Economic competitiveness, the money saved from not driving, is determined according to 2014 AAA methodology. Healthcare cost savings from increased walking is provided in the NCHRP Report 552 comprehensive literature review. Lastly, safety benefits are calculated based on the crash reduction factor for the given proposed facility applied to previous crash data at the proposed location. This analysis would be conducted to prepare projects for future ATP funding.

## **TASK 10 – DRAFT PEDESTRIAN MASTER PLANS AND DESIGN GUIDELINES/STANDARDS**

The products of the previous tasks will be combined into six Draft PMPs in this task, with several additional components and areas of focus as required in the RFP, including:

- Supporting Programs and Policies:
  - Summary of relationship with relevant regional plans including links to Solano and Sonoma Counties
  - Identification of educational, enforcement, and encouragement programs to complement infrastructure projects and increase mode share to be administered by NCTPA
- Implementation of the plan
  - List of potential City/County objectives and policies that will support the implementation of the plan
  - Outline of available fund sources to finance construction of proposed system segments and of system maintenance
  - Proposed plan implementation schedule and approval process
  - Template with guidelines for future updates to City pedestrian plans in order to be consistent with the Countywide plan
- General design guidelines for rural and urban areas
  - Recommendations for pedestrian amenities in public areas
  - Recommendations for crosswalk standards, including mid-block crossing standards on arterial, collector, and residential roadways using available technology and Industry Standards (with an optional Crosswalk Policy)



- o Design guidelines/standards including best practices for all pedestrian facilities using ADA guidelines and complete streets criteria.

The Plans will serve as a blueprint for the implementation, funding, and management of the recommended pedestrian improvements and will present a clear rationale for each recommendation.

**Deliverable(s):** Draft Plans (six total)

## **TASK 11 – UPDATE ADA TRANSITION PLAN FOR CITY OF AMERICAN CANYON**

Fehr & Peers will update the 2008 ADA transition plan for the City of American Canyon. This will include noting any improvements that have been completed from the 2008 plan as well as identifying any new ADA deficiencies within the public realm. Infrastructure in the public right-of-way will be listed as ADA compliant or deficient during data collection in Task 4 and the walk audits for American Canyon. This documentation does not apply and will not be completed for access to buildings, or to and within any private sites. We will work with City staff to identify funding sources and to prioritize improvements through the Focus Group meetings.

**Deliverable(s):** Draft and Final 2014 ADA Transition Plan for the City of American Canyon. We have assumed one round of revisions based on one set of consolidated comments.

## **TASK 12 – PRESENT DRAFT PEDESTRIAN MASTER PLANS**

The Draft PMPs will be presented at a meeting of the Councils for each jurisdiction, where the public and members of the Councils will have an opportunity to comment on the Draft Plans. Meetings attended will include the NCTPA Board, Napa County Board of Supervisors, Napa City Council, American Canyon City Council, St. Helena City Council, Calistoga City Council, and Town of Yountville Council. Staff Reports and a presentation for each meeting will be prepared with approximately 80% of the content remaining consistent for all seven meetings. The remaining 20% will be customized for each jurisdiction to include a list of key recommendations, a system map, and a list of prioritized projects.

**Deliverable(s):** Draft and final Staff Reports and presentation; attendance at seven public meetings.

## **TASK 13 – CEQA ANALYSIS**

As a sub consultant on the project, Rincon Consultants prepare a programmatic Initial Study-Negative Declaration or Initial Study-Mitigated Negative Declaration for the PMP that meets all applicable requirements of the California Environmental Quality Act (CEQA). Due to the programmatic nature of the PMP, the analysis will be tailored specifically to analyze all aspects of the PMP at a broad, program level. It is anticipated that certain facilities as they are proposed in the future may need additional environmental analysis once the final project design, location and specific features are determined. Where warranted, the



IS-(M)ND will establish clear, performance based mitigation measures that future projects can utilize to ensure impacts are minimized to the extent feasible. We are actively tracking the implementation of the SB 743 legislation and will ensure the CEQA process for this project takes full advantage of new opportunities anticipated for pedestrian project streamlining.

#### Task 13.1 Administrative Draft IS-(M)ND

The IS-(M)ND will be prepared in accordance with CEQA and the CEQA Guidelines, which set the standards for adequacy. Each of the environmental issue areas included in the CEQA environmental checklist form will be addressed at a level of detail sufficient to allow the County to make determinations of significance.

#### Task 13.2 Draft IS-(M)ND

For the Draft IS-(M)ND, Rincon will prepare appropriate notices and circulate the document to the State Clearinghouse. This task includes preparation of a Notice of Completion (NOC) for the State Clearinghouse, and preparation of a Notice of Intent to Adopt (NOI) for newspaper publication and distribution to responsible agencies. Rincon will submit the NOC, with the Draft IS-(M)ND, to the State Clearinghouse. We assume that the County will be responsible for other noticing, including newspaper ads, general mailings and mailings to specific interest groups, other government agencies or individuals, although Rincon can assist with these. Because the Draft IS-(M)ND will be submitted to the State Clearinghouse, the Draft IS-(M)ND will be circulated for a period of 30 days.

#### Task 13.3 Response to Comments/Final IS-(M)ND

Though not specifically required as part of the (M)ND process, we recommend preparation of written responses to all comments on the IS-(M)ND specifically. After receipt of all comments received by the County, Rincon will prepare written responses for inclusion into the record of decision. For purposes of this proposal, we have assumed that the response to comments will require nine hours of professional staff time.

#### Task 13.4 Mitigation Monitoring and Reporting Program

Rincon will prepare a mitigation monitoring and reporting program (MMRP) in accordance with State law. The MMRP will include: implementation responsibility, timing, monitoring requirements, and standards for success.

**Deliverable(s):** Administrative Draft, Draft and Final IS-ND or IS-MND for the PMP. We have assumed one round of revisions based on one set of consolidated comments.



## TASK 14– FINAL PEDESTRIAN MASTER PLANS

### Task 14.1 Revisions to Draft Plans

Fehr & Peers will implement one round of revisions to the Plans based on a consolidated set of comments submitted by the NCTPA based on feedback from the TAC, ATAC, members of the Board of Supervisors and the Councils, as well as the public.

**Deliverable(s):** Final PMPs

### Task 14.2 Present Final PMPs

Fehr & Peers will present the Final PMPs along with the results of the CEQA analysis at a regularly scheduled public meeting for the five City/Town Councils as well as the Napa County Board of Supervisors and the NCTPA Board following the same format of the Draft Plan presentation.

**Deliverable(s):** Preparation for and attendance at seven public meetings.

### Task 14.3 Draft Application for Active Transportation Document

Fehr & Peers will draft an application to Caltrans to seek approval of the plan as an “Active Transportation Plan”. We have worked with other communities to secure this certification and have structured our scope to target this goal.

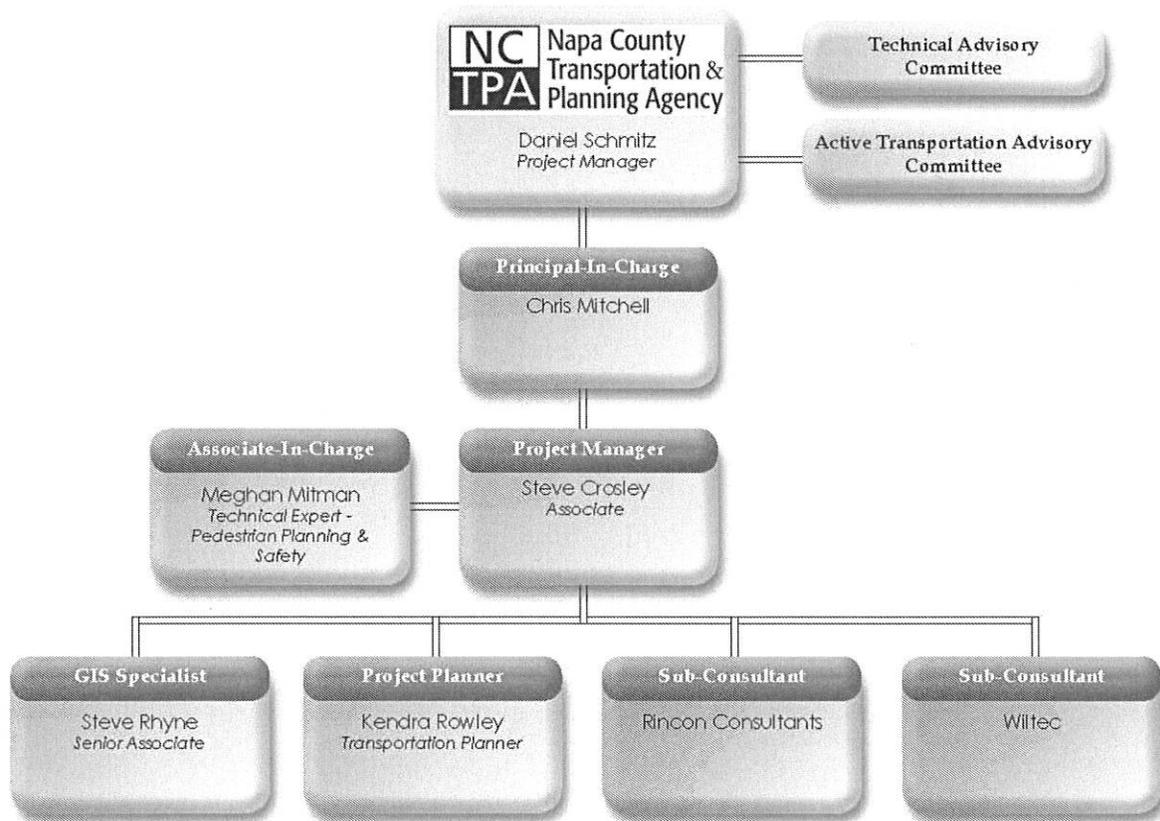
**Deliverable(s):** Preparation of draft and final application for Active Transportation Plan approval. We will respond to one set of consolidated comments on the draft application.



## PROJECT MANAGEMENT AND SCHEDULE

Fehr & Peers will provide project management, leadership, and oversight of all deliverables throughout the course of the project. We will play an active role in the public workshops and other community engagement activities. As project manager, Steve Crosley will serve as the primary point of contact for the Consultant Team. Meghan Mitman will provide project oversight and quality control. Rincon Consultants will prepare the plan's supporting CEQA documentation. Wiltec will prepare the initial assessment of sidewalk inventory.

### MANAGEMENT APPROACH



#### Administrative Coordination – Monthly Progress Reports

We will submit monthly progress reports to the NCTPA project manager and will arrange and participate in conference calls as needed. Each report will itemize tasks completed, percentage of budget spent and achievement of overall study objectives. They will also contain a summary of any obstacles and issues encountered and recommended means and time-line for resolution.



## SCHEDULE

To ensure the project is completed on schedule, preliminary investigation and evaluation of data collection methods and locations have been summarized in the appropriate task in the Technical Methodology section of the proposal. This information provides NCTPA a starting point for discussion of our approach to sidewalk inventory and is intended to enable the consultant team to start working diligently after the contract is executed.



Cost Proposal												
Napa County Pedestrian Plan												
Task	Principal Mitchell	Technical Expert Mitman	Project Manager Crosley	GIS Expert Rhyne	Project Engineer Hennessey	Project Planner Rowley	Graphics Rutten	Admin Owens	Labor Costs	Direct Costs <sup>1</sup>	ODCs <sup>2</sup>	Task Total
	\$250	\$205	\$185	\$160	\$160	\$135	\$105	Owens				
Task 0 - Project Coordination & Management	1	4	40	0	0	8	0	6	\$10,210	\$700	\$0	\$10,910
Task 1 - Project Kick-Off	1	6	8	0	0	6	0	2	\$3,990	\$300	\$150	\$4,440
Task 2 - ATAC/TAC Meetings	0	18	36	0	0	18	4	9	\$14,190	\$1,000	\$900	\$16,090
Task 3 - Jurisdiction Focus Groups	0	16	32	0	0	32	4	10	\$15,040	\$1,100	\$300	\$16,440
Task 4 - Inventory and Assess Existing Conditions	2	24	44	48	0	72	24	26	\$36,340	\$2,500	\$450	\$39,290
Task 5 - Walking Audits/Field Assessments	1	28	32	0	0	48	16	15	\$21,720	\$1,500	\$450	\$23,670
Task 6 - Develop Project List	2	8	8	0	8	24	0	6	\$8,800	\$600	\$0	\$9,400
Task 7 - Project Future Demand	1	2	4	20	0	42	16	10	\$13,050	\$900	\$0	\$13,950
Task 8 - Develop Cost Estimates	1	2	8	0	60	4	0	9	\$13,270	\$900	\$0	\$14,170
Task 9 - Visual Aid Graphics	0	2	4	8	0	8	36	7	\$8,060	\$600	\$0	\$8,660
Task 10 - Draft PMPs	2	8	16	4	4	72	16	15	\$19,430	\$1,400	\$0	\$20,830
Task 11 - Update ADA Transition Plan for American Canyon	1	8	4	0	0	36	4	6	\$8,570	\$600	\$0	\$9,170
Task 14 - Present Draft Plans	1	14	28	0	0	36	4	10	\$14,680	\$1,000	\$1,050	\$16,730
Task 13 - CEQA Analysis and Documentation	1	4	8	0	0	4	0	2	\$3,310	\$200	\$0	\$3,510
Task 14 - Final PMPs	2	18	40	4	4	56	8	16	\$23,030	\$1,600	\$1,050	\$25,680
<b>Subtotal</b>	<b>16</b>	<b>162</b>	<b>312</b>	<b>84</b>	<b>76</b>	<b>466</b>	<b>132</b>	<b>149</b>	<b>\$ 213,690</b>	<b>\$ 14,900</b>	<b>\$ 4,350</b>	<b>\$ 232,940</b>
Subconsultant - Wiltec												\$23,000
Subconsultant - Rincon												\$21,161
Subconsultant - MioVision												\$13,000
Subconsultant markup 5%												\$2,858
<b>Total</b>												<b>\$ 292,959</b>



## QUALIFICATIONS

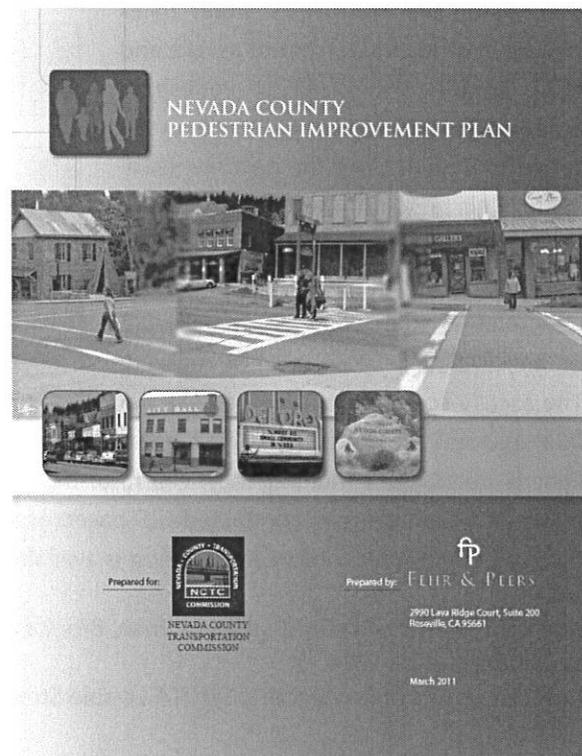
### FEHR & PEERS

Fehr & Peers offers a wide range of bicycle and pedestrian planning services. From sustainable transportation plans, to pedestrian and bicycle master plans, to corridor studies, we tailor our services to meet your community's needs. We understand that each community is different, with unique needs, geography, resources, and history. Our goal is to provide our clients with high-quality products and exceptional service throughout the planning process.

Fehr & Peers' expertise in bicycle and pedestrian master planning encompasses decades of knowledge and innovation, and stretches across the western United States. Our engineers, planners, and analysts collaborate using state-of-the-art technology to clarify issues, devise solutions, and create implementation programs. Our efforts in bicycle and pedestrian planning began in 1992, and we remain on the cutting edge of innovation and technology for these plans. Our bicycle and pedestrian suitability models help determine the level of non-motorized transportation improvements needed in your community; we balance this with our understanding of bicycle and pedestrian circulation to recommend worthwhile capital investment. The following section highlights some of our project qualifications relevant for this proposal.

#### Nevada County Pedestrian Improvement Plan

A multi-agency-spanning effort, the Plan was intended to guide and influence pedestrian infrastructure, policies, programs, and development standards to make walking in Nevada County more safe, comfortable, convenient, and enjoyable for all pedestrians. The ultimate goal of this Plan was to increase the number of persons in Nevada County that walk for both utilitarian and recreational purposes. The Pedestrian Improvement Plan was developed to complement the general plans of all Nevada County jurisdictions: Nevada County, the City of Grass Valley, the City of Nevada City, and the Town of Truckee. It included a GIS-based countywide inventory of pedestrian facilities and a project prioritization process. Similar to Napa County, Nevada County includes rural, suburban, and town center areas and has a significant tourism industry. Fehr & Peers led all technical, management, and public outreach tasks for this





effort, including direct coordination with the local jurisdictions, advisory committees, and advocacy group representatives. The Plan's chapters include: existing conditions. Goals and policies, proposed projects, implementation plan, and design guidelines. The final Plan is available at <http://www.nctc.ca.gov/Reports/Pedestrian--Bicycle-Reports/>.

**Key Fehr & Peers Staff:** Meghan Mitman, Charlie Alexander  
**Year Completed:** 2011

**Reference:** Mike Woodman, Transportation Planner, Nevada County Transportation Commission (NCTC), (530) 265-3202, mwoodman@nccn.net

**WalkFirst San Francisco**

Fehr & Peers was the prime consultant for this award-winning project, which proposed a Pedestrian Safety Capital Improvement Program for San Francisco (CIP), a set of projects and programs that San Francisco will implement over five years to help achieve the City's Vision Zero pedestrian safety goal. Projects address pedestrian safety issues on the City's High Injury Network, streets and intersections that represent just six percent of San Francisco's street miles but account for 60 percent of severe and fatal injuries. The WalkFirst Pedestrian Safety CIP anticipates \$50 million of targeted funding over the next five fiscal years. This amount defines how many WalkFirst recommendations can be pursued, and estimates will evolve as new funding sources are made available or anticipated sources are not realized.

**Quick / Cost-Effective Improvements**

-   
**Advance Stop or Yield Lines / Red Visibility Curbs**
-   
**Continental Crosswalks**
-   
**Leading Pedestrian Intervals**
-   
**Turn Prohibitions**
-   
**Reduced Lane Widths**
-   
**Temporary Corner Bulbs & Chokers**
-   
**Pedestrian Scrambles**
-   
**Speed Humps**
-   
**Signal Timing Changes**
-   
**Protected Left Turns**
-   
**Temporary Pedestrian Refuge Islands**

The fiscally constrained WalkFirst CIP prioritizes projects at locations with a strong history of severe and fatal injuries and projects that can be implemented with available funding sources. To develop the CIP, Fehr & Peers led a multi-agency, charrette-based collaboration process; coordinated with an extensive public outreach process; conducted GIS-based analysis for the data driven approach; and produced well-received infographics. More information is available at <http://walkfirst.sfplanning.org/>.

**Key Fehr & Peers Staff:** Meghan Mitman, Brooke DuBose, Dana Weissman  
**Year Completed:** 2014

**Reference:** Chava Kronenberg, SFMTA Livable Streets, 415.701.4451 | [Chava.Kronenberg@sfmta.com](mailto:Chava.Kronenberg@sfmta.com)



## California Pedestrian and Bicycle Safety Assessments Programs

On behalf of the California Office of Traffic Safety (OTS) and the UC Berkeley Institute for Transportation Studies Technology Transfer Program (Tech Transfer), Fehr & Peers developed technical guides to conduct pedestrian and bicycle safety assessments (PSAs and BSAs) in California. The guides incorporate best practices in pedestrian and bicycle safety engineering, planning, and policy, and are intended for use by a team of two evaluators. PSAs and BSAs are offered to cities free of charge by OTS through Tech Transfer. In addition to developing the PSA and BSA manuals, Fehr & Peers staff serve as expert evaluators for the overall PSA program, and have led PSAs and BSAs across California since 2008. The program is the recipient of several local, state, and national awards. More information is available at: <http://www.techtransfer.berkeley.edu/pedsafety/>.



*"Congratulations on the development of an excellent guide to further improve pedestrian safety and accessibility. It was my honor and privilege to provide input. ... I see the 'Guide and Assessments' as a model for the rest of the country."*

– Rudy Umbs, National Pedestrian Safety Trainer, FWHA

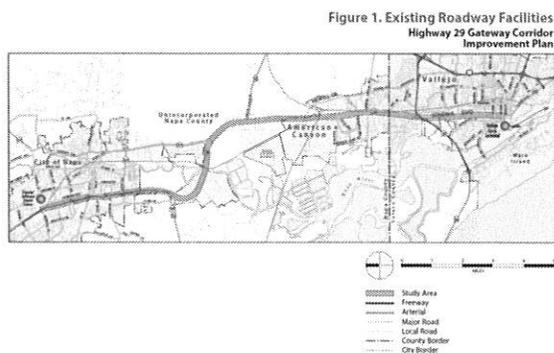
**Key Fehr & Peers Staff:** Meghan Mitman, Brooke DuBose, Matthew Ridgway, Carrie Nielson

**Year Completed:** ongoing

**Reference:** Afsaneh Yavari, Research & Development Engineer, Institute of Transportation Studies, University of California, Berkeley, (510) 643-3163, [afsaneh.yavari@berkeley.edu](mailto:afsaneh.yavari@berkeley.edu)

## NAPA COUNTY QUALS

### NCTPA SR29 Gateway Corridor Improvement Plan Study



Fehr & Peers is on the project team for the NCTPA SR29 Gateway Corridor Improvement Plan Study. The principle work products for the project are a Vision Plan and a Corridor Implementation Plan. The Corridor Implementation Plan will emerge from technical review of existing plans and studies, technical analysis and modeling, and the Vision Plan. The first step in developing the Implementation Plan will be to develop a full universe of recommended improvements and programs. Fehr & Peers is helping

develop the improvement program as part of the Vision Plan and that will be accompanied by planning level estimates and connected to a financing plan. As part of plan development, Fehr & Peers is currently



utilizing the Napa-Solano Travel Demand Model (N-STDM) with a focus on incorporating local travel projections in order to evaluate the improvements for future traffic conditions.

**Key Fehr & Peers Staff:** Steve Crosley, Chris Mitchell  
**Year Completed:** ongoing

#### **Napa Pipe Project Transportation Impact Study**

Fehr & Peers conducted a transportation impact analysis for this large mixed-use project in southern Napa County, just south of the City of Napa. The project, as originally proposed, would include approximately 2,300 dwelling units, 140,000 square feet of manufacturing/warehousing/office space, and 50,000 square feet of neighborhood-serving retail. This highly-controversial project was projected to generate approximately 2,000 new peak hour vehicle trips, which would substantially increase the traffic on local area streets. The impact analysis resulted in recommendations for on- and off-site improvements that would better manage the expected travel demand and that would accommodate the expected traffic increases in a manner consistent with Napa County's rural character. The report also included the detailed analysis of implementing a commuter rail system and TDM measures.

**Key Fehr & Peers Staff:** Steve Crosley, Chris Mitchell  
**Year Completed:** ongoing

#### **NCTPA Napa Valley Travel Behavior Study, Napa, CA**

Fehr & Peers is working with the Napa County Transportation Planning Agency and Napa County to gather information on the travel behavior of visitors, residents, employees, and students who make work and non-work trips in Napa Valley. This study is a unique opportunity to integrate innovative data collection methods with enhancements to traditional methods to offer an unprecedented look into travel behavior in the region.

**Key Team Members:** Steve Crosley, Kevin Johnson  
**Year Completed:** ongoing



## RINCON

### **City of Marina Bicycle and Pedestrian Master Plan Update, *City of Marina***

Rincon helped prepare the City of Marina Pedestrian and Bicycle Master Plan, intended to provide guidelines for pedestrian and bicycle facility improvements, position the City for grants to finance improvements, and play a role in the City's work to reduce greenhouse gas emissions. The document contains an executive summary and introduction; a discussion of coordination between the City and various agencies and jurisdictions; description of implementation documents that affect development of pedestrian and bicycle facilities within the City; an inventory of existing facilities; pedestrian and bicycle facility design guidelines; extensive mapping including proposed pedestrian and bicycle routes; and an implementation program. In addition the Plan itself, Rincon assisted the City of Marina in preparing amendments to the City's General Plan and Municipal Code to ensure consistency with the Plan and further promote development of pedestrian and bicycle facilities.

### **Monterey Bay Sanctuary Scenic Trail Network (MBSST) Master Plan, *Santa Cruz County Regional Transportation Commission***

Rincon is currently working as part of the RRM Design Group team to prepare Alignment Analysis, Preliminary Design and Environmental Compliance documents for development of the Monterey Bay Sanctuary Scenic Trail Network (Trail Network) in Santa Cruz County. The Trail Network is a partially implemented two-county bicycle and pedestrian pathway project separated from motor vehicle traffic, whenever possible, and utilizing the on-street network to provide greater community connectivity and togetherness. The Trail Network will serve transportation, recreation, health, eco-tourism, coastal access, economic vitality, and educational and interpretive purposes. The master plan is intended to identify the main coastal trail "spine" from San Mateo to Monterey County along with trail spurs to maximize coastal, neighborhood, community and multi-modal access opportunities throughout the MBSST system. Currently, Rincon is preparing an Environmental Impact Report (EIR) to satisfy the CEQA component of the project. We also prepared important constraints analysis components, and were integral to the community involvement component of the project, where we participated in a series of community workshops aimed at informing the community about the benefits of the trail network. Recently, Cory Caletti, Senior Transportation Planner with SCCRT praised our work on the project stating: "You do an outstanding job and as I said before, it's a pleasure working with you." The project recently received the Award of Excellence – Transportation Planning from the APA Northern Section.

### **Santa Fe Bike Path/Multi-Purpose Trail Connection, *Tulare County Association of Governments***

As part of the team headed by RRM Design Group, Rincon prepared the CEQA/NEPA documentation for the Santa Fe Bike Path/Multi-Purpose Trail Connection in Tulare County. The project involved construction of an 8-mile long trail which will run parallel to an existing railroad line. The trail will be a bike path/multi-purpose regional trail for non-motorized transportation and recreation including biking,



walking, jogging, wheelchair use, and sections available for equestrian riding. The corridor will connect the City of Visalia and the city of Tulare along the Santa Fe Railroad alignment running through parts of unincorporated Tulare County surrounded by intensive agriculture. The project involved all three Rincon service lines working together to produce a Biological Resource Assessment, a Phase I Environmental Site Assessment, and CEQA and NEPA compliance documentation.

## **WILTEC**

### **South Bay Cities Cog Regional Travel Study, South Bay Area of Los Angeles County, CA**

Sidewalk interview surveys of pedestrians at various locations in 8 different cities to determine origin/destination of trip, purpose, modal split of travel and estimated monthly frequency of similar trips in the same area.

### **Marin Headlands Transportation Improvements Study, County of Marin, CA**

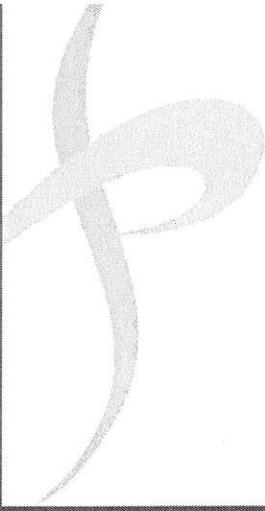
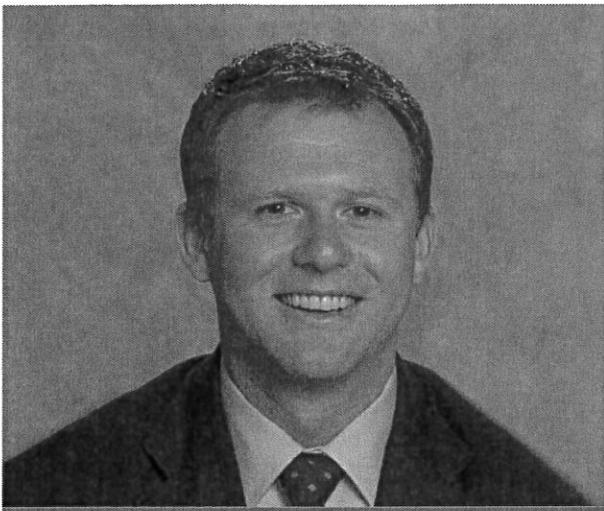
8-hour surveys of hikers, cyclists and horseback riders on 10 park trails for 3 days.

### **I-80 Integrated Corridor Mobility Project, Counties of Alameda and Contra Costa, CA**

2-hour AM and 2-hour PM manual turning movement counts at 32 intersections plus 4-hour AM and 5-hour PM manual volume and vehicle classification counts at 13 mainline freeway locations and 3-day ADT machine counts at 10 locations.

**ATTACHMENT A: RESUMES**





# Chris Mitchell, PE

Principal

## about

Since joining Fehr & Peers in 2000, Chris has worked on a wide variety of transportation-related projects, including specific area plans, environmental impact reports, various micro-simulation and traffic operational studies, and site transportation impact analyses. Chris specializes in multi-modal transportation operations projects, with a particular expertise in applying unique and innovative approaches to the environmental review process. In addition, Mr. Mitchell has developed significant experience on a diverse range of projects within complex urban environments, including several community-based transportation plans, transportation impact studies for some of California's most high-profile and controversial large-area development plans, and multimodal operational studies that account for the complex interaction of the multiple modes of travel commonly seen in urban areas.

## education

M.S. in Transportation Engineering, University of California, Berkeley, 2000

B.S. in Civil Engineering, University of California, Berkeley, 1999

## registrations

Licensed in Civil Engineering – State of California No. 63533

## professional affiliations

Institute of Transportation Engineers: Associate  
San Francisco Planning + Urban Research Association (SPUR): Member, Transportation Committee  
Urban Land Institute (ULI): Member

## expertise

- Traffic Engineering
- Traffic Impact Analysis
- CEQA/NEPA
- Travel Demand Forecasting
- Highway Operations Analysis
- Transit Planning
- Non-Motorized Facilities Planning and Design

## publications and presentations

- *Las Vegas Hopes to Win Big: Implementing the First Optically Guided BRT System in the United States*, Institute of Transportation Engineers (ITE) Annual District 6 Conference, 2002, Palm Desert, California (Bardia Nezhati, P.E. and Chris Mitchell)
- *Implementation of Customer-Based Transportation Level of Service Policies*, American Planning Association (APA) Annual Conference, 2005, San Francisco, California; and Institute of Transportation Engineers (ITE) 2006 International Annual Meeting (Ronald Milam, AICP and Chris Mitchell, PE)
- *A Multimodal Makeover for Market Street*, Institute of Transportation Engineers (ITE) Annual District 6 Conference, 2005, Kalispell, Montana (Chris Mitchell, PE)
- *Conventional Level of Service Analysis, Thresholds, and Policies Get a Failing Grade*, League of California Cities Annual Conference, 2007, Sacramento, California (Ronald Milam, AICP and Chris Mitchell, PE)
- *The Redevelopment of Treasure Island: From World Expo to City of the Future*, California APA Conference, 2010, La Costa, California (Chris Mitchell, PE)



Denver | Honolulu | Inland Empire | Oakland | Orange County | Reno  
Roseville | Salt Lake City | San Diego | San Francisco | San José | Seattle | Santa Monica | Walnut Creek

project experience

**Temporary Transbay Terminal Circulation Study and Operations Analysis, San Francisco, CA**

Chris served as Fehr & Peers' project manager on this project to assist with the design and implementation of a new temporary transit terminal in the midst of Downtown San Francisco. The City of San Francisco is in the midst of constructing a new intermodal transit terminal in the downtown core to ultimately house over 150 transit buses per hour (including AC Transit, San Francisco Muni, Golden Gate Transit, and San Mateo Transit/Samtrans), an extension of Caltrain (commuter rail service between San Francisco and San Jose) and which would be the northern terminus to California's new High Speed Rail line. The construction of the new terminal is expected to take up to five years, during which time the existing terminal would be completely demolished and rebuilt as a new "Grand Central of the West."

Prior to construction of the permanent new terminal, Fehr & Peers was retained by the Transbay Joint Powers Authority to develop a traffic simulation model of the Transbay Temporary Terminal in San Francisco – a new surface level terminal that must retain the full operational function of the terminal during the five-year construction period, but on a much smaller parcel. Unlike the permanent terminal which provides dedicated ramps between the terminal and the nearby San Francisco-Oakland Bay Bridge, bus access to the temporary terminal will be by city streets, further complicating the situation. Fehr & Peers' simulation analysis served two purposes: to prove that the proposed terminal would function well, and to test various reconfigurations of the surrounding streets, including a contraflow bus lane and extensive transit signal priority treatments. Our analysis assisted in the design of the temporary terminal itself (including identifying locations where conflicts were likely to occur, and solutions to ensure safety and efficient bus flow were maintained) as well as the access routes on adjacent streets (including turn restrictions, contra-flow lanes, and pedestrian safety enhancements). The temporary terminal has been operating successfully since its opening in 2010.

**Candlestick Point / Hunters Point Shipyard Redevelopment EIR, San Francisco, CA**

Chris managed both the Transportation Plan and the Transportation Impact Study for the redevelopment of Candlestick Point and the Hunters Point Shipyard, a former Navy base. This project would add over 10,000 new housing units, 885,000 square feet of retail space, over 2.5 million square feet of office/research and development space, a new 10,000-seat arena, and potentially a new NFL stadium for the San Francisco 49ers – a development on the scale of entire neighborhoods of San Francisco. The Transportation Plan involved developing the internal circulation network for the site designed to encourage walking, bicycling, and transit use and a robust package of transit service improvements, including new express buses to Downtown San Francisco and a new Bus Rapid Transit (BRT) route connecting the project site with regional transit hubs, such as Caltrain and BART. This highly-controversial and complex project and its EIR were approved and certified by the San Francisco Board of Supervisors in June 2010 and won the American Planning Association Award for Hard-Fought Victory in early 2012.

**Treasure Island Redevelopment EIR, San Francisco, CA**

Chris managed the transportation impact analysis for the proposed redevelopment of Treasure Island, a man-made island in the middle of San Francisco Bay that was originally constructed for the 1939 World Exposition. The proposed redevelopment would add approximately 8,000 residential units, 500 hotel rooms, and up to 780,000 square feet of commercial, retail, and industrial space. Because automobile travel onto and off of the island is only available via the frequently-congested San Francisco-Oakland Bay Bridge, the redevelopment plan proposes to subsidize high-frequency transit service to regional job centers and transit hubs in San Francisco and to the East Bay via buses and ferries. The impact analysis used a state-of-the-practice Smart Growth Trip Generation analysis to forecast the traffic generation and transit usage of this unique and complex project and location. The transportation analysis also used simulation to identify the extent to which queuing caused by traffic at the on-ramps to the Bay Bridge would impede transit service, and used this information to recommend improvements, such as additional transit-only lanes on the Island to ensure that transit vehicles are able to efficiently reach the Bay Bridge without experiencing delays due to auto congestion. The Draft EIR was released in July 2010 and certified in 2011.





# Meghan Mitman, AICP

Senior Associate

## about

Meghan Mitman has over twelve years of transportation planning and engineering experience, which has included Pedestrian and Bicycle Planning, Safety, and Research; Transportation Demand Management Planning and Assessment; Greenhouse Gas Estimation and Climate Action Planning; Community, Neighborhood, and Station Area Planning; Public Involvement; Senior Mobility Planning; Traffic Calming; and Transportation Impact Assessments. She is an expert in active transportation planning and safety, having co-authored the multi-award winning *California Pedestrian Safety Assessments Technical Guidebook* and served as the project manager for numerous pedestrian and bicycle safety assessments in cities across California and Nevada. She is a national instructor for the FHWA's pedestrian planning, safety, and design courses.

Meghan has published five articles based on her pedestrian-related research in TRB's *Transportation Research Record*, which have included a specific focus on crosswalk behavior, safety, and countermeasures as well as pedestrian demand forecasting. She is a co-author for the draft ITE Recommended Practice on *Accommodating Pedestrians and Bicyclists at Interchanges*.

Meghan is the Operations Manager for Fehr & Peers' San Francisco office in addition to her role as a senior project manager and Associate-in-Charge on many interesting and challenging projects. She was honored as the 2010 Member of the Year for the WTS San Francisco Bay Area chapter, and serves on the board of directors for the chapter. She is also a member of the TRB Pedestrian Committee and Research Subcommittee, and the Chair of the ITE Pedestrian/Bicycle Council.

Meghan has a bachelor's degree with high honors in Operations Research and Financial Engineering from Princeton University. She also holds dual master's degrees in Transportation Engineering and City and Regional Planning from the University of California at Berkeley. In graduate school she received the prestigious Eno and Eisenhower Fellowships.

## education

- Master of Science in Civil (Transportation) Engineering, University of California, Berkeley, 2007
- Master of City and Regional Planning, University of California, Berkeley, 2007
- Bachelor of Science in Operations Research and Financial Engineering, Princeton University, 2002

## registrations

AICP

## professional affiliations

- Institute of Transportation Engineers
- American Planning Association
- Women's Transportation Seminar
- Transportation Research Board
- Association of Pedestrian and Bicycle Professionals

## expertise

- Complete Streets
- Pedestrian and Bicycle Safety
- Active Transportation Planning
- Station Area Planning
- Transportation Demand Management



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332 Pine Street  
Floor 4  
San Francisco, CA 94104  
415.348.0300

## honors and awards

- APA Northern California Project of Merit, *SFMTA's WalkFirst Capital Projects Prioritization Outreach and Program*, 2014
- ITE Bicycle and Pedestrian Council Best Technical Project - *Utah Department of Public Health Bicycle and Pedestrian Master Plan Handbook*, 2012
- Member of the Year, WTS San Francisco Chapter, 2010
- California Pedestrian Safety Assessments: Best Program 2009, ITE Planning Council; Best Practice 2009, APA California
- MacArthur BART Access Feasibility Study, Northern California APA Project of Merit, 2008
- Eno Fellow, Eno Transportation Foundation, 2007
- 2005-2007 Eisenhower Graduate Fellow, National Highway Institute
- 2005-2006 University of California Transportation Center Fellow

## publications and presentations

- Mitman, M. and M. Ridgway (2014), "Draft Recommended Practice on Accommodating Pedestrians and Bicyclists at Interchanges," ITE.
- Mitman, M. (2014), "Tactical Urbanism Case Studies and Considerations for ITE Members," ITE Technical Meeting, Miami, FL
- Mitman, M. (2013), "Finding or Building the Right Tool for the Job: Familiar and Cutting-Edge Tools for Transportation Demand Management Evaluation," Presented at the TRB Annual Meeting.
- Schneider, R., et al (2012), "Development and Application of the San Francisco Pedestrian Intersection Volume Model," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2299, Transportation Research Board of the National Academies, Washington, D.C., 2012, pp. 65-78.
- Mitman, M. (2012), "ITE Pedestrian/Bicycle Council's Separated Bikeways Informational Report," presented at the ITE Annual Meeting, Atlanta, GA.
- Mitman, M., D. Cooper, and B. DuBose (2010), "Driver and Pedestrian Behavior at Uncontrolled Crosswalks in the Tahoe Basin Recreation Area," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2198, Transportation Research

Board of the National Academies, Washington, D.C., 2010, pp. 23-31.

- Feldman, M., J. Manzi, and M. Mitman (2010), "An Empirical Bayesian Evaluation of the Safety Effects of High-Visibility School (Yellow) Crosswalks in San Francisco," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2198, Transportation Research Board of the National Academies, Washington, D.C., 2010, pp. 8-14.
- Mitman, M. (2009), "Pedestrian Safety Assessments: Sharing Lessons Learned from California's New Program," APBP Webinar.
- Mitman, M. (2009), "Crossing the Complete Street," Presented at the Sacramento Complete Streets Workshop.
- Mitman, M. and S. Reynolds (2008), "Pedestrian Crosswalk Policies: New Tools & Treatments," ITE Webinar, July 17, 2008 and November 12, 2008
- Mitman, M. and M. Ridgway (2008), "Re-envisioning Access to the MacArthur BART Station," Presented at the 2008 ITE Annual Meeting, Anaheim, CA
- Mitman, M., D. Ragland, and C. Zegeer (2008), "Some Missing Links in a 35-Year Debate: Marked and Unmarked Crosswalks," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2073, Transportation Research Board of the National Academies, Washington, D.C., 2008, pp. 86-93.
- Mitman, M. and D. Ragland (2007), "Crosswalk Confusion More Evidence Why Pedestrian and Driver Knowledge of the Vehicle Code Should Not Be Assumed." *Transportation Research Record: Journal of the Transportation Research Board*, No. 2002, Transportation Research Board of the National Academies, Washington, D.C., 2007, pp. 55-63.

## project experience

### **Federal Highway Administration Pedestrian Safety, Planning, and Design Courses, National Instructor**

Meghan leads national training courses on pedestrian safety on behalf of the Federal Highway Administration. Courses focus on policies, planning, design, operations, countermeasure identification, community engagement, and evaluation for active transportation promotion and injury prevention. The target audience ranges from engineers and planners to public health professionals, advocates, and elected officials.

## **WalkFirst San Francisco, Associate-in-Charge**

Meghan oversaw the award-winning San Francisco WalkFirst project as the Associate-In-Charge of the consultant team. This project proposed a Pedestrian Safety Capital Improvement Program for San Francisco (CIP), a set of projects and programs that San Francisco will implement over five years to help achieve the City's Vision Zero pedestrian safety goal. Projects address pedestrian safety issues on the City's High Injury Network, streets and intersections that represent just six percent of San Francisco's street miles but account for 60 percent of severe and fatal injuries. To develop the CIP, Fehr & Peers led a multi-agency, charrette-based collaboration process; coordinated with an extensive public outreach process; conducted GIS-based analysis for the data driven approach; and produced well-received infographics.

## **San Pablo Avenue Complete Streets, Project Manager**

The San Pablo Avenue Complete Streets Study focused on improving multimodal access, safety and connections along the San Pablo corridor in the City of San Pablo by identifying needs and prioritizing improvements that will facilitate pedestrian, bicycle and transit trips. At the heart of this process was a public outreach effort that brought together surrounding residents, business owners, partner agencies, and other key stakeholders to ensure that the final plan recommendations are both relevant to, and supported by, the local community. As a result of the community collaboration and the high quality work product, the design and construction of the preferred alternative received full funding from MTC through the OBAG grant process. Meghan oversaw a multi-firm team for this project and directed all technical, outreach, and management components.

## **Nevada County Pedestrian Improvement Plan, Project Manager**

Meghan was the project manager for this multi-agency-spanning Pedestrian Master Plan. The Plan was intended to guide and influence pedestrian infrastructure, policies, programs, and development standards to make walking in Nevada County more safe, comfortable, convenient, and enjoyable for all pedestrians. The ultimate goal of this Plan was to increase the number of persons in Nevada County that walk for both utilitarian and recreational purposes. The Pedestrian Improvement Plan was developed to complement the general plans of all Nevada County jurisdictions: Nevada County, the City of Grass Valley, the City of Nevada City, and the Town of Truckee. Meghan led

all technical, management, and public outreach tasks for this effort, including direct coordination with the local jurisdiction and advocacy group representatives.

## **NCHRP 20-05: Traffic Control Device Application at Pedestrian Crossings of Streets and Highways, Panel Member**

Meghan is serving as the nominated representative for the international consultant community on this panel. The synthesis study will look at the safety and operational considerations for crossing treatments to reduce pedestrian/motor vehicle crashes at intersections.

## **FHWA Evaluation of the Rectangular Rapid Flashing Beacon, Project Panel Member**

Meghan is serving as a nominated review panel member for this project, representing the practitioner's perspective. The national study is investigating characteristics of flashing beacons as relates to safety and driver/pedestrian behavior to inform future MUTCD adoption of this critical safety device.

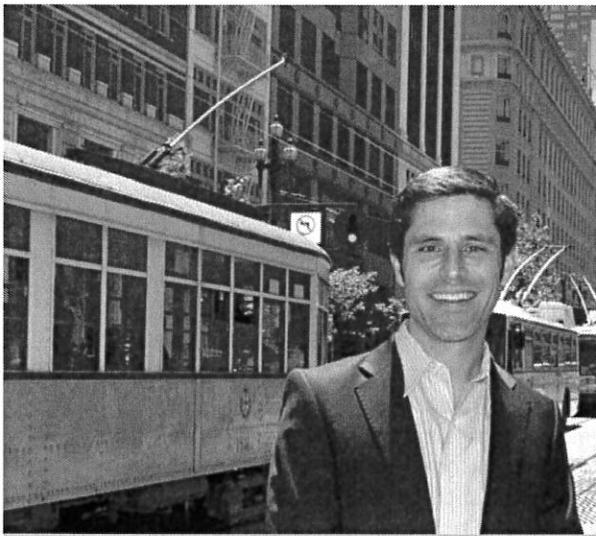
## **Albany Active Transportation Plan, Project Manager**

Recognizing walking and bicycling as healthy, accessible, and green forms of transportation, the City of Albany embarked on developing its first Pedestrian Master Plan, and an update to the Bicycle Master Plan in 2010. These Plans will be blueprints for the future of walking and bicycling in Albany, laying out the policies, programs, practices, and infrastructure projects, as determined through a collaborative outreach process. Meghan led this project, which included technical oversight, policy development, subconsultant management, and coordination all community involvement activities.

## **California Pedestrian and Bicycle Safety Assessments Program, Office of Traffic Safety, Lead Evaluator and Project Manager**

On behalf of the California Office of Traffic Safety (OTS) and the UC Berkeley Institute for Transportation Studies Technology Transfer Program (Tech Transfer), Fehr & Peers developed technical guides to conduct pedestrian safety assessments (PSAs) and Bicycle Safety Assessments (BSAs) in California. The guide incorporates best practices in pedestrian safety engineering, planning, and policy. Meghan was a lead author of the manuals and is also one of the expert evaluators for this program. She has managed PSAs and BSAs throughout California since the project's inception in 2008.





# Steve Crosley, AICP

Associate

## about

Steve has over eight years of project management experience in transportation planning, and one of his key geographical focus areas is Napa County. He is currently managing Fehr & Peers' effort on the American Canyon Town Center Project, Napa Pipe Project, the NCTPA SR 29 Corridor Project, and various other studies in the County of Napa and City of American Canyon. As a companywide transit expert, he is currently managing Fehr & Peers' on SamTrans El Camino BRT Phasing Plan, SFCTA Geneva-Harney BRT Feasibility Study Project, Emery Go Round Service Evaluation, and the Fresno-Yosemite Transit Service Plan. His focus is also on pedestrian planning and needs as every transit trip starts or ends with a walk trip.

## education

Master of Arts, Urban Planning,  
University of California, Los Angeles, 2006

Bachelor of Arts, Economics,  
University of California, Berkeley, 1999

## registrations

American Institute of Certified Planners (023436)

## professional affiliations

American Planning Association (APA)

## honors and awards

Council of University Transportation Centers Neville A. Parker Award for Best Non-Thesis Masters Paper in Policy & Planning in Transportation, 2006

## project management experience

### **Highway 29 Gateway Corridor Improvement Plan**

This planning project, led by the Napa County Transportation and Planning Agency (NCTPA) is seeking to develop a community-driven vision and improvement strategy for the portion of California State Route 29 (SR 29) between SR 37 in the City of Vallejo and Trancas Street in the City of Napa. The vision includes multi-modal transportation improvements that meet the needs of all users, including motorists, transit riders, pedestrians and bicycles. Fehr & Peers played an integral role in modeling the proposed improvements using the Napa-Solano Travel Demand model, updated to reflect the latest land use projections developed by ABAG (MTC Plan Bay Area) and City of American Canyon (Circulation Element Update). Additional support was provided during development of existing conditions, future baseline conditions, stakeholder and community outreach, corridor BRT evaluation, and documentation of policies, plans, and programmed improvements that would affect or guide the corridor visioning process. Follow on work completed by Fehr & Peers included a microsimulation analysis of the Boulevard and modified Boulevard concepts using Vissim software.

### **Napa Pipe EIR**

Fehr & Peers conducted the transportation impact analysis for the redevelopment of the Napa Pipe brownfield industrial site. The project proposes a mixed-use neighborhood containing housing, neighborhood-serving retail and restaurants, research and development (R&D), light industrial and office space, a hotel and extensive parks and public open space. Due to the unique designs of the Napa Pipe project, advanced methods of mixed-use (MXD) trip generation analysis were used to account for such characteristics as the design, density, diversity of land uses, and distance to transit.



San Francisco | Denver | Honolulu | Inland Empire | Oakland | Orange County | Reno  
Roseville | Salt Lake City | San Diego | San José | Seattle | Santa Monica | South Creek

### **Napa County HHS A Campus Project EIR**

Fehr & Peers applied a highly tailored approach for this project to address key concerns of Napa County, the HHS A, the City of Napa, and the community at large as part of the HHS A Campus project. The transportation impact analysis included the assessment of impacts to the roadway network, transit, pedestrians, bicycles and site access/circulation. Trip generation and parking demand were developed using empirical data collected on site.

### **Firestone and Atlantic Station Area Plan**

This plan established a preferred alternative for the City of South Gate's Firestone and Atlantic station area. The vision is rooted in the policy goals of the City's General Plan and vetted by the community at large and the City's Planning Commission. Fehr & Peers assisted with analysis of the transportation infrastructure in the station area, including enhanced pedestrian and bicycle facilities that are safe, convenient, and appealing and encourage non-motorized travel within the TOD area and to/from the Orange Line Station; a roadway network that considers all modes (non-motorized, auto, transit) which encourages sustainability and connectivity between area amenities; and improvements to intermodal transit connectivity between existing bus routes and the Orange Line Station via a well-designed and accessible bus transit center and passenger drop off; and order of magnitude cost estimates.

### **19<sup>th</sup> Avenue Transit Corridor Investment Study**

The 19<sup>th</sup> Avenue Transit Study builds on recent planning efforts to develop transit and non-motorized improvements to address existing needs and support future land use changes on 19<sup>th</sup> Avenue in San Francisco. The study considered realignment and grade-separation of the M-Ocean View LRT line, non-motorized improvements, and improved BART connections. Fehr & Peers prepared the existing and future (baseline) multi-modal transportation and land use assessment. Fehr & Peers conducted an assessment of the transportation effects of the M-Ocean View LRT line realignment and grade-separation, including multi-modal corridor performance (reliability, time savings, safety).

### **South Los Angeles Transportation Master Plan**

Fehr & Peers prepared the South Los Angeles Transportation Master Plan (SLATMP) for the City of Los Angeles. The report provided the City of Los Angeles with recommendations for multi-modal transportation improvements in South Los Angeles that are competitive

candidates for grant funding opportunities. The report makes three key recommendations to improve mobility, safety, and quality of life in South Los Angeles: a Rapid Bus Stop Improvement Toolbox; Bus shelter and streetscape improvements; and a renewed focus on maintenance of future transit and pedestrian facilities. Potential benefits from improvements in these locations were weighed in the context of several factors, including demographics, existing and future traffic congestion, pedestrian activity, commercial density, and travel demand model forecasts. The report serves as a blueprint for similar improvement efforts in other South Los Angeles locations, including the Community Plan update process.

### **San Rafael Lifeline Transportation Program – Phase II**

Fehr & Peers completed Multi-Modal and Lighting analyses for the Canal Neighborhood in the City of San Rafael. The Multi-Modal Analysis included observations of deficiencies related to pedestrian, transit, and bicycle access and mobility and recommended strategies to address those deficiencies. The Lighting Analysis included detailed observations and descriptions of deficiencies throughout the study area.

### **Metro Westside Subway Extension AA/DEIS/FEIS**

The Westside Subway Extension would dramatically improve access and mobility to one of the densest regions, both in terms of population and jobs, in the country. Fehr & Peers played a key role in the Alternatives Analysis, developing the Purpose & Need. For the DEIS/DEIR, Fehr & Peers was responsible for evaluating all surface transportation effects of the Metro Westside Subway Extension project, including transit, pedestrian, bicycle, traffic circulation, and parking. A smart growth evaluation of the potential station locations predicting vehicle trip reductions and ridership was also conducted. Fehr & Peers is currently supporting the FEIS/FEIR. Examples of current work tasks include a station circulation analysis, direct ridership forecasting, traffic impact analysis, and updates to the transportation chapter of the report.

### **Alexander Crossing EIR**

Fehr & Peers prepared a transportation impact analysis and the Transportation Chapter of the EIR for the now completed Alexander Crossing project in the City of Napa. The analysis evaluated the transportation-related impacts of the proposed project on traffic, transit, bicycle, and pedestrian movements as well as site circulation and parking.



## **Silver Strand Traffic Calming, Project Planner** *RBF Consulting*

Kendra prepared concepts for Traffic Calming in the Silver Strand community in Ventura County. Various traffic calming tools were considered for the narrow streets and the best options were chosen based on an effort to preserve parking while enhancing safety for pedestrians and bicyclists. Recommended features included narrowed lanes and new bike lanes where space allowed. Recommendations were tailored to the adjacent land use.

## **Area 14 Pedestrian Study at Camp Pendleton, Project Planner** *RBF Consulting*

Kendra prepared a study that evaluated pedestrian connectivity, walkability, access and safety along Vandegrift Boulevard along the Marine Corps Air Station in Southern California. Existing conditions were documented and reviewed to identify current paths of travel and address issues with pedestrian visibility, walking conditions along the corridor and access to the Air Station from various housing facilities and parking locations. Design concepts and cost estimates were developed and prioritized based on a ranking system that considered the projects' success in addressing certain safety, access, and connectivity measures.

## **MCI West Traffic Study, Project Planner** *RBF Consulting*

Kendra developed design concepts for four locations on the Marine Corps Base Camp Pendleton (MCBCP) to address safety concerns with existing pedestrian facilities and locations where there was an identified need for future facilities. Existing conditions were reviewed and alternative improvements were provided to improve the travel environment for pedestrians. Kendra led multiple client meetings to discuss various alternative solutions and their associated effectiveness and cost.

## **Armorlite Drive Cycle Track** *RBF Consulting*

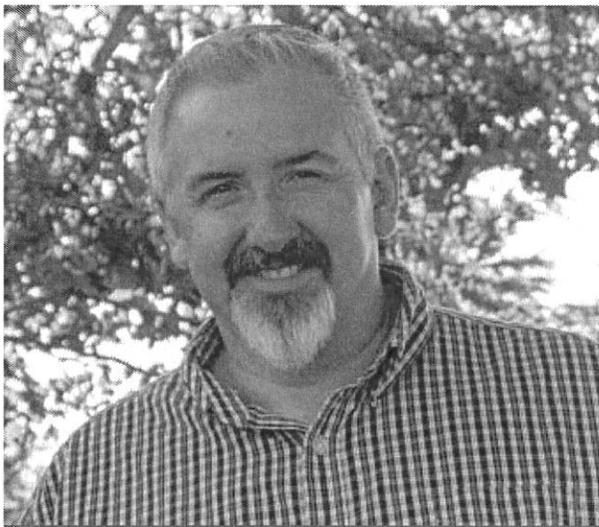
Kendra assisted in the review of alternative concepts for a two-way cycle track on Armorlite Drive as part of the Armorlite Drive Smart Growth Corridor Enhancement Project in San Marcos, CA. She developed concepts for a transition to Class II bike lanes at a major intersection including bike turning boxes and a bicycle signal phase with bike crosswalks.

## **Individual Pedestrian / Bicycle Safety and Circulation Plans for Eight Public Schools (K-8) (SRTS), Project Planner** *RBF Consulting*

Kendra assisted in preparing Safe Routes to School plans for Bathgate Elementary and Phillip J Reilly schools. RBF Consulting prepared Safe Routes to School master plans for seven schools within the Capistrano Unified School District and one charter school. The project was managed by the City of Mission Viejo and required extensive collaboration with the School District, school representatives, and local Sherriff department. Extensive outreach to students, parents, and faculty occurred at each school to identify and develop solutions to barriers to active transportation by students. In addition to the plans, RBF prepared mobility graphics for distribution to parents and children for safe and efficient travel to each school by car, bike, or foot. With the master plans prepared, the City and School District were able to pursue future state and regional funding opportunities for implementation of improvements.

## **Citywide Traffic Calming Study and Master Plan, Project Planner** *RBF Consulting*

Kendra created plans for identified traffic calming measures for study areas to reduce congestion, high speeds, and cut-through traffic. She also assisted with public involvement/community outreach in gathering community feedback regarding traffic calming measures and areas of concern. RBF Consulting, a company of Michael Baker Corporation, provided traffic planning and engineering services to the City to support their efforts to develop a comprehensive vision and plan to establish a toolbox of traffic calming devices, evaluation and prioritization criteria, and a Master Plan to implement them. Working in concert with residents, the plan analyzed primary problem areas and intersections, and identified traffic calming measures for each to reduce congestion, high speeds and cut-through traffic. The plan was developed in consideration of these mobility issues, as well as the Bicycle Master Plan and pedestrian mobility issues, to provide a complete look at the city's overall mobility improvement needs. RBF's scope of work included data collection and analysis, establishment of thresholds and corridor evaluations.



# Steve Rhyne, *GISP*

*GIS/Visual Communications Specialist*

## about

Steven J. Rhyne, works in the Fehr and Peers' Roseville office. A GIS and Visual Communications Specialist, Mr. Rhyne has over 20 years of experience working in the transportation planning and the engineering industry. Steve has worked on various projects tasked to develop GIS models for analytical use and create data visualizations. His position requires him to focus on detailed tasks while not losing sight of the big picture for projects and the necessary efforts for effect visual communication.

His GIS projects range from Transit Planning, Bicycle/Pedestrian Master Plans, Comprehensive Transportation Plans, Traffic Calming Studies, Travel Demand Modeling, and Corridor Studies. He uses a variety of GIS and visualization software such as ArcGIS Desktop, ArcGIS for Server, AutoDesk Products, Adobe suite, and other design applications. He has presented and published papers for the Annual ESRI International User Group conference, the California American Planning Association (APA) Conference, and the Institute of Transportation Engineers (ITE) Conference on topics of GIS for planning, modeling, traffic calming, and travel time analysis. His passion for GIS and Visual Communication won him the First Annual TRB Communicating in Transportation Award.

## registrations

GISP

## awards

First Annual TRB Communicating in Transportation Competition

## expertise

- Geographic Information Systems (GIS)
- Visual Communications

## software skills

### **ArcGIS 10.2**

- ArcMap 10.2 Desktop
- ArcGIS for Server
- ArcPad
- ArcPad Application Builder
- Spatial Analyst
- Network Analyst
- 3D Analyst
- Geoprocessing Models

- AutoDesk Products 2014
- Adobe Design Suite
- Microsoft Suite
- Trimble GPS Data Collection
- GPS/Video Data Collection



Roseville | Denver | Honolulu | Inland Empire | Oakland | Orange County | Reno  
Salt Lake City | San Diego | San Francisco | San José | Seattle | Santa Monica | Walnut Creek

2990 Lava Ridge Court  
Suite 200  
Roseville, CA 95661  
916.773.1900

## project experience

### **Geographic Information Systems (GIS)**

Mr. Rhyne created GIS applications for various planning and transportation modeling projects utilizing ESRI applications and other products. He has served a key role in the following:

- Developing innovative GIS solutions
- Integrate state of the practice GPS data collection tools
- Develop and expand Visual Communication practices
- Develop problem solving solutions

He played a key role in the following projects:

- Placer County Collision Analysis
- City of Sacramento Pedestrian Master Plan
- Sacramento County Bicycle Master Plan
- Washoe County Bicycle and Pedestrian Master Plan
- Sacramento River Crossing
- American River Crossing
- Solano County Safe Routes to Schools

Mr. Rhyne has developed other GIS models for traffic collision analysis, travel time studies, traffic calming, land use analysis, Smart Growth applications, and suitability analysis.

### **Visual Communications**

Mr. Rhyne has integrated numerous analytical and modeling software platforms to produce innovative visualizations and illustrations for various graphic presentations. He has numerous years of experience utilizing analytical and graphic design practices to develop clear and concise report illustration and presentations.

The following are projects where Mr. Rhyne utilized Visual Communication techniques for simulation and/or innovative mapping techniques for presentations and public consumption:

- Legacy Parkway – Salt Lake City, UT  
North Interchange  
South Interchange
- Veterans Blvd Interchange - Fresno, CA
- Alvarado Street Improvements – Monterey, CA
- 5400 South Improvements – Salt Lake City, UT



## **STEPHEN M. SVETE, AICP, LEED AP ND**

Principal, Planning Services

Rincon Consultants, Inc.

Stephen Svete is a founding Principal of Rincon Consultants, and served as the firm's President from 2000 to 2011. He is currently a Vice President and the Director of the Planning Services group. In this capacity, he oversees a range of urban planning and land use studies, as well as community involvement and environmental analysis work. He has directed environmental and planning projects ranging from focused central city corridor revitalization studies to citywide general plans. Mr. Svete has developed a robust expertise in the area of active transportation, trails, and open space and recreation systems. He is a noted planning trend observer, and for 11 years served as Contributing Editor to California Planning & Development Report.

### **TECHNICAL CAPABILITIES**

- Mr. Svete has overseen the preparation of a number of active transportation planning projects, including bicycle and pedestrian master plans, regional multi-purpose trails, and components of circulation elements.
- Mr. Svete serves as Principal-in-Charge for a range of environmental and planning studies involving land and infrastructure development, urban redevelopment, and active transportation studies. He is an expert in analyzing the implications of large-scale plans for districts, cities, and regions.
- Mr. Svete possesses a thorough familiarity with California planning law and CEQA and NEPA compliance. He is proficient in formatting environmental documents that effectively communicate to decision-makers and the public.
- Mr. Svete has lectured on General Plans, CEQA compliance, and Transportation at the University of California, Santa Barbara, California State Polytechnic University (Pomona), and at various industry group functions.
- Mr. Svete work has received awards from the Southern California Association of Governments for the City of Calabasas General Plan (2010); the American Planning Association for the Pleasant Valley Recreation and Parks District Open Space, Trails, and Greenway Study (2013), the City of Paso Robles General Plan (2004), the City of Santa Maria Sphere of Influence and Concurrent Annexation Study (1994), and the Blosser-Southeast: a Comparative Evaluation of Conventional vs. Neotraditional Development (1993); and the American Institute of Certified Planners for Housing the Homeless in Los Angeles County: A Guide To Action (1986).

### **EDUCATION, REGISTRATIONS AND AFFILIATIONS**

M.A., Architecture and Urban Planning, UCLA Graduate School of Architecture and Urban Planning

B.A., Geography, University of California, Riverside

D.E.U.G., Université Paul Valéry, Montpellier, France

American Institute of Certified Planners (#6943)

American Planning Association

Completed: Senior Project Management, American Management Association

LEED AP Neighborhood Development (#10577131)

Founding Trustee, Ventura Hillside Conservancy

Member, California State University Channel Islands Campus Planning Committee

## **EMPLOYMENT HISTORY**

Rincon Consultants, Inc. (1994 through present)  
Fugro West, Inc. (1988 through 1994)  
Envicom Corporation (1986 through 1988)  
Urban Innovations Group (1985 through 1986)  
Alhambra Redevelopment Agency (1984 through 1985)

## **PROJECT EXPERIENCE**

### Active Transportation

- Open Space, Trails, and Greenway Study, Pleasant Valley Recreation and Parks District
- Bicycle and Pedestrian Master Plan, City of Marina
- City of Ojai Bicycle and Pedestrian Master Plan
- Monterey Bay Sanctuary Scenic Trail EIR, Santa Cruz County Regional Transportation Commission
- Santa Fe Trail Plan and EIR, Tulare County Association of Governments
- Santa Clara River Trail EIR, City of Santa Clarita
- City of Santa Monica Circulation Element EIR

### Urban and Mixed Use Development

- Gateway Center Mixed Use EIR, City of Beverly Hills
- Dalidio Annexation/San Luis Marketplace EIR, City of San Luis Obispo
- Sony Pictures Studios Comprehensive Plan EIR, City of Culver City
- AMGEN Center Specific Plan EIR, City of Thousand Oaks
- Saks Mixed Use Oxnard Redevelopment Project Initial Study, Oxnard Redevelopment Agency

### General Plans and Elements

- City of Calipatria General Plan
- City of Avalon General Plan
- City of Calabasas General Plan
- City of Ventura General Plan
- City of Paso Robles General Plan
- City of Santa Paula General Plan and EIR
- City of Thousand Oaks Safety Element
- City of Santa Maria Sphere of Influence and Concurrent Annexation Study
- City of San Luis Obispo Land Use/Circulation Elements EIR

### Specific Plans

- Downtown Vitalization Specific Plan, City of Marina
- California State University Channel Islands Specific Reuse Plan, CSU Office of the Chancellor
- Chandler Ranch Specific Plan, City of Paso Robles
- Santa Monica Civic Center Specific Plan
- Malibu Civic Center Specific Plan, County of Los Angeles
- Ventura Boulevard Specific Plan, City of Los Angeles

## **PUBLICATIONS**

"Combating 'Sameness' with a Formula Business Ordinance." March 2003, Zoning News, Chicago, Illinois  
"Farmland Disappears: Does Williamson Act Prevent, or Track Loss?", January 15, 1995. Bakersfield Californian, Bakersfield, California  
"Is Metrolink More Than an Insurance Policy Against Disaster?" with William Fulton, February 13, 1994, Los Angeles Times, Los Angeles, California



### **ABE LEIDER, AICP CEP**

Supervising Planner/Senior Program Manager

Rincon Consultants, Inc.

Mr. Leider is a supervising planner/senior program manager in Rincon's Environmental Sciences and Planning group. He is responsible for management and preparation of planning and environmental documents and specialized technical studies. Mr. Leider has over 15 years of experience in the planning field and has managed or primarily authored successful planning and environmental documents on subjects ranging from regional resource management and land use regulation to complex public and private development projects.

### **TECHNICAL CAPABILITIES**

- Mr. Leider has managed or prepared numerous CEQA environmental documents and is proficient at interpreting state and federal planning and environmental regulations and guidelines as well as developing thorough and clear environmental documentation.
- Mr. Leider is experienced at providing professional contract planning support in all facets of the project review and permitting process to small, mid-sized and large jurisdictions throughout Southern California.
- Mr. Leider has prepared informational and technical reports on a range of planning and environmental topics, including general land use trends, agriculture, biology and aesthetics/visual resources.
- Mr. Leider is a skilled public presenter, having presented government programs and private development projects to the public at large and to elected and appointed officials at public hearings, and provided professional presentations at land use symposia and conferences around California.

### **EDUCATION/AFFILIATIONS**

B.A., English and Environmental Studies, University of California at Santa Barbara (UCSB)

Professional Certificate in Land Use and Environmental Planning, UCSB Extension

American Institute of Certified Planners, Certified Environmental Planner

### **EMPLOYMENT HISTORY**

Rincon Consultants, Inc. (2005 - present)

Santa Barbara County Planning and Development Department (1997 - 2005)

Center for Urban Agriculture at Fairview Gardens, Goleta, California (1995 - 1997)

Yardang, Inc., Crested Butte, Colorado (1992 - 1995)

### **SELECTED PROJECT EXPERIENCE**

CEQA and NEPA Compliance

- Cal Berkeley Aquatics Center SEIR, University of California, Berkeley
- Ashland-Cherryland Business District Specific Plan EIR, County of Alameda
- 2211 Harold Way Project EIR, City of Berkeley
- Alameda County Route Restructuring IS-ND, AC Transit District
- Claremont McKenna College Master Plan EIR, City of Claremont
- Biola University Master Plan EIR, City of La Mirada
- Beverly Hills Gateway Project EIR, City of Beverly Hills

- El Segundo Aquatics Center Site Feasibility Study EIR, City of El Segundo
- Long Beach North Village Redevelopment EIR, City of Long Beach
- Burbank Media Studios North EIR, City of Burbank
- City of Ojai Housing Element EIR
- Villages at the Lakes Specific Plan EIR, City of Camarillo
- Oxnard Village Specific Plan EIR, City of Oxnard
- University of California, Santa Barbara San Joaquin Housing EIR
- Single Use Bag Ban Ordinance EIR, County of Marin JPA
- Single Use Bag Ban Ordinance EIR, County of Sonoma JPA
- The Next Downtown Los Angeles – Design Guidelines and Street Standards MND
- Numerous CEQA Exemptions and Negative Declarations for both routine and complex public and private development and infrastructure projects
- Review and Comment on California Department of Transportation (Caltrans) NEPA and CEQA documents for coastal projects in County of Santa Barbara jurisdiction

General Plans and Ordinances

- Agricultural Element Implementation, County of Santa Barbara
- Oak Protection Program Development and Adoption, County of Santa Barbara
- Farmland Security Zone Program Adoption and Implementation, County of Santa Barbara
- Open Space Assessment, County of Santa Barbara
- The Grove and Saticoy Gateway Specific Plans, City of Ventura

Public Facilities and Infrastructure

- Gaviota Bridge project permitting, County of Santa Barbara Public Works/California State Parks
- Rincon Creek Bridge Replacements and Highway 150 Realignment project permitting, County of Santa Barbara/Caltrans
- Serena Park Soundwall project permitting, Santa Barbara/Caltrans

Contract Planning

- Current Planning Expedited Processing, City of Berkeley
- Subdivision Cases Backlog Reduction, City of Los Angeles
- EIR Review Backlog Reduction, City of Los Angeles
- Major Projects, Cities of Ojai and Port Hueneme

**AWARDS/PUBLICATIONS/PROFESSIONAL PRESENTATIONS**

Planning Excellence for Best Practice – The Next Downtown, City of Los Angeles, American Planning Association, Los Angeles Chapter (shared)

Urban Agriculture in the Goleta Valley, County of Santa Barbara, August 2002.  
Status Of Agricultural Land Use, County of Santa Barbara, April 1999.

Balancing Oak Protection with Farming Flexibility: Lessons from Santa Barbara County, Integrated Hardwood Range Management Program Fifth Symposium on Oak Woodlands, San Diego, California, October, 2001.

Controversy and Collaboration: Vineyards in a Santa Barbara Landscape, Integrated Hardwood Range Management Program Symposiums in Mendocino and Sonoma Counties, 1998 and 1999

# WILTEC

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**MOSES R. WILSON, P.E.**

**President**

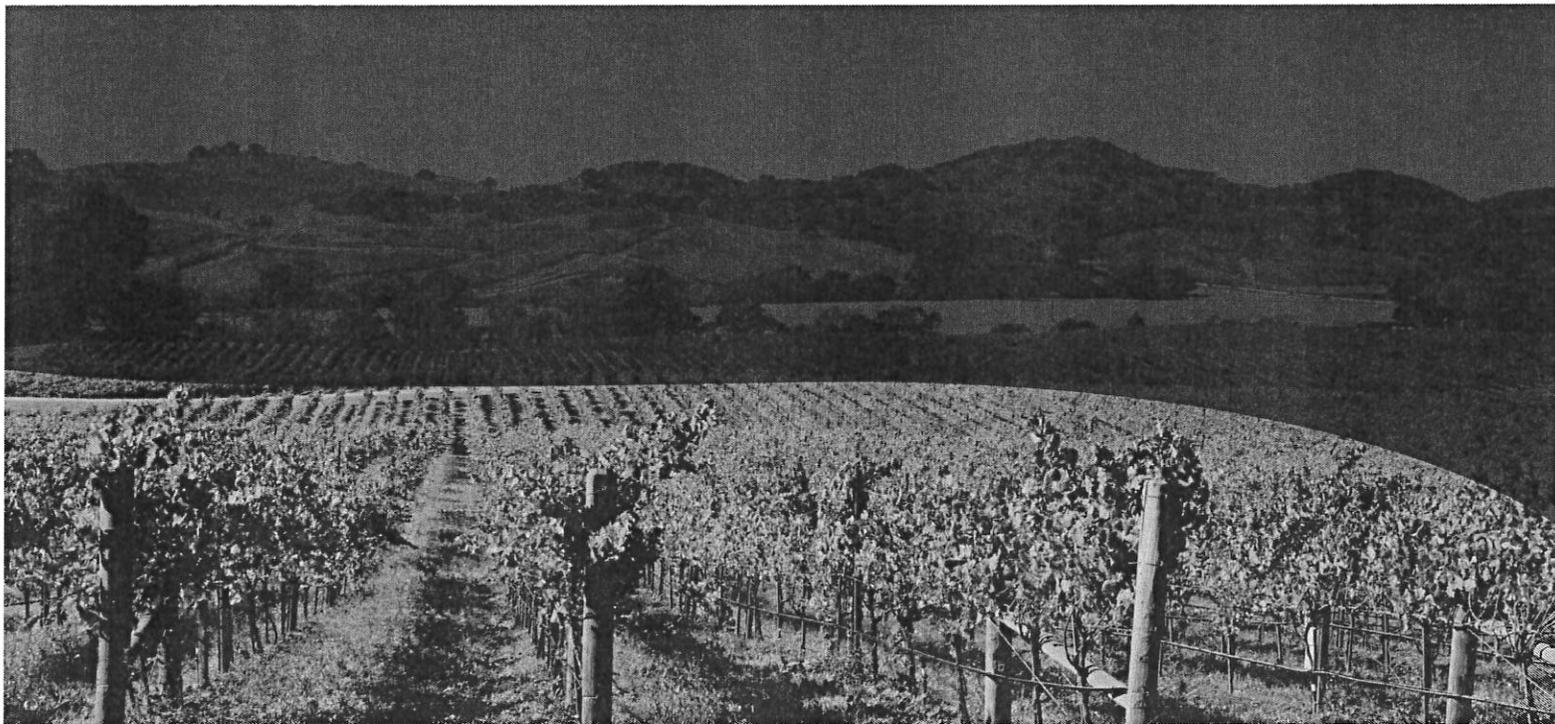
**Education:** Bachelor of Science in Civil Engineering  
California State Polytechnic University, Pomona, California

**Registrations:** Professional Traffic Engineer, State of California

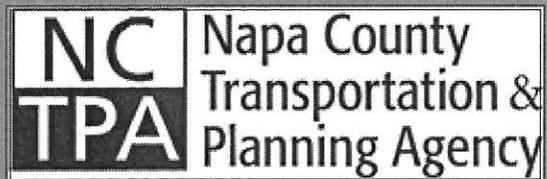
**Experience:** Moses' 28-year professional experience ranges from the conduct of small traffic impact studies to the direction of large regional survey projects.

## **Representative Projects**

- Directed the conduct of detailed traffic surveys (vehicles, pedestrians and bicycles) at over 5,000 intersections for signal timing projects throughout California, Nevada and Hawaii.
- Directed the conduct of 2-hour AM and PM manual traffic counts at over 600 intersections over an 8-year period for annual citywide traffic monitoring projects in the City of San Jose.
- Directed the conduct of pedestrian and bicycle counts at 135 locations for a regional monitoring project throughout the 9-county (San Francisco Bay Area) Metropolitan Transportation Commission region.
- Directed the conduct of 2-hour AM, MD and PM manual traffic counts at over 100 intersections for a citywide traffic-monitoring project in the City of Pleasanton.
- Directed the conduct of over 500 24-hour ADT machine counts, over 100 intersection turning movement counts and radar speed surveys at over 50 locations over a 5-year period for annual citywide traffic-monitoring projects in the City of Stockton. The contract for these services is still on-going.
- Directed the conduct of 2-hour AM, 2-hour MD and 2-hour PM manual traffic counts at over 140 intersections for the Los Angeles International Airport Transportation Master Plan.
- Directed the conduct of manual traffic counts at 141 intersections and ADT machine counts at 126 locations for Los Angeles County Supervisory District No. 4 Congested Corridors Study.
- Directed the conduct of over 1,000 intersection, mainline freeway and ADT traffic surveys for Congestion Management Monitoring projects in the Counties of Los Angeles, Marin, Contra Costa, Santa Clara and Alameda.



FEHR & PEERS



**NAPA COUNTY TRANSPORTION  
AND PLANNING AGENCY (NCTPA)  
REQUEST FOR TASK PROPOSAL**

**Pursuant to  
On-Call Planning Services  
RFQ 2012-01  
for the  
NAPA COUNTYWIDE PEDESTRIAN PLAN**

As an on-call planning firm selected under the provisions of RFQ 2012-01, you are being asked to prepare a budget, schedule, and proposal for the Napa Countywide Pedestrian Plan Task Order #5. The scope of work for this task order is attached hereto as Exhibit A. Selection will be based on cost, schedule of performance, and expertise. You are invited to prepare a proposal to perform this work. Your proposal must include:

- (1) A detailed schedule of performance.
- (2) A not-to-exceed cost proposal.
- (3) A listing of assigned project personnel.

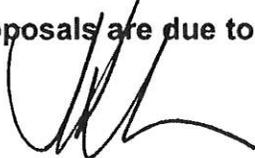
This work may or may not be funded with federal funds. All contract documents will contain applicable mandated federal contract provisions and be issued pursuant to the terms and conditions of RFQ 2012-01 and the professional services agreement executed pursuant thereto. The DBE goal for RFQ 2012-01 was established at 1%.

The NCTPA project manager assigned to this task is Danielle Schmitz, Planning Manager, at (707) 259-5968 or by e-mail dschmitz@nctpa.net.

All inquiries regarding this task proposal are to be directed to Danielle Schmitz, Planning Manager, at (707) 259-5968 or by e-mail dschmitz@nctpa.net. NCTPA, in its sole discretion, reserves the right to:

1. Reject any or all proposal submittals.
2. Issue one or more subsequent Requests for Task Proposal.
3. Open proposals at its convenience.
4. Remedy technical errors in the solicitation/selection process.
5. Approve or disapprove the use of particular sub-proposers.
6. Negotiate with any, all, or none of the proposers responding.
7. Award a contract to one or more proposers.
8. Waive informalities and irregularities in any proposal.

**Proposals are due to NCTPA not later than August 15, 2014, 2:00 PM (local).**

  
Kate Miller  
Executive Director

# EXHIBIT A

## SCOPE OF WORK

### NAPA COUNTYWIDE PEDESTRIAN PLAN INCLUDING PLANS FOR THE CITIES OF NAPA, AMERICAN CANYON, ST. HELENA, CALISTOGA AND THE TOWN OF YOUNTVILLE

#### Task 1 Evaluate Existing Conditions

- a. Review existing plans in Napa County, Cities and Town; analyze adequacy of existing plans especially relative to regional plans and state/federal funding opportunities including requirements of the Active Transportation Program, ADA guidelines and the Complete Streets Act of 2008.
- b. In particular review all current General Plans, Specific Plans, Circulation elements and existing pedestrian plans and policies.
- c. Inventory of major pedestrian facilities:
  - 1) Status of existing pedestrian facilities, paths, and trails -
    - i. Location
    - ii. Condition
    - iii. Create GIS Map
  - 2) Inventory of pedestrian programs and policies, including school programs, local clubs, government programs and school-based programs (especially "Safe Routes to School").

#### Deliverables

1. Provide existing conditions report, including inventory and description of major pedestrian infrastructure and current conditions.
2. Provide GIS layer of all current and currently planned facilities keyed to Napa County and Cities' base maps, including attributes describing, status of un-built segments (in existing plans, funded, under construction) condition and associated image files, integrated with MTC GIS system if available. GIS files should be provided in electronic shape file format as well as PDF.
3. Provide a procedure manual for NCTPA to update GIS system with pedestrian network(s).
4. Provide a summary document citing existing pedestrian policies, plans and programs within each jurisdiction.

## EXHIBIT A

### **Task 2 Project Future Demand for Pedestrian Facilities and Programs, including**

- a. Resident, employee and tourist use.

#### Deliverables

- 1. Provide a report outlining expected future demand for pedestrian facilities.
- 2. Provide assumptions for pedestrian travel demand based on land use and any other factors as appropriate.

### **Task 3 Standards**

- a. Identify best practices and standards for all pedestrian facilities using ADA Guidelines and Complete Streets Criteria.
- b. Describe urban/rural variation.

### **Task 4 Meetings, Workshops, Presentations**

- a. Attend TAC and ATAC meetings (3-6 meetings) to plan for individual jurisdictional plan needs.
- b. Meet with technical staff to review localized needs in each jurisdiction (6 meetings).
- c. Public Meetings – Coordinate five (5) public meetings, one (1) in each jurisdiction, to include portions of unincorporated areas within each jurisdiction.

#### Deliverables

- 1. Agendas, attendance lists, and summary minutes of meetings.

### **Task 5 Pedestrian Master Plan Incorporating Plans for County, and all Cities**

- a. Identify significant pedestrian origins and destinations, including number of employees by location. Identify proposed corridors of connection and evaluate current status and future opportunities/challenges to development of workable corridors.
- b. Data collection for existing pedestrian trips and estimated increase in number of trips on major pedestrian facilities.
- c. Provide rough cost estimates for construction of priority projects identified by the local jurisdictions.

## EXHIBIT A

- d. Describe relationships with relevant regional plans, such as the Bay Trail and Bay Area Ridge Trail including links to Solano and Sonoma Counties.
- e. Create new set of GIS-based maps.
- f. Prepare an inventory of potential ADA improvements (transportation infrastructure only) for the City of St. Helena and County of Napa. Review and update existing 2008 ADA transition plan (transportation infrastructure only) for the City of American Canyon.
- g. Propose objectives and key policies in support of the system to be adopted by Cities/County.
- h. Design a promotional/educational plan to increase pedestrian safety and mode share for all short trips countywide to be administered by NCTPA.

### Deliverables

1. Pedestrian Master Plan for Napa County should include:
  - a. Major countywide north-south spine multi-use trail (Vine Trail) connecting the five Cities/Town from Calistoga to the City of American Canyon, showing links to regional trail systems: Bay Trail, Ridge Trail.
  - b. New comprehensive plans in all Napa County jurisdictions.
2. GIS layers of system components; layers should be provided in electronic shape file format.
3. New user-friendly pedestrian map including all currently built or inactive-development system segments in two scales (including major pedestrian origin/destination locations):
  - a. Countywide
  - b. Detailed segments for five (5) cities/town.
4. List of potential City/County objective and policies that will support the implementation of the plan.

### **Task 6 Planning Process, Prioritization and Financial Plan**

- a. Outline of available fund sources to finance construction of proposed system segments and of system maintenance
- b. Create a template with guidelines for updating city pedestrian plans to remain consistent with the countywide plan

## EXHIBIT A

### Deliverables

1. Provide a report describing funding sources available for construction of proposed segments of the system and for maintenance of the system as a whole.
2. Provide a countywide list of priority projects and programs.
3. Provide an outline of project approval process.

### **Task 7 Create Documents for Formal Approvals and Assist in Adoption by Councils**

- a. Napa, American Canyon, Calistoga, Town of Yountville and St. Helena City Councils and Napa County Board of Supervisors.
- b. NCTPA Board of Directors.
- c. MTC – Amendment.
- d. Active Transportation Plan - Umbrella Document.

### Deliverables

1. Draft staff reports, council resolutions as necessary.
2. Present plan to:
  - a. NCTPA Board
  - b. Napa County Board of Supervisors
  - c. Napa City Council
  - d. American Canyon City Council
  - e. St. Helena City Council
  - f. Calistoga City Council
  - g. Town of Yountville Council
3. CEQA analysis.
4. Draft application to Caltrans for approval of the plan as an “Active Transportation Plan”.



October 15, 2014  
NCTPA Agenda Item 10.2  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Eliot Hurwitz, Planner  
(707) 259-8782 / Email: [ehurwitz@nctpa.net](mailto:ehurwitz@nctpa.net)  
**SUBJECT:** Final Report on the State Route 29 (SR29) Gateway Corridor Improvement Plan Study

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board accept the Final Report on the State Route 29 (SR29) Gateway Corridor Improvement Plan Study.

### **COMMITTEE RECOMMENDATION**

A Staff Working Group (SWG) for the SR 29 Gateway Corridor Improvement Plan, comprised of public works and planning staff from the Cities of Napa, American Canyon, City of Vallejo, Napa and Solano Counties plus staff from Caltrans, has met numerous times over the course of the Plan development. This group recommended acceptance of the draft plan in February with the understanding that additional work would be completed. A smaller committee comprised of staff from American Canyon, Napa County, the City of Napa and Caltrans has met since February, most recently on August 28<sup>th</sup>, to review this additional work and have recommended that the Corridor Steering Committee accept the document.

A Citizens Advisory Committee (CAC) met six times over the course of Plan development, most recently on October 2<sup>nd</sup>. The CAC has at least one member representing each of the four jurisdictions. Their comments have been incorporated into the Plan presented today.

CSC - Corridor Steering Committee – This Committee is made up of senior policy makers representing the NCTPA Board (former NCTPA Board Chair, Keith Caldwell), Cities of Napa (Mayor Jill Techel), American Canyon (Mayor Leon Garcia), Vallejo (Councilmember Jess Malgapo) and senior Caltrans staff (District Director Bijan Sartipi).

This Committee will receive the Draft Plan on the morning of October 15th. Their response and comments will be reported at today's Board meeting.

### **EXECUTIVE SUMMARY**

State Route 29 (SR 29) is the principal transportation corridor in Napa County. The portions of the road south of the Trancas Street interchange in the City of Napa, and especially the portions through the City of American Canyon are the most congested road segments in the County. Future projections indicate congestion will worsen over the coming decades, despite modest growth projections in Napa County, if no actions are taken. Recognizing these projections, planners in the cities, Napa County, NCTPA and Caltrans have embarked on a series of projects to mitigate the effects of future growth. This report describes over a dozen projects, ranging in size from minor local adjustments to regionally significant infrastructure investments, with project costs ranging from \$45,000 to over \$115 million, all of which will help improve mobility in the SR 29 Corridor.

### **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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The "State Route 29 Gateway Corridor Improvement Plan" presents a community driven vision and improvement strategy for the southern portion of California State Route (SR) 29, which is an important "gateway" to the Napa Valley and also a corridor through which considerable regional traffic must pass.

The project area extends seventeen miles from the Vallejo Ferry Terminal at the southern end to Napa's Trancas Park and Ride lot at the northern end passing through the City of Napa, unincorporated Napa County, the City of American Canyon, and the City of Vallejo. Caltrans owns and controls the SR 29 right of way and has made this planning effort possible with a \$300,000 grant.

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The project brings together diverse interests and addresses the needs and desires of residents, commuters, business owners, visitors and stakeholders, to improve mobility, safety, and community character along the Corridor. The project also considers the role played by all transportation modes including auto, truck, bus, rail, bicycle and pedestrian.

### **Objectives**

*Transportation Performance.* The Improvement Plan will help minimize traffic congestion while enhancing pedestrian, bicycle and transit routes. Through traffic and local access needs will be addressed.

*Advanced Technologies and Programs.* Project goals will be advanced by the best available technologies and by “transportation demand management” (TDM).

*Physical and Design Improvements.* Develops recommendations to enhance transportation, but also to enhance the character of each community and support desirable adjacent development patterns.

*Implementation Tools.* Identifies strategies for implementing programs and improvements, such as financing tools and timing improvements to correspond with the timing of adjacent development.

*Alignment with Each Community’s Aspirations.* The *Plan* acknowledges that the “right” design improvements or transportation programs mean different things to different communities, and may vary depending on whether the highway is passing through urban commercial areas, industrial areas, or rural farmland. In this plan, stakeholders and interest groups from all of these communities share their vision for how the corridor should be improved.

### **Process**

Phase I: Vision.

The Vision for the corridor is defined for each unique segment of the highway based on community preferences and regional transportation needs. In written and graphic form, the Vision is comprised of general goals and strategic objectives. The Vision addresses transportation performance and describes the community character aspired to in specific locations.

Phase II: Implementation.

The Implementation Program recommends specific physical improvements and transportation programs for the corridor. Physical improvements include different ways of configuring through traffic, local traffic, transit, bicycle paths, and pedestrian environments. Transportation programs include new technologies, transportation demand management programs, or other policy-related actions. Place based design

guidelines are described and strategies for prioritizing and financing improvements are addressed.

### **Input**

The SR 29 Corridor community played a critical role in formulating the initial goals and objectives, ideas, vision, and ultimate recommendations for the corridor. Community members, elected officials, staff, Caltrans representatives, and other stakeholders participated throughout the process in a series of committee meetings and general public events.

Input from the Citizens Advisory Committee (CAC) and Staff Working Group (SWG) was incorporated into recommendations that then went before to the “Corridor Steering Committee” (CSC) for formal action. The CSC consisted of mayors and other top-level decision-makers from jurisdictions with an interest in the project. CSC members are expected to work with their respective City Councils and Boards to adopt policies and programs to implement this project’s recommendations upon Plan adoption.

Project staff conducted forty phone interviews with additional stakeholders focusing on commuters using the corridor on a frequent basis. Interviewees were selected to represent key sectors including business developers, nonprofit organizations, law enforcement, environmental advocates and concerned citizens.

Two community “visioning workshops” were held in November 2012 that provided opportunities for discussion and direct input relating to the development of a “Vision Plan” for the corridor. A second round of community workshops was held in February 2014 in both the Cities of American Canyon and Napa to review and comment on the Public Review Draft Implementation Plan. These workshops were conducted in an “open house” format and allowed community members the opportunity to learn about recommendations for various segments of the corridor, review proposed improvements, ask questions, and provide their feedback.

### **Plan Organization**

The State Route 29 Gateway Corridor Improvement Plan is organized into five chapters. After an introductory section, Chapter 2 covers Existing Conditions, summarizing current physical conditions and congestion along the study corridor, projects currently under way, as well as applicable local plans and policies.

Chapter 3 presents the Vision for the corridor including Guiding Principles. This chapter describes the results of the community workshops that helped create the vision, as well as specific preliminary recommendations for each segment of the corridor.

Chapter 4, Proposed Program, is the core of the Plan, describing the specific physical improvements recommended for each major segment and intersection of the study

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corridor. Each section includes a narrative and graphics that describe existing and proposed conditions, alternatives considered, projected performance at buildout, and any constraints on implementation. Corridor-wide urban design guidelines and other community character-related recommendations are also included, as well as proposed improvements for active transportation (bicycles and pedestrians) and public transit service.

Chapter 5 presents specific Implementation recommendations, including preliminary cost estimation of the various proposed improvements, potential funding sources, and governance recommendations for implementing the plan across multiple jurisdictions.

### **SUPPORTING DOCUMENTS**

Attachment: (1) FINAL DRAFT State Route 29 Gateway Corridor Improvement Plan document can be viewed on the NCTPA website at <http://www.nctpa.net/sr-29-project-documents> or at the NCTPA office, 625 Burnell Street, Napa CA 94559



October 15, 2014  
NCTPA Agenda Item 10.3  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Kate Miller, Executive Director  
(707) 259-8634 / Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** 2015 Federal and State Legislative Program and Project Priorities

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the 2015 State and Federal Legislative Advocacy programs.

### **COMMITTEE RECOMMENDATION**

The Technical Advisory Committee recommends that the NCTPA Board approve the 2015 Federal and State Legislative Program and Project Priorities.

### **EXECUTIVE SUMMARY**

Attachment 1 contains the proposed 2015 Federal and State Legislative Agenda and Project Priorities. The Agenda and Priorities is a strategy to help focus agency efforts to meet agency key goals and objectives. A summary of the revisions from the 2014 Federal and State Legislative Agenda and Project Priorities are included below.

### **PROCEDURAL REQUIREMENTS**

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

### **FINANCIAL IMPACT**

Is there a fiscal impact? No.

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## **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**

Adopting the 2015 Federal and State Legislative Agenda and Project Priorities is part of a larger initiative to better focus agency resources and efforts to attain critical planning objectives, including rehabilitating and enhancing Countywide highways, streets and roads, reducing harmful auto emissions, building adequate pedestrian and bicycle facilities, responding to State, Federal, and regional mandates, and ensuring revenues are available to meet these demands. The Legislative Agenda is intended to help guide the Board's direction to staff on legislative advocacy and regulatory issues affecting the agency and transportation and land use issues facing all the jurisdictions in Napa County.

As in previous years, the proposed Legislative Agenda focuses largely on funding, streamlining project delivery, reducing congestion and improving the environment. The projects listed are key priorities currently in various stages of planning that are not fully funded and have been deemed significant by the public and/or NCTPA's transportation partners.

NCTPA staff reviewed the documents with the Technical Advisory Committee, Platinum Advisors, NCTPA's state advocates, and Van Scoyoc Associates, NCTPA's federal advocates to seek their input and/or approval. The 2015 Federal and State Legislative Agenda and Project Priorities reflect comments received.

Substantive additions and changes from the 2014 Federal and State Legislative Advocacy Programs and Project Priorities include:

- Added language to restore the Federal Transit Administration bus and bus facility with specific set-asides for discretionary programs
- Added language to increase appropriations for the Transportation Investments Generating Economic Recovery (TIGER) program and preservation for bicycle and pedestrian project eligibility
- Added protections for transportation funding sources from federal sequestration
- Permissions to respond to federal rulemaking relating to Moving Ahead for Progress for the 21<sup>st</sup> Century (MAP-21)
- Added general advocacy for increasing streets and highway funding
- Added travel demand management as a category for eligibility for Cap and Trade revenues and identifying ways to advance funding to delivery projects sooner.
- Added support for funding innovations related to user-based fees to generate new transportation revenues

- Added protection to existing formula to maximize local and regional control of state funding
- Added preservation and growth of local streets and road revenues
- Added support for funding for local network and circulation and corridor improvements
- Support efforts to seek relief for unreimbursed costs associated with the California Air Resources Board's mandates associated with Advanced Clean Transit
- Added Major Corridor Management, Operations, and Control Center projects to the list of project priorities.

### **SUPPORTING DOCUMENTS**

Attachment: (1) 2015 Federal and State Legislative Advocacy Programs and Project Priorities

## **2015 Federal and State Legislative Advocacy Program and Project Priorities**

### **Federal Legislative Advocacy Program**

- Revenues
  - Work closely with legislators, Caltrans, regional agencies, and transportation partners on a new Transportation Authorization that sufficiently increases transportation revenues and builds on the framework established by Congress in Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).
  - As Congress develops the next surface transportation bill, support efforts that preserve the flow of federal gas tax revenues to the Highway Trust Fund and Mass Transit Account.
  - Advocate for increased multi-year funding for bus and bus facilities, with a significant portion of those funds available for discretionary grants.
  - Advocate for Increased appropriations for the New Starts and Small Starts program, as well as a robust set aside for Small Starts projects.
  - Advocate for increased appropriations for DOT's Transportation Investments Generating Economic Recovery (TIGER) program and preserve eligibility for bicycle and pedestrian projects.
  - Support efforts that ensure continued protection of transportation programs subject to across-the-board cuts through budget sequestration.
  - Respond to Federal Transit Administration's and Federal Highway Administration's implementation of MAP-21, as it issues rulemakings, circulars, and other administrative actions.
  - Advocate for increased apportionments for streets and highway maintenance and system enhancements.

### **State Legislative Advocacy Program**

- Revenues
  - Work closely with state legislators and agencies to maximize AB 32 Cap and Trade revenues for transportation projects, specifically expanding eligibility to include travel demand management program and traffic congestion relief, grow the transit program, and identify measures to advance funds.
  - Support efforts to lower the 2/3rds voting threshold for local transportation sales tax measures.
  - Support efforts that identify longer term and permanent solutions to address transportation infrastructure funding shortfalls.

- Support funding innovations such as user-based fees that generate new revenues for transportation such as voluntary mileage based program (that might arise from SB 1077 or other).
- Protect transportation funds from strategies that allow diversion of these revenues for general fund purposes.
- Maximize the sub-allocation of MAP-21 federal transportation funds to metropolitan areas.
- Protect existing formulas that maximize local and regional control of state transportation funds.
- Support efforts to identify revenues and mechanisms to implement redevelopment projects and support priority development areas.
- Support efforts to identify and/or increase revenues for maintenance and enhancements of existing transportation infrastructure.
- Support efforts that maximize urbanized area eligibility and program flexibility in the Active Transportation Program.
- Support efforts that would allow local jurisdictions to prioritize the proceeds of state transportation parcel sells in Napa County.
- Identify and advocate for measures that would preserve and grow local streets and road revenues.
- Support efforts that increase funds to improve local transportation infrastructure that includes flexibility for network and circulation improvements and corridor management enhancements.
- Project Delivery
  - Support efforts to streamline project delivery requirements and reduce costs for delivering projects.
  - Support efforts that streamline California Environmental Quality Act processes.
- Environment
  - Support regulatory and legislative efforts to encourage van pools, transit use, and alternative commute options.
  - Support regulatory efforts that encourage green business practices.
  - Support programs that assist employers in meeting the SB 1339 requirements.
- Congestion Relief
  - Support efforts to establish and maintain HOV lanes on State Highways.
  - Support Caltrans efforts to expand traveler information and other solutions that reduce congestion and increase throughput.
- Regulatory Reform
  - Support legislation to exempt public transit vehicles from state and local truck route ordinances.
  - Support efforts that eliminate unreimbursed costs associated with revisions to the California Air Resources Board's regulations related to Advanced Clean Transit.

## **Project Priorities**

- Improvements to State Route 29 prioritized in the State Route 29 Gateway Corridor Plan, including improvements to key intersections such as Soscol Avenues (SR 29/SR121/SR12) and Carneros (SR 221/SR 29/SR12).
- Projects located in the County's two Priority Development Areas
- Transit Maintenance Facility
- Fueling Facility
- Projects included in Plan Bay Area for Napa's jurisdictions.
- Transit System Communications Upgrades
- Vine Trail
- Pedestrian and Bicycle Infrastructure, Wayfinding, and Safety
- Bus rapid corridor improvements on major corridors.
- Upgrades to Soscol Gateway Transit Center
- Major Corridor Management, Operations and Control Center Projects



October 15, 2014  
NCTPA Agenda Item 10.4

**Continued From: New  
Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board receive the monthly Federal and State legislative update and State bill matrix.

### **EXECUTIVE SUMMARY**

The NCTPA Board will receive a Federal legislative update from Van Scoyoc Associates (Attachment 1) and a State legislative update from Platinum Advisors (Attachment 2). Also included is the updated bill matrix (Attachment 3) showing the Governor's action on various bills on which NCTPA took a position.

### **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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Attachment 1 and 2 provide Federal and State legislative updates respectively. Attachment 3 is the updated Bill Matrix which includes a list of bills on which the NCTPA Board took action in the 2014 legislative session. The Bill Matrix shows whether the bill died in committee, or was signed or vetoed by the Governor.

**SUPPORTING DOCUMENTS**

- Attachments: (1) Federal Legislative Update – Van Scoyac Associates  
(2) State Legislative Update – Platinum Advisors  
(3) Bill Matrix



TO: Kate Miller, NCTPA  
FROM: Steve Palmer, Van Scoyoc Associates  
DATE: September 29, 2014  
SUBJECT: Federal Legislative Update

The following is a summary of federal legislative activities related to transportation, housing and environmental issues. The House and Senate were each in session for two weeks, from September 8 through September 19. Both bodies will be in recess for the November elections until Wednesday, November 12. The Congressional agenda for the “lame duck” session is unclear, and will likely depend on the outcome of November’s elections. In addition to a continuing resolution (see below), Congress is likely to pass a “tax extenders” bill, which would renew \$85 billion worth of tax credits that expired at the end of 2013.

***FY 2015 Appropriations.*** Prior to breaking to campaign for the November elections, Congress passed a continuing resolution (CR) to fund the federal government at current levels through December 11, 2014. When it returns for the post-election session, Congress will have to pass legislation prior to December 11 to ensure the government remains open. Congress may choose to fund the government through another CR for the rest of FY 2015 or an omnibus appropriations bill, which would including the Transportation, Housing, and Urban Development appropriations bill.

***TIGER Grants.*** On Friday, September 12, the Department of Transportation announced the awarding of 72 TIGER Grants for projects in 46 states and the District of Columbia. The Vine Trail did not receive the funds requested.

***FTA Administrator.*** In June, President Obama nominated Therese McMillan to be Administrator of the Federal Transit Administration (FTA). Ms. McMillan has been Deputy Administrator at FTA since January 2009 and is currently serving as Acting FTA Administrator. A hearing on Ms. McMillan’s nomination had been scheduled by the Senate Committee on Banking, Housing, and Urban Affairs for September 23, but was postponed when Congress adjourned earlier than expected.

***Amtrak Reauthorization.*** On September 17, the Transportation and Infrastructure Committee approved on a voice vote H.R. 5449, the Passenger Rail Reform and Investment Act of 2014. The bill would make several changes to Amtrak’s accounting and procurement processes, leverage private sector resources, and direct increased funding to the Northeast Corridor between Boston and Washington D.C.

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September 29, 2014

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

FR: Steve Wallauch  
Platinum Advisors

RE: **Legislative Update**

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**Time's Up:** Governor Brown has until midnight September 30<sup>th</sup> to sign or veto the bills sent to his desk during the final week of session. Of the 1,075 measures sent to his desk, the Governor, as of Sunday evening, has acted on 819 measures so far, leaving 256 to go before Tuesday's deadline. The major transportation related bill still pending before the Governor is SB 1077 (DeSaulnier), which creates a process to explore a vehicle miles traveled fee. Over the weekend, Governor Brown signed AB 1783 (Jones-Swayer), which extends the transit employee exemption from PEPR for another year.

**Guideline Watch:** The Strategic Growth Council (SGC) released its draft guidelines for the Affordable Housing and Sustainable Communities Program. The California State Transportation Agency (CalSTA) is expected to release its draft guidelines for the Low Carbon Transit Operations Program and the Transit and Intercity Rail Capital Program in the next week or so. CalEPA is also expected to announce this week how it will identify disadvantage communities. The release of these draft guidelines triggers another round of statewide workshops and the solicitation of public comments.

**SGC Guidelines:** Last week the Strategic Growth Council (SGC) released its draft guidelines for the Affordable Housing & Sustainable Communities Program, as well as draft guidelines for the Sustainable Agriculture and Land Conservation Program. A series of workshops has been set starting October 23<sup>rd</sup> in Merced and ending October 28<sup>th</sup> in Sacramento. A workshop is scheduled for October 24<sup>th</sup> at the Elihu Harris Building Auditorium in Oakland from 9:00 a.m. – 12:00. The following is a link to the Eventbrite website to register for the Oakland workshop. Since space is limited, so please register soon.

<https://www.eventbrite.com/e/ahsc-program-guidelines-public-workshop-oakland-tickets-13358980069>

For the 2014-15 fiscal year there is \$130 million available for these programs. For the Sustainable Agriculture Program, \$1 million is available, with individual grants capped at \$100,000. The balance is dedicated to the Affordable Housing & Sustainable Communities (AHSC) Program. Under the AHSC program grants are capped at \$15 million for a Transit Oriented Development (TOD) project, with the minimum award being \$1 million, and for an Integrated Connectivity Project (ICP) the maximum award is \$8 million, with a minimum award of \$500,000. There are generally two categories of projects in the AHSC program. A TOD project must include an affordable housing component and be located within a ½ mile of a High Speed Rail, Commuter or Light Rail station, or a Bus Rapid Transit or Express Bus corridor. The other category is the ICP, which would be for smaller projects aimed at enhancing access to transit or improving transit service, which can range from high speed rail, rail, BRT, bus and shuttle services. Applications must be submitted by the public entity that has jurisdiction over the project area, but the application can be in partnership with other public or private entities. It is a two-step application process. Applicants will first submit online a “concept proposal” and then those meeting minimum criteria will be asked to submit a full application. SGC will provide the MPO that covers a proposed project a copy of the concept proposal to ensure it is consistent with the Sustainable Communities Strategies. SGC will also be seeking the advice of MPOs throughout the evaluation process. This is a scant summary of the 80 page document. County staff are encouraged to review the draft guidelines and submit comments if necessary. A copy of the draft guidelines can be found at:

Affordable Housing & Sustainable Communities

Program [http://www.sgc.ca.gov/docs/Draft\\_AHSC\\_Guidelines\\_for\\_posting\\_082314.pdf](http://www.sgc.ca.gov/docs/Draft_AHSC_Guidelines_for_posting_082314.pdf) Sustainable Agriculture & Land Conservation

Grants [http://www.sgc.ca.gov/docs/Sustainable\\_Ag\\_Lands\\_Conservation\\_Program\\_Guidelines\\_092214\\_DRAFT.pdf](http://www.sgc.ca.gov/docs/Sustainable_Ag_Lands_Conservation_Program_Guidelines_092214_DRAFT.pdf)

**Interim Guidance:** The California Air Resources Board approved staff’s proposed “Interim Guidance to Agencies Administering Greenhouse Gas Monies.” This document provides direction to those state agencies administering cap & trade funds as well as local entities expending these funds on issues of accountability and determining if a project benefits a disadvantage community. *The adopted motion approved the Guidance document along with additional changes requested by Board members. The motion also included direction to submit comments to CalEPA stating that the CalEnviroscreen process needs additional refinements to address issues on adequately identifying disadvantage communities (DAC).* Since this is guidance and NOT guidelines, the Board was not required to take action on this item. However, given the importance of this document, the Board added it to its agenda and unanimously approved this document with additional direction to staff. The next steps are for CARB staff to complete additional revisions by next week, which is when CalEPA is expected to finalize its identification of disadvantage communities. Several of the Board members expressed concerns about how many DACs do not register in the top 20% of the CalEnviroscreen process. CARB staff attempted to address some of these concerns, by illustrating a definition of benefiting a disadvantage community by using transit corridors in the Bay Area. The illustration used the top 20% of DAC’s per method 1 of the CalEnviroscreen process, then extended the boundaries first using the ½ mile radius for access to transit, and then further expanding the sphere of benefit by using zip codes instead of census tracts. This substantially increased the

area where a project would benefit a DAC, but it did not sufficiently address the Board's concerns. Supervisor John Gioia proposed nearly all of the changes to the Guidance document, which the Board approved. The changes include providing greater clarity and specifics on the reporting and accountability requirements, specify in each of the tables in the appendix the need to maximize benefits to disadvantage communities, strikeout the use of "whenever feasible/possible" under Item 3 on page 18 and insert "To the maximum extent feasible/possible," and add anti-displacement language to the table for Affordable Housing & Sustainable Communities Projects. There was also direction to clarify that affordable housing projects should not be restricted to a DAC in order to be considered a benefit to a DAC, or to at least use zip code areas rather than census tracts to determine this benefit. Supervisor Gioia also raised questions about the need to clarify the link between a disadvantage community and a transit project. CARB staff explained that improvements to a transit corridor that include a stop in a disadvantage community, or the stop is within ½ mile of a disadvantage community then it would count as a benefit to that community. CARB Chair Mary Nichols thought the existing definition was clear, but CARB staff will reexamine to determine if changes are needed. Supervisor Gioia also questioned how a transit operator can determine if any ridership increases are DAC residents. A copy of the guidance document can be found at the following link, but this document does not yet reflect the changes mentioned above: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/workshops/arb-sb-535-interim-guidance-08-22-2014.pdf>



September 29, 2014

Bills	Subject	Status	NCTPA ADOPTED POSITION
<b>AB 935</b> <b>(Frazier D)</b> Driver's licenses: veteran designation	AB 935 was gutted and amended to remove the provisions relating to the composition of the Water Emergency Transportation Authority board. The bill as amended would allow the DMV to include the word "Veteran" on the face of driver's licenses and ID cards.	Signed Into Law  Chapter #644, Statutes of 2014	WATCH – prior version
<b>AB 1193</b> <b>(Ting D)</b> Bikeways.	AB 1193 makes several changes related to design and classification of bicycle facilities. <ul style="list-style-type: none"> <li>• The bill would create a new class of bikeway, known as a "cycle track" or "protected bikeway."</li> <li>• AB 1193 also implements one of the recommendations found in the SSTI report to provide local governments greater design flexibility in developing bicycle facilities. The bill would allow local governments to use design criteria other than those specified in the Highway Design Manual if approved by the local government at a public meeting, and the alternative guidelines are established by a national association of public agency transportation officials, such as NACTO.</li> <li>• Repeals existing law relating to Caltrans' bikeway design exception process.</li> </ul>	Signed Into Law  Chapter #495, Statutes of 2014	SUPPORT

Bills	Subject	Status	NCTPA ADOPTED POSITION
<p><b>AB 1447</b> <b>(Waldron R)</b> Greenhouse Gas Reduction Fund: traffic synchronization.</p>	<p>This bill would allow traffic signalization projects that are designed and implemented to reduce GHG emissions to be eligible for cap &amp; trade funds as a sustainable infrastructure project.</p>	<p>Signed Into Law  Chapter #594, Statutes of 2014</p>	<p>WATCH</p>
<p><b>AB 1639</b> <b>(Grove R)</b> California Global Warming Solutions Act of 2006: greenhouse gas emissions limit.</p>	<p>Would state the intent of the Legislature that moneys derived from emissions reductions measures be expended to achieve the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions in furtherance of achieving the statewide greenhouse gas emissions limit.</p>	<p>DEAD</p>	<p>WATCH</p>
<p><b>AB 1705</b> <b>(Williams D)</b> Public contracts: payment.</p>	<p>AB 1705 was amended to remove the most onerous provisions in the bill. These changes include removing the definition of what projects are not “substantially complex.” This definition was replaced with a requirement for a local agency to make a finding of why a project is substantially complex and thus requires a retention amount greater than 5%. The amendments also extend the sunset date on the 5% retention provisions from January 1, 2016 to January 1, 2018.</p> <p>With these changes many opponents removed their opposition.</p>	<p>Signed Into Law  Chapter #670, Statutes of 2014</p>	<p>OPPOSE</p>
<p><b>AB 1720</b> <b>(Bloom D)</b> Vehicles: bus gross weight.</p>	<p>AB 1720 extends the sunset date for the bus axle weight exemption by one year from January 1, 2015 to January 1, 2016. This bill would also likely be used to implement any agreement reached this year on the axle weight issue.</p>	<p>Signed Into Law  Chapter #263, Statutes of 2014</p>	<p>SUPPORT</p>

Bills	Subject	Status	NCTPA ADOPTED POSITION
<p><b>AB 1724</b> <b>(Frazier D)</b> Construction Manager/General Contractor method: regional transportation agencies.</p>	<p>AB 1724 would allow “regional transportation agencies” to utilize an alternative procurement process known as “construction manager/general contractor” (CMGC) for delivering transportation projects.</p> <p>CMGC contracts are a hybrid of the traditional design-bid-build procurement process and a design-build process. It allows transportation agencies to hire a construction manager to work as a consultant during the pre-construction phase and as the general contractor during the construction phase. The bill specifies certain steps the transportation agency must take before entering into a CMGC contract, and it requires the agency to issue a report at the completion of each CMGC contract.</p> <p>AB 1724 defines a regional transportation agency to include a wide range of regional and local transportation agencies, including a county transportation authority.</p>	DEAD	SUPPORT
<p><b>AB 1907</b> <b>(Ridley-Thomas D)</b> Use fuel tax: natural gas: gallon equivalent.</p>	<p>This bill would convert the excise tax on the sale of natural gas sold at retail for public use as a transportation fuel based from a tax based on volume to a tax based on the energy content that is equivalent to a gallon of gasoline.</p>	Signed Into Law  Chapter #805, Statutes of 2014	WATCH
<p><b>AB 1970</b> <b>(Gordon D)</b> California Global Warming Solutions Act of 2006: Community Investment and Innovation Program.</p>	<p>AB 1970 was approved by the Assembly Committee on Local Government, and has now moved to the Appropriations Committee</p> <p>AB 1970 directs the Strategic Growth Council to create the Community Investment and Innovation Program. This program would provide grants to local governments for the purpose of developing and implementing greenhouse gas emission reduction projects in their region.</p>	DEAD	WATCH

Bills	Subject	Status	NCTPA ADOPTED POSITION
<b>AB 2119</b> <b>(Stone D)</b> Local taxes: transactions and use taxes.	AB 2119 authorizes a county board of supervisors to levy, increase, or extend a transaction and use tax at a rate of 0.125 percent, for general or specific purposes, within the unincorporated area of the county, providing that the tax is approved by a two-thirds vote of all members of the board of supervisors and is subsequently approved by a two-thirds vote of the qualified voters of the entire county or the unincorporated area of the county, as applicable, voting in an election on the issue.	Signed Into Law  Chapter #148, Statutes of 2014	SUPPORT
<b>AB 2173</b> <b>(Bradford D)</b> Vehicles: electric bicycles.	As amended, AB 2173 only increases the horsepower of a motorized bicycle or moped to increase from 2 to 4 horsepower. This change would allow the use of these stronger mopeds by persons with a Class C license. The operation of these mopeds would continue to be limited to public streets.	Signed Into Law  Chapter #60, Statutes of 2014	SUPPORT
<b>AB 2445</b> <b>(Chau D)</b> Community colleges: transportation fees.contracts.	AB 2445 has been signed into law.  This bill makes clarifying changes in existing law to allow a community college district to impose a fee approved by the students for transportation services on a campus by campus basis. Some believe existing law limits the approval of the fee to a district wide vote.	Signed Into Law  Chapter #63, Statutes of 2014	SUPPORT
<b>AB 2651</b> <b>(Linder R)</b> Vehicle weight fees: transportation bond debt service.	This bill effective January 1, 2016, would prohibit weight fee revenue from being transferred from the State Highway Account to the Transportation Debt Service Fund or to the Transportation Bond Direct Payment Account, and from being used to pay the debt service on transportation general obligation bonds.  AB 2651 remains in the Assembly Transportation Committee. However, AB 2728 (Perea) was approved by the Committee, and Assemblyman Linder is working with Assemblyman Perea on moving this bill forward.	DEAD	SUPPORT IF AMENDED

Bills	Subject	Status	NCTPA ADOPTED POSITION
<p><b><u>AB 2652</u></b>  <b>(Linder R)</b>            Increased revenues: appropriation.</p>	<p>This bill would require up to \$2.5 billion in unanticipated revenue to be used to repay all remaining debts owed to transportation accounts. Unanticipated revenue would be what remains of any surplus after schools and other mandated programs receive their allotment. AB 2652 specifies that 50% of the unanticipated revenue, not to exceed \$2.5 billion, would be appropriated to cities and counties for local street and road projects. The allocation to cities and counties would be based on the existing "HUTA" formula. The remaining 50% would be deposited into the Budget Stabilization Account.</p>	DEAD	WATCH
<p><b><u>AB 2707</u></b>  <b>(Chau D)</b>            Vehicles: length limitations: buses: bicycle transportation devices.</p>	<p>AB 2707 authorizes any transit operator to utilize bicycle racks that can accommodate 3 bicycles. Specifically, the bill would allow transit buses of no more than 40 feet in length to be equipped with a front-mounted bicycle rack that extends up to 40 inches from the front body of the bus when fully deployed rather than the 36 inches allowed under current law, and limits the handlebars of a bicycle that is being transported on such a rack from extending more than 46 inches from the front of the bus rather than the 42 inches allowed under current law.</p>	Signed Into Law  Chapter #310, Statutes of 2014	SUPPORT
<p><b><u>AB 2728</u></b>  <b>(Perea D)</b>            Vehicle weight fees: transportation bond debt service.</p>	<p>AB 2728 would prohibit weight fee revenue from being transferred from the State Highway Account (SHA) to the Transportation Debt Service Fund or to the Transportation Bond Direct Payment Account, or to any other fund or account. This prohibition would remain in effect until January 1, 2019.</p> <p>AB 2728 is similar to SB 1418, and AB 2651, which the Board voted to support last month.</p>	DEAD	SUPPORT IF AMENDED

Bills	Subject	Status	NCTPA ADOPTED POSITION
<p><b>SB 1</b> <b>(Steinberg D)</b> Sustainable Communities Investment Authority.</p>	<p>SB 1 would create a new form of tax increment financing that would allow local governments to create a Sustainable Communities Investment Authority to finance specified activities within a sustainable communities investment area.</p>	DEAD	WATCH
<p><b>SB 792</b> <b>(Padilla D)</b> Administrative regulations: corrosion prevention and mitigation projects.</p>	<p>SB 792 was gutted and amended more than once during the final weeks of session. Originally, this bill directed the Joint Policy Committee carryout our specific reviews on improving the efficiency of regional functions. SB 792 was first amended to delegate to Caltrans the task of naming bridges and highways. As the bill was sent to the Governor, it was gutted and amended again to be authored by Senator Padilla and it would establish standards for corrosion prevention and mitigation.</p>	VETOED	WATCH – prior version
<p><b>SB 983</b> <b>(Hernandez D)</b> Local sales taxes: card lock fuel: place of sale.</p>	<p>SB 983 has been gutted and amended to expand the authority for the CTC to approve the construction of new HOT lanes. However, SB 983 was held on the Assembly Appropriations Suspense File.</p> <p>As amended this bill extends indefinitely the CTC’s authority to approve the constructions of HOT lanes. The bill would also allow Caltrans to build and operate HOT lanes,</p> <p>Previously, SB 983 specified that, for purposes of allocating the local share of the sales tax collected from fuel sales made through a card lock network, the place at which the fuel is delivered is the point of sale.</p>	DEAD	SUPPORT – prior version

Bills	Subject	Status	NCTPA ADOPTED POSITION
<p><b>SB 1077</b> <b>(DeSaulnier D)</b> Vehicles: vehicle-miles-traveled charges.</p>	<p>SB 1077 would create the Road Usage Charge Technical Advisory Committee, which will be tasked with examining how a mileage based user fee could be implemented in California.</p> <p>In addition, based on the findings of the Advisory Committee, the Transportation Agency would develop a pilot program by January 1, 2016 to explore methods for using a mileage-based fee (MBF) that would replace the state's excise tax on gasoline, and assess specified issues related to statewide implementation of a mileage-based fee</p>	<p>Signed Into Law, Chapter 835, Statutes of 2014</p>	<p>SUPPORT</p>
<p><b>SB 1183</b> <b>(DeSaulnier D)</b> Vehicle Registration Fees</p>	<p>SB 1183 would authorize cities, counties, and regional park districts to impose vehicle registration surcharge of up to \$5 for the purpose of funding local bicycle infrastructure improvements and maintenance. The prior version of the bill would have authorized imposing a fee on the sale of new bicycles. This authority would sunset on January 1, 2025.</p>	<p>Signed Into Law, Chapter 516, Statutes of 2014</p>	<p>SUPPORT</p>
<p><b>SB 1204</b> <b>(Lara D)</b> California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program.</p>	<p>SB 1204 creates a California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program. The purpose of this bill is to use cap &amp; trade auction revenue to fund the development, demonstration, and commercial deployment of zero- and near-zero-emission truck, bus, and off-road vehicle. In particular this bill would create large scale zero emission bus demonstration program aimed at making zero emission bus technology commercially available.</p>	<p>Signed Into Law Chapter #524, Statutes of 2014</p>	<p>WATCH</p>
<p><b>SB 1236</b> <b>(Monning D)</b> Transit districts: transit offenses and enforcement.</p>	<p>SB 1236 would authorize the governing board of a transit district to designate district employees, except as specified, or security officers contracted by the district, to enforce state laws relative to certain prohibited acts on or in public transportation systems or on the property, facilities, or vehicles of a transit district, if the employees or officers satisfy specified training requirements.</p> <p>The bill would also make it an infraction to knowingly give false information to an enforcement officer or otherwise obstruct the issuance of a citation.</p>	<p>Signed Into Law Chapter #253, Statutes of 2014</p>	<p>SUPPORT</p>

Bills	Subject	Status	NCTPA ADOPTED POSITION
<b>SB 1368</b> <b>(Wolk D)</b> State Highway; relinquishment	This measure would authorize the California Transportation Commission to approve the relinquishment of a state owned park & ride lot to a Joint Powers Authority formed for the purpose of providing transportation services, or a transit district. Current law limits the relinquishment to a county transportation commission or regional transportation planning agency.	Signed Into Law  Chapter #315, Statutes of 2014	SUPPORT
<b>SB 1418</b> <b>(DeSaulnier D)</b> Vehicle weight fees: transportation bond debt service.	SB 1418 directs vehicle weight fees into the State Highway Account, rather than the Transportation Debt Service Fund, thereby providing an additional \$1 billion annually to local streets and roads and to the state highway system. Thus, General Fund revenues must service the transportation-related, general obligation bond debt of the state.  SB 1418 has similar policy goals as AB 2651, which the Board voted to support last month.	DEAD	SUPPORT IF AMENDED
<b>SB 1433</b> <b>(Hill D)</b> Local Agency Public Construction Act: transit design-build	SB 1433 extends the sunset on the authority to use design-build procurement for transit projects.  The bill lowers the cost threshold to \$1 million in order to use design-build and extends the sunset date to January 1, 2017, on the authority for transit operators to use design-build.	Signed Into Law  Chapter #929, Statutes of 2014	SUPPORT
<b>SCA 4</b> <b>(Liu D)</b> Local government transportation projects: special taxes: voter approval.	SCA 4 is in the Senate Committee on Appropriations. Constitutional amendments are exempt for the House of Origin deadline.  This measure would amend the Constitution to lower the voter approval threshold to 55% for the imposition, extension, or renewal of a local tax for transportation projects.	DEAD	SUPPORT
<b>SCA 8</b> <b>(Corbett D)</b> Local government transportation projects: special taxes: voter approval.	SCA 8 is in the Senate Committee on Appropriations. SCA 8 is another measure that would amend the Constitution to lower the voter approval threshold to 55% for the imposition, extension, or renewal of a local tax for transportation projects	DEAD	SUPPORT

Bills	Subject	Status	NCTPA ADOPTED POSITION
<p><b>SCA 11</b> <b>(Hancock D)</b> Local government: special taxes: voter approval.</p>	<p>SCA 11 is in the Senate Committee on Appropriations. SCA 11 is an “umbrella measure” on lowering the voter threshold from 2/3 to 55% for local sales taxes and parcel taxes. This measure would lower the vote threshold for any purpose.</p>	DEAD	SUPPORT