625 Burnell Street • Napa, CA 94559-3420
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Technical Advisory Committee (TAC)

AGENDA

Thursday, October 3, 2013
2:00 p.m.

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 Technical Advisory Committee (TAC) which are provided to a majority or all of the members of the TAC by TAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the TAC, 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 a majority or all of the members of the TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC 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 TAC on any item at the time the TAC 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 TAC Secretary. Also, members of the public are invited to address the TAC 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 the Administrative Assistant, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net, click on Minutes and Agendas – TAC or go to http://www.nctpa.net/technical-advisory-committee-tac.

ITEMS

1. Call to Order
2. Introductions
3. Approval of Meeting Minutes
4. Public Comments
5. TAC Member and Staff Comments
6. Standing
   - Congestion Management Agency (CMA) Report
     - Project Monitoring Funding Programs

- SR29 Improvement Plan Study Update
- Transit Dashboard *(Attachment 1)*
- Vine Trail Report

- Caltrans Report *(Attachment 2)*

REGULAR AGENDA ITEMS	**RECOMMENDATION**	**TIME***
7. Transportation for Clean Air (TFCA) – FYE 2014 Project List (Danielle Schmitz) ***(Pages 8-26)*** TAC will review and recommend approval of the TFCA FYE 2014 Project List to the NCTPA Board of Directors.	ACTION	2:15 PM
8. Regional Transportation Improvement Plan (RTIP)/State Transportation Improvement Program (STIP) 2014 Projects (Danielle Schmitz) ***(Pages 27-43)*** TAC will review and recommend the final list of RTIP/STIP 2014 projects to the NCTPA Board of Directors for approval.	ACTION	2:25 PM
9. Feasibility Study for Transit Maintenance Yard and Fueling Facility (Lawrence E. Gawell) ***(Pages 44-93)*** NCTPA staff will provide information to the TAC and discuss the top two (2) selected facility sites suggested for acquisition.	INFORMATION	2:40 PM
10. Legislative Update (Kate Miller) ***(Pages 94-107)*** Staff will review recent actions of the NCTPA board and provide a general legislative update.	INFORMATION	2:50 PM

REGULAR AGENDA ITEMS		RECOMMENDATION	TIME*
11.	NCTPA Board of Directors Agenda for October 16, 2013 (Draft) (Kate Miller) Preview draft version of the NCTPA Board of Directors Agenda for October 16, 2013.**	INFORMATION	3:05 PM
12.	Topics for Next Meeting ○ Discussion of topics for next meeting by TAC members	DISCUSSION	3:10 PM
13.	Approval of Next Regular Meeting Date of November 7, 2013 and Adjournment	APPROVE	3:15 PM

** Times shown are approximate only.*
***Item to be made available at the meeting.*

VINE Transit Services Ridership Report: August 2013

Summary

School began in mid-August bringing the customary increase in ridership.

*August 2012 VINE routes 1 -10 may have been under-reported.

System Wide

	August 2012	August 2013	
Passenger Trips	47,547	62,444	31.3%

VINE Routes 1-8, 10, 11

	August 2012	August 2013	
Passenger Trips*	38,225	51,311	34.2%

VINE Commuter and Regional Routes

	August 2012	August 2013	
Route 21: Solano	0	761	
Route 25: Sonoma	226	559	147.3%
Route 29: Ferry/BART	2,489	2,916	17.2%

VINE Community Transit Services

	August 2012	August 2013	
Am Canyon Transit	2,268	2,114	-6.8%
Calistoga Shuttle	1,503	1,977	31.5%
St. Helena Shuttle	957	746	-22.0%
Yountville Trolley	1,879	2,060	9.6%

On Time Performance (OTP)

Route	OTP
1	95.2%
2	91.4%
3	86.7%
4	95.6%
5	87.5%
6	93.3%
7	90.4%
8	87.5%
10N	76.2%
10S	71.8%
11N	56.2%
11S	63.5%
21E	86.8%
21W	58.3%
25E	97.1%
25W	92.3%
29N	89.7%
29S	86.2%

Draft **Sept 2013**

NCTPA - Caltrans Report

PROJECT INITIATION DOCUMENT

EA 3G140
ADA Curb Ramps NAPA 29 and 128: In County of Napa
Scope: Upgrade and Construct curb ramps at various locations.

EA4G210
Widen Roadway at Huichica Creek NAPA 121-PM 0.75; In County of Napa
Scope: Remove existing triple box culvert and replace with a new bridge

EA4G920
Tulucay Creek Bridge NAPA 121-PM 6.1/6.2; In City of Napa
Scope: Bridge Repair

EA4G840
Capell Creek NAPA 128-PM 20.2; In County of Napa
Scope: Bridge Repair/Replacement

EA4G490
Concrete Barrier at Solano Ave SB Onramp NAPA 29-PM 11.9; In City of Napa
Scope: Install Concrete Barrier (Type 60)

EA4G540
Signals at First Street Off Ramp NAPA 29-PM 11.4; In City of Napa
Scope: Install new traffic signals

EA 4H200
Pavement Reservation from 0.4 mile north of Trancas St to Mee Ln, NAPA 29-PM 13.5/25.5; In County of Napa
Scope: Resurface the existing pavement

ENVIRONMENTAL

EA 28120
Soscol Junction NAPA 221 PM 0.0/0.7 NAPA 29-PM 5.0/7.1; In Napa County
Scope: Construct Flyover Structure at SR 221/29/12
Cost Estimate: $35M Construction Capital
Schedule **DED** 2/2014 **PAED** 7/2014

EA 1G430
Conn Creek Bridge Scour Mitigation NAPA 128-PM R7.4; In Napa County
Scope: Replace bridge at Conn Creek
Cost Estimate: $5M Construction Capital
Schedule: **PAED** 7/2015 **PSE** 12/2016 **RWC** 4/2017 **RTL** 4/2017 **CCA** 11/2019

EA 3G640
Napa River Bridge Scour Mitigation NAPA 29-PM37.0; In City of Calistoga
Scope: Reconstruct bridge at Napa River Bridge
Cost Estimate: $10M Construction Capital
Schedule: **PAED** 6/2014 **PSE** 11/2015 **RWC** 3/2016 **RTL** 3/2016 **CCA** 12/2017

DENOTES CHANGE(S) FROM PREVIOUS REPORT

PID (Project Initiation Document) **PSR** (Project Study Report) **DED** (Draft Environmental Document)
PAED (Project Approval/ Environmental Document) **PSE** (Plans, Specifications, and Estimate)
RWC (Right of Way Certification) **RTL** (Ready to List) **CCA** (Construction Contract Acceptance)
ADV (Advertise Contract) **BO** (Bid Open) **AWD** (Award Contract)

EA 2G940
W. of Knoxville Road Storm Damage NAPA 128-PM17.9 Near Rutherford
Scope: Construct Roadway Retaining System
Cost Estimate: $1M Construction Capital
Schedule: **PAED** 5/2014 **PSE** 8/2015 **RWC** 11/2015 **RTL** 11/2015 **CCA** 11/2020

DESIGN

EA 25941
Channelization NAPA 29-PM 25.5/28.4; In and Near City of St. Helena
Scope: Left-turn channelization and pavement rehabilitation from Mee Lane to Charter Oak Avenue
Cost Estimate: $24M Construction Capital
Schedule: **PAED** 6/29/07 **PSE** 2/2014 **RWC** 5/2014 **RTL** 5/2014 **CCA** 8/2017

EA 4A090
Troutdale Creek Bridge NAPA 29-PM 47.0/47.2; In Napa County
Scope: Bridge replacement at Troutdale Creek
Cost Estimate: $17M Construction Capital
Schedule: **PAED** 6/28/13 **PSE** 3/2014 **RWC** 6/2014 **RTL** 6/2014 **CCA** 12/2016

EA 2A320
Sarco Creek Bridge NAPA 121-PM 9.3/9.5; In Napa County Near City of Napa
Scope: Bridge replacement at Sarco Creek
Cost Estimate: $8M Construction Capital
Schedule: **PAED** 6/28/12 **PSE** 12/2015 **RWC** 4/2016 **RTL** 4/2016 **CCA** 12/2020

EA 2G950
East of Wragg Canyon Road Storm Damage NAPA 128-PM29.7 Near Rutherford
Scope: Construct Roadway Retaining System
Cost Estimate: $1.6M Construction Capital
Schedule: **PAED** 12/06/2012 **PSE** 10/2014 **RWC** 2/2015 **RTL** 2/2015 **CCA** 4/2019

EA 3E220
Pavement Digouts NAPA-29-PM 13.5/19.8: In City of Napa and Town of Yountville
Scope: AC digouts from 0.5 Mile North of Trancas Street to Madison Street
Cost Estimate: $1.1M Construction Capital
Schedule: **PAED** 7/2012 **PSE** 9/2012 **RWC** 8/2012 **RTL** 11/2013 **CCA** 12/2014

EA 3E270
Pavement Overlay NAPA 29-PM29.3/36.9 RHMA Overlay: In Napa County
Scope: Pavement Resurfacing with Rubberized Asphalt from north of York Creek to Myrtle Street
Cost Estimate: $2M Construction Capital
Schedule: **PSE** 8/2012 **RTL** 1/2014 **CCA** 12/2014

EA 3E370
Pavement Digouts NAPA 29-PM 0.0/5.1: In and Near City of American Canyon
Scope: AC Digouts from Solano County Line to north of SR12 Junction (Jameson Canyon/Airport)
Cost Estimate: $700K Construction Capital
Schedule: **PAED** 7/2012 **PSE** 8/2012 **RWC** 9/2012 **RTL** 10/2012 **CCA** 12/2014

PID (Project Initiation Document) **PSR** (Project Study Report) **DED** (Draft Environmental Document)
PAED (Project Approval/ Environmental Document) **PSE** (Plans, Specifications, and Estimate)
RWC (Right of Way Certification) **RTL** (Ready to List) **CCA** (Construction Contract Acceptance)
ADV (Advertise Contract) **BO** (Bid Open) **AWD** (Award Contract)

EA 3E400
Pavement Seal Coat NAPA 128-PM19.0/34.2 Asphalt Rubber Seal Coat: In Napa County
Scope: Place asphalt rubber seal coat from Knoxville Road to the County Line
Cost Estimate: $2.7M Construction Capital
Schedule: **PAED** 07/2012 **PSE** 8/2012 **RWC** 9/2012 **RTL** 09/2013 **CCA** 12/2014

CONSTRUCTION

EA 4442A
Duhig Landscape NAPA 12/121-PM 0.3/2.0 in Napa County
Scope: Highway Planting from 0 3 mile North of Sonoma County line to Duhig Road
Cost Estimate: $920K Construction Capital
Schedule: **PAED** 8/26/05 **RTL** 11/10/10 **AWD** 9/23/11(Parker Landscape Inc.) **CCA** 6/2015

EA 26413
Jameson Canyon NAPA 12-PM 0.2/3.3: In Napa County
Scope: Jameson Canyon: Widen 2 lane to 4 lanes, construct a concrete median from SR 29 to the County Line.
Cost Estimate: $29.2M
Schedule: **PAED** 1/31/08 **RTL** 11/19/10 **AWD** 1/26/12 (Ghilotti Bros.) **CCA** 12/2015

EA 26414
Jameson Canyon SOLANO 12-PM 0.0/2.6; In Solano County
Scope: Jameson Canyon: Widen 2 lane to 4 lanes, construct a concrete median from the County Line to Red Top.
Cost Estimate: $52M
Schedule: **PAED** 1/31/08 **RTL** 12/1/10 **AWD** 1/11/12 (Ghilloti Const.) **CCA** 12/2015

EA 4S020
Storm Damage NAPA 29-PM 41.0; In Napa County
Scope: Reconstruct slope and replace culvert, 1.6 miles north of Tubbs Lane,
Cost Estimate: $2.4M Construction Capital
Schedule: **PAED** 8/2/10 **RTL** 6/21/12 **AWD** 12/27/12 (Gordon Ball) **CCA** 11/2018

EA 4S030
Storm Damage NAPA 128-PM 10.3; In Napa County near Lake Hennessy
Scope: Construct sheet pile wall at 2.8 miles east of Silverado Trail
Cost Estimate: $1.3M Construction Capital
Schedule: **PAED** 8/2/10 **RTL** 5/1/12 **AWD** 2/6/2013 (Gordon Ball) **CCA** 10/2017

EA 2A110
Capell Creek Bridge NAPA 121-PM 20.2/20.4; In Napa County
Scope: Bridge replacement at Capell Creek
Cost Estimate: $3.4M Construction Capital
Schedule: **PAED** 6/22/11 **RTL** 3/14/13 **BO** 7/24/13 (Current low bidder Gordon Ball) **CCA** 8/2015

ACTION ITEMS

PID (Project Initiation Document) **PSR** (Project Study Report) **DED** (Draft Environmental Document)
PAED (Project Approval/ Environmental Document) **PSE** (Plans, Specifications, and Estimate)
RWC (Right of Way Certification) **RTL** (Ready to List) **CCA** (Construction Contract Acceptance)
ADV (Advertise Contract) **BO** (Bid Open) **AWD** (Award Contract)

October 3, 2013
TAC Agenda Item 7
Continued From: February 2013
Action Requested: ACTION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
TAC Agenda Letter

TO: Technical Advisory Committee (TAC)

FROM: Kate Miller, Executive Director

REPORT BY: Danielle Schmitz, Associate Program Planner
(707) 259-5968 / Email: dschmitz@nctpa.net

SUBJECT: Transportation for Clean Air (TFCA) – FYE 2014 Project List

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RECOMMENDATION

That the TAC recommend to the NCTPA Board the approval of the TFCA FYE 2014 project list.

EXECUTIVE SUMMARY

Annually the NCTPA adopts a list of projects for the TFCA Program Manager funds generated under AB 434. The funds 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. Projects must have an air quality benefit and be cost effective. The remaining sixty percent is allocated by the BAAQMD on an area-wide competitive basis. Generally, the BAAQMD rules and statutes only allow funds to be retained for two years unless an extension is requested.

The TFCA program can fund a wide range of project types, including the construction of new bicycle lanes; shuttle and feeder bus services to train stations; ridesharing programs to encourage carpool and transit use; bicycle facility improvements such as bicycle racks and lockers; and arterial management projects that reduce traffic congestion such as signal interconnect projects.

FISCAL IMPACT

Is there a Fiscal Impact? Yes. TFCA funds for FYE 2014 - $189,140.

BACKGROUND AND DISCUSSION

The Transportation Fund for Clean Air (TFCA) is a grant program, funded by a $4 surcharge on motor vehicles registered in the Bay Area. This generates approximately $22 million per year in revenues. The purpose of the TFCA program is to provide grants to implement the most cost-effective projects in the Bay Area that will decrease motor vehicle emissions, and thereby improve air quality.

Annually the NCTPA adopts a list of projects for the TFCA Program Manager funds. Napa County has approximately $198,756 in Program Manager Funds for FYE 2014. This amount includes $9,616 set aside for Administration costs for NCTPA in the FYE 2014 Expenditure Plan, leaving $189,140 for eligible projects.

On February 20, 2013 the NCTPA Board opened a call for projects for the TFCA Program Manager Funds and on April 17th extended the call due to lack of project submittals.

The proposed final list of projects for FYE 2014 is shown in Table 1below. All projects have undergone a cost effective analysis and are eligible to receive funds. Approved projects will be submitted to the BAAQMD.

Table 1: Proposed FYE 2014 TFCA Program Manager Projects

FYE 2014 TFCA Expenditures	**Amount**
Administration Costs for FYE 2014	$9,616
SNCI Napa Commute Challenge in FY 13-14 and FY 14-15	$40,000
St. Helena Pope Street Class II Bike Lane	$40,000
American Canyon Park and Ride Lot	$95,000
City of Napa Electric Vehicle Charging Station	$14,140
TOTAL	**$198,756**

SUPPORTING DOCUMENTS

Attachments: (1) TFCA Final Project Applications for FYE 2014

PROJECT INFORMATION

A. Project Number: 14NAP01
14NAP01, 14NAP02 for Napa County. Zero (e.g., 14NAP00) is reserved for County Program Manager TFCA funds allocated for administration costs.

B. Project Title: SNCI Napa County Commute Challenge Marketing and Commute Incentives
Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").

C. TFCA Program Manager Funds Allocated: $ 40,000

D. TFCA Regional Funds Awarded (if applicable):$_____

E. Total TFCA Funds Allocated (sum of C and D):$ 40,000

F. Total Project Cost: $ 40,000*
**$323.18 of leftover money from 12NAP04 programmed into this project*

G. Project Description:

Project sponsor will use TFCA funds to enhance the effectiveness of the regional rideshare program by including the following in the Napa FY2013-14 and FY2014-15 Work Program:

1. Implement an annual countywide Napa Employer Commute Challenge through the larger employers in Napa County. The Challenge will run April through June in 2014 and 2015 and encourage commuters to use alternatives to driving alone including carpool/vanpool, transit, walking and biking. Employers with 100+ employees in the City of Napa and 50+ employees in other Napa County cities/towns will be invited to participate. That equals 84 employers totaling over 23,000 employees (approx. $35,000).
2. Administer Emergency Ride Home, bicycle, vanpool, and other future commute alternative incentives that are offered in Solano County (approx. $5,000.)

This project will complement SNCI's existing services as well as the transit services delivered by NCTPA.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet
Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)

I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project. *attached*

J. Comments (if any):

RIDESHARING, BICYCLE, SHUTTLE, AND SMART GROWTH PROJECTS
FYE 2014 TFCA Progam Manager Fund Worksheet
Version 1.0, updated 11/26/12

General Information Tab: Complete areas shaded in yellow.

Project Number (14XXXYY)	14NAP01
Project Title	SNCI Napa County Commute Challenge Marketing and Commute Incentives
Project Type Code (e.g., 7a)	10b, 5c
County (2-3 character abbreviation)	NAP
Worksheet Calculated By	Judy Leaks
Date of Submission	
Project Sponsor	
Project Sponsor Organization	Solano Napa Commuter Information
Public Agency? (Y or N)	Y
Contact Name	Judy Leaks
Email Address	jleaks@sta-snci.com
Phone Number	707-427-5104
Mailing Address	One Harbor Center, suite 130
City	Suisun City
State	CA
Zip	94585
Project Schedule	
Project Start Date	8/1/2013
Project Completion Date	7/31/2015
Final Report to CMA	8/31/2015

RIDESHARING, BICYCLE, SHUTTLE, AND SMART GROWTH PROJECTS

FYE 2014 TFCA Progam Manager Fund Worksheet

Version 1.0, updated 11/26/12

Calculations Tab: Complete areas shaded in yellow only.

SAMPLE ENTRIES ARE SHOWN IN LIGHT BLUE

Cost Effectiveness Inputs	
# Years Effectiveness:	2
Total Project Cost:	$40,000
TFCA Cost 40%:	$40,000
TFCA Cost 60%:	
Total TFCA Cost:	$40,000

Regional Fund Proj. #:

Emission Reduction Calculations

Step 1 - Emissions for Eliminated Trips

A	B	C	D	E	F	G	H	I
# Trips/Day (1-way)	Days/Yr	Trip Length (1-way)	VMT	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust &Trip End PM10 Emissions (gr/yr) *	Other PM10 Emissions (gr/yr) *	CO2 Emissions (gr/yr)
			0	0	0	0	0	0
1933	240	14	6,494,880	1,899,288	2,053,310	118,300	1,324,956	2,830,135,801
217	90	14	273,420	79,956	86,440	4,980	55,778	119,142,422
		Total	6,768,300	1,979,244	2,139,750	123,280	1,380,733	2,949,278,222

Step 2 - Emissions for New Trips to Access Transit/Ridesharing

			0	0	0	0	0	0
			0	0	0	0	0	0
			0	0	0	0	0	0
		Total	0	0	0	0	0	0

Step 3A - Emissions for Shuttle/Vanpool Vehicles up to GVW of 14,000 lbs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			See Emission Factor Tab, ARB Table 2 or 7										
# Vehicles, Model Year	Emission Std.	Vehicle GVW	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	**Total** PM10 Factor (g/mi)	CO2 Factor (g/mi) (See CO2 Table for LD and LHD)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
2, 2005	LEV	10,001-14,000	0.23	0.40	0.12	0.33	860	8000	1,840	3,200	960	1,680	6,880,000
									0	0	0	0	0
									0	0	0	0	0
							Total	0	0	0	0	0	0

Step 3B - Emissions for Buses

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			See Emission Factors Tab, Emissions for Buses Table										
# Vehicles	Engine Year, Make, & Model	Retrofit Device Name	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	Other PM10 Factor (g/mi)	CO2 Factor (g/mi)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
									0	0	0	0	0
									0	0	0	0	0
							Total	0	0	0	0	0	0

Cost Effectiveness Results	Annual	Lifetime	
1. VMT Reduced	6,768,300	13,536,600	Miles
2. Trips Reduced	483,450	966,900	Trips
3. ROG Emissions Reduced	2.18	4.36	Tons
4. NOx Emissions Reduced	2.36	4.72	Tons
5. PM Emissions Reduced	1.66	3.32	Tons
6. PM Weighted Emissions Reduced	4.24	8.48	Tons
7. CO2 Emissions Reduced	3251.0	6501.9	Tons
8. Emission Reductions (ROG, NOx & PM)	6.20	12.40	Tons
9. TFCA Project Cost - Cost Effectiveness (ROG, Nox & PM)		$3,227	/Ton
10. TFCA Project Cost - Cost Effectiveness (ROG, NOx & Weighted PM). THIS VALUE MUST MEET POLICY REQUIREMENTS.		**$2,278**	**/Ton**

Notes & Assumptions

Provide all assumptions, rationales, and references for figures used in calculations.

10B - Transit Information/Marketing - see line 13

A) Target population is workers employed at Napa County worksites with 50+ employees
   24160 workers employed at 100 Napa County employers (SNCI Employer Database 2013)
   4% population who will make changes, based on 2012 Napa Green Commute Challenge

B) Used BAAQMD default value of 240 days max for ridesharing

C) Used 14 miles average one-way commute trip for Napa (Commute Profile 2010)

5C - Incentive Programs (for any alterntive mode) - see line 14

A) Target population is based on results from a similar program in Solano County; adjustments are made for difference in # of employed workers
   217 participants - 0.034% of 63,693 Napa County employed workers (American Community Survey 2007)

B) Used BAAQMD default value of 90 days max for incentive programs

C) Used 14 miles average one-way commute trip for Napa (Commute Profile 2010)

PROJECT INFORMATION

A. Project Number: 14NAP02
Use consecutive numbers for projects funded, with year, county code, and number, e.g., 14NAP01, 14NAP02 for Napa County. Zero (e.g., 14NAP00) is reserved for County Program Manager TFCA funds allocated for administration costs.

B. Project Title: Pope Street Class II Bike Lane
Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").

C. TFCA Program Manager Funds Allocated: $ 40,000

D. TFCA Regional Funds Awarded (if applicable): $ 0

E. Total TFCA Funds Allocated (sum of C and D): $ 40,000

F. Total Project Cost: $ 40,000
Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.

G. Project Description:

Project sponsor will use TFCA funds to design, stripe, sign and pave approximately 3500 feet of Class II bike lane on Pope Street from Main Street to College Avenue. This bike lane will connect to the Wappo Multiuse Trail completed last year with Main Street and the Vine Trail path and also to Silverado Trail class II bike lane.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet
Reference the appropriate Final Report form that will be completed and submitted after project completion. See http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/TFCA/County-Program-Manager-Fund.aspx for a listing of the following forms:
- *Form for Bicycle Projects*

I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project. *For example, for vehicle projects, include the California Air Resources Board Executive Orders for all engines and diesel emission control systems. Note, Cost-effectiveness Worksheets are not needed for TFCA County Program Managers' own administrative costs.*

J. Comments (if any):
Add any relevant clarifying information in this section.

RIDESHARING, BICYCLE, SHUTTLE, AND SMART GROWTH PROJECTS
FYE 2014 TFCA Progam Manager Fund Worksheet
Version 1.0, updated 11/26/12

General Information Tab: Complete areas shaded in yellow.

Project Number (14XXXYY)	14NAP02
Project Title	Pope Street Class II bike lane
Project Type Code (e.g., 7a)	7b
County (2-3 character abbreviation)	NAP
Worksheet Calculated By	Danielle Schmitz
Date of Submission	8/28/2013
Project Sponsor	
Project Sponsor Organization	City of St. Helena
Public Agency? (Y or N)	Y
Contact Name	Debra Hight
Email Address	DebraH@cityofsthelena.org
Phone Number	(707) 968-2658
Mailing Address	1480 Main Street
City	St. Helena
State	CA
Zip	94574
Project Schedule	
Project Start Date	11/1/2013
Project Completion Date	7/1/2015
Final Report to CMA	5/1/2016

RIDESHARING, BICYCLE, SHUTTLE, AND SMART GROWTH PROJECTS

FYE 2014 TFCA Progam Manager Fund Worksheet

Version 1.0, updated 11/26/12

Calculations Tab: Complete areas shaded in yellow only.

SAMPLE ENTRIES ARE SHOWN IN LIGHT BLUE

Cost Effectiveness Inputs	
# Years Effectiveness:	15
Total Project Cost:	$45,000
TFCA Cost 40%:	$40,000
TFCA Cost 60%:	
Total TFCA Cost:	$40,000

Regional Fund Proj. #:

Emission Reduction Calculations

Step 1 - Emissions for Eliminated Trips

A	B	C	D	E	F	G	H	I
# Trips/Day (1-way)	Days/Yr	Trip Length (1-way)	VMT	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust &Trip End PM10 Emissions (gr/yr) *	Other PM10 Emissions (gr/yr) *	CO2 Emissions (gr/yr)
			0	0	0	0	0	0
47.52	240	3	34,214	13,526	9,512	776	6,980	14,908,882
			0	0	0	0	0	0
		Total	34,214	13,526	9,512	776	6,980	14,908,882

Step 2 - Emissions for New Trips to Access Transit/Ridesharing

			0	0	0	0	0	0
			0	0	0	0	0	0
			0	0	0	0	0	0
		Total	0	0	0	0	0	0

Step 3A - Emissions for Shuttle/Vanpool Vehicles up to GVW of 14,000 lbs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			See Emission Factor Tab, ARB Table 2 or 7										
# Vehicles, Model Year	Emission Std.	Vehicle GVW	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	Total PM10 Factor (g/mi)	CO2 Factor (g/mi) (See CO2 Table for LD and LHD)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
2, 2005	LEV	10,001-14,000	0.23	0.40	0.12	0.33	860	8000	1,840	3,200	960	1,680	6,880,000
									0	0	0	0	0
									0	0	0	0	0
							Total	0	0	0	0	0	0

Step 3B - Emissions for Buses

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			See Emission Factors Tab, Emissions for Buses Table										
# Vehicles	Engine Year, Make, & Model	Retrofit Device Name	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	Other PM10 Factor (g/mi)	CO2 Factor (g/mi)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
									0	0	0	0	0
									0	0	0	0	0
							Total	0	0	0	0	0	0

Cost Effectiveness Results	Annual	Lifetime	
1. VMT Reduced	34,214	513,216	Miles
2. Trips Reduced	11,405	171,072	Trips
3. ROG Emissions Reduced	0.01	0.22	Tons
4. NOx Emissions Reduced	0.01	0.16	Tons
5. PM Emissions Reduced	0.01	0.13	Tons
6. PM Weighted Emissions Reduced	0.02	0.37	Tons
7. CO2 Emissions Reduced	16.4	246.5	Tons
8. Emission Reductions (ROG, NOx & PM)	0.03	0.51	Tons
9. TFCA Project Cost - Cost Effectiveness (ROG, Nox & PM)		$78,563	/Ton
10. TFCA Project Cost - Cost Effectiveness (ROG, NOx & Weighted PM). THIS VALUE MUST MEET POLICY REQUIREMENTS.		**$53,137**	**/Ton**

Notes & Assumptions

Provide all assumptions, rationales, and references for figures used in calculations.
Number of years cost effective - used Air District assumption 15 years for class 2
ADT for Pope Street - 5,940
Days/year - Air District assumption of 240 days
Trip length one way - Air District default 3 miles
ADT < 12,000 and length > 2 mile = 0.8% ADT
3500 of class II bike lane that connects to existing class I multipurpose trail and class III sidewalk bikeway which connects to Silverado Trail class II bike lane

PROJECT INFORMATION

A. Project Number: 14NAP03

B. Project Title: American Canyon Park and Ride Facility

C. TFCA Program Manager Funds Allocated: $ 95,000

D. TFCA Regional Funds Awarded (if applicable):$ 0

E. Total TFCA Funds Allocated (sum of C and D):$ 95,000

F. Total Project Cost: $ 95,000

G. Project Description:

Project sponsor will use TFCA funds to construct a Park and Ride facility including an estimated 50 parking stalls and bike amenities for 22 bicycles. The work will include excavation, grading, base material paving, drainage, landscaping, striping, signage and bike racks and lockers.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

- Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects.

I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project.

J. Comments:

The park and ride will be constructed on City property located at 300 James Road. The location is adjacent to bus stops on James Road and Crawford Road. These bus stops are the transition point for travelers using the commuter express to the ferry terminal and BART. Commuters are currently parking on the street, or using the parking lot designated for the library and post office. The demand for both transit and the library has grown, this lot is frequently full. The proposed park and ride facility will meet the growing need for transit.

RIDESHARING, BICYCLE, SHUTTLE, AND SMART GROWTH PROJECTS
FYE 2014 TFCA Progam Manager Fund Worksheet
Version 1.0, updated 11/26/12

General Information Tab: Complete areas shaded in yellow.

Project Number (14XXXYY)	14NAP03
Project Title	American Canyon Park and Ride
Project Type Code (e.g., 7a)	9c
County (2-3 character abbreviation)	NAP
Worksheet Calculated By	Danielle Schmitz
Date of Submission	8/28/2013
Project Sponsor	
Project Sponsor Organization	American Canyon
Public Agency? (Y or N)	Y
Contact Name	Dana Shigley
Email Address	dshigley@cityofamericancanyon.org
Phone Number	707-647-4369
Mailing Address	4381 Broadway Street Suite 201
City	American Canyon
State	CA
Zip	94503
Project Schedule	
Project Start Date	November 1. 2013
Project Completion Date	7/1/2015
Final Report to CMA	10/1/2016

RIDESHARING, BICYCLE, SHUTTLE, AND SMART GROWTH PROJECTS

FYE 2014 TFCA Progam Manager Fund Worksheet

Version 1.0, updated 11/26/12

Calculations Tab: Complete areas shaded in yellow only.

SAMPLE ENTRIES ARE SHOWN IN LIGHT BLUE

Cost Effectiveness Inputs	
# Years Effectiveness:	10
Total Project Cost:	$95,000
TFCA Cost 40%:	$95,000
TFCA Cost 60%:	
Total TFCA Cost:	$95,000

Regional Fund Proj. #:

Emission Reduction Calculations

Step 1 - Emissions for Eliminated Trips

A	B	C	D	E	F	G	H	I
# Trips/Day (1-way)	Days/Yr	Trip Length (1-way)	VMT	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust &Trip End PM10 Emissions (gr/yr) *	Other PM10 Emissions (gr/yr) *	CO2 Emissions (gr/yr)
			0	0	0	0	0	0
16.8	260	22.2	96,970	22,618	22,709	1,723	19,782	42,254,381
8	260	3	6,240	2,783	2,028	141	1,273	2,719,072
6	260	3	4,680	2,087	1,521	106	955	2,039,304
		Total	107,890	27,488	26,258	1,970	22,009	47,012,758

Step 2 - Emissions for New Trips to Access Transit/Ridesharing

			0	0	0	0	0	0
16.8	260	3	13,104	5,844	4,259	297	2,673	5,710,052
			0	0	0	0	0	0
		Total	13,104	5,844	4,259	297	2,673	5,710,052

Step 3A - Emissions for Shuttle/Vanpool Vehicles up to GVW of 14,000 lbs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			See Emission Factor Tab, ARB Table 2 or 7										
# Vehicles, Model Year	Emission Std.	Vehicle GVW	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	Total PM10 Factor (g/mi)	CO2 Factor (g/mi) (See CO2 Table for LD and LHD)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
2, 2005	LEV	10,001-14,000	0.23	0.40	0.12	0.33	860	8000	1,840	3,200	960	1,680	6,880,000
									0	0	0	0	0
									0	0	0	0	0
							Total	0	0	0	0	0	0

Step 3B - Emissions for Buses

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			See Emission Factors Tab, Emissions for Buses Table										
# Vehicles	Engine Year, Make, & Model	Retrofit Device Name	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	Other PM10 Factor (g/mi)	CO2 Factor (g/mi)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
									0	0	0	0	0
									0	0	0	0	0
							Total	0	0	0	0	0	0

Cost Effectiveness Results	Annual	Lifetime	
1. VMT Reduced	94,786	947,856	Miles
2. Trips Reduced	1,560	15,600	Trips
3. ROG Emissions Reduced	0.02	0.24	Tons
4. NOx Emissions Reduced	0.02	0.24	Tons
5. PM Emissions Reduced	0.02	0.23	Tons
6. PM Weighted Emissions Reduced	0.06	0.58	Tons
7. CO2 Emissions Reduced	45.5	455.3	Tons
8. Emission Reductions (ROG, NOx & PM)	0.07	0.71	Tons
9. TFCA Project Cost - Cost Effectiveness (ROG, Nox & PM)		$133,304	/Ton
10. TFCA Project Cost - Cost Effectiveness (ROG, NOx & Weighted PM). THIS VALUE MUST MEET POLICY REQUIREMENTS.		**$89,362**	**/Ton**

Project Description

Project sponsor will use TFCA funds to construct a Park and Ride facility including an estimated 50 parking stalls and bike amenities. The work will include excavation, grading, base material paving, drainage, landscaping, striping, signage and bike racks or lockers. The park and ride will be constructed on City property located at 300 James Road. The location is adjacent to a city transit stop at the corner of James Road and Crawford Way. This bus stop is the transition point for travelers using the commuter express to the ferry terminal and BART. Commuters are currently parking on the street, or using the parking lot designated for the library and post office. The demand for both transit and the library has grown, this lot is frequently full. The proposed parking and ride facility will meet this growing need.

Trips Eliminated

Project assumes 16.8 one way trips @ 22.2 miles average saved per day (33.6 round trips @ 44.4 miles average).
Trips/day (one-way) Eliminated = 16.8
Days/yr.= 260 days of transit service
Trip Length (1way)= 22.2 miles from park and ride to BART

These assumptions are based on calculations of a similar park and ride facility in the City of Napa . Ridership increased 80% from the location once the park and ride facility was constructed.
Currently the James and Crawford stops has approximately 463 boardings/deboardings per month . The City of Ameican Canyon expects to see 16.8 new one way trips per day once the facility is constructed.

Bike Racks

The City will purchase 2 bike racks that hold 16 bikes total
Capacity of racks = 16
Air District Assumption 16 x .5 = 8 trips eliminated

Bike Lockers

The City will purchase 3 lockers that hold 2 bikes each
Capacity of lockers = 6
Air District Assumption Capcity of lockers x 1 = 6

PROJECT INFORMATION

A. Project Number: _14NAP04_

B. Project Title: _Electric Vehicle Charging Stations_

C. TFCA Program Manager Funds Allocated: _$14,140_

D. TFCA Regional Funds Awarded (if applicable): _____

E. Total TFCA Funds Allocated (sum of C and D): _$14,140

F. Total Project Cost: _$50,000_

G. Project Description:
Project sponsor will use TFCA funds to purchase and install four public Level 2 dual-charging electric vehicle charging stations. The public Level 2 dual-charging stations will be available for use 24hours a day and will promote electric vehicle usage, as well as, reduce vehicle emissions by providing a location for electric vehicles to charge. By providing a location for electric vehicles to charge, the length of travel possible by electric battery increases, thus reducing the need for travel by conventional gasoline engine. The stations will be located in the Downtown area close to retail and entertainment activities, and there will be no charge to the public for use of the stations.

Projected usage for the four stations was based off of usage for the electric vehicle charging station currently located in the Fifth Street Garage. Emissions reduction calculations were based off of data given by the U.S. Department of Energy and the emission factors provided by the California Air Resource Board. See the attached cost-effectiveness worksheet for detailed descriptions and calculations.

The total project cost is estimated at $50,000. Based off the attached quote for electric vehicle charging station the price for all four stations, tax, shipping, and warranty would be $44,231.96. The anticipated cost for install of the four stations is $5,768.04.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet
The Form for Clean Air Vehicle and Infrastructure Projects will be completed and submitted after project completion.

I. Attach a copy of Cost-effectiveness Worksheet and any other information used to evaluate the proposed project.
Attached to this project information sheet is the following:
a. Cost-effectiveness Worksheet
b. Quote for Electric Vehicle Charging Station

J. Comments (if any):

LIGHT-DUTY AND LIGHT HEAVY-DUTY VEHICLE PROJECTS
FYE 2014 TFCA Program Manager Fund Worksheet

Version 1.0, updated 11/26/12

General Information Tab: Complete areas shaded in yellow.

Project Number (14XXXYY)	14NAP04
Project Title	Electric Vehicle Charging Station
Project Type Code (e.g., 7a)	12b
County (2-3 character abbreviation)	NAP
Worksheet Calculated By	Lorien Clark
Date of Submission	8/30/2013
Project Sponsor	
Project Sponsor Organization	City of Napa
Public Agency? (Y or N)	Y
Contact Name	Julie Lucido
Email Address	jlucido@cityofnapa.org
Phone Number	707-257-9690
Mailing Address	1600 First Street
City	Napa
State	CA
Zip	94559
Project Schedule	
Project Start Date	11/1/2013
Project Completion Date	7/1/2015
Final Report to CMA	5/1/2016

LIGHT-DUTY AND LIGHT HEAVY-DUTY VEHICLE PROJECTS

FYE 2014 TFCA Progam Manager Fund Worksheet

Version 1.0, updated 11/26/12

Calculations Tab: Complete areas shaded in yellow only.

Cost Effectiveness Inputs			
# Years Effectiveness:	5		
Total Project Cost:	$50,000		
TFCA Cost 40%:	$14,140		
TFCA Cost 60%:		TFCA Regional Fund Proj. #:	(If applicable)
*Total TFCA Cost:	$14,140	*Should equal Total Amount Requested column (in table below)	

Emission Reduction Calculations

Purchase/Lease of New Vehicles

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Vehicle	Unit #/ID	Incremental Cost	Amount Requested	Current Standard	New Vehicle Std.	Gross Veh. Weight (lbs.)	Avg Annual Miles	Current Year Emissions Standard (LEV)– See Emission Factors Table (gr/mi)				Proposed Vehicle Emission Std. – See Emission Factors Table (gr/mi)				Emission Reductions (gr/yr)				Cost-Effectiveness ($ / weighted ton)
Vehicle								NOx	ROG	PM	CO2	NOx	ROG	PM	CO2	NOx	ROG	PM	CO2	
SAMPLE	Hybrid #13	$4,000	$500	LEV	SULEV	Up to 8500	10,000	0.06	0.08	0.01	415	0.02	0.01	0.01	415	400	700	0	0	$82,473
1	Charger	N/A	$3,535	LEV	SULEV	Up to 8500	76,140	0.06	0.08	0.01	415	0.02	0.01	0.01	415	3,046	5,330	0	0	$76,580
2	Charger	N/A	$3,535	LEV	SULEV	Up to 8500	76,140	0.06	0.08	0.01	415	0.02	0.01	0.01	415	3,046	5,330	0	0	$76,580
3	Charger	N/A	$3,535	LEV	SULEV	Up to 8500	76,140	0.06	0.08	0.01	415	0.02	0.01	0.01	415	3,046	5,330	0	0	$76,580
4	Charger	N/A	$3,535	LEV	SULEV	Up to 8500	76,140	0.06	0.08	0.01	415	0.02	0.01	0.01	415	3,046	5,330	0	0	$76,580
5				LEV												0	0	0	0	#DIV/0!
6				LEV												0	0	0	0	#DIV/0!
7				LEV												0	0	0	0	#DIV/0!
8				LEV												0	0	0	0	#DIV/0!
9				LEV												0	0	0	0	#DIV/0!
10				LEV												0	0	0	0	#DIV/0!
11				LEV												0	0	0	0	#DIV/0!
12				LEV												0	0	0	0	#DIV/0!
13				LEV												0	0	0	0	#DIV/0!
14				LEV												0	0	0	0	#DIV/0!
15				LEV												0	0	0	0	#DIV/0!
	* Total Amount Requested		$14,140												Totals	12,182	21,319	0	0	

Cost-Effectiveness Results for Entire Project		Annual	Lifetime	
1	ROG Emissions Reduced	0.024	0.118	Tons
2	NOx Emissions Reduced	0.013	0.067	Tons
3	PM Emissions Reduced	0.000	0.000	Tons
4	Weighted PM Emissions Reduced	0.000	0.000	Tons
5	CO2 Emissions Reduced	0.00	0.00	Tons
6	Unweighted Emission Reductions (ROG, NOx & PM)	0.04	0.18	Tons
7	Unweighted TFCA Cost Effectiveness (ROG, NOx & PM)		$76,580	/Ton
8	TFCA Project Cost - Cost Effectiveness (ROG, NOx & Weighted PM)		$76,580	/Ton

Notes & Assumptions

Provide all assumptions, rationales, and references for figures used in calculations.

EMISSIONS REDUCTION

There is a Level 2, one-port electric vehicle charging station currently located in the Fifth Street Garage.
Below is the usage table for the Fifth Street Garage charging station from 5/8/13 to 6/6/13.

Fifth Street Garage Electric Vehicle Charging Station Usage 5/8/13 to 6/6/13		
Session Length (hh:mm)	# of Sessions	Hours (Session Length x # of Sessions)
0:00	0	0
0:30	12	6
1:00	12	12
1:30	9	13.5
2:00	9	18
2:30	2	5
3:00	5	15
3:30	5	17.5
4:00	7	28
4:30	2	9
5:00	4	20
5:30	4	22
6:00	1	6
6:30	0	0
7:00	2	14
7:30	0	0
8:00	1	8
8:30	1	8.5
9:00	1	9
	TOTAL:	211.5 hours per month

We are assuming a similar level of usage for each of the new electric vehicle charging stations.
Because the new stations will have two Level 2 ports rather than one Level 2 port, the total monthly usage for the Fifth Street Garage station was multiplied by two to calculate the expected usage for each of the new electric vehicle charging stations.

New Electric Vehicle Charging Station Expected Usage	
423	hours per month
5076	hours annually

"Level 2 [charging] adds about 10-20 miles of range per hour of charging time, depending on the vehicle."
U.S. Department of Energy. (2013). Developing Infrastructure to Charge Plug-In Electric Vehicles.
Retrieved from http://www.afdc.energy.gov/fuels/electricity_infrastructure.html
Using the average rate of 15 miles of range per hour of charging time, the average annual miles from electric charge was determined by multiplying this value with the expected annual usage for each of the new electric vehicle charging stations.

Average Annual Miles from Electric Charge per Station
76,140 miles

It can be assumed that with the new electric vehicle charging station in place, people with plug-in hybrid electric vehicles will have a place to recharge their vehicle's battery and thus, 76,140 miles per year per station will be driven using electric charge rather than using the conventional gasoline engine. The "Calcs" tab of this spreadsheet uses the rate of 76,140 miles as well as the data provided in the "Emissions Factors" tab from the California Air Resource Board to determine cost effectiveness of the project.

TOTAL PROJECT COST

See attached "Quote for Electric Vehicle Charging Station".
This quote is for $11,057.99 for one Level-2 dual-port electric vehicle charging station, tax, shipping, and warranty.
The price for all four stations would be $44,231.96
The amount anticipated for install of the four stations is $5768.04
Total project cost is $50,000

October 3, 2013
TAC Agenda Item 8
Continued From: September 2013
Action Requested: ACTION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
TAC Agenda Letter

TO: Technical Advisory Committee (TAC)

FROM: Kate Miller, Executive Director

REPORT BY: Danielle Schmitz, Associate Planner
(707) 259-5968 / Email: dschmitz@nctpa.net

SUBJECT: Regional Transportation Improvement Plan (RTIP)/State Transportation Improvement Program (STIP) 2014 Final Project List

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RECOMMENDATION

That the TAC review and recommend a final list of RTIP/STIP projects to be approved at the October 16, 2013Napa County Transportation and Planning Agency (NCTPA)Board Meeting.

EXECUTIVE SUMMARY

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the State Highway Account and other funding sources. The STIP is composed of two (2) sub-elements: the RTIP and the Interregional Transportation Improvement Program (ITIP).

As the Regional Transportation Planning Agency (RTPA) for the Bay Area, the Metropolitan Transportation Commission (MTC) is responsible for developing regional project priorities for the RTIP for the nine (9) counties of the Bay Area. The biennial RTIP is then submitted to the California Transportation Commission (CTC) for inclusion in the STIP.

MTC, in cooperation with NCTPA, the other Bay Area Congestion Management Agencies (CMAs) and Caltrans, is currently preparing the 2014 RTIP. For Napa County jurisdictions, the fund estimate is $6.873M including funds for planning, programming and monitoring (PPM), some of which goes to MTC. These funds may be rolled over to the next cycle and accumulated towards future capital projects without penalty, if desired.

Qualifying capital projects must be listed in the Regional Transportation Plan, and if involving the State Highway System, must already have a Caltrans-approved "Project Initiation Document" (PID). In addition, because of the complexity of qualifying projects for federal funding, projects must have a minimum budget of $250,000 (for larger counties it is $500,000).

In the last RTIP (2012) the jurisdictions of Napa opted to program $3.825 million in Local Streets and Roads (LSR) funding. RTIP funds have not been used for (LSR), per regional practice. This practice is not imbedded in policy as the CTC provides for use on LSR maintenance. However, the CTC has routinely not supported use of these funds for LSR. The CTC deems that regions that allocate RTIP funds to LSR have no regionally significant projects and therefore do not warrant additional matching funds from the CTC for other major projects such as the Soscol Flyover, Hwy 29 Airport interchange, etc. In the last STIP programming cycle the CTC awarded Napa only half the amount of funding it applied for in LSR funding.

In the 2012 STIP Napa County had a project awarded in FY 15-16 for $1.595 million. This project has been completed with other fund sources, leaving the $1.595 million to be added to the 2014 available STIP funds, which brings the total amount of RTIP funds available for Napa County jurisdictions to $8.283 million.

Recently, NCTPA was notified by Caltrans about a number of anticipated construction change orders on the Jameson Canyon project. The estimated share for Napa is currently at $500,000. Staff is recommending that this amount be held in reserve until the actual amount is known.

FISCAL IMPACT

Is there a Fiscal Impact? $8.283 million in STIP funds (less PPM)

BACKGROUND AND DISCUSSION

MTC, in cooperation with NCTPA, the other CMAs and Caltrans, is currently preparing the 2014 RTIP.

The 2014 RTIP provides approximately $95 million in new project capacity to the nine-county MTC-region. For Napa County jurisdictions, the total allocation is $6.873 million. Of this, $310,000 is allocated for PPM of which NCTPA will receive $279,000 and MTC will reserve $31,000.

Schedules

MTC released the RTIP Policies and Procedures on September 11, 2013. In order to meet the submittal deadline to the CTC, the CMAs have been asked to submit their draft project nominations to MTC by October 16, 2013, and their final project nomination

packages to MTC by November 7, 2013. To be able to meet this deadline, NCTPA opened a call for projects at the July 17, 2013, Board Meeting.

Project selection will be done by the Technical Advisory Committee. TAC will approve a draft list of projects to be sent to MTC by October 16, 2013, and recommend to the NCTPA Board for final approval of RTIP projects at the October 16, 2013 Board meeting. Projects will be prioritized by their ability to meet the RTIP criteria (i.e. listed in the RTP and have an approved PID). The full description of the Regional Transportation Improvement Program (RTIP) can be found by going to http://www.mtc.ca.gov/funding/STIP/.

The MTC Programming and Allocations Committee will review the final project listing on December 11, 2013. MTC is scheduled to adopt the final 2014 RTIP on December 18, 2013, for submittal to CTC. The CTC is scheduled to adopt the 2014 State Transportation Improvement Program February 2014.

SUPPORTING DOCUMENTS

Attachments: (1) 2014 STIP Fund Estimate
(2) Project Selection Criteria and Application Checklist
(3) STIP Schedule
(4) Proposed STIP projects

MTC Resolution No. 4118
Attachment 1-B

2014 STIP Fund Estimate County Targets

8/6/2013

Metropolitan Transportation Commission

All numbers in thousands

Table 1: County Share Targets

	a	b	c	a+b+c=d	e	d+e=f
	FY 2017-18 FY 2018-19 New Distrib.	2012 STIP Carryover Balance	Lapses and Expired TE Reserve*	2014 STIP Net Capacity	ARRA Backfill (Caldecott)	2014 STIP CMA Program Capacity
Alameda	30,031	2,000	0	32,031	(2,000)	30,031
Contra Costa	20,552	5,000	1,486	27,038	(5,000)	22,038
Marin	5,617	(39,820)	245	(33,958)		0
Napa	3,698	2,678	497	6,873		6,873
San Francisco	15,241	(2,827)	0	12,414		12,414
San Mateo	15,511	3,728	2,964	22,203		22,203
Santa Clara	35,676	(19,262)	2,518	18,932		18,932
Solano	9,308	1,256	0	10,564		10,564
Sonoma	11,444	(21,840)	1,204	(9,192)		0
Bay Area Totals	**147,078**	**(69,087)**	**8,914**	**86,905**	**(7,000)**	**123,055**

Note: New County Share Total is the sum of unprogrammed balances, lapses, and new capacity for FY 2017-18 and FY 2018-19. Counties with negatives have a "$0" new share/capacity.
* Prior year lapsed funds returned to county share, and County Share TE Reserve now expired.

Table 2: Planning, Programming, and Monitoring Amounts
FY 2016-17, FY 2017-18, and FY 2018-19

	g	h	g-h=i	j	i-j	f-i
	PPM Limit FY 2016-17 FY 2017-18 FY 2018-19	Currently Programmed for FY 2016-17	PPM Available for Programming MTC+CMA	MTC Share for FY 2017-18 FY 2018-19	CMA Share for FY 2017-18 FY 2018-19	2014 STIP CMA Program Capacity less PPM**
Alameda	2,519	1,017	1,502	275	1,227	28,529
Contra Costa	1,722	694	1,028	179	849	21,010
Marin	470	190	280	51	229	0
Napa	310	125	185	31	154	6,688
San Francisco	1,276	514	762	140	622	11,652
San Mateo	1,306	531	775	145	630	21,428
Santa Clara	2,990	1,206	1,784	321	1,463	17,148
Solano	779	314	465	85	380	10,099
Sonoma	963	391	572	102	470	0
Bay Area Totals	**12,335**	**4,982**	**7,353**	**1,329**	**6,024**	**116,554**

** Assumes CMA programs up to PPM limit.

J:\PROJECT\Funding\RTIP\14 RTIP\[Final 2014 STIP FE Targets 2013-08-06.xlsx]Sheet1

2014 Regional Transportation Improvement Program
Policies, Procedures and Project Selection Criteria
Attachment C: 2014 RTIP Project Screening Criteria

Eligible Projects

A. **Eligible Projects.** SB 45 (Chapter 622, Statutes 1997) expanded the range of projects that are eligible for consideration in the RTIP. Eligible projects include, state highway improvements, local road improvements and rehabilitation, public transit, intercity rail, grade separation, pedestrian and bicycle facilities, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety. Due to the current fund make up of the STIP, sponsors should expect that all projects programmed in the STIP should be eligible for federal funds.

Planning Prerequisites

B. **RTP Consistency.** Projects included in the RTIP must be consistent with the adopted Regional Transportation Plan (RTP), which state law requires to be consistent with federal planning and programming requirements. Each project to be included in the RTIP must identify its relationship with meeting the goals and objectives of the RTP, and where applicable, the RTP ID number.

C. **CMP Consistency.** Local projects must also be included in a County Congestion Management Plan (CMP), or in an adopted Capital Improvement Program (CIP) for counties that have opted out of the CMP requirement, prior to inclusion in the RTIP.

D. **PSR or PSR Equivalent is Required.** Projects in the STIP must have a complete project study report or, for a project that is not on a state highway, a project study report equivalent or major investment study. The intent of this requirement is to ensure that the project scope, cost and schedule have been adequately defined and justified. Projects with a circulating draft or final environmental document do not need a PSR. This requirement is particularly important in light of SB 45 timely use of funds requirements, discussed below.

   The required format of a PSR or PSR equivalent varies by project type. Additional guidance on how to prepare these documents is available on the internet at the addresses indicated within Part 3 (Project Study Report (PSR), or equivalent) of Attachment D: 2014 RTIP Project Application, which includes a table categorizing PSR and PSR equivalent requirements by project type.

Project Costs and Phases

E. **Escalated Costs.** All projects will count against share balances on the basis of their fully escalated (inflated) costs. All RTIP project costs must be escalated to the year of expenditure.

   As required by law, inflation estimates for Caltrans operations (support) costs are based on the annual escalation rate established by the Department of Finance.

   Local project sponsors may use the state escalation rates or their own rates in determining the escalated project cost in the year programmed.

F. Project Phases. Projects must be separated into the following project components:

1. Completion of all studies, permits and environmental studies (ENV)
2. Preparation of all Plans, Specifications, and Estimates (PS&E)
3. Acquisition of right-of-way (ROW)
4. Construction and construction management and engineering, including surveys and inspections." (CON)
   Note: Right-of-way and construction components on Caltrans projects must be further separated into capital costs and Caltrans support costs (ROW-CT and CON-CT).

The project sponsor/CMA must display the project in these four components (six for Caltrans projects) in the final submittal. STIP funding amounts programmed for any component shall be rounded to the nearest $1,000. Additionally, unless substantially justified, no project may program more than one project phase in a single fiscal year. Caltrans-sponsored projects are exempt from this prohibition. Additionally, right of way (ROW) funds may be programmed in the same year as final design (PS&E) if the environmental document is approved. ROW funds may be programmed in the same year as construction (CON) only if the project does not have significant right of way acquisition or construction costs that require more than a simple Categorical Exemption or basic permitting approvals (see section L). The CTC will not allocate PS&E, ROW, or CON funding until CEQA and NEPA (if federalized) documents are complete and submitted to CTC.

All requests for funding in the RTIP for projects on the state highway system and implemented by an agency other than the Department must include any oversight fees within each project component cost, as applicable and as identified in the cooperative agreement. This is to ensure sufficient funding is available for the project component.

G. Minimum Project Size. New projects or the sum of all project components per project cannot be programmed for less than $500,000 for counties with a population over 1 million (from 2010 U.S. Census data: Alameda, Contra Costa, and Santa Clara Counties), and $250,000 for counties with a population under 1 million (Marin, Napa, San Francisco, San Mateo, Solano, and Sonoma Counties), with the following exceptions:

(a) Funds used to match federal funds;
(b) Planning, Programming and Monitoring (PPM);
(c) Projects for landscaping and mitigation of State highway projects, including soundwalls;
(d) Caltrans project support components not allocated by the Commission; and
(e) Right-of-way capital outlay for Caltrans, which is not allocated by the Commission on a project basis.
(f) Other exceptions may be made on a case-by-case basis.

H. Fiscal Years of Programming. The 2014 STIP covers the five-year period from FY 2014-15 through 2018-19. The 2014 STIP has a shortfall in funding in the first three years, which may require counties to delay certain projects in order to align programming with available funding. If a project will not be ready for allocation in a certain year, project sponsors should delay funds to a later year of the five-year STIP period.

Readiness Standards

I. **Project Phases Must Be Ready in the Year Proposed.** Funds designated for each project component will only be available for allocation until the end of the fiscal year in which the funds are programmed in the STIP. Once allocated, the sponsor will have two additional years beyond the end of the programmed fiscal year to expend funds. For construction, the sponsor will have six months to award a contract and three years to expend funds after project award. Project sponsors must invoice at least once in a six-month period following the allocation of funds. It is therefore very important that projects be ready to proceed in the year programmed.

J. **Completion of Environmental Process.** Government Code Section 14529(c) requires that funding for right-of-way acquisition and construction for a project may be included in the STIP only if the CTC makes a finding that the sponsoring agency will complete the environmental process and can proceed with right-of-way acquisition or construction within the five year STIP period. Furthermore, in compliance with Section 21150 of the Public Resources Code, the CTC may not allocate funds to local agencies for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) for federally-funded projects. Therefore, project sponsors must demonstrate to MTC that these requirements can be reasonably expected to be met prior to programming final design, right-of-way, or construction funds in the RTIP. Final CEQA documents (aside from Categorical Exemptions, or CEs) must be submitted to CTC prior to allocation. Additional information is available at: http://www.catc.ca.gov/programs/environ.htm.

K. **Programming Project Components in Sequential STIP Cycles.** Project components may be programmed sequentially. That is, a project may be programmed for environmental work only, without being programmed for plans, specifications, and estimates (design). A project may be programmed for design without being programmed for right-of-way or construction. A project may be programmed for right-of-way without being programmed for construction. The CTC recognizes a particular benefit in programming projects for environmental work only, since projects costs and particularly project scheduling often cannot be determined with meaningful accuracy until environmental studies have been completed. As the cost, scope and schedule of the project is refined, the next phases of the project may be programmed with an amendment or in a subsequent STIP.

When proposing to program only preconstruction components for a project, the implementing agency must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan or the Caltrans interregional transportation strategic plan. The anticipated total project cost and source of any uncommitted future funding must be identified.

L. **Sequential Phasing.** For most projects, the different project phases should be programmed sequentially in the STIP, i.e. environmental before design before right of way before construction. Projects with significant right of way acquisition or construction costs that require more than a simple Categorical Exemption or basic permitting approvals, must not be programmed with the right of way and construction components in the same year as the environmental. Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of

design, right of way or construction. As prescribed in Section F, projects may not have more than one phase programmed per fiscal year, with the exceptions of Caltrans-sponsored preconstruction phases, and right of way (ROW) funds programmed with final design (PS&E) or construction (CON) where there are no significant ROW acquisitions necessary.

M. **The Project Must Be Fully Funded**. All local projects must be accompanied by an authorizing resolution stating the sponsor's commitment to complete the project as scoped with the funds requested. A model resolution including the information required is outlined in Attachment D - Part 1 of this guidance.

The CTC will program a project component only if it finds that the component itself is fully funded, either from STIP funds or from other committed funds. The CTC will regard non-STIP funds as committed when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including RSTP, CMAQ, and Federal formula transit funds, the commitment may be by Federal TIP adoption. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

All regional agencies with rail transit projects shall submit full funding plans describing each overall project and/or useable project segment. Each plan shall list Federal, State, and local funding categories by fiscal year over the time-frame that funding is sought, including funding for initial operating costs. Moreover, should the project schedule exceed the funding horizon, then the amount needed beyond what is currently requested shall be indicated. This information may be incorporated in the project application nomination sheets.

N. **Field Review for Federally Funded Local Projects.** One way to avoid unnecessary STIP amendment and extension requests is to conduct a field review as early as possible, so potential issues may be identified with sufficient time for resolution.

For all projects in the 2014 RTIP (anticipated to be a mix of federal and state funding), the project sponsor agrees to contact Caltrans and schedule and make a good faith effort to complete a project field review within 6-months of the project being included in the Transportation Improvement Program (TIP). For the 2014 STIP, Caltrans field reviews should be completed by September 1, 2014 for federal aid projects programmed in 2014-15 and 2015-16. The requirement does not apply to planning activities, state-only funded projects, or STIP funds to be transferred to the Federal Transit Administration (FTA).

Other Requirements

O. **Availability for Audits.** Sponsors must agree to be available for an audit if requested. Government Code Section 14529.1 "The commission [CTC] shall request that the entity receiving funds accept an audit of funds allocated to it by the commission, if an audit is deemed necessary."

P. **Interregional Projects May Be Proposed Under Some Restrictive Circumstances.** The project must be a usable segment and be more cost-effective than a Caltrans alternative project. Government Code Section 14527 (c) "A project recommended for funding by the RTPA in the Interregional

Improvement Program shall constitute a usable segment, and shall not be a condition for inclusion of other projects in the RTIP." Government Code Section 14529 (k) "... the commission [CTC] must make a finding, based on an objective analysis, that the recommended project is more cost-effective than a project submitted by the department...."

Q. **Premature Commitment of Funds.** The project sponsor may not be reimbursed for expenditures made prior to the allocation of funds by the CTC (or by Caltrans under delegation authority), unless the provisions of Senate Bill 184 are met in accordance with the CTC Guidelines for Implementation of SB 184. Under no circumstances may funds be reimbursed for expenditures made prior to the funds being programmed in the STIP or prior to the fiscal year in which the project phase is programmed. In addition, the sponsor must make a written request to Caltrans prior to incurring costs, in accordance with Caltrans Locals Assistance Procedures for SB 184 implementation.

R. **State-Only Funding.** The 2014 RTIP is expected to be funded with a mix of federal and state funds. Project sponsors must federalize their projects by completing NEPA documentation and complying with federal project delivery rules, unless they are granted a state-only funding exception by the CTC. Project sponsors are expected to meet all requirements of Article XIX in selecting projects receiving state-only funding. This includes sponsors or the CMA providing documentation verifying the county passed a measure allowing for the use of state-only State Highway Account funds on fixed guideway projects, should RTIP funds be proposed for use on non-federalized fixed guideway transit projects.

S. **Federal Transportation Improvement Program.** All projects programmed in the STIP must also be programmed in the federal Transportation Improvement Program (TIP), regardless of fund source. Project sponsors are encouraged to submit TIP amendment requests immediately following inclusion of the project into the STIP by the CTC. The project listing in the TIP must include total project cost by phase regardless of the phase actually funded by the CTC. STIP projects using federal funds will not receive federal authorization to proceed without the project being properly listed in the TIP.

T. **Agency Single Point of Contact.** Project sponsors shall assign a single point of contact within the agency to address programming and project delivery issues that may arise during the project life cycle. The name, title, and contact information of this person shall be furnished to the CMA and MTC at the time of project application submittal. This shall also serve as the agency contact for all FHWA-funded projects.

2014 Regional Transportation Improvement Program (RTIP)
Attachment D: 2014 RTIP Project Application

Project sponsors must submit a completed project application for each project proposed for funding in the 2014 RTIP. The application consists of the following five parts and are available on the Internet (as applicable) at: http://www.mtc.ca.gov/funding/

1. Resolution of local support
2. Project Study Report (PSR), or equivalent
3. RTIP Project Programming Request (PPR) form (with maps) (must be submitted electronically)
4. Performance Measures Worksheet (if applicable)
5. Routine Accommodations Checklist (if applicable: check with CMA or on MTC's website, listed above)

Part 1: Sample Resolution of Local Support

Resolution No. _____
Authorizing the filing of an application for funding assigned to MTC and committing any necessary matching funds and stating the assurance to complete the project

WHEREAS, (INSERT APPLICANT NAME HERE) (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for (INSERT FUNDING $ AMOUNT HERE) in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding, Transportation Alternatives (TA) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the (INSERT PROJECT TITLE(S) HERE) (herein referred to as PROJECT) for the (INSERT MTC PROGRAM(S) HERE) (herein referred to as PROGRAM); and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6 and §182.7 and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a

resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans. FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will

comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans. FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, APPLICANT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

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

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's federal TIP.

RTIP Project Application

Part 2: Project Study Report (PSR), or equivalent

The required format of a PSR or PSR equivalent varies by project type. The following table categorizes PSR and PSR equivalent requirements by project type. Additional guidance on how to prepare these documents is available on the Internet at the addresses indicated below, or from MTC.

Project Study Report (PSR) Requirements
PSR and Equivalents by Project Type

Project Type	Type of Document Required *	Where to get more information
State Highway	Full PSR or PD/ENV Only	*http://www.dot.ca.gov/hq/oppd/pdpm/pdpmn.htm*
Local Roadway a. rehabilitation	PSR for local rehabilitation	*http://www.dot.ca.gov/hq/LocalPrograms/public.htm* then look in "13. Project Study Report (Local Rehabilitation)"
b. capacity increasing or other project	PSR equivalent – project specific study with detailed scope and cost estimate	In most cases completing the Preliminary Environmental Study and Field Review forms in the Local Assistance Procedures Manual should be sufficient. These forms can be found at: Preliminary Environmental-- *http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm* then look in chapter 6 pg 6-31. Field Review -- *http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm* then look in chapter 7 pg 7-13.
Transit	State of California Uniform Transit Application	*http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/state-uta-app-091906.pdf*
Traffic Congestion Relief (TCR) Program projects (Specific phase)	TCR program application for the phases of work included in the TCR application	For a Traffic Congestion Relief (TCR) Program project, a TCR program application is considered a PSR equivalent for the phases of work included in the TCR application *http://www.dot.ca.gov/hq/transprog/ocip.htm*
Other	PSR equivalent with detailed scope and cost estimate	To be determined on a case by case basis

* In some instances a Major Investment Study (MIS) prepared under federal guidance may serve as a PSR equivalent where information provided is adequate for programming purposes.

RTIP Project Application

Part 3: Project Programming Request (PPR) Form

Applicants are required to submit a Project Programming Request (PPR) form in order to be considered for funding from the 2014 RTIP.

The PPR for new projects can be downloaded from the following location:
http://www.dot.ca.gov/hq/transprog/ocip/pprs/PPR%20-%20New%20Projects%20-%207-8-13_FY%2014-15%20thru%2018-19.xls

The PPRs for existing projects can be downloaded from the following location:
http://www.dot.ca.gov/hq/transprog/ocip/2014stip.htm

Part 4: Performance Measures Worksheet

Applicants submitting nominations for projects with total project costs exceeding $50 million, have over $15 million in STIP funds programmed, or using over 50% of a county share (for the county share period) are required to submit a Performance Measure Worksheet.

The Worksheet template is available at the following location:
http://www.catc.ca.gov/programs/stip.htm

Select the "2014 STIP Guidelines" document. The template begins on page 43 of the guidelines, under "Appendix B: Performance Indicators, Measures, and Definitions".

Part 5: Complete Streets Checklist

Applicants are required to include the Complete Streets (Routine Accommodations) Checklist with the application submittal to MTC for projects that will have an impact on bicycles or pedestrians. The Checklist is available from the Congestion Management Agencies and at the MTC website at http://www.mtc.ca.gov/planning/bicyclespedestrians/routine_accommodations.htm.

F. Project Phases. Projects must be separated into the following project components:

1. Completion of all studies, permits and environmental studies (ENV)
2. Preparation of all Plans, Specifications, and Estimates (PS&E)
3. Acquisition of right-of-way (ROW)
4. Construction and construction management and engineering, including surveys and inspections." (CON)
   Note: Right-of-way and construction components on Caltrans projects must be further separated into capital costs and Caltrans support costs (ROW-CT and CON-CT).

The project sponsor/CMA must display the project in these four components (six for Caltrans projects) in the final submittal. STIP funding amounts programmed for any component shall be rounded to the nearest $1,000. Additionally, unless substantially justified, no project may program more than one project phase in a single fiscal year. Caltrans-sponsored projects are exempt from this prohibition. Additionally, right of way (ROW) funds may be programmed in the same year as final design (PS&E) if the environmental document is approved. ROW funds may be programmed in the same year as construction (CON) only if the project does not have significant right of way acquisition or construction costs that require more than a simple Categorical Exemption or basic permitting approvals (see section L). The CTC will not allocate PS&E, ROW, or CON funding until CEQA and NEPA (if federalized) documents are complete and submitted to CTC.

All requests for funding in the RTIP for projects on the state highway system and implemented by an agency other than the Department must include any oversight fees within each project component cost, as applicable and as identified in the cooperative agreement. This is to ensure sufficient funding is available for the project component.

G. Minimum Project Size. New projects or the sum of all project components per project cannot be programmed for less than $500,000 for counties with a population over 1 million (from 2010 U.S. Census data: Alameda, Contra Costa, and Santa Clara Counties), and $250,000 for counties with a population under 1 million (Marin, Napa, San Francisco, San Mateo, Solano, and Sonoma Counties), with the following exceptions:

(a) Funds used to match federal funds;
(b) Planning, Programming and Monitoring (PPM);
(c) Projects for landscaping and mitigation of State highway projects, including soundwalls;
(d) Caltrans project support components not allocated by the Commission; and
(e) Right-of-way capital outlay for Caltrans, which is not allocated by the Commission on a project basis.
(f) Other exceptions may be made on a case-by-case basis.

H. Fiscal Years of Programming. The 2014 STIP covers the five-year period from FY 2014-15 through 2018-19. The 2014 STIP has a shortfall in funding in the first three years, which may require counties to delay certain projects in order to align programming with available funding. If a project will not be ready for allocation in a certain year, project sponsors should delay funds to a later year of the five-year STIP period.

METROPOLITAN TRANSPORTATION COMMISSION
2014 Regional Transportation Improvement Program
Development Schedule (Subject to Change)
September 5, 2013

March 5, 2013	Caltrans presentation of draft STIP Fund Estimate Assumptions (CTC Meeting – SF)
May 7, 2013	CTC adoption of STIP Fund Estimate Assumptions (CTC Meeting – Los Angeles)
June 11, 2013	Caltrans presentation of the draft STIP Fund Estimate and draft STIP Guidelines (CTC Meeting – Sacramento)
June 17, 2013	Partnership Technical Advisory Committee (PTAC) / Programming and Delivery Working Group (PDWG) discussion and review of initial issues and schedule for 2014 RTIP
June 28, 2013	Governor signs State Budget
July 15, 2013	PTAC and PDWG review of proposed RTIP Policies and Procedures
July 18, 2013	CTC holds STIP Fund Estimate Workshop and STIP Guidelines Hearing (Sacramento)
August 6, 2013	CTC adopts STIP Fund Estimate and STIP Guidelines (CTC Meeting – San Diego)
September 1, 2013	Caltrans STIP project cost increase and Caltrans-identified needs information due to MTC
September 4, 2013	Draft RTIP Policies and Procedures published online and emailed to stakeholders for public comment
September 11, 2013	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed RTIP Policies and Procedures
September 25, 2013	MTC Commission scheduled adoption of RTIP Policies and Procedures
October 16, 2013	**Draft Project Listings Due:** CMAs submit to MTC, RTIP projects summary listings and identification of projects requiring project-level performance measure analysis. Deadline to submit Complete Streets Checklist for new projects.
October 21, 2013	PTAC scheduled review of draft RTIP
November 7, 2013	**Final Complete Applications Due:** Final Project Programming Request (PPR) forms due to MTC. Final RTIP project listing, project-level performance measure analysis, completed project reports, and explanation of unaddressed Caltrans needs due to MTC. Final PSR (or PSR Equivalent), Resolution of Local Support, and Certification of Assurances due to MTC.
December 4, 2013	Draft RTIP scheduled to be available for public review
December 11, 2013	PAC scheduled review of RTIP and referral to Commission for approval
December 16, 2013	2014 RTIP due to CTC (PAC approved project list will be submitted)
December 18, 2013	**2014 RTIP Adoption:** MTC Commission scheduled approval of 2014 RTIP (Full RTIP to be transmitted to CTC within one week of Commission approval)
January 30, 2014	CTC 2014 STIP Hearing – Northern California (Location TBD)
February 4, 2014	CTC 2014 STIP Hearing – Southern California (Location TBD)
February 28, 2014	CTC Staff Recommendations on 2014 STIP released
March 20, 2014	**2014 STIP Adoption:** CTC adopts 2014 STIP (CTC Meeting – Orange County)

Shaded Area – Actions by Caltrans or CTC

2014 STIP Projects - FY 14/15 to 18/19 (available for programming $8,051,000)

ID	Project Name	Sponsor	Description	Funding Type	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Total Request	Total Project Cost	Comments
1	Lena Drive and Stenson Drive Rehabilation	American Canyon	Rehabilitate on Lena Drive and Stenson Drive	STIP 2012		$268,000 (CON)				$268,000	$268,000	Approved in 2012
2	Silverado 5 - legged Intersection Improvements	City of Napa	Intersection geometry improvements, lane widening, travel land reconfiguration, and signal modification	STIP 2014				$2,500,000 (CON)		$2,500,000	$5,210,000	
3	Devlin Road Extension	American Canyon	Extending Devlin Rd. approximately 2,500 feet to the south, connecting at Green Island Road	STIP 2014		$297,000 (PE)		$1,785,000 (CON)		$2,082,000	$2,881,800	
4	Eucalyptus Drive Extension	American Canyon	Extending Eucalyptus Drive from Theresa Rd. to intersect with Hwy 29.and reconfiguring Eucalyptus and Theresa Road intersection.	STIP 2014				$1,154,000 (CON)		$1,154,000	$4,524,000	
5	California Roundabouts	City of Napa	Roundabouts at First and California and Second and California	STIP 2014		$1,070,000 (CON)				$1,070,000	$5,369,000	
6	Improve Intersection at Petrified Forest Road and SR 128	Calistoga	Intersection improvements to 4-way stop by adding signalization	STIP 2014		$105,000 (PE)	$50,000 (ROW)	$425,000 (CON)		$580,000	$3,100,000	prioirty for Calistoga
7	Fair Way Extension Class I Multipurpose Path	Calistoga	Extend Class I multipurpose path from Washington northerly to Lincoln Ave. for a little over half a mile.	STIP 2014				$500,000 (CON)		$500,000	$500,000	
8	Hopper Creek Pedestrian Path Project between Oak Circle and Mission	Yountville	Construct pedestrian bridge across Hopper Creek and construction of park path leading up to the bridge on both sides of creek	STIP 2014				$500,000 (CON)		$500,000	$500,000	
9	Segments 7 & 8 of Napa River and Bay Trail	Napa County Parks and Open Space/ NCTPA	Class I multipurpose path that starts at Napa Plant extends 0.7 miles under Butler Bridge and ends at Soscol Ferry Road	STIP 2014	$250,000 (CON)					$250,000	$250,000	
10	Airport Boulevard Rehabilitation	Napa County	Rehabilitate Airport Blvd. between SR 29 and Napa County Airport, including AC pavement overlay and retrofit curb ramps.	STIP 2014			$57,000 (PE)	$1,426,000 (CON)		$1,697,000	$1,916,000	
11	Highway 29/ Grayson Ave Signal Construction	St. Helena	Install traffic signal at Hwy 29 and Grayson Ave in St. Helena	STIP 2014	$300,000 (CON)					$300,000	$400,000	
12	Jameson Canyon Widening	NCTPA	Jameson Canyon Widening	STIP 2014	$500,000 (CON)					$500,000	$60,800,000	
13	Napa Valley Vine Trail (Solano Segment)	NCTPA	Construct class I bike and pedestrian path along Solano Ave between California Drive in Yountville and Redwood Road in Napa.	STIP 2014	$1,000,000 (CON)					$1,000,000	$5,160,000	
										$12,401,000		

October 3, 2013
TAC Agenda Item 9
Continued From: NEW
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
TAC Agenda Letter

TO: Transportation Advisory Committee (TAC)

REPORT BY: Lawrence E. Gawell, Program Manager for Planning
(707) 259-8636 / Email: lgawell@nctpa.net

SUBJECT: Transit Maintenance Yard and Fueling Facility Feasibility Study

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RECOMMENDATION

In April of 2013, The Board of Directors authorized the Executive Director to enter into an agreement with Kimley-Horn and Associates, Inc., to conduct a Feasibility Study for a Transit Maintenance Yard and Fueling Facility. Site selection has been narrowed to two (2) sites from an initial identification of over 26 possible sites.

EXECUTIVE SUMMARY

As part of the study a needs assessment was conducted and criteria established (Technical Memorandum #1). An initial review of available properties identified 26 potential sites in Napa County that were evaluated and reduced to four (4) potential sites (Technical Memorandum #2). Further evaluation of the four (4) preferred sites has resulted in two top sites being identified (Technical Memorandum #3*).

BACKGROUND AND DISCUSSION

NCTPA has a need for a new transit maintenance yard and fueling facility. The present facility at Jackson Street is not capable of fueling any NCTPA vehicles and NCTPA must purchase fuel at market rates from the local Chevron fueling station. The Jackson Street facility has an inadequate number of bus maintenance bays; it does not have adequate parking space for all of the NCTPA vehicles; and it has no room for a modern bus wash. At the present time, NCTPA is required to park vehicles at the Expo Fair Grounds due to lack of space. Under the provisions of RFQ 2012-01, On-call Planning Services, NCTPA solicited proposals from ten (10) firms for Task Order 4 to conduct a feasibility study for a new bus maintenance yard and fueling facility. The primary focus of the proposed feasibility study is to conduct a needs assessment, update existing

CNG and alternative fueling studies, assess the feasibility of a multijurisdictional facility, and recommend candidate sites for assessment.

Kimley-Horn Associates Inc., in concert with NCTPA staff and Veolia staff conducted a needs assessment and established criteria (Technical Memorandum #1). An initial review of available properties identified twenty-six potential sites in Napa County. That list of properties was evaluated and reduced to four potential sites (Technical Memorandum #2). Further evaluation of the four preferred sites has resulted in two top sites being identified (Technical Memorandum #3*). The two (2) preferred sites are the BOCA property located off Basalt Road next to Syar Industries (known as Site 20) and a parcel located next to Nova Construction on the West side of Devlin Road (known as Site No. 2).

SUPPORTING DOCUMENTS

Attachments: (1) Feasibility Study Technical Memorandum #1
(2) Feasibility Study Technical Memorandum #2
(3) Feasibility Study Technical Memorandum #3*

**Attachment to be made available at the meeting.*

DRAFT
Technical Memorandum #1

TO: **NCTPA Project Team**

FROM: **David A. Cheeney, AICP**

DATE: **July 12, 2013**

SUBJECT: **NCTPA Technical Memorandum – Space Planning**

This technical memorandum is the first in a series of reports that document the study of the proposed NCTPA Transit Operations and Maintenance Facility that would serve the community of Napa, CA. This report summarizes the space plan and program, which forms the basis of the future design for the Facility.

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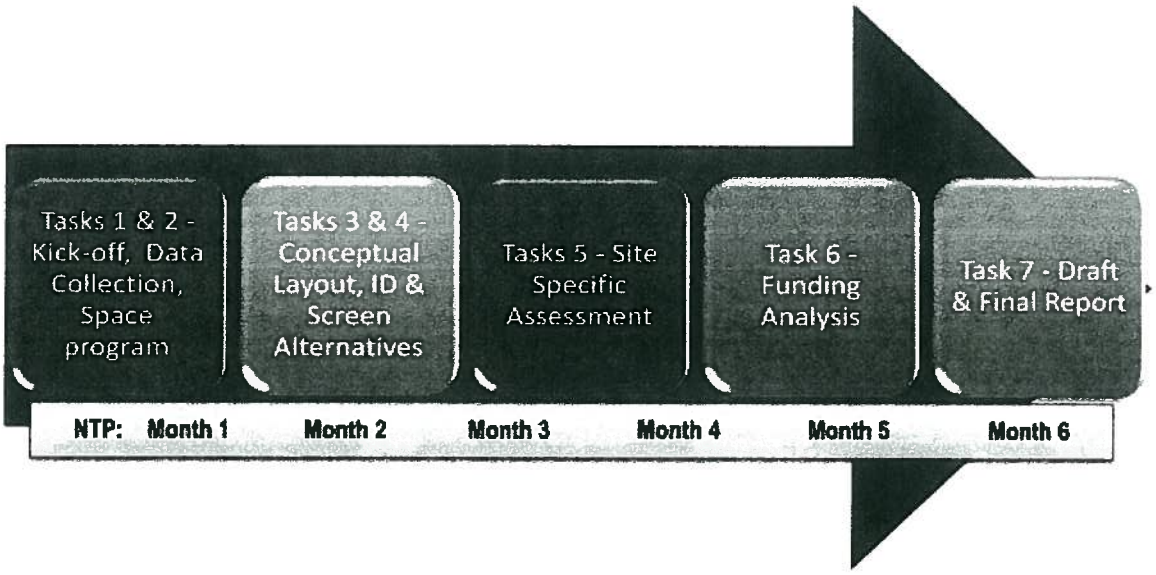
1. Background and Purpose

This technical memorandum is the first in a series of reports that document the study of the proposed transit operations and maintenance facility for the Napa County Transportation and Planning Administration (NCTPA). This report summarizes the space plan and program, which forms the basis of the future design for the facility.

1.1. Purpose

NCTPA selected Kimley-Horn and Associates (KHA) to prepare a preliminary engineering and NEPA study for the Facility. The study process will include data collection, interviews of key staff, space planning and programming, the identification of potential sites, the preparation of conceptual site plans, and screening of these sites. The study will conclude with a funding analysis and a recommendation on a preferred site.



KHA initiated the NCTPA Facility study in June 2013 by interviewing the NCTPA staff to obtain information about current agency operations and maintenance practices and space needs at an existing facility in Napa, CA. Based on these interviews, and drawing upon national bus maintenance facility space planning standards, the KHA team identified the appropriate square footage requirements for the proposed NCTPA Facility. The primary driver of a space program for an operations and maintenance facility is the size of the transit fleet to be serviced and stored at the site.

1.2. Fleet Size

The existing NCTPA Bus Maintenance facility services approximately 80 vehicles at present. Based on a one percent annual growth rate the fleet is expected to grow to 97 buses in 20 years. The existing NCTPA Facility is designed for a much smaller fleet and will not accommodate this level of growth. Table 1 summarizes the transit fleet size for the current year (2013) and a 20 year planning horizon using a one percent growth rate.

Table 1. Fleet Size for NCTPA Maintenance Facilities- Current and 20 years

Fleets at NCTPA Facilities	*Current (2013)*	*Twenty Years (2033)*
Existing Facility (Napa)	80	0
Proposed Facility	*NA*	97
TOTAL FLEET	**80**	**97**

Year	*2013*	*2020*	*2025*	*2030*	*2033*
1% Annual Growth	80	86	90	95	**97**

Table 2 summarizes the transit fleet by vehicle types for the current year and a 20 year planning horizon. Using a one percent annual growth model the fleet will expand to 97 vehicles in 20 years with a mix of vehicle types.

Table 2. Detailed Vehicle Types - Current and 20 years

Vehicle Types and Function	*Current (2013)*	*Twenty Years (2033)*
40' Fixed Route	12	15
35' Fixed Route	21	25
28' Fixed Route	8	10
Mixed Fixed Route	9	11
21'-23' Paratransit	19	23
22' Shared Vehicle Program	4	5
TBD "New" Vehicles	7	8
TOTAL FLEET	**80**	**97**

It's important to note that the proposed facility will accommodate additional growth beyond the future 97 bus fleet by incorporating flexible design standards for the structures and anticipating for expansion in the layout for fleet parking.

1.3. Space and Facilities Program

The proposed space and facilities program for a 97-bus fleet at the NCTPA Facility is included in this report. Section 4 describes all of the building and site functions including administration, operations, maintenance, and parking areas. Site circulation, setbacks, landscaping requirements, and the total acres needed for the NCTPA Facility are also defined. Approximately **9.14** acres are needed for these functions, as shown in Table 3.

Table 3. Proposed Functional Space Allocation for NCTPA Facility

Functions	*Employees*	*Area*
NCTPA Administration Areas	0	907*
Contractor Bus Operations Areas & Support	159	8,636
Contractor Bus Maintenance (Offices)	18	2,554
Contractor Bus Maintenance (Bays & Shops)	0	19,243
Contractor Fleet Service Areas (Fuel & Wash)	1	10,575
SUBTOTAL	**178**	**41,916**
Exterior Parking Areas (bus and employees)		157,062
Subtotal Area (Building + Exterior)	1	198,978
Circulation Factor (100% of Subtotal)		198,978
TOTAL AREA (SF)		**397,955**
TOTAL AREA		**9.14 ACRES**

***NOTE**: Space for administrative areas is dependent upon storage and other operations rather than employees working within the designated space

In summary, the future NCTPA facility will require a land parcel of between 9 and 10 acres with space to store a fleet that is assumed to grow to 97 revenue vehicles over the next two decades with additional room to accommodate future expansion. The following report will detail the assumptions and calculations used to arrive at this value.

1.4. Current Operations and Deficiencies at Existing Facility

On June 18, 2013 the project team toured the existing NCTPA maintenance and operations site located at Jackson Street and Soscol Avenue in downtown Napa, CA. Photos and notes were taken and are included in a project log. The scope of services for this study does not include an analysis of the existing facility; however, during the site review several major deficiencies were discovered.

The existing facility is significantly undersized for the fleet currently stored there leading to suboptimal practices. The site services a mix of bus types: 40 foot, 35 foot and 28 foot fixed route vehicles, as well as a mix of smaller paratransit vehicles. The site is small and employees must park off site using public streets or share spaces with revenue vehicles. The administrative facilities are undersized and are housed in temporary trailers. There are too few service bays for the fleet being serviced. There is no fueling on the site: the fleet is fueled at retail vendors in the community. Some major deficiencies are noted in Table 4.

Table 4. Deficiencies at the Existing NCTPA Bus Maintenance Facility

Major Deficiencies	*Issue*	*National Standards*
Fleet Parking Patterns	Buses are backed out and parked nose-to-tail	Pull-through parking
Service Bay Ratio	Over 20 buses per Bay	12 buses per Bay
Number of Bays	2.5 existing	8 service bays and 2 optional bays
Fueling Lanes	Not on site: the fleet is fueled at retail vendors	50 buses per lane

The current overcrowding, lack of sufficient number of service bays, lack of fueling structures, and the recent expansion of NCTPA transit service strongly support the need for a new operations and maintenance facility.

2. Data and Analysis

2.1. Basis for Design

The purpose of this section of the document is to define the functional and operational characteristics of NCTPA's administrative, operations and maintenance groups that will be located at and operating from the proposed NCTPA Facility. This Basis for Design is a critical step in developing the requirements and space needs for the proposed NCTPA Facility. The understanding gained by the design team during the programming interview sessions greatly influences the master plan, concept design and layout of the proposed facility. A summary of operational characteristics is included for each group below.

The programming data provided by NCTPA and the programming questionnaires completed by representatives from each group served as the basis for the programming discussions. The information NCTPA staff provided included functional characteristics, hours of operation, staffing levels, vehicle parking requirements and key planning issues for each group. Based on published data and service interviews we concluded that the fleet would grow at a conservative one percent per year, and a horizon planning year of 20 years would

be used. This then shows a future fleet of 97 vehicles in the fleet: far too large to be supported at the current facility.

Table 5. Fleet Size and Bay Needs for NCTPA Maintenance Facilities

Fleets Size and Bays	*Fleet Size*	*Service Bays*	*Optional Bays*
Existing Facility (2013)	80	2.5	0
Proposed Facility(2033)	97	7	1

For a fleet of 97 mixed vehicles the facility would need up to seven (7) service bays with a mix of various lifts and no in-ground pits. One (1) optional bay could include a separate chassis wash bay and a body shop/paint booth if NCTPA selects to conduct those services within the facility.

2.1.1. Functional and Operational Design Data

NCTPA Administration

Function: The administrative staff provides support for the operations and maintenance departments. Support functions include, but are not limited to, general administration, Human Resources, customer service, and marketing. Currently all NCTPA staff are housed at the new transit center. It is assumed that no new staff will be placed at the new operations and maintenance center, but will include storage for supplies and files.

NCTPA Staffing: The current standard hours of operation for NCTPA administrative staff are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Table 6 indicates proposed storage space for the proposed Bus Maintenance Facility.

Table 6. Administration Space Needs for NCTPA Maintenance Facilities

Position	*Proposed Facility*
Off-site Storage	144
Server Room	200
IT Storage	128
File Storage Room	200
Total (sf)	**907**

Key Planning Issues for NCTPA Facility Administrative Space

The following key planning issues were conveyed to the Design Team during the Programming Interview process. These issues, where appropriate, were incorporated into the Space and Facilities Program. Other issues related to the function, adjacent uses, or features will be incorporated in the design.

Office Support Areas

a) A lobby/reception area will be provided that can be secured from the other office areas.
b) A conference room will be sized for 10 to15 people and will include a conference table and chairs.
c) The copy/fax/file/supply room will be sized to include a copier, printers, fax machine, office supplies storage, file cabinets, and a layout/work area. This work space will be accessible by all administration and operations staff, but will be sited to minimize noise and distractions.
d) A break room/kitchenette for administrative staff will include space for tables and chairs to accommodate 10 people, counter space with room for a sink, microwave and coffee pot, and a refrigerator.
e) Two sets of men's and women's restrooms should be provided. One set for use by administrative staff and the second located off of the lobby/reception area for use by visitors.
f) A janitors' room will be included that includes a sink and area for janitorial tools and supplies.

Contractor Bus Operations

Function: The bus operations department provides daily operation of the bus service and is operated by the contractor. This includes Schedulers, Operations and Road Supervisors, Dispatch, Safety/Training Officers, and Vehicle Operators.

Staffing: The Operations Department currently provides service from 5:00 a.m. to 10:30 p.m., seven days per week [CONFIRM]. This includes road supervision, scheduling, dispatching, and safety/training. The following table indicates the projected number of operations staff.

Table 7. Operations Staffing

Position	Existing Facility	Proposed Facility
General Manager	1	1
Payroll and Administration	1	1
Operations Manager	1	1
Safety and Training Manager	1	1
Road Supervisor	4	5
Yard Supervisor		1
Operations Supervisor	1	1
VINE Dispatcher	3	4
VINE GO Dispatcher	3	4
Dispatcher Supervisor		1
Operators	77	136
Transit Store	3	3
Custodial/Mechanical Tech		
Total	***95***	***159***

Vehicle Parking

Bus Parking: Table 8 provides a list of projected bus parking requirements for the proposed NCTPA Facility. These include parking stalls for conventional 40-foot transit buses (12 foot wide by 50 foot deep space), and smaller 35-foot transit buses (12 foot wide by 40 foot deep space). The NCTPA should consolidate their fixed route fleet to two vehicle sizes: 40 and 35 foot, and phase out the 28 foot vehicles.

Table 8. Bus Parking Requirements

Bus Type	Parking Stall Dimensions	Existing Facility	Proposed Facility
40 ft. Fixed Route Bus	12' x 45'	12	15
35 ft. Fixed Route Bus	12 x 45'	21	25
28 ft. Fixed Route Bus	12' x 35'	8	10
Mixed Fixed Route	12' x 35'	9	11
23 ft. Paratransit Bus	12' x 35'	19	23
22' Shared Vehicle Program	12' x 35'	4	5
TBD "New" Vehicles		7	8
Total Revenue Fleet (Buses)		***80***	***97***

Support Vehicle Parking: Operations staff also use several non-revenue support vehicles. Table 9 provides a list of those vehicles:

Table 9. Total Non-Revenue Parking Requirements

Non-revenue Support Vehicle	*Parking Stall Dimensions*	*Existing Facility*	*Proposed Facility*
Operations	10' x 20'	5	6
Administration	10' x 20'	0	2
Total		***5***	***8***

Key Planning Issues for the Operations Space:

The following issues will be addressed during the design of the facility.

Office Areas:

- The Road Supervisors will work in a shared office with workstations. Wall space for maps and storage for files will be provided.
- The Road Supervisors shared office will be placed adjacent to the dispatch center.
- The training room will be sized for up to 25 people with tables and chairs set up in a classroom style format. Provisions must be made for network connections for computer based training programs.
- In order to maximize the utility of the training room, it will be designed with a folding partition wall.
- A storage area for training supplies, audio/video equipment, and surplus tables and chairs will also be required.

Dispatch Center/Drivers Support Areas:

- The dispatch center will be positioned with a clear view of both the drivers' break room and the bus parking area.
- The dispatch center will include an open "window" position to allow Dispatchers to interact with the Vehicle Operators as they move from the drivers' room to the bus parking area. The "window" positions should be a large open counter area.
- A secure storage room will be located within the dispatch center.
- The dispatch vestibule area is a space where the drivers stand while interacting with dispatchers at the "window" counter position. The vestibule will include an exit to the bus parking areas. This area will be enclosed with glass walls to allow a view through the vestibule to the drivers' room.
- The mailbox area will include 9" x 12" x 4" high mailboxes, with one mailbox per driver plus adjacent additional open slots for bulk fliers.

- There will be a quiet room adjacent to the drivers' room.
- There will be a kitchenette/vending area separate, but adjacent to, the drivers' room.
- There will be men's and women's restrooms and showers in this area. Each shower area should include 6 to 10 shared open disrobing areas to use during showers.
- There will be dedicated ½ height lockers for each driver in a separate locker alcove adjacent to the drivers' room.
- There will be a shared fitness room near the drivers' room and restrooms.
- There will be a janitors' room, adjacent to the restrooms, and sized for a mop sink, mop bucket, and storage for supplies.

Contractor Bus Maintenance

Function: The contractor's bus maintenance staff is responsible for the maintenance and repair of the NCTPA revenue buses and non-revenue vehicles. Other maintenance staff (i.e. utility or service workers) perform daily servicing (fueling and fluid level checks), movement of vehicles on the site, and cleaning (both interior and exterior) of the buses.

Staffing: The bus maintenance personnel provide maintenance services during three shifts, 24 hours per day, five days per week. The first shift is 7:00 a.m. to 3:00 p.m., the second shift is 3:00 p.m. to 11:00 p.m., and the third shift is 11:00 p.m. to 7:00 a.m., Monday through Friday. There is no maintenance personnel on weekends.[CONFIRM]

Table 10 indicates the projected number of operations staff for both the existing and the proposed NCTPA Facility:

Table 10. Bus Maintenance Staffing Levels

Position	*Existing Program*	*Proposed Facility*
Maintenance Manager	1	1
Supervisor (shared)		1
Parts Manager	1	1
Administrative Clerk		1
Mechanics & Technicians	10	14
Bus Stop Maintenance	1	0
Total	**13**	**18**

Vehicle Parking: Maintenance personnel will be assigned shop trucks and other non-revenue vehicles to support the maintenance activities. These vehicles are accounted for in Table 9.

Key Planning Issues: The following issues will be considered in planning and design efforts to support the projected fleet at the NCTPA maintenance facility:

Office Areas:

- The maintenance office areas will be constructed of materials to provide suitable sound isolation from the adjacent shop areas.
- The office for the Parts Manager will be sized to include a chair, desk, lateral file, and bookcase.
- The manual/technical library will include shelving for service manuals and workstation computer terminals for access to on-line or CD manuals. Workstations will be shared by all Mechanics.
- A shared Supervisor's workstation will be located on the shop floor with a view of the repair bays and shop areas. This workstation will be a stand-up work counter layout.

Support Areas:

- The Mechanics' workstations will have computer access and will be located throughout the repair bay areas.
- The men's and women's restrooms, lockers, and shower facilities will be conveniently accessible from the repair bays.
- There will be a dedicated uniform delivery/storage area that is easily accessible for the uniform service staff.
- The lunch/break room will be conveniently accessible for bus maintenance staff. This area will include a kitchenette/vending area that will include vending machines, sink, microwave, refrigerator, stove, and counter space.

Repair Areas:

- The standard running repair bays will be sized at 20 feet wide by 60 feet long to maintain the projected fleet of 45-foot and 35-foot buses and smaller vans. Each service bay will be equipped with vehicle exhaust reels, lubrication reels, vehicle lifts, and a workbench with a vise. Lubrication reels will be shared between two bays.
- Preventive Maintenance inspection bays are designed as bays for inspection and preventive maintenance. Bays will be sized at 20 feet wide by 60 feet long to maintain the projected fleet of 45-foot, 40-foot, and 30-foot buses. These bays will include a lower level work area with rolling drain pans for easy removal of waste fluids.
- Additional men's and women's restrooms may be required in remote parts of the facility.

Specialty Bays:

- Chassis wash bays will be sized at 20 feet wide by 60 feet long with a parallelogram lift. The service bays should be designed to allow for buses to be driven through them, if possible.

- A chassis wash equipment alcove will be provided adjacent to each chassis wash bay for the high-pressure/hot water washers.

Shop Areas:

- Dedicated common work areas are required to support bench work and machine shop activities, and should be located centrally and open to all repair bays. This area will hold fixed shop equipment such as parts washers, drill presses, buffer/grinders, workbenches with a vise, abrasive blast cabinets, etc.
- The brake shop will be located centrally and open to the repair bays. This area will include equipment such as a brake lathe(s) with associated dust collector, shelving units, and monorail hoist.
- The tire shop/storage is a dedicated area for maintenance and storage of tires. This area will include equipment such as a tire balancer, tire changer, workbench, inflation cage, and tire racks. The storage will be sized to include at least one spare tire for each bus and non-revenue vehicle.
- There will be a component rebuild room that can be separately ventilated and environmentally controlled.
- The tool crib will be a secure area for the storage of NCTPA-supplied tools. Access to the tool crib will be provided through the parts storage room.
- The lube/compressor room will be sized to include bulk fluid storage tanks with air-operated pumps, duplex air compressor, and a refrigerated air dryer. This room will have exterior access with double-doors for deliveries.
- The facility will include a dedicated battery room. This area will be designed only for the storage of batteries. Large multi-cell bus batteries will not be charged in this facility. If charging is a potential requirement in the future, the battery room will be located on an exterior wall and if possible, be an outdoor alcove space with a chain-link security fence at the exterior wall.
- The tool box storage area will be sized to provide one toolbox per Mechanic. It will be located adjacent to the repair bays.
- A separate storage area for portable equipment, for each shop will be provided. Equipment in this area will include jack stands, floor jacks, battery chargers, etc., and will be located adjacent to the repair bays.
- The facility maintenance shop will include a secure area for tools and equipment. This shop will have separate outside access as well as secure access from the maintenance building.

Parts Storage: The parts storage area must be a secure area with limited access that is located central to the repair areas. This parts storage area will include the following spaces:

- There will be a dedicated work area for the parts clerk.
- There will be a parts issue window for Mechanics to access the parts storage. This will be in a recessed area off the main aisle. There will be a counter and access for a forklift to move larger, bulkier items.
- There will be a small parts storage area with drawer cabinets, door cabinets, and shelving for small parts. There will also be a bulk parts storage with bulk storage racks, and pallet racks for palletized large parts.
- There will be a mezzanine storage area for slow moving (less used) parts and an archive records storage area.
- There will be a dedicated area for shipping and receiving. This area will be accessed via an exterior, lockable overhead door.

Vehicle Service - Bus Fueling Facility:

- The fare retrieval, fueling, detail cleaning and bus wash facility will be located in-line within two separate but adjacent buildings.
- The fueling positions are to be within two covered fueling lanes.
- A lube compressor room will be sized to include bulk fluid storage tanks with air-operated pumps, a duplex air compressor, and a refrigerated air dryer. The lube compressor room will include an exterior double door for deliveries.
- A vacuum room will to be sized to accommodate the vacuum equipment and accessories selected by NCTPA.
- A cleaning supply storage room with shelving for supplies used for interior bus cleaning will be provided.
- There will be space for an above ground storage for fuel equipment and fuel tanks adjacent to or near the fueling lanes.

Fare Retrieval Facility:

- Locate the fare retrieval positions in the fuel lanes. Fares will be pulled while the bus is fueling.
- A secure fare counting room will be provided adjacent to the fare retrieval positions.

Bus Wash Facility:

- The bus wash facility will include one or more lane(s) with drive-through automated bus washers for cleaning the exteriors of buses.
- A bus wash equipment and reclamation area will be located adjacent to the wash bays.
- Where only one bus wash lane is required, there must be adequate clearance between the fueling area and the bus wash facility in order to maneuver buses from both fuel lanes into the bus wash lane or to bypass the bus wash lane.

2.1.2. General Site Requirements

Site Requirements

There are specific site requirements necessary to ensure a safe, efficient, and functional bus maintenance facility. These specific requirements include, but are not limited to, the following:

- Site Security will be provided through the use of cameras and limited access points throughout the site.
- A perimeter fence will secure the entire site.
- A second emergency access for buses to enter and exit the operations yard is recommended.
- The counter-clockwise flow of traffic (left-hand turns) will make site circulation more safe and efficient.
- There will be adequate and efficient bus parking on the site.
- There will be adequate and efficient parking for employees either on the site (recommended) or in an off-site overflow lot with appropriate shuttling of staff between the parking area and buildings. Employee parking will include sufficient spaces to account for overlaps during shift changes.
- Visitor parking will be provided and designated on the site.
- Disabled parking will be provided and designated on the site as required by code.
- Parking for support vehicles designated for operations and bus maintenance will be located near their respective buildings.
- Site lighting will provide sufficient and even light throughout the entire site.
- A patio that is accessible from the operations and bus maintenance areas and designated for employee use during breaks is recommended.
- Adequate pedestrian circulation areas will be provided in accordance with the Americans with Disabilities Act (ADA).
- Appropriate site signage will be included throughout the facility design.

3. Space Needs Program

3.1. Introduction

This section presents the Space Needs Program for the proposed facility. The space needs program for the proposed facility forms the basis of the design of the future site and structures. The current assumption is the current facility will be closed and all functions will be relocated to the new proposed facility

This program is based on a 97-bus fleet for the proposed facility. The Space Needs Program presents the space requirements necessary for facilities required to support the bus operations. It includes all building spaces, covered areas, and parking areas necessary to meet the current and future operating needs for the administration, operations, and maintenance departments to be located at these facilities.

The information is summarized in a table at the end of this section that includes projected space needs for building areas, covered areas, exterior areas, and parking areas. These projected space needs are subtotaled as net square footage and total site acreage requirements.

3.2. Staff Summary

Facility staffing levels are crucial to the design team when determining the number of parking spaces, size of support facilities, and developing occupancy levels. Table 11 is a summary of the projected staffing levels for each department. These staffing levels were taken directly from interview sessions. The Basis of Design and the Program provide a detailed breakdown of each department's employees.

Table 11. Staff Summary

Department	*Existing Facility*	*Proposed Facility*	*Notes*
NCTPA Administration	0	4	Assumes future storage space
Contractor Bus Operations	95	137	Based on 1% growth
Contractor Bus Maintenance	13	18	Based on 1% growth
Total	***100***	***159***	

3.3. Vehicle Summary

The number of buses, non-revenue vehicles, and employee vehicle quantities are essential to the design team when determining the size of the required parking facilities. Bus, non-revenue vehicle, and employee vehicle quantities were developed from interview sessions and questionnaires. Table 12 summarizes program vehicle and parking requirements for the NCTPA bus operations and maintenance facilities for both facilities. The buses and non-revenue vehicles will be stored and maintained at the facility, whereas the employee vehicles will only be stored at this site during the time the employee is on duty.

Table 12. Vehicle Parking Summary

Vehicle	Existing Facility	Proposed Facility
Bus Parking:		
40 ft. Fixed Route Buses	12	15
35 ft. Fixed Route Buses	21	25
28 ft. Fixed Route Buses	8	10
Mixed Fixed Route	9	11
Paratransit (23') Vehicles	19	23
22' Shared Vehicle Program	4	5
TBD "New" Vehicles	7	8
Down line/ready line	2	15
Total Bus Parking	**82**	**112**
Non-Revenue Parking:		
Non-Revenue Support Vehicles (Administration, Operations, Maintenance)	*5*	*8*
Employee Vehicles	*0*	*124*
Visitor Vehicles	*0*	*8*
Handicapped Parking	*0*	*7*
Maintenance Service Vehicles	*0*	*2*
Total Automobile Parking	**5**	**261**

General Planning Ratio

Methods of applying planning ratios to vehicle quantities are an effective way to calculate the number of repair bays required to maintain those vehicles. Table 13 describes the ratios that were used to calculate the space needs for the NCTPA bus maintenance facilities. These ratios were derived from data and space utilization information gathered from numerous other bus maintenance facilities analyzed throughout the country.

Table 13. General Planning Ratios

Space	*Ratio or Space Standard*	*Proposed Facility*
Bus Repair and Inspection Bays: Standard Bus (20 feet x 60 feet)	1 bay for every 15 buses to be maintained	97 buses/15 buses per bay = 7 bays
Body Shop and Paint Bay (30 feet x 60 feet)	1 bay for every 100 buses to be maintained	97 buses/100 buses per bay = 1 bay
Tire Shop/Repair	300 to 800 SF (subject to adjustment depending on level and type of operation)	300 SF based on the level and type of operation (i.e. separate contracted operation)
Tire Storage	4 SF per tire stored on single level; 2 SF per tire stored - stacked	400 SF based on the level and type of operation

***NOTE**: Other separate areas will include a common work area, component rebuild shop, parts storage, and tool box storage.

Space Standards

National transit planning space standards were applied to the NCTPA Space Needs Program and, in general, they were applied to the office and vehicle parking areas. The space requirements for the shops and storage areas were derived from functional requirements and equipment space needs. The national space standards listed in Table 14 were used to develop the facility program and overall area requirements.

Table 14. National Space Planning Standards

Office Areas	
Manager	*196 square foot office*
Supervisor	*140 square foot office*
Large Workstation	*100 square foot workstation*
Medium Workstation	*64 square foot workstation*
Small Workstation	*36 square foot workstation*
Other Office Staff	*120 square foot office*
Bay Areas	
Running Repair Bay - standard	*1,200 square feet (20' x 60')*
PM/Inspection Bay - standard	*1,200 square feet (20' x 60')*
Tire Bay - standard	*1,200 square feet (20' x 60')*
Chassis Wash Bay – standard	*1,200 square feet (20' x 60')*
Service Areas	
Fueling Position	*2,200 square feet (55' x 20')*
Interior Clean	*3,000 square feet (25' x 60')*
Wash Lane	*1,700 square feet (20' x 95')*
Vehicle Parking	
Bus – 30 ft.	*420 square feet (12' x 35')*
Bus – 40 ft.	*540 square feet (12' x 45')*
Bus – 45 ft.	*600 square feet (12' x 50')*
Support Vehicles	*200 square feet (10' x 20')*
Employee	*162 square feet (9' x 18')*
Visitor	*163 square feet (9' x 18')*
Handicapped parking	*234 square feet (13' x 18')*

Circulation Factors: The space requirements shown for each function are considered the net usable areas, so a circulation factor must be included to account for the movement of buses, cars and people throughout the facility, and the need for additional spaces interior to the buildings. By using advanced design strategies the design team hopes to minimize the amount of circulation necessary for an efficient facility. There are three circulation factors used in the Space Needs Program, and include:

1. **Interior or Building Circulation:** This factor is applied to the program as a percentage of the total building square footage. It accounts for miscellaneous building spaces used by employees and other personnel such as hallways, stairwells, janitor closets, mechanical, plumbing, and electrical rooms, wall thickness, the supporting infrastructure of the building, and access requirements. Table 15 provides the building circulation factors that were applied for this project.

Table 15. Interior/Building Circulation Factors

Area	% of Facility Area
Administrative Office Areas	35%
Operations Areas	20%
Maintenance Office Areas	25%
Maintenance Support Areas	25%
Shop and Bay Areas	20%
Covered Service Areas	20%

2. **Parking Circulation:** This circulation factor is included to account for the vehicle drive aisles, pedestrian walkways, islands, and other areas created by site inefficiencies. Table 16 provides the parking circulation factors that were applied for this project.

Table 16. Parking Circulation Factors

Area	% of Facility Area
Bus Parking Areas	100%
Automobile Parking Areas	100%

3. **Vehicular Site Circulation Factor:** This factor is also applied to the program as a percentage of the total program square footage. It accounts for areas around the buildings, site drive aisles, building access, additional exterior landscaping, and site access. For most new construction a 100 percent factor is normally applied to account for all site inefficiencies. Once a site is selected and the site conditions, access, and easements are better defined the more efficient the site layout can become.

Table 17. Vehicular Site Circulation Factors

Area	% of Facility Area
Planning Level Site Circulation	100%

3.4. Space Needs Program Summary

A summary of the Space Needs Program for the proposed NCTPA Facility is provided in Appendix A. This summary includes all building and site areas including administration, operations, maintenance, and parking areas, and will be used by the design team to develop the master plan and the conceptual building plans of the proposed NCTPA Facility. Site circulation, setbacks, landscaping requirements, and total acres required are also shown. Appendix A begins by identifying each space by name and a Space Standard (if applicable). The 56-Bus Program heading represents the existing conditions at the Napa facility, while the 68-Bus Program represents spaces required to accommodate a future fleet based on a 1 percent annual growth according to national design standards at the proposed facility.

Table 18. Space Needs Program Summary

Summary	Unit		Area (SF)
Building Areas			
Total Agency Administration Areas	1		907
Total CONTRACTOR Bus Operations & Support Area	159		8,636
Total CONTRACTOR Bus Maintenance Office and Support	18		2,554
Total CONTRACTOR Bus Maintenance Areas	0		19,243
Total CONTRACTOR Service Areas	1		10,575
TOTAL ALL BUILDING AREAS	141		41,915
Exterior Parking Areas			
40' Fixed route	15		
35' Fixed route	25		
28' Fixed route	10		
Mixed Fixed Route	11		
23' Paratransit	23		
Down line/ready line	15		
Employee Parking	124		
Visitor Parking	8		
Non-Revenue Parking	8		
Total Exterior Parking Areas	239		157,062
TOTAL ALL AREAS			198,978
Site Circulation Factor (includes setbacks, landscaping, etc.)	75%	100%	78,531
GRAND TOTAL			397,955
		ACRES	9.14

Technical Memorandum #2

TO: **NCTPA Project Team**

FROM: **David A. Cheeney, AICP, Project Manager**

DATE: **September 6, 2013**

SUBJECT: **NCTPA Bus Maintenance Facility**

Technical Memorandum #2 – Site Screening and Selection

This technical memorandum is the second in a series of reports that document the study of the proposed Bus Maintenance Facility for the Napa County Transportation and Planning Agency (NCTPA). This report summarizes the site screening and selection process used to identify and recommend the preferred site for the Bus Maintenance Facility.

The Study consists of the following reports:

- Technical Memorandum 1: Space Plan (completed)
- Technical Memorandum 2: Sites and Screening (this report)
- Technical Memorandum 3: Charrette and Concepts
- Technical Memorandum 4: Site Acquisition Process
- Technical Memorandum 5: Funding
- Draft Report: Summary of all Technical Memoranda

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1. Executive Summary

This technical memorandum is the second in a series of reports that document the study of the proposed Bus Maintenance Facility for the Napa County Transportation and Planning Agency (NCTPA). This report summarizes the site screening and selection process used to identify and recommend the preferred site for the Bus Maintenance Facility.

The project team consisting of the consultants, the commercial real estate broker, and NCTPA was done from June to December of 2013 to identify a large number of potential properties to locate the Bus Maintenance Facility. Using a multiple step process, the project team narrowed the number of sites to an initial group of six preferred candidate sites. During August and September 2013, the team toured the top six sites and created a screening matrix that applied specific criteria to each site. The team collaboratively applied the screening tool to rank the six sites, and narrow the pool down to four top sites. Further due diligence was conducted to assist in identifying a preferred site.

1.1. Purpose

The overall project purpose is to create a space program for the new facility, to identify potential sites in Napa County, to screen those sites and recommend the preferred alternative. The study process (**Table 1**) will include data collection and conceptual facility layout, the identification and assessment of potential sites, the recommendation of the preferred site, analyzing the available funding options, and documentation of the process and preparation and presentation of the final report. The study will conclude by December 2013.

Table 1. Study Process

Steps in the Study	*Schedule (2013)*
1. Data Collection, Conceptual Facility Layout	July-August
2. Candidate Site Identification and Assessment	August-October
3. Analyze Funding Options	November-December
4. Prepare Final Report and Documentation	December

2. Sites and Screening Process

2.1. Study Area

A project study area was identified to constrain the location of potential sites. The study area was based on NCTPA input, availability of suitable land, distance from the existing transit transfer center, and geographic location in relation to major transportation corridors.

KHA prepared a base map of the study area that identified all industrially-zoned properties and the major transportation corridors. Early communication with the NCTPA indicated the preferred sites should be zoned for industrial uses. As a public agency NCTPA could obtain non-industrial property and use it for the proposed bus facility, but it was noted that the County would prefer compliance with their general plan. The NCTPA also indicated that it was their preference that the Bus Maintenance Facility be placed so as to minimize operational costs from excessive deadhead bus movements. The study area and the industrial zoned properties are shown in **Figure 1.** Then current NCTPA transit center is identified as a reference point.

2.2. Initial Candidate Sites

Process

KHA identified properties within the study area that were appropriately zoned as industrial. KHA then developed a set of site selection criteria shown in **Table 2**. These criteria were divided into three categories of importance: 1. Essential Needs; 2. Preferred Needs; and 3. Desired Needs. The team then applied these criteria to a pool of over 30 sites and was able to reduce the candidates to 26 possible sites within the study area. Using these initial 26 sites the team next met with the City of Napa, County of Napa, the commercial broker, and NCTPA staff in order to determine the appropriate zoning district for a bus maintenance facility. Research indicated a limited supply of industrially-zoned property in the Napa region. Additionally, it was noted that as a public agency NCTPA could obtain non-industrial property and use it for the proposed facility. Although this is a viable option, the County stated their preference that the property ultimately conforms to the General Plan.

Industrial Zoning

The industrial zoning codes for the City and County are different. The County of Napa zoning code consists of three unique industrial zoning districts:

1. Industrial District (I)
2. Industrial Park Zoning District (IP)
3. General Industrial Zoning District (GI)

It is the intent of the County to provide an environment exclusively for and conducive to the development and protection of a variety of industrial uses such as warehouses, manufacturing, wineries and food processing facilities that are industrial in character, and research and development. Based on the meeting with the County it was determined that due to the NCTPA being a public agency, the proposed use could be located within any zoning category but the County would prefer that the proposed use conform to the intent of the County General Plan. Locating the bus maintenance facility within any of the three existing Zoning Code land use designations listed above, in addition to the areas designated as Industrial (I) within the County General Plan would be in conformance with the General Plan.

The City of Napa Municipal Code consists of two unique industrial districts:

1. Industrial Park (IP)
2. Light Industrial (IL)

The specific purposes of the light industrial and industrial park districts is to retain existing businesses that contributes to meeting Napa's strategic economic goals, maximize use of Napa's limited industrial land supply for employment generating uses and attract and expand industrial, technology, and region-serving office development. Based on the meeting with the City of Napa staff it was determined that no such sites that could accommodate the space needs of the proposed bus maintenance facility are located within the City of Napa.

Applying the initial criteria and the information gathered from meetings with agencies, and from site inspections the team was able to rank the 26 sites into three groups as shown in **Table 3.**

Figure 1. Study Area

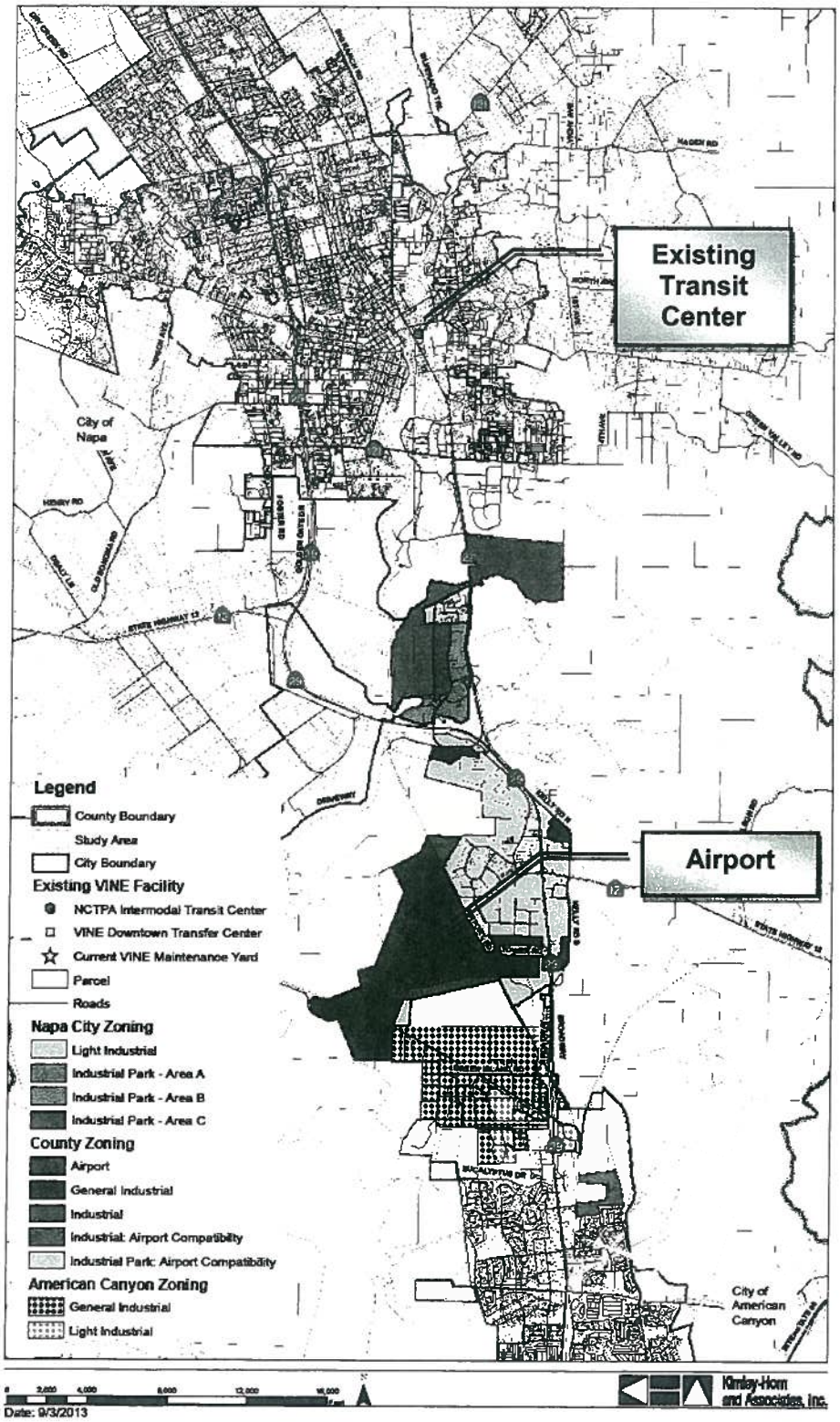


Table 2. Initial Criteria

• Essential Requirements	
These are requirements that have to be met. If not met, site to be rejected.	
Minimum size	*7 acres (may be refined)*
Minimum dimensions	*300 feet wide (may be refined)*
General Plan recommendation	*Industrial or public use*
Available for purchase	*Condemnation not a viable alternative*
Acceptable Covenants	*Covenants do not restrict this use*
• Critical Requirements	
These are requirements that are very important but not essential to meet.	
Compatible adjacent uses	*Noise sensitive neighbors not desirable*
Full movement access to public roads	*Site allows left and right turns in and out*
Environmental issues	*No costly mitigation required*
Minimal deadhead length	*Minimize deadhead length*
Compatible zoning	*No rezoning or SUP required*
Price	*Reasonable and supportable by an appraisal*
• Desired Requirements	
These are desired but not essential or critical.	
Expandable	*To accommodate growth*
Minimal site preparation costs	*Costs for demolition, mitigation, utilities*
Minimal off-site work	*No off site utility or road work required*

Table 3. Potential Sites

NCTPA Transit Maintenance Facility Site Ranking List

Map #	Location	Parcel number	Property Owner (Per Assessor's Office)	Asking Price	Land Area	Zoning	Miles to Transit Center	Deadhead Travel Times During Peak Periods		Remarks	Additional info needed
								AM Peak Inbound	PM Peak Outbound		
Preferred Sites											
1	South side of Soscol Ferry Rd	057-170-001-000	GILES, KIMBAL GRIGGS & BLODGETT-GILES, THERESE 1605 G ST, NAPA CA 94559	$3.9 M, $4/ft	22.39 acres	IP-AC	4.5			Near Napa Sanitation spray irrigation fields.	Verify access
2	West side of Delvin Rd	057-170-019-000	FEDRICK, RONALD M 3600 FEDRICK RANCH RD PETALUMA CA 94954		26.93 acres	IP:AC	4.7				Verify access
3	1055 Soscol Ferry Rd	057-170-018-000	FENNELL, MICHAEL L & ANNE E ETAL 211 JULIE PL, NAPA CA 94558		10.32 acres	GI-AC	4.3			Currently in foreclosure: Napa Wine Studios, Fennell McDervitt , broker	available?
6	Technology Way @ Morris Ct	057-250-029-000	GATEWAY WINERY LLC 1030 MAIN ST #300, SAINT HELENA CA 94574		11.06 acres	IP-AC	6.1			South west corner- Owned by Rudd. CCR's checked and use is allowed.	
13	Napa Airport Corporate Centre	057-090-080-000, 057-090-079-000	NAPA AIRPORT CORPORATE CENTER I LLC 8775 FOLSOM BLVD STE 200 SACRAMENTO CA 95826	$7-10/ft.	49.17 acres total (11.95 acres, 37.22 acres)	SP-2	6.7			Pannatoni Development site, South side of S. Kelly, west side of 29. Planned for industrial park. Bisected by Devlin extension. In American Canyon	
20	East of Pacific Supply	046-370-024-000	BOCA COMPANY 3000 DULUTH ST WEST SACRAMENTO CA 95691		55.27 acres	I	2.6			East of Pacific Supply. Owned by Carter. 27 +/- flat acres	
Potential Sites											
4	Devlin Rd North of Sheehy	057-210-002-000			31.33 acres	IP-AC				South of 129 Devlin Road. Not listed but likely to be available	
5	South of 221 Devlin Rd., allied Propane prop.	057-020-025-000			11 acres	IP:AC				Oneil-Mullin subdivision. 22 acres gross, 11 acres net due to wetlands. Net area is irregular in shape and mostly unusable for NCTPA.	
8	665 NV Highway at Devlin Rd	057-110-012-000		$1.8M	12.85 acres	GI:AC				7.9 Acres useable. Not in Gateway Business Park. Devlin Road extension bisects it. 360 foot narrow dimension. Shape is not very good.	
9	Greenwood Business Park	057-210-055-000			18.72 acres	IP:AC				Development site. For lease or build to suit only. Under contract.	
10	Technology Way	057-250-030-000		$3.6 M	13.20 acres	IP:AC				Winery production site- Rombauer owns it. Winery production plans are complete.	CCR issue
18	Kaiser @ Syar Way	046-370-004-000			10.21 acres	I:AC				Napa Pipe school site. Likely to be incompatible with planned residential, retail, hotel.	
19	Pacific Supply	046-370-021-000			27.11 acres	I				County preferred site for jail	
22	Flea market site off Kelly Rd	057-110-039-000, 057-110-004-000, 057-110-059-000, 057-110-061-000			10.03 total acres (4.00 acres, 3.61 acres, 1.03 acres, 1.39 acres)	GI:AC				East of 29, west of North Kelly.Operates as flea market	for sale?
23	Old Ranch site off Kelly Rd	057-060-010-000			45.70 acres	IP				North of flea market	
25	Sutteen	057-220-020-000			13.1 acres	IP:AC				555 Gateway Drive. Includes 40 K office building. Existing building may be a complication or if usable could be a positive factor.	
Not on Map	Napa Sanitation District 1515 Soscol Ferry Road		NAPA SANITATION DISTRICT	n/a	10+ acres	IP				Based on meeting betwwen NCTPA and SD to present their plans to develop CNG using SD waste material. SD stated they have surplus land "near their offices" that they might sell to NCTPA.	Verify if they will share fueling facility, location of land, price?
Rejected Sites											
7	Devlin @ Sheehy	057-210-039-000, 057-200-001-000			5.52 acres	IP:AC				Gateway Business Park. Too small.	
11	Technology Way	057-250-031-000			4.55 acres	IP:AC				Keegan & Coppin site. 2-3 acres adjacent could be added. Owned by Rudd. Too small	
12	450 Tower at Devlin	057-100-230-000			5 acres	GI:AC				Too small	
14	450 Green Island	057-130-003-000		$1.86M	5.69 acres	GI				Possible to combine with 520 Green Island. Too distant from transfer center.	
15	520 Green Island	057-130-002-000		$2.277M	5.1 Acres	GI				Possible to combine with 450 Green Island. Graded with improvements in place. Too distant from transfer center.	
16a	1678 Green Island	058-070-006-000			16.8 acres	GI				Auto wrecking site, possible lead contamination. Too distant from transfer center.	
16b	2484 Green Island Road	057-040-005-000		$1.5M	22.7 Acres	G1				Too distant from transfer center.	
17	Paoli Loop at Hwy 29	057-180-001-000, 057-180-002-000, 057-180-003-000		$10.25/ft	5.6 acres	LI				Narrow site	
21	AT&T corp. yard	057-190-006-000			7.23 acres	IP:AC				On Camino Oruga Road. Owned, used by AT&T. Not for sale.	
24	Next to Intelsat satellite farm	046-630-004-000			5.4	IP-B				On Anselmo court Too small.	
26	Diablo Lumber	057-090-004-000, 057-090-052-000, 057-090-051-000			9.26 total acres (3.45 acres, 2.00 acres, 3.81 acres)	LI				5747 Highway 29. No median break. Operating business	for sale?
27	South side of Soscol Ferry Rd	057-170-010-000		$4.8M, $4/ foot	27.55 acres	IP				South of site #1. Long narrow site. Would need to be combined with part of site #1 or #2 to make its shape usable for bus facility.	

2.3. Screening Process

A two-step screening process was applied to the 26 potential sites. The initial screening was conducted over a two day period in August. Information on the site zoning, size, distance to major highways, dead head operating impacts, and real estate information was used to compare each site. The team then toured the candidate sites and ranked them according to the initial criteria. Sites that were too small, constrained by easements, constrained by environmental issues such as wetlands or waterways, had poor roadway access, were too distant from the current transit center, or slated for other development were placed in a lower category. Sites that passed the initial screening were ranked at the top as shown in **Table 3.** This resulted in six sites being ranked as "preferred sites".

2.4. Secondary Screening

The remaining six sites were screened using a more detailed matrix of criteria. The criteria were developed project team input and based on project and professional experience from similar bus maintenance facility projects. **Table 4** shows the final criteria and the table matrix that was employed for the secondary screening. **Figure 2** shows the results of the scoring.

Screening Tool

The screening matrix is a spreadsheet tool that uses quantifiable values to help rank a series of alternatives. In this case five main groups of criteria were used:

- Location of the sites (distance from the transit center);
- The capacity of the site to handle the space program;
- Real estate issues;
- The costs of development; and
- Environmental issues.

Each general category has several sub-criteria that support the main group. Each of these is weighted so that the sub-criteria add up to 100 percent. For example, under site capacity the sub criteria are:

- Acreage of the site – is the site physically large enough to handle the 10+ acre space program? This sub-criteria was weighted as 40% of the total;
- Configuration of the site – is the site square or rectangular so that it can be functional for its intended use? Sites that are too narrow or irregular in shape may be unusable for the proposed transit facility. This sub-criteria was weighted as 25% of the total;
- Limitations imposed on the site that might constrain usage – some parcels are constrained by man-made limitations such as legal easements for access or utilities. Natural features such as streams may also constrain the use of a site. This sub-criteria was weighted as 25% of the total; and
- Future expandability – does the site have room for future expansion? This sub-criteria was weighted as only 10% of the total.

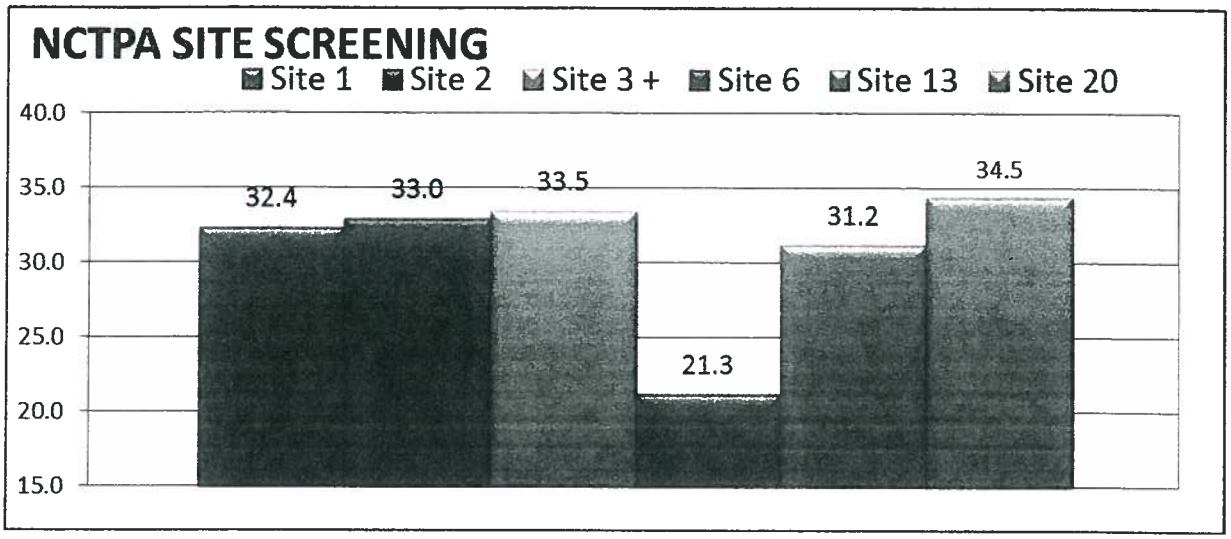
Table 4. Site Screening Summary

NCTPA SITE SCREENING MATRIX

INSTRUCTIONS: 1) place your score in the yellow boxes below for each site; 2) Score 5 for "best result" and 1 for "worst result". 0 = unknown. See "Notes" for explanation. You may put your personal comments in last column to document your scoring.

Site Selection Criteria	Importance in Category	Strength	Site 1 South Side Soscol Ferry Rd (22.39 ac)	Site 2 West side of Delvin Rd (26.93 acres)	Site 3 + 1055 Soscol Ferry Rd (10.32 ac) + 5.17 ac	Site 6 Technology Way @ Morris Ct (11.06 ac)	Site 13 Napa Airport Corporate Centre (37.22 ac)	Site 20 East of Pacific Supply (65.27 ac)	Notes
1. LOCATION (to minimize deadhead costs)	100%	x3	11.4	12.0	12.0	5.4	8.4	15.0	
a. Minimize Deadhead Cost	50%		3	3	3	1	1	5	Shortest to transit center = 5, Farthest = 1
b. Roadway (Full movement access to site) and Rt 29/221 Access	20%		5	5	5	3	5	5	Full access to road & to north-south hwy = 5
c. Appropriate Adjacent Land Uses	20%		5	5	5	3	5	5	Industrial (non-residential, non-agricultural) area = 5, residential or sensitive adjacent LU = 1
d. Access for a multi-jurisdictional facility	10%		3	5	5	1	3	5	How visible and easy to access is the site for a multi-jurisdictional fuel or service facility? 5= very easy access; 1= hard to get to site
2. SITE CAPACITY	100%	x2	9.0	9.0	9.0	5.6	10.0	10.0	
a. Acreage >12 acres usable	40%		5	5	5	3	5	5	If total buildable area >12 ac = 5; if less than 10 ac = 1
b. Site Configuration	25%		3	3	5	1	5	5	Based on site configuration square/rectangle = 5; if site constrained = 1
c. Site Limitations	25%		5	5	3	5	5	5	Site topography, environmental features, easements allows full development = 5; if not = lower score
d. Expandability	10%		5	5	5	1	5	5	If adjacent available land for future expansion = 5; if none available = 1
3. REAL ESTATE ISSUES	100%	x1	5.0	4.0	5.0	3.5	5.0	3.0	
a. Availability & Timing (condemnation not needed)	50%		5	3	5	3	5	1	for sale and willing to meet NCTPA schedule = 5.lower if time constraints, other conditions.
b. General Plan Conformance	25%		5	5	5	5	5	5	If no entitlements needed = 5; but if required = 1
c. Community / neighborhood sensitivity Issues	25%		5	5	5	3	5	5	If industrial area, no community concerns = 5; if zoning or community concerns are going to slow process = lower score
4. DEVELOPMENT COST	100%	x1	3.2	4.2	4.2	4.0	3.8	3.2	
a. Land Cost (per SF)	40%		3	3	3	3	3	3	Jeff Saxe to fill in
b. Site Development Cost (Roads, signals, utilities)	10%		3	5	5	5	5	3	If minimal on-site costs = 5; if costs = lower value
c. Off-site improvements (Roads, signals, utilities)	40%		3	5	5	5	4	3	If no off-site costs = 5; if costs = lower value
d. Design covenants or development guidelines that add costs?	10%		5	5	5	3	5	5	If part of larger development (PUD or office park) and adds costs = 1; if no added costs = 5
5. ENVIRONMENTAL ISSUES	100%	x1	3.8	3.8	3.3	2.8	4.0	3.3	
a. Geotechnical (Soils)	25%		3	3	3	3	3	3	Good soils = 5. unsuitable soils=1
b. Seismic Issues	25%		3	3	3	3	3	3	Not near fault line or not predisposed to issues = 5; near fault or liqifaction issues = 1
c. Wetlands and Streams (impacts, setbacks, mitigation)'	25%		4	4	2	4	5	4	No wetlands or streams present = 5; constraints or reduced site use = lower score
c. Other impacts (hazmat, noise, air, etc)	25%		5	5	5	1	5	3	No sensitive receptors for noise, air, hazmat = 5
TOTAL WEIGHTED SCORE			32.4	33.0	33.5	21.3	31.2	34.5	

Figure 2. Site Scoring Results



The project team used the screening matrix by scoring each site based on the criteria. A score of 5 indicated the highest value, while a score of 1 was the lowest value. For example, under the size criteria noted above, if the site was over 10 acres in size it was given a score of 5. A site that was less than 10 acres would be scored less. In this manner the six sites were ranked as shown in **Figure 2**.

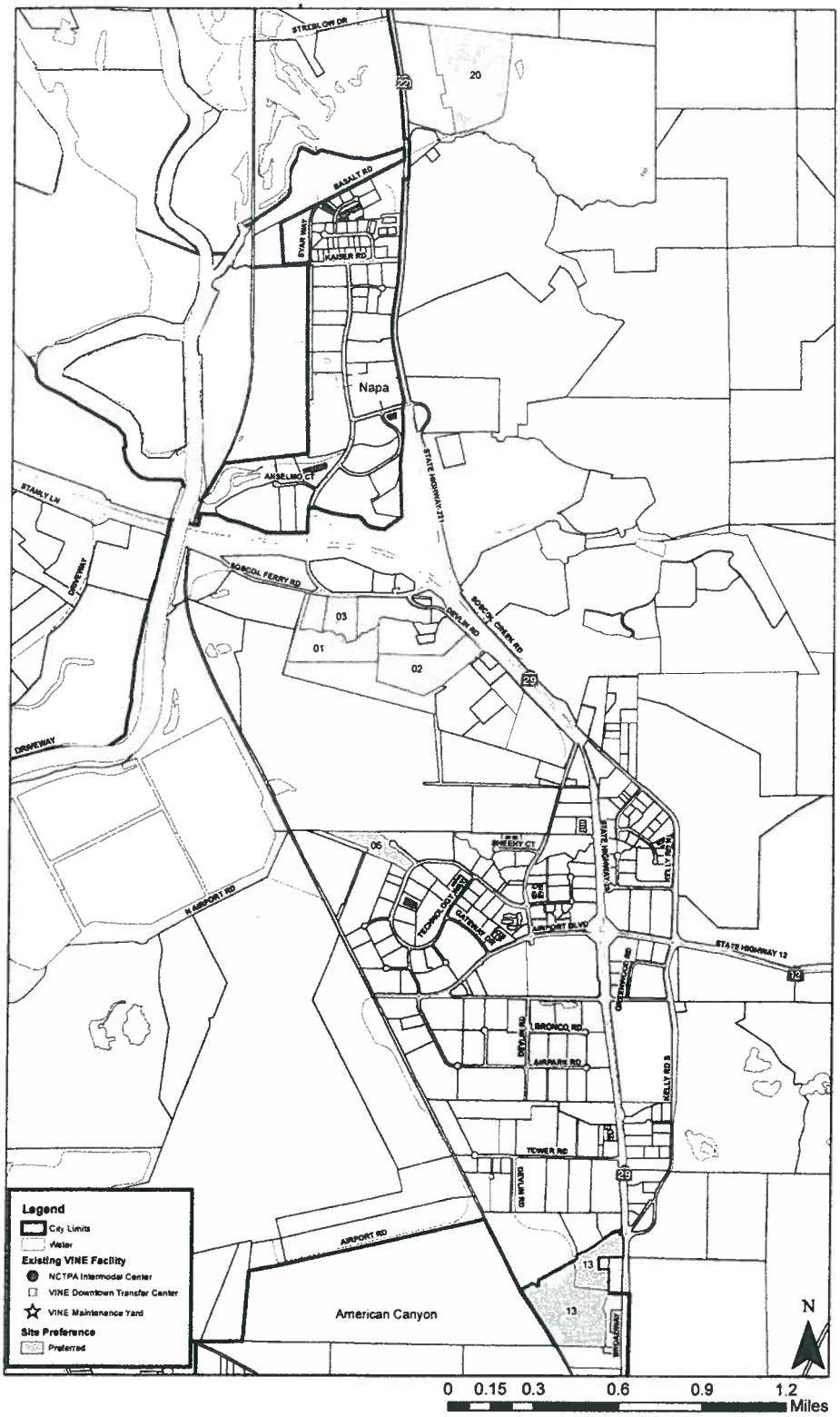
3. Screening Results

The team used the two stage screening process to identify the following top six candidate sites as shown in **Figure 3**.

- Site #1 – Southside Soscol Ferry
- Site #2 – Westside of Delvin Rd
- Site #3 – 1055 Soscol Ferry Road
- Site #6 – Technology Way @ Morris
- Site #13 – Napa Airport Corporate Centre
- Site #20 – East of Pacific Supply

The top six sites and results of the initial due diligence analysis for each individual site to date are discussed below. Following the individual site analysis based upon the due diligence findings, one preferred site will be recommended.

Figure 3. Top Sites Map



3.1. Site Location and Size

Figure 4 is an area-wide aerial map that shows the general location of the top six sites. The NCTPA Intermodal Transit Center, VINE Downtown Transit Center, and the current VINE Maintenance Yard are all located approximately 2.5 miles north of the northern most site, Site #20.

Site #1- Southside Soscol Ferry

The Southside Soscol Ferry site is located to the south of Soscol Ferry Road which provides convenient access from the site to the CA-29, CA-221 and CA-12 intersection located approximately .5 miles to the east. **Figure 5** shows an aerial map of the property complete with zoning information and associated parcel information for the site. The northern boundary of the site does not have frontage on Soscol Ferry Road as it is approximately 680 feet south of Soscol Ferry Road. Access to the site would be provided along narrow portion of the parcel running along the west side of the site that is currently a dirt access road connecting to the Soscol Ferry Road.

The site is approximately 4.5 miles south of the existing Transit Center for which CA-221 would be used as the primary travel corridor between the two locations. The total site is approximately 22.39 acres in size.

Site #2 – West Side of Devlin Road

Site #2 is located on the west side of Devlin Road which runs parallel to and acts as a frontage road to CA-29. **Figure 6** shows an aerial map of the property. Access to the site would be provided along Delvin Road which directly connects with the CA-29, CA-221, and CA-12 intersection to the north. CA-221 provides direct access to the Transit Center. The site is approximately 26.93 acres and located 4.7 miles south of the existing Transit Center. Because the tract is much larger than the preferred size for the facility, subdivision into smaller tracts would be feasible.

Site #3 – 1055 Soscol Ferry Road

Site #3 is located on the south side of Soscol Ferry Road and approximately 0.35 miles west of CA-29 and CA-221. **Figure 7** shows an aerial map of the property. Access to the site would be provided along Soscol Ferry Road which directly connects with the CA-29, CA-221, and CA-12 intersection to the east. CA-221 provides direct access to the Transit Center. The site is approximately 10.32 acres and located 4.3 miles south of the existing Transit Center. Because the tract is only slightly larger than the preferred size for the facility, acquisition of the entire tract without subdivision would be expected.

Site #6 – Technology Way @ Morris Ct

The Morris Court site is located on the north side of Technology Way and approximately 0.81 miles west of the CA-12. **Figure 8** shows an aerial map of the property. The site has frontage along Technology Way to the east and Morris Court to the north from which access would be provided. At a total of 11.06 acres, the tract is only slightly larger than the preferred size for the facility, thus acquisition of the entire tract without subdivision would be expected. Located approximately 6.1 miles south of the Transit Center, CA-221 would provide the primary travel corridor between the two.

Site #13 – Napa Airport Corporate Centre

The Napa Airport Corporate Centre site lies within the City of American Canyon. The parcel abuts CA-29 to the east and Kelly Road to the north. Delvin Road at the intersection of Kelly Road would act as the primary access point to the site. **Figure 9** shows an aerial map of the property. The site is made up of two parcels that total 49.17 acres. Located approximately 6.2 miles south of the Transit Center, the proximate location of the site to CA-221 would provide direct and convenient access between the two locations.

Site #20 – East of Pacific Supply

The East of Pacific Supply site is located adjacent to and north of Basalt Road and approximately .2 miles east of CA-221. **Figure 10** shows an aerial map of the property. Of the top six sites, East of Pacific Supply is closest to the existing Transit Center, located approximately 2.6 miles to the south. The location of the site in relation to CA-221 would provide direct and convenient access between the two locations.

The site is a total of 55.27 acres. Because the tract is much larger than the preferred size for the facility, subdivision and acquisition of a smaller tract would be expected.

3.2. General Plan Compatibility

The NCTPA's proposed use at all six of the top sites is in accordance with the applicable jurisdictions General Plans. **Table 5** below shows the General Plan zoning for each preferred site.

Table 5. General Plan Zoning for Preferred Sites

Site Description	*Jurisdiction*	*General Plan Zoning*
Site #1	*Napa County*	*Industrial*
Site #2	*Napa County*	*Industrial*
Site #3	*Napa County*	*Industrial*
Site #6	*Napa County*	*Industrial*
Site #13	*American Canyon*	*Industrial*
Site #20	*Napa County*	*Boca/Pacific Coast Study Area*

The first four sites (Site #1, Site #2, Site #3, and Site #6) are all located within the South County Industrial Area within Napa County General Plan. This area is currently designated only for industrial use. Napa County has a long-term commitment to protecting the Napa Airport from encroachment of residential uses, which are viewed as incompatible with airport operations. The land use being proposed on the aforementioned sites is consistent with the Napa County General Plan South County Industrial Area land use designation.

Site #20 is located within the boundary of the Boca/Pacific Coast Study Area. This study area is made up of two contiguous industrial parcels comprising approximately 80 acres. The study area is located on the east side of the Napa-Vallejo Highway adjacent to the Syar Industry sand and gravel quarry and SR 221. The current land use is industrial in nature, although the property owners have expressed an interest in redeveloping the site which spurred it's designation as a study area in the 2009 Napa County general Plan. The "Study Area" designation allows industrial uses to continue pursuant to existing zoning, but signals the need for further site- or area-specific planning to assess the potential for a mix of uses in this area, including multi-family housing.

Site #13 is designated "Industrial" based on the American Canyon General Plan. This land use designations allows for the following uses:

- light manufacturing
- aviation-related
- agribusiness related
- industrial sector "clusters"
- thematic industries
- business park
- warehouses
- professional offices
- supporting retail
- restaurant
- financial
- and similar uses

Based on the nature of the proposed bus maintenance facility, the industrial land use designation is compatible.

Figure 4. Site Identification Map

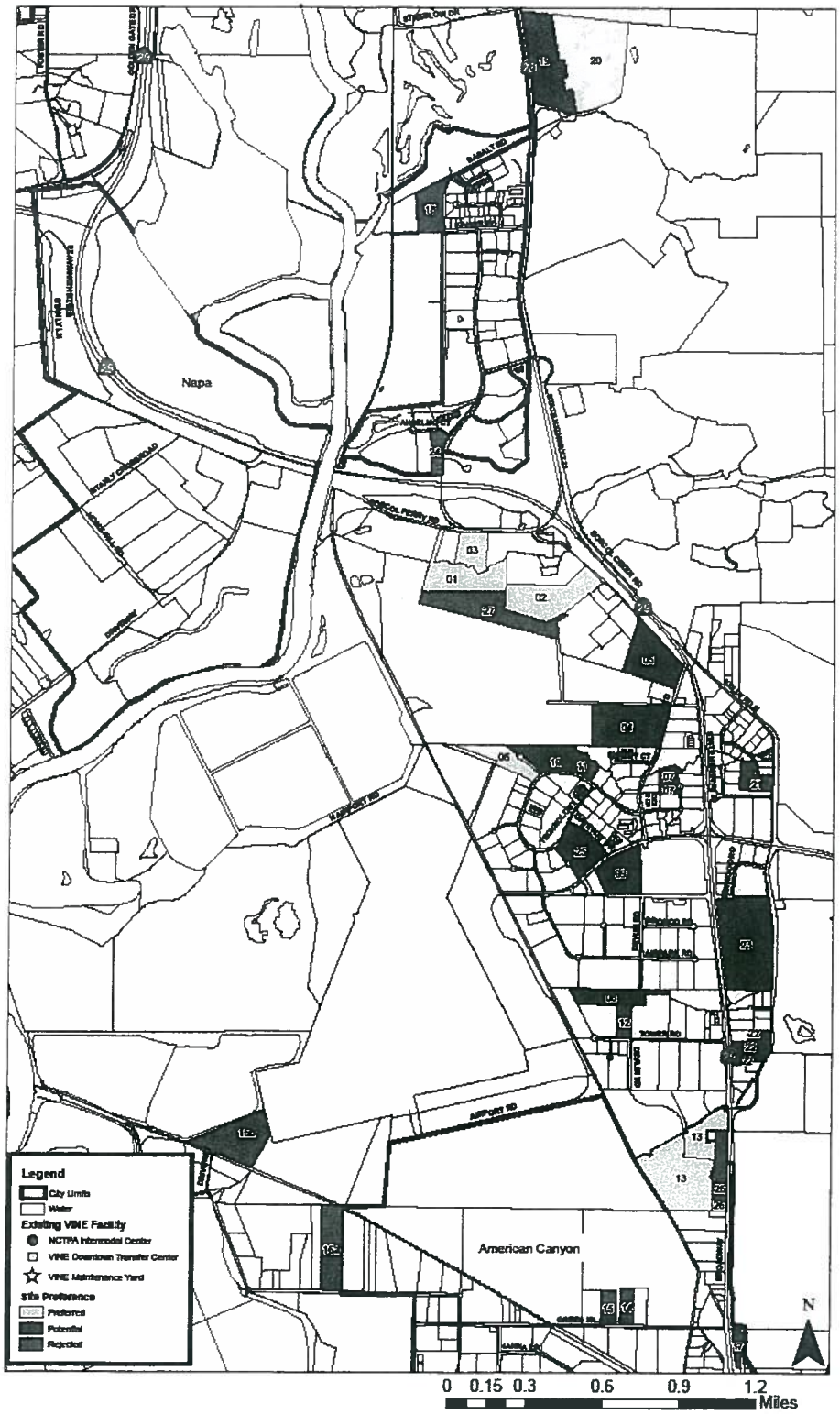
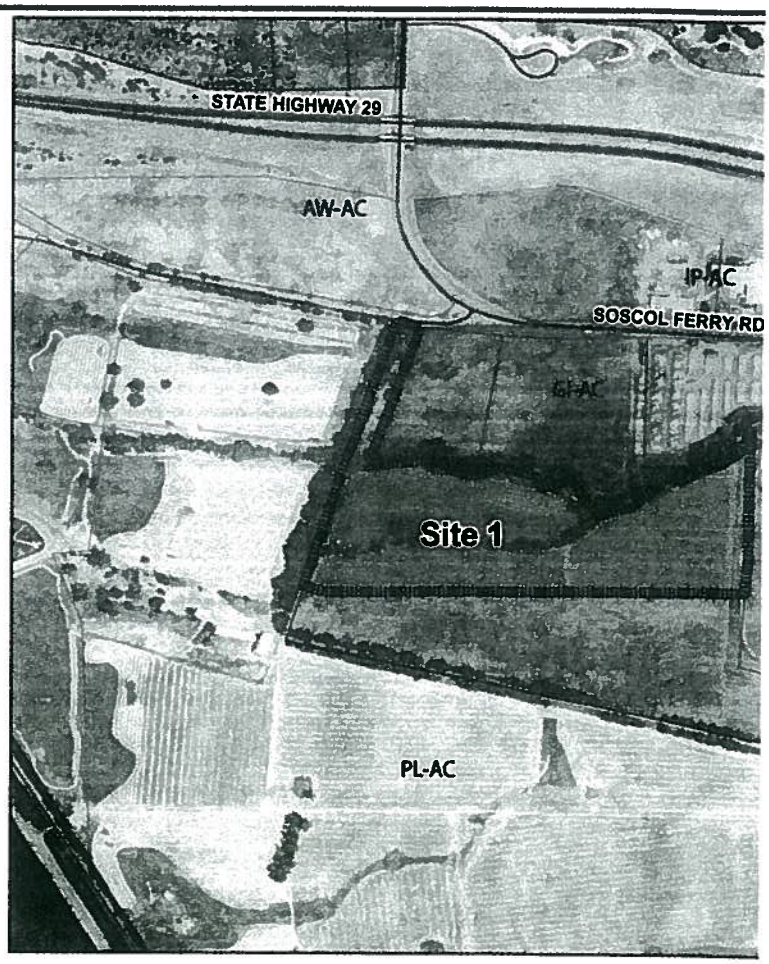


Figure 5. Site #1 – South Side Soscol Ferry Rd

Site 1 Attributes

Distance to Transit Center:	**4.5 Miles**
Parcel Number:	**057-170-001-000**
Zoning Designation:	**IP-AC**
Total Acreage:	**22.39**

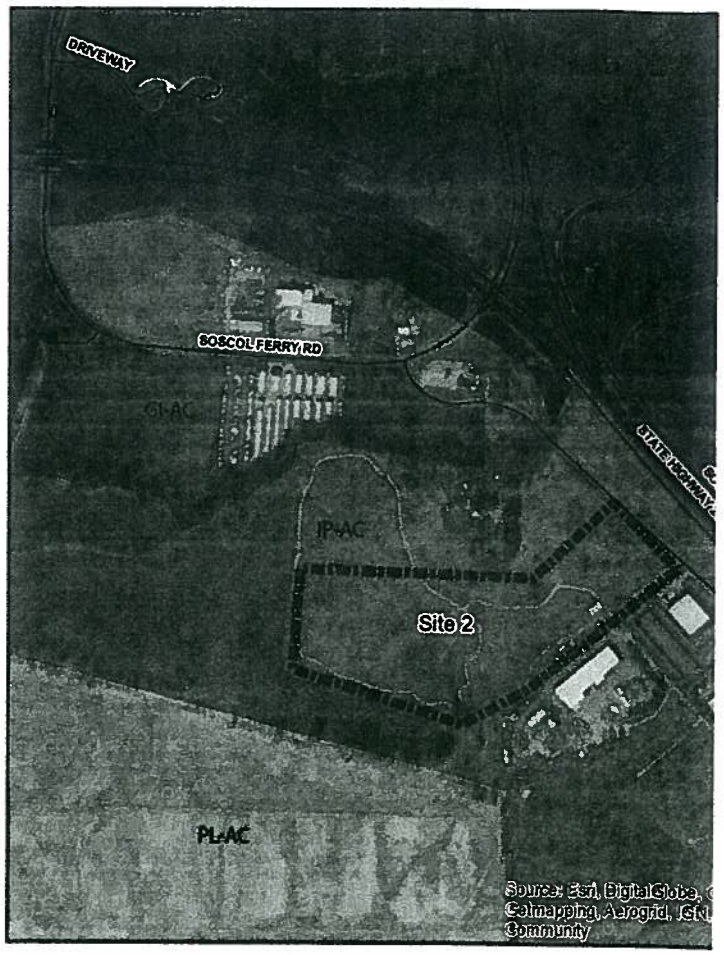


Kimley-Horn and Associates, Inc.

Figure 6. Site #2 – West Side of Delvin Rd

Site 2 Attributes

Distance to Transit Center:	**4.7 Miles**
Parcel Number:	**057-170-019-000**
Zoning Designation:	**IP-AC**
Total Acreage:	**26.93**



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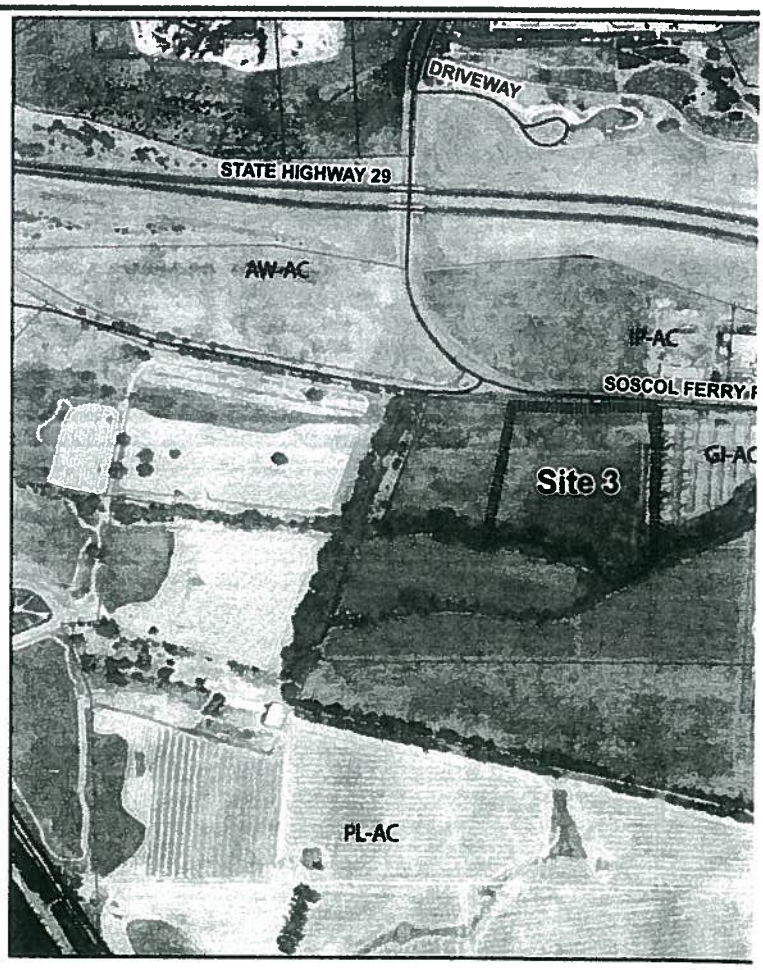
Kimley-Horn and Associates, Inc.

Figure 7. Site #3 – 1055 Soscol Ferry Rd

Site 3 Attributes	
Distance to Transit Center:	4.3 Miles
Parcel Number:	057-170-018-000
Zoning Designation:	GI-AC
Total Acreage:	10.32



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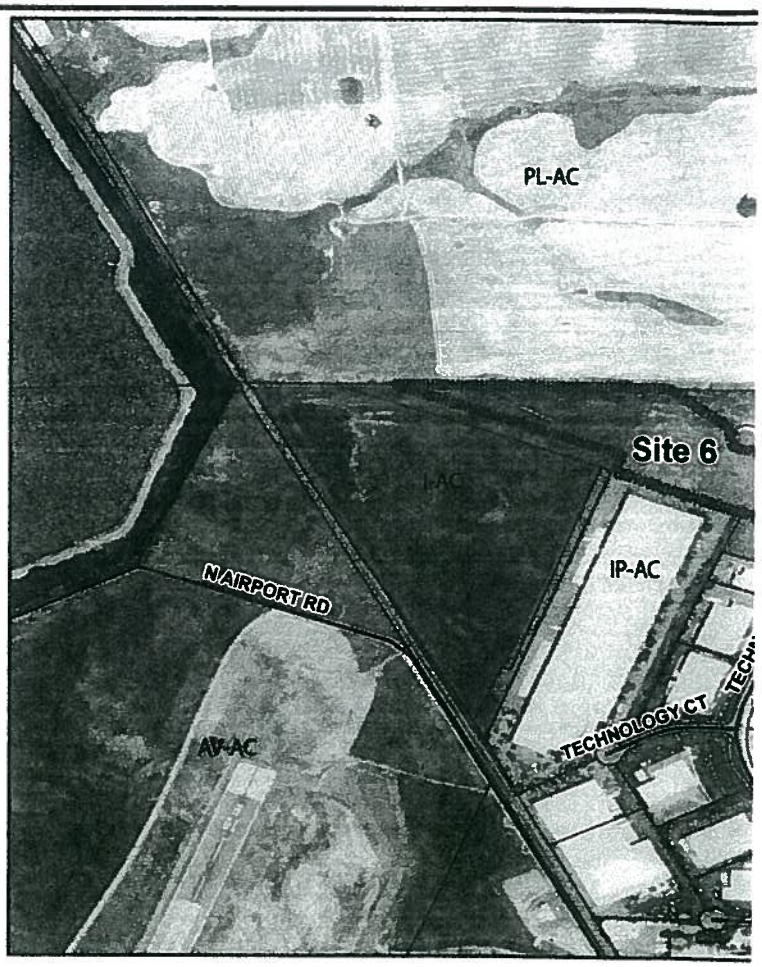
Kimley-Horn and Associates, Inc.

Figure 8. Site #6 – Technology Way at Morris Ct

Site 6 Attributes

Distance to Transit Center:	**6.1 Miles**
Parcel Number:	**057-250-029-000**
Zoning Designation:	**IP-AC**
Total Acreage:	**11.06**

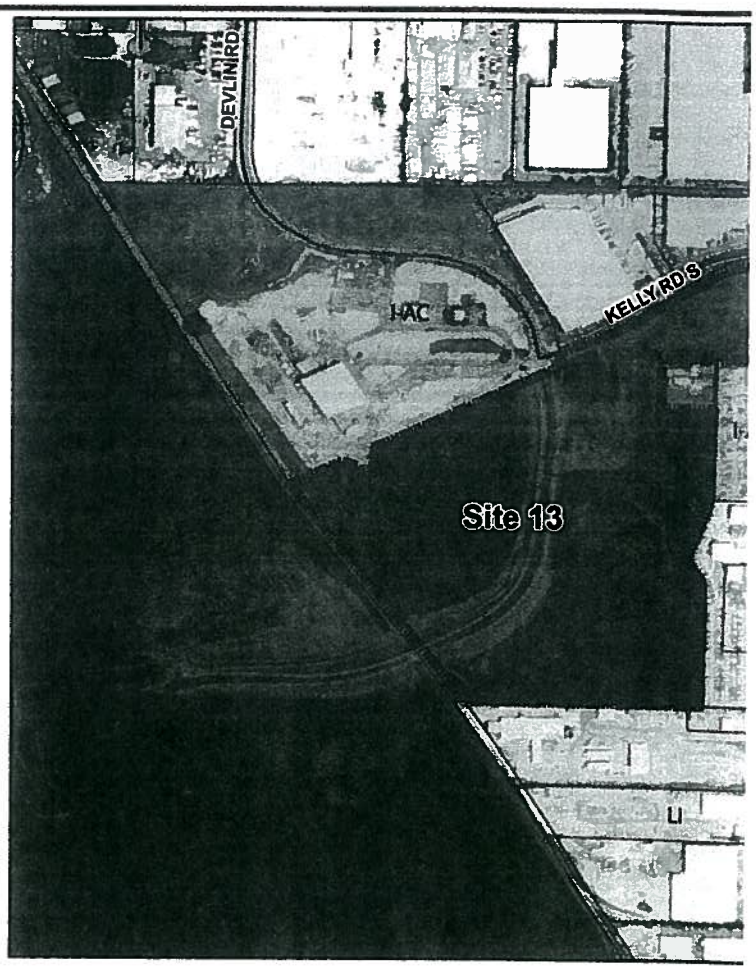


Kimley-Horn and Associates, Inc.

Figure 9. Site #13 – Napa Airport Corporate Centre

Site 13 Attributes

Distance to Transit Center:	**6.7 Miles**
Parcel Number:	**057-090-080-000** **057-090-079-000**
Zoning Designation:	**SP-2**
Total Acreage:	**49.17**

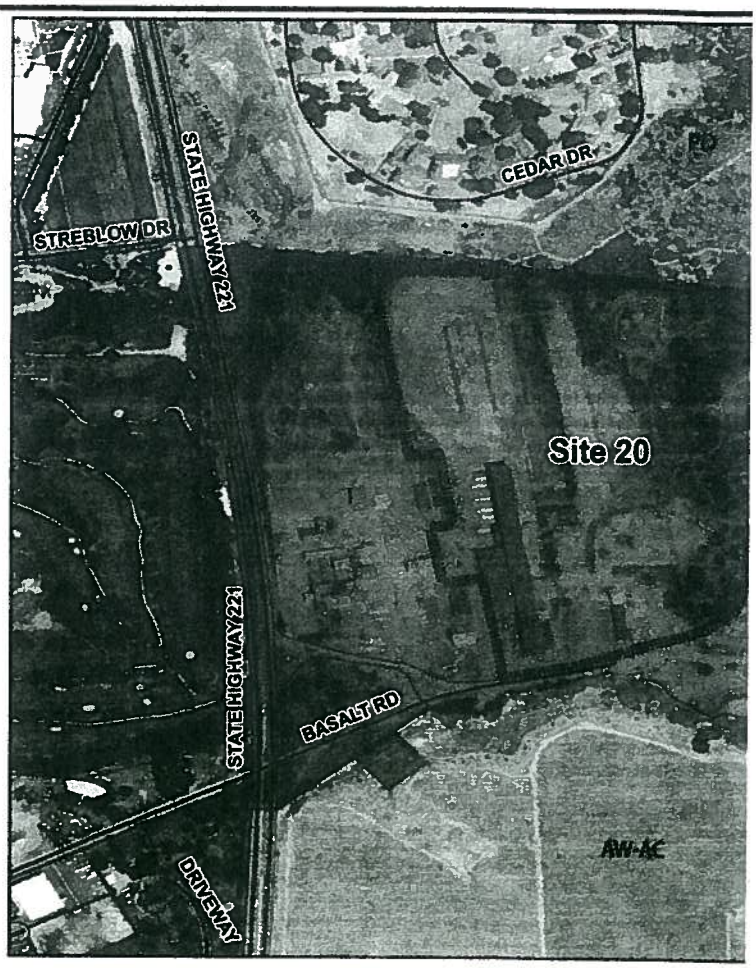


Kimley-Horn and Associates, Inc.

Figure 10. Site #20 – East of Pacific Supply

Site 20 Attributes

Distance to Transit Center:	**2.6 Miles**
Parcel Number:	**046-370-024-000**
Zoning Designation:	**I**
Total Acreage:	**55.27**



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Kimley-Horn and Associates, Inc.

3.3. Transportation Issues

All six sites have access to the local road network allowing transit vehicles to travel north and access the existing transit transfer center. The transit center was used as the logical end point for trips to and from the proposed site, as many routes use this facility.

Travel Distance, Time and Deadhead Costs

The key transportation issues focused on ease of access to/from the actual proposed site, and then travel times between the site and the transfer center. The travel times were based on public data, and were verified by field investigations in September. Distance and travel times were calculated and field verified in the morning and afternoon peak travel hours.

Annual deadhead costs are a main driver of operating costs, therefore the agency would prefer to minimize them. This annual cost data is shown in the following table. Deadhead costs were calculated based on the proposed fleet size in 2020, and used 2013 per mile and hourly costs provided by Veolia.

Table 6. Travel Time and Deadhead Costs

Site	*One-way Distance*	*One-way Travel Time*	*Deadhead Cost per One-way Trip*	*Annual Deadhead Costs*
	Miles	*Minutes*	*2013 Dollars*	*2013 Dollars*
1	4.5	9.83		
2	4.7	10.00		
3	4.3	8.33		
6	6.1	11.83		
13	6.7	13.00		
20	2.6	4.00		

The sites located to the north of the study have the least travel distances and times, therefore, the lowest annual deadhead costs. For this reason site 20 shows significantly lower costs than for example, site 13. Costs are shown in current year values and have not been inflated.

3.4. Wetlands and Floodplain Issues

GIS mapping from Napa County's National Wetlands Inventory shows that five of the six sites are free of wetlands or flood plains. **Site 3** on Soscol Ferry Road has potential wetland areas along the north edge of the parcel. They are minimal and could be avoided during the planning of the site. Further environmental due diligence will be conducted on the preferred site to confirm the lack of environmental constraints.

3.5. Other Key Issues

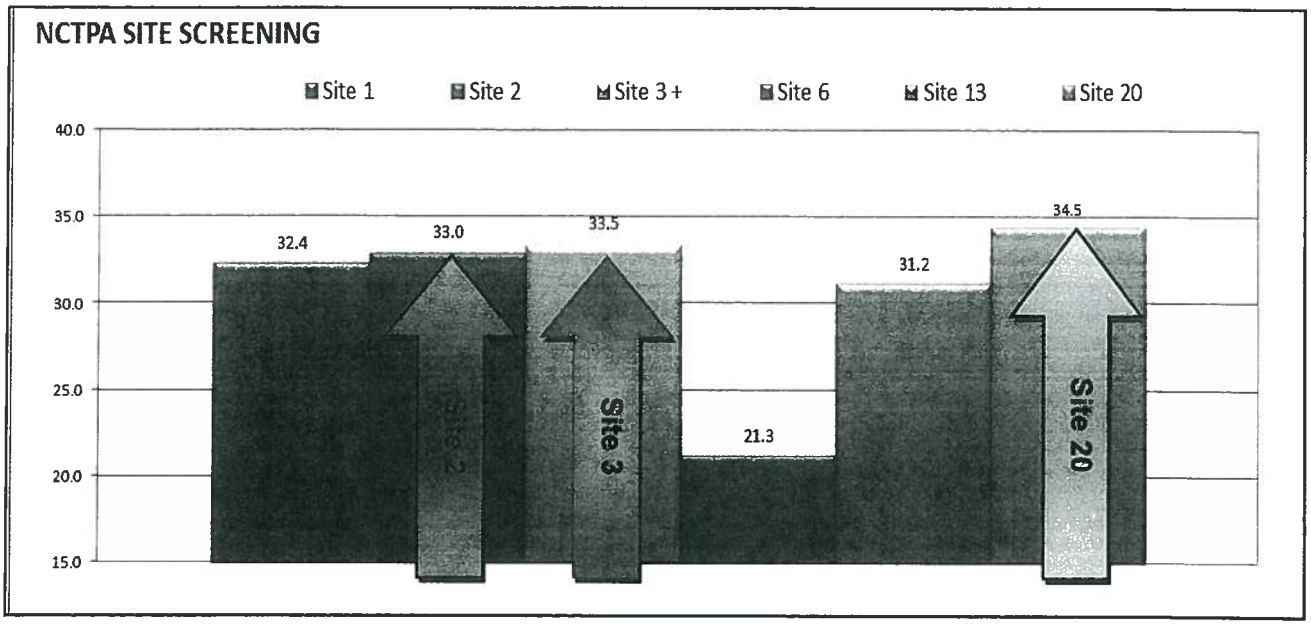
Changing Dynamics of the Real Estate Market

The Napa region has a dynamic economy, and this is reflected in a flexible, changing real estate marketplace. Sites become available, while properties under consideration could be sold to another buyer. While this study reflects the best available information at one moment in time, over a period of several months many of these sites could be sold, acquired and developed by private entities.

As an example, additional information was obtained as the screening process advanced which altered the scoring and ranking of several sites. Site #3, which is only 10.3 acres, was highly ranked, but concerns about future expandability reduced its score. Subsequently the property adjacent and to the west of site #3 was placed on the market. If this five acre parcel were included with Site #3 it would have substantial expansion and it would rank higher than it did. This type of change will be reflected in the final report, slated for completion in December 2013.

4. Recommendation: Top 3 Candidate Sites

Based on the scoring of the sites and the analysis of operational (deadhead) travel costs the preferred three candidate sites are in order **20, 3** and **2.**



4.1. Opportunities & Constraints of Top Three Sites

Each of the top three candidate sites offers both opportunities and specific constraints.

Site 20 Attributes	
Distance to Transit Center:	2.6 Miles
Parcel Number:	046-370-024-000
Zoning Designation:	I
Total Acreage:	55.27

Site 20 – This large parcel is east of Pacific Supply and is an active industrial property located adjacent to the City boundaries. It is the highest scoring site which reflects its suitability for this use, its size and capacity and the proximity to the current transit center, which minimizes annual operational costs. The constraints of this site include the size (it would have to be subdivided), and that it is not actively offered for sale. As an active industrial property it may have unknown environmental constraints, topographic issues or utility easements that would have to be identified through an extensive due diligence effort.

Site 3 Attributes	
Distance to Transit Center:	4.3 Miles
Parcel Number:	057-170-018-000
Zoning Designation:	GI-AC
Total Acreage:	10.32

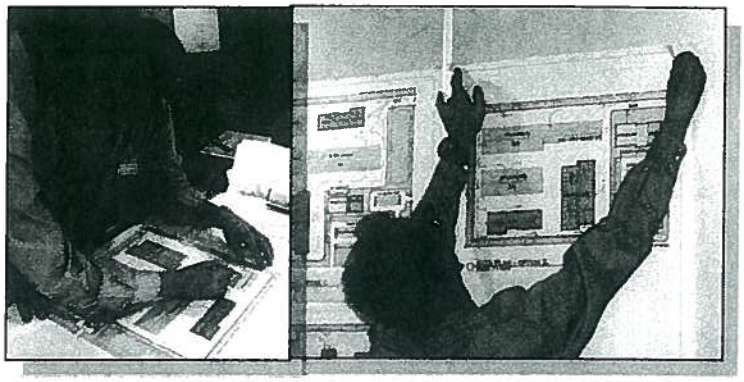
Site 3 – This 10.3 acre parcel is south of Soscol Ferry Road and is a vacant parcel adjacent to a storage locker property. There is an adjacent 5 acre parcel to the west of this site that would allow for future expansion. It has the second highest score which reflects its suitability for this use, its size and capacity and proximity to similar uses. At 4.3 miles it is still a reasonable distance to the transit center; however annual operational costs are significant. The constraints of this site include the size (it would have to include the adjacent parcel to allow for future expansion), it is actively offered for sale, but is in foreclosure proceedings, and it has a small section of wetlands at the north perimeter of the site. Also it may have unknown environmental constraints, utility easements that would have to be identified through an extensive due diligence effort.

Site 2 Attributes	
Distance to Transit Center:	4.7 Miles
Parcel Number:	057-170-019-000
Zoning Designation:	IP-AC
Total Acreage:	26.93

Site 2 – This 27 acre parcel is located to the south of Site #3. It is the 3rd highest scoring site which reflects its suitability for this use, and it is for currently for sale. It is suitably sized and has sufficient capacity; however it does not have a suitable access road, which would add to development costs. The constraints of this site include the size (it would have to be subdivided), and its odd shape which could limit the site plan. As an active agricultural property it is likely a clean site, but it may have unknown environmental constraints such as the proximity of, and the need to provide buffers for streams. Additional constraints would have to be identified through an extensive due diligence effort.

4.2. Next Steps

The next task will be to conduct a charrette workshop with the NCTPA team in September to test fit the space plan onto these top three candidate sites. The results of the charrette and the preferred site concepts will be documented in a following technical memo.



October 3, 2013
TAC Agenda Item 10
Continued From: NEW
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
TAC Agenda Letter

TO: Technical Advisory Committee (TAC)

FROM: Kate Miller, Executive Director

REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nctpa.net

SUBJECT: Legislative Update and State Bill Matrix

RECOMMENDATION

Information only.

EXECUTIVE SUMMARY

The NCTPA Board received a Federal legislative update and State legislative update (Attachment 1) from Platinum Associates and consider taking action on various state bills on Attachment 2 that could affect NCTPA.

FINANCIAL IMPACT

Is there a fiscal impact? No.

BACKGROUND AND DISCUSSION

Federal Update

Transportation Housing and Urban Development ("THUD") Budget Bill Congress returned from its one month summer recess on September 9th. The primary focus is on the appropriations bills for the upcoming federal fiscal year that begins on October 1st. The House has passed four appropriations bills and the Senate has not passed any. House Appropriations Committee Chairman Hal Rogers released a statement indicating that the THUD bill would need to be cut by $4.4 billion below the current funding level - a level that is consistent with 2006 appropriations – in order to abide by the sequestration budget levels. Based on the activity to date, it's likely that we will see a continuing resolution.

TIGER Grants

Secretary of Transportation, Anthony Foxx, announced the TIGER awards on September 5th. There was a total of $123.4 million awarded to 25 projects. NCTPA in partnership with the Vine Trail submitted a funding request for $5.2 million to complete construction of the Solano alignment as well as for transit improvements and bike/pedestrian connections in Yountville. Unfortunately the project was not selected for funding. Of the project funded, only two trail projects were funded and only two projects, totaling $15.5 million, were funded in California. Both were rail projects.

SUPPORTING DOCUMENTS

Attachments: (1) September 9, 2013 State Legislative Update
(2) State Bill Matrix

September 9, 2013

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

FR: Steve Wallauch
Platinum Advisors

RE: Legislative Update

End of the Line: The Legislature plans to adjourn on Thursday, September 12. They might also meet on September 13th if more time is needed, but the plan for now if to adjourn before Yom Kippur.

Friday was the last official day to amend bills (rules can always be waived), so we will be combing over these last minute amendments to see if there are any surprises. These late session gut and amends include SB 743 (Steinberg) which was amended to include CEQA protections for the sports arena in Sacramento, as well as making changes to address provisions of AB 900 that were found to be unconstitutional by the Alameda Superior Courts. AB 900 enacted a statewide process for expedited judicial review of CEQA cases for some projects. Other gut and amends include AB 604 regarding cannabis regulation, AB 1024 regarding immigrant attorneys, and SB 359 which would loan $30 million from the Smog Check Program to the Clean Vehicle Rebate Program and Zero Emission Truck & Bus Voucher Incentive Program.

Transit Grants will Flow: Governor Brown announced that the state and US Department of Labor have reached an agreement on a path forward to resolve whether California's recently enacted Public Employees' Pension Reform Act (PEPRA) conflicts with federal law. USDOL has notified several transit operators in California that it is refusing to certify transit grants due to objections raised by labor groups that PEPRA infringes on federal law that protects the collective bargaining rights of transit employees.

In short, the agreement will temporarily exempt transit employees from PEPRA while the dispute is settled in federal courts. Sacramento Regional Transit, whose grant has been officially decertified, will be filing a lawsuit challenging the USDOL's determination.

AB 1222 (Bloom & Dickinson) was gutted and amended to exempt public employees whose collective bargaining rights are protected under federal law from PERPA. The exemption would remain in place until a federal court determines that USDOL interpretation is wrong or until January 1, 2015, whichever is sooner. If the courts side with USDOL then the language would permanently exempt the transit employees. In addition, in the event a transit grant is decertified then the bill establishes a process for the transit property to secure a no or low interest loan from the state to keep the project on schedule while the transit property reapplies for the federal grant.

AB 1222 flew through the Senate last week. It was heard by the policy and fiscal committees, and the Senate Floor in a matter of hours. Sacramento can move quickly when the stars align and billions are at stake. We expect action in the Assembly will be equally swift, and the Governor is expected to sign this bill before the end of the week.

Constitutional Amendments: The Senate Committee on Transportation & Housing approved and moved to the Senate Rules Committee SCA 4 (Liu) and SCA 8 (Corbett). These measures along with SCA 11 (Hancock) will be held in the Rules Committee until a path forward is sorted out sometime next year. SCA 4 and SCA 8 would reduce the voter threshold to enact local transportation sales tax measures to 55%.

While both of these measures started out identical, Senator Liu agreed to amend SCA 4 to reflect comments in the Committee's analysis. Senator Corbett declined to take the amendments, but she committed to working with the Committee while SCA 8 is in Rules. The analysis argues that state policy over the years has devolved the decision making process for transportation priorities to the local and regional level. In addition, the increased reliance on self-help funding for transportation further diminishes the state's role. Lowering the voter threshold to 55% presents an opportunity for the state to influence the shape of local expenditure plans.

In keeping with the State's priority of reducing greenhouse gas emissions, the analysis suggests that the Committee may want to add a requirement that a percentage of the sales tax proceeds raised under a 55% measure be dedicated to projects that reduce transportation related GHG emissions. The analysis does not specify a percentage, but SCA 4 was amended to require 50% of the sales tax revenue be dedicated for this purpose.

In addition, given that most local expenditure plans invest in projects that improve the state highway system, the analysis asserts that the state is then required to fund all future maintenance costs of those improvements. Lowering the voter threshold might exacerbate this situation. The analysis suggest that these measures be amended to require a portion of the proceeds spent on state highway projects be set aside – placed in the SHOPP – to offset future maintenance costs. SCA 4 was amended to include this required set aside, but SCA 4 does not specify how much must be dedicated for future maintenance costs.

Active Transportation Program: The Governor's January budget proposed creating the Active Transportation Program (ATP). The ATP proposal would consolidate the funds from the Bicycle Transportation Account, Safe Routes to School, the Environmental Enhancement & Mitigation Account, as well as federal Transportation Alternative Program funds and federal Recreational Trails Program funds. Due to concerns expressed by various advocacy groups, the budget did not contain this proposal. However, the budget included language freezing the appropriation of the programs listed above until an agreement is reached and legislation enacted creating a new active transportation program.

Over the summer recess several meetings were held and an agreement was reached. The statutory changes needed to create the ATP have been amended into SB 99 and AB 105 – these are identical bills. The budget appropriation changes have been amended into SB 95 and AB 101, also identical bills. The structure of the

ATP includes the following:

- The ATP consolidates $139 million in funds from the Bicycle Transportation Account, Safe Routes to School, the federal Transportation Alternative Program funds and a portion of the Environmental Enhancement & Mitigation Account and Recreational Trails Program funds.
- The ATP would distribute the funds with 40% to metropolitan planning organizations with a population over 200,000, 10% to small urban and rural regions that would be awarded by the CTC, and 50% competitively awarded by the CTC on a statewide basis.

- The CTC is directed to develop and adopt guidelines for project selection in consultation with the ATP working group. The legislation also outlines eligibility criteria to be included in the guidelines such as funding can be used for new or improvements to existing bikeways, elimination of hazards, and educational or other non-infrastructure projects that increase active transportation.
- 25% of ATP overall funds must benefit disadvantaged communities.
- The Environmental Enhancement & Mitigation Programs shall continue to receive $7 million annually from the ATP, and continue to be a stand-alone program administered by the Resources Agency.
- Safe Routes to Schools program is guaranteed $24 million per year from the state's 50% share of the ATP for the next three years. Of this amount $7.2 million is available for non-infrastructure programs, such as technical assistance from the state.
- The Department of Parks & Recreation will continue to receive $3.4 million annually from federal funds for the recreational trails program.

Public Contracts: SB 556 (Corbett) remains on the Assembly Floor. NCTPA currently opposes this bill unless amended to exempt transit contracts. The bill has been substantially amended to remove transit contracts from the bill. It now specifies that the "labeling" requirements apply only to private entities with a contract to provide public health or safety services for a public agency. *With this change the Board should consider removing its opposition on SB 556.*

Previously, SB 556 would prohibit a nongovernmental person or entity contracting with a public agency from displaying a seal or emblem of that public agency on a uniform or vehicle unless a disclosure statement is also conspicuously displayed identifying the uniform wearer or vehicle operator as not a government employee. As amended, SB 556 would apply these requirements only to public health or safety contractors.

Nonprofit Participation: SB 594 (Hill) was a recent gut and amend bill that originally proposed to significantly curtail the ability of non-profits, such as CSAC, the League of Cities, and Self-Help Counties Coalition, that receive public funds from participating in any type of campaign activity. Opponents, led by CSAC, successfully reached an agreement on amendments that remove all opposition to this bill. As amended the bill contains the following provisions:

- Redefines "public funds" that cannot be used for ballot campaign advocacy, to include funds received by a nonprofit organization that come from conduit bond financing activities, whether or not those funds are received by the nonprofit in exchange for consideration for goods or services.
- School entities are no longer subject to the provisions of the bill.
- Nonprofit organizations that receive 20 percent or more of their annual operating budgets from public resources and that participate in campaign activities, must file reports detailing sources of fund for such campaign activities with the Franchise Tax Board.
- FTB may conduct discretionary audits. Mandatory audits occur after an annual expenditure in excess of $500,000. Violations are subject to civil fines of $10,000/violation

September 9, 2013

Bills	Subject	Status	NCTPA RECOMMENDED POSITION
AB 1222 **(Bloom D)** Public employees' retirement: collective bargaining: transit workers: transportation.	AB 1222 creates a one year exemption from PEPRA (January 1 2015) for transit employees covered under the federal law. If the court determines PEPRA is in compliance with the Section 13(c) of the Federal Transit Act then the 1 year exemption will sunset. If the court says PEPRA is not in compliance then the exemption will be permanent. The one year exemption should allow other transit districts to receive federal funds while the litigation is proceeding.	ASSEMBLY CONCURRENCE	Staff Recommended Position: WATCH
SB 556 **(Corbett D)** Agency: ostensible: nongovernmental entities.	Previously SB 556 would prohibit nongovernmental person or entity contracting with a public agency from displaying a seal or emblem of that public agency on a uniform or vehicle unless a disclosure statement is also conspicuously displayed identifying the uniform wearer or vehicle operator as not a government employee. SB 566 was amended on September 4th to limit the application of the disclosure requirements to contracts dealing with public health or safety services. The bill no longer applies to any transit service contracts.	Assembly Floor – Third Reading File	Existing Position: Oppose Unless Amended Staff Recommended Position: WATCH

Bills	Subject	Status	NCTPA RECOMMENDED POSITION
SCA 4 **(Liu D)** Local government transportation projects: special taxes: voter approval.	SCA 4 was approved by the Senate Committee on Transportation & Housing, and has been referred to the Senate Committee on Rules where it will be held until, likely next year, when the Senate determines which direction it will take the voter threshold proposals. *Senator Liu accepted as author's amendments two suggested amendments listed in the Senate Transportation Committee analysis for SCA 4 and SCA 8. This first change would require a percentage of the sales tax revenue be used for projects the reduce GHG emissions from transportation sources. The second change would require a portion of the funds used on state highway project be given to the state for future maintenance needs. Senator Corbett did not accept these amendments, but committed to continue discussions about these proposed changes.* 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. SCA 4 was amended to require a local measure to include the following in order to be approved with a 55% vote: • Includes a specific list of projects and programs that will be funded and limits the use of the funds for those purposes, • Includes a requirement for annual audits, and • Requires the creation of a citizens' oversight committee.	SENATE RULES	Existing Position: SUPPORT Staff Recommended Position: SUPPORT SEEK AMENDMENT

Bills	Subject	Status	NCTPA ADOPTED POSITION
AB 431 (Mullin D) Regional transportation plan: sustainable communities	Although AB 431 was approved by the Assembly Local Government Committee, the author has agreed to make this a two-year bill due to concerns expressed by Self Help Counties and others. This bill is sponsored by the Nonprofit Housing Association of Northern California. This bill would authorize a transportation planning agency to place a sales tax measure covering a portion of its planning area. The expenditure plan must allocate 25% of the funds to each of the following: transportation, housing and parks & recreation.	ASSEMBLY TRANSP – Two Year Bill	WATCH
AB 513 (Frazier D) Tire recycling program: rubberized asphalt.	AB 513 establishes the Rubberized Asphalt Concrete (RAC) Market Development Act, which expands and codifies CalRecycle's existing RAC grant program. This bill would provide state and local entities increased funding for paving projects that use waste tires. AB 513 directs CalRecycle to allocate $10 million annually for these grants.	SENATE THIRD READING	SUPPORT

Bills	Subject	Status	NCTPA ADOPTED POSITION
<u>AB 574</u> **(<u>Lowenthal</u> D)** California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund: sustainable communities strategies.	AB 574 was held on the Assembly Appropriations Committee's Suspense File. This essentially means this bill is dead. However, efforts are being pursued to incorporate AB 574 or a similar proposal into the budget process. The other measures, AB 416 and AB 1051, which also created grant programs for cap & trade revenues were also held on the Suspense File. AB 574 establishes a regional competitive grant programs for projects that combine transportation investments with local land use changes. It is designed to implement regional GHG reducing plans in the most cost effective way while encouraging innovation, collaboration, and flexibility to address local needs and achieve the greatest GHG emission reductions. Eligible investments under the program include: • Funding for transit operations, maintenance, and infrastructure; • Clean transportation fueling infrastructure; • Transportation demand management; • Road and bridge maintenance and retrofits for complete streets, bike and pedestrian enhancements; • Safe routes to schools; • Regional and interregional rail modernization; • Community infrastructure to support transit oriented developments, affordable housing, infill, and walkable communities, and • Other uses that reduce GHG emissions.	ASSEMBLY APPR – Held of Suspense Two Year Bill	SUPPORT

Bills	Subject	Status	NCTPA ADOPTED POSITION
AB 935 **(Frazier D)** San Francisco Bay Area Water Emergency Transportation Authority: terms of board members.	Assemblyman Frazier has made AB 935 a two-year bill. AB 935 would expand the Water Emergency Transportation Authority board and specify that the seats represent specified counties AB 935 would divvy up the appointments to WETA as follows: • Of the Governor's three appointees one shall be a resident of San Francisco. • The Senate Rules Committee will have two appointees that shall include a resident of Contra Costa County and a resident of San Mateo County • The Speaker of the Assembly will have two appointees that shall include a resident of Solano County and a resident of Alameda County. • Each of the County appointees shall be selected from a list of three nominees provided by the transportation authority from each county. • If a transportation authority does not submit a list of three names within 45 days of a vacancy then the Governor shall appoint a resident from the specified county.	SENATE T & H – Two Year Bill	WATCH
AB 1002 **(Bloom D)** Vehicles: registration fee: sustainable communities strategies.	AB 1002 remains in the Assembly Local Government Committee. Because this bill is a "tax" measure, it is exempt from the hearing deadlines and technically can be heard at any time. However, passage of this bill does require a 2/3 vote on the Floor, and movement is unlikely. This bill includes a proposal to impose a $6 tax to the registration of each vehicle. The revenue would be deposited into the Sustainable Communities Subaccount, which the bill creates, and the proceeds would be distributed as follows: • 50% appropriated to cities and counties on a per capita basis for planning and implementation of sustainable communities strategies. • 40% appropriated to transportation commissions and transit operators to support transit operations and expand reduced fare programs. The bill does not specify how the funds would be allocated. • 10% appropriated to MPOs and RTPAs to be used for competitive grants for implementing sustainable communities strategy programs.	ASSEMBLY LOC GOV	WATCH

Bills	Subject	Status	NCTPA ADOPTED POSITION
AB 1290 **(John A. Pérez D)** Transportation planning.	AB 1290 would make significant changes to the oversight responsibilities of the California Transportation Commission. The bill also expands the number of Commissioners from 13 to 15 members. Appointments made by the Senate and Assembly would increase from one to two each. However, one of the appointees made by the Senate and one by the Assembly would be a voting member. The other would be a nonvoting ex-officio member. The bill would also specify that the Chairperson of CARB would be an ex-officio member of the CTC. The bill also directs the CTC to monitor outcomes from land development and transportation investments pursuant to the sustainable communities strategies (SCS). The bill also requires RTPA's that prepare a SCS to report to the CTC on the progress in implementing the SCS, and the CTC must include an assessment of the SCS reports in the CTC's annual report.	SENATE THIRD READING	WATCH
AB 1371 **(Bradford** D) Vehicles: bicycles: passing distance	AB 1371 would enact the "Three Feet for Safety Act." The purpose of this bill is to enable motorists to pass bicyclist at a safe distance of at least 3 feet. This proposal is similar to SB 910 (Lowenthal), which was vetoed by the Governor. AB 1371 authorizes drivers on two-lane highways to drive to the left of double solid yellow or other similar pavement markings to pass a bicyclist proceeding in the same direction if: • The left side of the road is clearly visible and free of oncoming traffic for a sufficient distance to permit the passing without interfering with the safe operation of vehicles approaching from the opposite direction, and, • The driver operates to the left of the pavement markings only as long as reasonable necessary to complete the passing maneuver.	Governor's Desk	SUPPORT

Bills	Subject	Status	NCTPA ADOPTED POSITION
SB 1 (Steinberg D) Sustainable Communities Investment Authority.	SB 1 as approved by the Senate with a vote of 27-11. The bill is now awaiting referral to a policy committee on the Assembly. This bill 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.	Assembly Floor – Third Reading File	WATCH
SB 469 (Corbett D) Public contracts: local agencies: public transit vehicles.	SB 469 would require a local entity when awarding a contract to procure public transit buses to give a 10% preference to any bidder that agrees to manufacture the vehicles in California.	SENATE T. & H – Two-Year Bill	WATCH
SB 613 (DeSaulnier D) Bay Area Toll Authority	SB 613 was approved by the Senate with a 35-0 vote, and unanimously approved by the Assembly Transportation Committee. The bill is now awaiting action on the Assembly Floor. This bill would generally prohibit the use of Bay Area Toll Authority (BATA) revenues from being used to invest in real estate. In addition, the bill would limit direct contributions from BATA to MTC to 1% of gross annual toll bridge revenues. The bill would allow additional contributions from BATA to MTC in the form of a loan to be repaid with interest. The total amount of loans could not exceed 1% of gross annual bridge toll revenue.	Governor's Desk	WATCH
SB 791 (Wyland R) Motor vehicle fuel tax: rate adjustment	SB 791 remains in the Senate Committee on Transportation & Housing. The author pulled the bill from the April 30th agenda. SB 791 would eliminate the requirement for the BOE to adjust the "fuel swap" excise tax on annual basis, and instead require any calculated increase to be approved by a 2/3 vote of the legislature. SB 791 would strip this responsibility from the BOE, and require the Department of Finance to perform this calculation. If the calculation shows that the swap excise tax should be reduced then that adjustment if automatically made. If, however, the calculation results in an increase in the swap excise tax rate, the DOF must report that outcome to the Joint Legislative Budget Committee by March 1 each year. The proposed increase must be approved by a 2/3 vote of each house in order to take effect.	SENATE T & H – Two Year Bill	OPPOSE

Bills	Subject	Status	NCTPA ADOPTED POSITION
SB 792 (DeSaulnier D) Regional entities: Bay Area.	SB 792 directs the Joint Policy Committee to prepare a regional organization plan with the goal of reducing overhead costs and integration of regional planning requirements. The plan shall be submitted to the JPC by December 31, 2014, and the JPC shall hold hearings in each county before adopting the plan by June 30, 2015. The bill also directs the JPC to develop community outreach policies, maintain a website, and beginning on January 1, 2014, the JPC shall review the plans and policies for implementing the sustainable communities strategy.	SENATE APPR. – Held of Suspense Two Year Bill	WATCH
SCA 4 (Liu D) Local government transportation projects: special taxes: voter approval.	SCA 4 was approved by the Senate Committee on Transportation & Housing, and has been referred to the Senate Committee on Rules where it will be held until, likely next year, when the Senate determines which direction it will take the voter threshold proposals. *Senator Liu accepted as author's amendments two suggested amendments listed in the Senate Transportation Committee analysis for SCA 4 and SCA 8. This first change would require a percentage of the sales tax revenue be used for projects the reduce GHG emissions from transportation sources. The second change would require a portion of the funds used on state highway project be given to the state for future maintenance needs. Senator Corbett did not accept these amendments, but committed to continue discussions about these proposed changes.* 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. SCA 4 was amended to require a local measure to include the following in order to be approved with a 55% vote: • Includes a specific list of projects and programs that will be funded and limits the use of the funds for those purposes, • Includes a requirement for annual audits, and • Requires the creation of a citizens' oversight committee.	SENATE RULES	SUPPORT

Bills	Subject	Status	NCTPA ADOPTED POSITION
<u>SCA 8</u> (Corbett D) Local government transportation projects: special taxes: voter approval.	SCA 8 was approved by the Senate Committee on Transportation & Housing, and has been referred to the Senate Committee on Rules where it will be held until, likely next year, when the Senate determines which direction it will take the voter threshold proposals. *The Senate Transportation Committee analysis for SCA 4 and SCA 8 propose two amendments. While Senator Liu agreed to amend SCA 4 to include these changes, Senator Corbett declined to make these changes SCA 8.* *This first suggested change would require a percentage of the sales tax revenue be used for projects the reduce GHG emissions from transportation sources. The second change would require a portion of the funds used on state highway project be given to the state for future maintenance needs. In addition, at the hearing housing advocates requested an amendment allowing the use of these sales tax funds for low income infill housing.* 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. SCA 8 was also amended to require a local measure to include the following in order to be approved with a 55% vote: • Includes a specific list of projects and programs that will be funded and limits the use of the funds for those purposes, • Includes a requirement for annual audits, and • Requires the creation of a citizens' oversight committee.	SENATE RULES	SUPPORT
<u>SCA 11</u> (<u>Hancock</u> D) Local government: special taxes: voter approval.	SCA 11 was approved by the Senate Committee on Elections & Constitutional Amendments. The measure was moved to the Senate Committee on Rules where it will be held until, likely next year, when the Senate determines which direction it will take the voter threshold proposals. 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. Since it applies to any special tax, this measure was not sent to Senate Transportation & Housing. Similar to SCA 4 and SCA 8, SCA 11 was also amended to require the following elements in the local measure in order to be approved by 55%: • Includes a specific list of projects and programs that will be funded and limits the use of the funds for those purposes, • Includes a requirement for annual audits, and • Requires the creation of a citizens' oversight committee.	SENATE RULES	SUPPORT