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**NCTPA
Overall Work Program
2010 - 2011**

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Items of Particular Interest to Senior Citizens

Pages: 14, 36, 39, 41, 57, 62, 63, 70, 74, 75, 78, 78-80, 82

Items of Particular Interest to Persons with Disabilities

Pages: 14, 36, 39, 41, 57, 62, 63, 70, 74, 75, 78, 78-8

I. OVERVIEW

Formed in 1988, the Napa County Transportation and Planning Agency (NCTPA) is the designated Congestion Management Agency and Transit Provider for Napa County. In this capacity NCTPA is responsible, under federal and state law, for developing transportation plans and programs for the county region in a cooperative, continuous, and comprehensive planning process carried out in cooperation with federal, state, regional, and local agencies.

In addition to local and regional transportation planning, NCTPA offers a variety of public transportation services to most effectively serve the residents of Napa County. Fixed-route transit and paratransit services are offered in the city of Napa with major intercity and commuter bus lines serving Vallejo, American Canyon, Napa, Yountville, St. Helena, and Calistoga. Localized services in most of the aforementioned communities are also provided by the agency with service spans and frequencies dependent on the service area and discussed in detail later in this document.

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

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

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

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

Third, the Overall Work Program serves as documentation to support the various federal and state grants that finance the planning program.

II. AGENCY HIGHLIGHTS AND ACCOMPLISHMENTS 2009/2010

The Napa County Transportation and Planning Agency's fiscal year begins on July 1st and concludes on June 30th. Noted below are some highlights of the 2009-10 fiscal year.

- The Vine 29 Commuter Express to BART and the Vallejo Ferry was launched.
- The Agricultural Worker Vanpool Program was launched.
- NCTPA office hours were extended to be open during 12 noon to 1 PM to better serve the public.
- Construction began on the Trancas Park and Ride facility.
- Four new hybrid buses were placed into service.
- NCTPA successfully applied for several new grants for transit and capital improvements including bus stop amenities for local jurisdictions and transit vehicles.
- The Agency collected unused funds and closed several aged federal grants previously written off as uncollectable.
- The Agency began budgeting and reporting financial information on a monthly basis.
- Updated personnel policies and procedures were approved by the Board of Directors.
- The Agency successfully completed its annual external financial audit on time and on budget.
- The Agency created its first long-term financial forecast.
- The Green Business Program certified 28 businesses.
- NCTPA received a certificate of recognition from ABAG for being a green certified public agency. This makes NCTPA the only green certified public agency in Napa County.

III. HOW TO READ THIS DOCUMENT

The comprehensive work program for fiscal year 2010-11 is divided into six (6) distinct sections, each with its own introduction, that reflect the primary functions of the agency. The primary program sections are:

- | | |
|-------------------------------------|-------------|
| 1. Agency Administration | (AA series) |
| 2. Program Administration | (PA series) |
| 3. Communication and Representation | (CR series) |
| 4. Sustainability | (ST series) |
| 5. Planning | (PL series) |
| 6. Public Transit | (PT series) |

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

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

In addition, most elements derive their origin and/or relate to other specific planning or guidance documents of the agency. The symbols below can be found on many of the work element pages to assist the reader in where they may reference additional information. Projects that may impact the TIP, as well as work elements that may be of particular interest to seniors and/or persons with disabilities, are also indicated.

SYMBOL GUIDE

- 2035** Included in or relates to the Transportation 2035 Plan for the San Francisco Bay Area
- NTF** Included in or relates to the agency's strategic plan: Napa's Transportation Future
- S RTP** Included in or relates to the agency's Short Range Transit Plan
- CBTP** Included in or relates to the agency's Community Based Transportation Plan
- TIP** Project is included in the region's Transportation Improvement Program
- SENIOR INTEREST** This item may have particular interest to senior citizens.
-  This item may have particular interest to persons with disabilities.

From human resources to accounting, like any organization, the Napa County Transportation and Planning Agency undertakes a host of both on-going and special initiatives to ensure the responsible and responsive administration of the agency. In addition, as a public agency, it is particularly important that the organization maintain the highest standards of transparency, accountability, and compliance with Federal, State and local regulations.

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

Elements Included in this Section:

Agency Administration and Support	AA – 01
Agency Policies and Protocols Process Revision	AA – 02
Human Resources Management	AA – 03
Title VI	AA – 04
Grants and Capital Projects Administration	AA – 05
Disadvantaged Business Enterprise	AA – 06
Finance Administration	AA – 07
Transportation Development Act Administration	AA – 08
Agency Audits	AA – 09
New Accounting Modules	AA – 10
Transition to County Payroll System	AA – 11
Bus and Bus Shelter Advertising	AA – 12
Dashboard Information Management System	AA – 13

ABSTRACT

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

TASKS

1. Support NCTPA Board and advisory committees. Prepare and distribute agendas, minutes, staff reports. Provide committee meeting minutes to the full board and integrate into staff recommendations.
2. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.
3. Provide general reception and support staff services.
4. Maintain and post documents, reports, agendas, and minutes on the NCTPA website for member agency, Board, and public consideration.
5. Maintain office filing systems.
6. Maintain and administer office computer network.
7. Maintain facility access and key control.
8. Maintain, monitor and track conference room reservations.
9. Maintain, monitor and track office equipment for continuous operation.
10. Maintain, monitor, track and replenish equipment/office supplies.
11. Maintain, review and streamline all NCTPA publications.
12. Maintain, inventory, replenish and issue transportation passes to authorized agencies.
13. Review, track and disseminate all incoming correspondence to appropriate staff members.
14. Maintain and prepare reports as directed by agency directors.
15. Maintain publication archive.
16. Maintain front desk/reception, greet and log visitors entering the agency.

Products	Beginning Date	Ending Date
Agendas, minutes, and staff reports	Monthly	
Correspondence/Publishing	As needed	
Progress reports	As needed	
Update funding agreements	Ongoing/As needed	
Staff Training	Ongoing	
Update bylaws, administrative ,operating and office procedures, and personnel policies	As needed	
Maintain and update computer system and equipment, including all information technology related tasks	As needed	

ESTIMATED STAFF HOURS: 520

ABSTRACT

Agency Management is the function relating to the overarching management of the agency and its general administration. The activity of creating systematic approaches to operations and processes which are reviewed annually at a minimum; more often if they are found to be out of date during the year. Policies interpret laws applicable to our organization; serving as a written record of good practices the agency wants to emphasize and enforce within the organization, whether or not there are legal implications.

Over the past two years NCTPA has undergone significant changes since transitioning to an independent agency. This element involves redesigning a system which will examine existing and recently adopted policies as well as their corresponding procedures. The focus will be on developing written procedures for those policy requirements that are executed often, as well as protocols for handling policy exceptions. These activities will help ensure compliance with applicable Federal, State, and local laws and promote consistency of their application throughout the organization.

TASKS

Revise Agency’s Written Policies; Practices; and Procedures

Focus Areas:

- a. Office administration and documentation
- b. Project/Program Delivery Oversight and Administration
- c. Central file and resource system
- d. Customer service

The strategy is to have one large policy document followed by topical policies. The top of each mini-policy will show:

- 1. scope,
- 2. applicable systems,
- 3. references,
- 4. effective date(s),
- 5. if it supersedes any other policy/procedure,
- 6. whose authority the policy falls under and
- 7. point of contact for questions or future actions.

A consequences section will explain the threat or reason for the policy, any legal ramifications if violated and impact if organizational, but not legal policy, is violated such as:

- a. Title VI
- b. Sarbanes-Oxley Act

Products	Beginning Date	Ending Date
Agency’s Written Policies; Practices; and Procedures	Ongoing	Jun 2011

ESTIMATED STAFF HOURS: 1040

ABSTRACT

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

TASKS

1. Development and revision of human resource programs, policies and procedures.
2. Apply, interpret, and ensure compliance with general human resource administration practices and procedures.
3. Comply with state and federal personnel laws and regulations such as drug free workplace, harassment, and OSHA requirements.
4. Maintain personnel records.
5. Conduct personnel recruitments.
6. Manage performance assessment process.
7. Facilitate on-going staff training.
8. Payroll and benefit processing and analysis.
9. Ensure adherence to agency travel policies. Update and synchronize travel policies with the Financial Policies and Procedures manual, Personnel Policies and Procedures manual, and Office Procedures manual.

Products	Beginning Date	Ending Date
Staff Training	Ongoing	
Employee performance reviews	Annually	
Maintain all personnel records	Ongoing	
Administer employee compensation and benefits program	As needed	

ESTIMATED STAFF HOURS:	520
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ABSTRACT

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

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

Every effort will be made to ensure nondiscrimination in all of NCTPA’s programs and activities, whether those programs and activities are federally funded or not. When NCTPA distributes federal aid funds to another governmental entity, it will include Title VI language in all written agreements and will monitor for compliance.

TASKS

1. Create awareness of statutory non-discriminatory requirements.
2. Maintain a systematic and ongoing public involvement process that engages communities affected by transportation projects.
3. Identify potential discriminatory impacts early. Early detection can often minimize and reduce negative impacts to minority and low-income populations and delays to project delivery.
4. Avoid, eliminate or minimize adverse impacts.

Products	Beginning Date	Ending Date
Above activities are on-going	Ongoing	

ESTIMATED STAFF HOURS:	96
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ABSTRACT

In order to leverage resources for the region the agency maximizes utilization of grant funds from a variety of sources. Grants, whether formula based or secured through a competitive process, have stringent application, monitoring and reporting requirements.

TASKS

1. Identify capital needs.
2. Identify appropriate capital funding sources.
3. Continually seek grant funding opportunities to meet agency needs.
4. Prepare grant applications, scopes of studies or pilot projects and requests for proposals.
5. Review and respond to local and regional highway and transit proposals and plans; attend regional and local advisory committee and board meetings to ensure consistency with Regional Transportation Plan (RTP) and Long Range Transit Plan (LRTP) policies.
6. Manage capital procurement and related RFP’s/RFQ’s/IFB’s.
7. Manage contracts for NCTPA capital projects.
8. Maintain and update agency resource files and/or data bases for project tracking.
9. File required state and federal financial and milestone reports.
10. Track project revenues and expenses.
11. Strategically match grant funding opportunities to applicable projects to maximize funding success and financial leverage, while minimizing onerous deliverables.
12. Administer agency grants in accordance with sound management/financial principles and in compliance with grantor regulations and Joint Powers Agreement (JPA) provisions.
13. Submit all required reports within scheduled due dates.
14. Conduct liaison with federal, state and local funding agencies.
15. Track progress of grant funded projects to assure milestones are achieved.
16. Provide notification of funding availability; assist grant applicants in developing project proposals; participate, prioritize and adopt programs; and monitor project delivery.
17. Monitor progress in the implementation of adopted Short Range Transit Plans service and capital improvement programs.
18. Provide notification of funding availability; assist grant applicants in developing project proposals, and facilitate process for the FTA Sections 5316, 5317, 5310 competitive grants and Proposition 1B and STA Lifeline funds.

Products	Beginning Date	Ending Date
FTA 5307 Grant Application.	Jul 2010	Oct.2010
FTA 5307 Reporting.	Quarterly	On-going
ARRA Tier I and II reporting	Monthly, Quarterly, Annually	On-going
State PPM.	Annual	On-going
FTA 5310, 5311, 5316, 5317, grants, reporting and call for projects	Annual/Quarterly	On-going
Prop. 1B Lifeline grants, reporting, call for projects.	Annual/Quarterly	On-going
Prop. 1B Transit Security grant and reporting	Annual/Quarterly	On-going
Prop. 1B Revenue Based grant and reporting	Annual/Quarterly	On-going

Products (cont.)	Beginning Date	Ending Date
Prop. 1B Small Operator grant and reporting	Annual	On-going
Earmark reporting	Quarterly	On-going
One-time grant opportunities	As available	
TFCA grants, reporting and call for projects	Annual/Quarterly	On-going
CMA Block Grant call for projects	Annual	On-going
TE reporting and call for projects.	Annual/Quarterly	On-going

ESTIMATED STAFF HOURS:	780
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ABSTRACT

As a recipient of state and federal funding, NCTPA is responsible for meeting certain requirements related to the participation of Disadvantaged Business Enterprises (DBE) when the agency contracts for goods and services.

TASKS

1. Establish agency annual goals for the participation by DBE's.
2. Monitor requests for bids and contract solicitations to assure DBE conformity.
3. Prepare periodic required reporting to state and federal agencies on DBE compliance.
4. Assure goals met for outstanding contracts.
5. Work collaboratively with the County, town and cities to host an instructional DBE forum to assist local business become registered DBEs.

Products	Beginning Date	Ending Date
Adopt Annual DBE Goals	Oct 2010	Oct 2010
State Six Month Reports	Apr and Oct	On-going
Federal Six Month Reports	Dec and Jun	On-going
Contract/RFP/RFB compliance monitoring	Ongoing	On-going
DBE forum	Oct 2010	Jan 2011

ESTIMATED STAFF HOURS:	96
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ABSTRACT

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

TASKS

1. Develop and adopt budgets for submission to Board of Director’s.
2. Provide program and fiscal strategic management.
3. Develop, present and monitor annual budget.
4. Prepare monthly/quarterly progress and financial reports.
5. Manage finances consistent with generally accepted standard accounting practices and prepare, review and present monthly financial reports to the Board.
6. Ensure all vendors are paid regularly and consistently.
7. Management of accounts payable/receivables.
8. Ensure proper cash management.
9. Special projects as assigned.

Products	Beginning Date	Ending Date
Prepare and distribute financial statements and financial reports	Monthly	
Budget cycle	Feb 2011	May 2011
Budget preparation meetings with Board of Directors	Mar 2011	Apr 2011
Finalize budget for upcoming fiscal year	May 2011	May 2011
Administer NCTPA annual operating budget	Ongoing	
Administer day-to-day finance functions	Ongoing	
Provide administration of the Agency’s office property, Accounts receivable and other accounting records.	Monthly	

ESTIMATED STAFF HOURS:	1040
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S RTP TIP 2035 NTF

ABSTRACT

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

TASKS

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

Products	Beginning Date	Ending Date
State Controller’s Report	Sep 1, 2010	Oct 13, 2010
TDA Allocation instructions	Quarterly	
Audit Schedule: FY10/11 and 11/12	TBD	
Prior Performance Audit follow up	Feb 1, 2011	

ESTIMATED STAFF HOURS: 240



ABSTRACT

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

External Audits

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

TASKS

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

Performance Audits

Performance audits measure the agency's compliance with certain prescribed statutory performance and operating standards.

TASKS

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

Products	Beginning Date	Ending Date
Preparation of upcoming external audit	Aug 2010	Oct 2010
On site external auditors	Oct 2010	Oct 2010
Completion of external audit	Dec 31, 2010	
Unmet needs hearing report	As Needed	As Needed
State Controller's reports	Aug 2010	Oct 19, 2010
TDA allocation instructions and application	Mar 1, 2010	May 31, 2010
TDA Triennial Performance Audit	2011	
Prior Performance Audits follow-up	Ongoing	

ESTIMATED STAFF HOURS: 120

ABSTRACT

The County of Napa is undergoing a systems upgrade of its accounting and human resources software. After a beta testing period, new modules will be launched and “go live”. NCTPA is expected to utilize several of these modules.

TASKS

1. Receive training on the use of the new modules.
2. Work with County ITS to customize the modules for NCTPA specifications.
3. Create reports based on the data supplied by the modules.

Products	Beginning Date	Ending Date
New Chart of Accounts and Chart Field	Oct 1, 2010	Dec 31, 2010
New modules “go live”	Jan 1, 2011	
Reporting	Ongoing	

ESTIMATED STAFF HOURS: 96

ABSTRACT

NCTPA was part of the County of Napa’s payroll system when the Agency was part of the County’s Department of Public Works. After independence from the County, NCTPA decided to choose an independent payroll administrator. In 2010, the County has offered NCTPA to transition payroll services back to the County. The invitation will lower payroll costs, automatically post payroll entries to NCTPA’s general ledger accounting system, and offer dedicated support for Agency needs.

TASKS

1. Conduct planning meetings with County Auditor-Controllers office and ITS for future payroll transition.
2. Work with County ITS and Auditor-Controller’s office to set up earnings codes specific to NCTPA.
3. Work with ITS to test payroll system.
4. Address and identify weaknesses in payroll system.
5. Monitor payroll system for support issues.

Products	Beginning Date	Ending Date
Planning meetings with County Auditor-Controller and ITS	Jan 1, 2010	Aug 31, 2010
Implement earnings codes into County payroll system and testing phase	May 1, 2010	May 31, 2010
Transition payroll system	Jun 1, 2010	Jul 31, 2010
Complete transition	Aug 15, 2010	

ESTIMATED STAFF HOURS:	120
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ABSTRACT

The agency’s transit services derive revenue from advertising on buses and bus shelters. As a recipient of federal transit funding, NCTPA is required to periodically go out to bid for advertising services.

TASKS

- 1. Develop and release request for bids for advertising services.
- 2. Recommend service provider to the Board of Directors.
- 3. Contract with provider.

Products	Beginning Date	Ending Date
Develop/release RFB for advertising services	Dec 2010	Jan 2011
Recommend service provider to the Board of Directors	Feb 2011	Feb 2011
Contract with provider	Mar 2011	Mar 2011

ESTIMATED STAFF HOURS:	96
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ABSTRACT

As part of the agency’s dedication to efficient operations, transparency and public access, in 2009/10 a concerted effort was made to explore options for the implementation of a project management information system. The “Dashboard” features of such an application track the flows inherent in the business processes that they monitor. Graphically, users see the high-level processes and then drill down into low level data. This will allow managers to monitor the contribution of the various departments in the organization and allow the public to view the status of various projects via a public web portal.

After research in 2009/10 staff has concluded that the County of Napa already has several modules for a cohesive system as part of its Oracle/People Soft information technology suite of applications. It is more cost effective for the agency to access and implement these existing solutions; particularly as any system would have to integrate into the county’s accounting system and be supported by the county IT department. However, for a variety of internal reasons, the county will not be ready to launch and/or provide access to these modules until early 2011.

TASKS

- 1. Work with county to identify modules for integration.
- 2. Receive necessary training for staff.
- 3. Work with county IT to bring select modules on line.

Products	Beginning Date	Ending Date
Initiate Access to County’s Oracle modules	Jan 2011	Jun 30, 2011

ESTIMATED STAFF HOURS:	320
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From facilitating “calls for projects” to assuring statutory reporting and compliance, in its role as the Congestion Management Agency (CMA) for Napa County, NCTPA administers a variety of programs that bring financial resources into the community to benefit our member jurisdictions. In addition, the agency provides year-round technical assistance to local governments in helping them secure state and federal financial support for street, road, pedestrian, bicycle, and air quality improvements.

With tasks that range from the ministerial to process intensive, programs highlighted in this section have become on-going and integral responsibilities of the agency.

Elements Included in this Section:

Abandoned Vehicle Abatement Program	PA – 01
Transportation Enhancement Program Administration	PA – 02
Transportation for Clean Air	PA – 03
Ongoing Technical Assistance	PA – 04
Napa County Commission for Arts and Culture	PA – 05

ABSTRACT

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

TASKS

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

Products	Beginning Date	Ending Date
Update AVAA file	Quarterly	
Mail disbursements to jurisdictions	Quarterly	

ESTIMATED STAFF HOURS:	96
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TIP 2035 NTF

ABSTRACT

Transportation Enhancements (TE) activities are federally funded community-based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspects of our transportation infrastructure. NCTPA administers the TE program, while individual projects are managed by the jurisdictions, agencies or organizations whose projects are selected.

TASKS

1. Revise guidebook and application process.
2. Issue a call for projects as part of the NCTPA coordinated project solicitation process.
3. Select applicants for funding via application process.
4. Submit applications to MTC and Caltrans for review and approval.
5. Work with funded applicants on milestones and deliverables.

Products	Beginning Date	Ending Date
Revised guidebook and application	Jul 1 2010	Sep 1 2010
Call for projects	Jan 2011	Sep 1 2010
List of selected applicants		Oct 31 2010
Submitted applications to MTC and Caltrans		Dec 31 2010
Project reports		May 31 2011

ESTIMATED STAFF HOURS: 780

TIP 2035 NTF

ABSTRACT

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

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

TASKS

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

Products	Beginning Date	Ending Date
Attend TFCA Program Manager Workshops	Ongoing	
Submit Annual Report		Oct 31, 2010
Submit Program Manager Fund Applications		Mar 22, 2011
Project allocation list due to BAAQMD		Nov 5, 2011
Board approval of Funding Agreements		Winter 2011
Submit Semi-Annual Report		May 31, 2011
Submit claim forms for reimbursement of expenses	Ongoing	

ESTIMATED STAFF HOURS: 310

TIP 2035 NTF

ABSTRACT

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

TASKS

1. Data generation, procurement and dissemination that are needed by member governments in preparing grant applications, developing specific studies, or local projects.
2. Grant preparation assistance either in securing information on various grant programs, developing the grant information requirements, or preparing, submitting and following up on grant review and progress.
3. Staff training of and assistance to local agencies in meeting federal requirements by holding workshops and briefing sessions.
4. Legislative assistance. This can include securing information on various pieces of legislation appearing before legislative committees, or working with legislators in preparing and developing specific pieces of legislation that would benefit the member jurisdictions; however, this should not be construed as engaging in lobbying activities.
5. Upon request provide information to State and Federal agencies on transportation policy issues, continue to monitor, evaluate and comment upon State and Federal legislation dealing with transportation that is of concern and importance to this region.
6. Assist monitor agencies to complete procedural and administrative requirements and assist with issue resolution with Caltrans, CTC, FHWA, FTA and resource agencies.

Products	Beginning Date	Ending Date
Variable – depends on work requested	As needed	

ESTIMATED STAFF HOURS: 540

ABSTRACT

The mission of the Napa County Commission for Arts and Culture is to provide vision, leadership and inspiration that recognize the arts as essential and integral to the balance and vitality of Napa County communities. The Commission serves as the primary advisory body to make recommendations on arts and cultural planning, policy, and programs in Napa County and its local jurisdictions. The Commission is the liaison between the arts community, government, business, philanthropic leaders, community developers, educators and the public at-large. The Commission recognizes businesses, individual leaders and organizations which support arts in the local community.

TASKS

1. Provide staff support to the Napa County Commission for Arts and Culture
2. Advise NCTPA leadership regarding the creation of arts related policy and infrastructure that support the arts of Napa County communities including: zoning ordinances, public art, art in education.
3. Explore the creation of a Napa County Community Cultural Arts Center.
4. Provide representation to community groups planning for the future use of public/private spaces/facilities for the arts.
5. Explore the opportunities for recognizing exceptional businesses, individual leaders and organizations which support arts in the local community.

Products	Beginning Date	Ending Date
Time records	Ongoing	
Staff reports	Periodic	
Staff report	Dec 2010	Feb 2011
Meeting notes	Ongoing	
Staff report		Mar 31, 2011

ESTIMATED STAFF HOURS:	40
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As a Joint Powers Authority, NCTPA is a public agency with unique obligations and a paramount responsibility to inform and engage its member agencies and the public in the development of policies, programs, plans and services and to represent the interests of the jurisdictions and residents of Napa County with institutions and government bodies with which the agency interacts.

There are many stakeholders in the transportation and planning initiatives and activities of NCTPA. Similarly, NCTPA is a stakeholder on behalf of our constituencies in a myriad of venues at the regional, state and national level. The common threads that link these activities are communication, public participation, consensus development, due process, and advocacy. Elements in this section represent how NCTPA informs, supports, represents and connects with the public and other agencies and associations integral to successfully achieving the goals and meeting the responsibilities of the organization.

Elements Included in this Section:

Legislative Program	CR – 01
State Coordination	CR – 02
Public participation, Information and Support	CR – 03
Limited English Proficiency Plan Development	CR – 04
511 Ridesharing and Traveler Information System	CR – 05
Marketing	CR – 06
VINE Rider’s Guide	CR – 07
Speakers Bureau	CR – 08

ABSTRACT

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

TASKS

1. Formulate and communicate positions of legislative proposals when appropriate. Note: State and federal funds *will not be used* for contracted lobbying efforts.
2. Develop annual State and Federal Legislative programs.
3. Review legislation, adopt positions and provide information to State and Federal legislators.
4. Prepare monthly legislative status reports.
5. Monitor and evaluate legislative proposals on issues of regional and local impact.

Products	Beginning Date	Ending Date
Annual State and Federal Legislative programs	Ongoing	
Review draft legislation	Ongoing	
Year-end Legislative Report	Ongoing	

ESTIMATED STAFF HOURS:	60
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ABSTRACT

Representing the interests of our local stakeholders requires participation in a variety of organizations and associations.

TASKS

1. Participate in the Association of Metropolitan Planning Organizations (AMPO), COG Directors Association of California (CDAC), California Transportation Commission (CTC) hearings and meetings of the California Association of Councils of Governments (CALCOG).
2. Coordinate with Caltrans, other COG’s, COG statewide committees, other statewide addressing issues of state and regional interest including State and Federal legislation. SAFETEA-LU implementation and reauthorization, state and federal transportation finance, Project Development, Project Programming, and Environmental and Project Delivery Streamlining.
3. Participate in state associations such as CalACT and the California Transit Association.

Products	Beginning Date	Ending Date
The above tasks are ongoing.		

ESTIMATED STAFF HOURS:	320
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**ABSTRACT**

NCTPA coordinates many media related activities to promote, educate and enhance the public's access to and understanding of the activities of the agency. Below are various examples of activities planned and produced to provide information to the general public.

TASKS

1. Prepare media releases, public hearing notices and Rider Alerts, identifying agency actions and proposals. Assure special attention is granted in news releases, notices, etc. for minority, low income, disabled, and other under-represented (i.e. elderly, disabled, minorities; Black, Latino/Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) or special needs groups and to extend transportation planning to communities not engaged in discussions.
2. Publicize opportunities for local and state funding/grants via web-site, post monthly director's updates, advisory committee meeting dates and agendas, staff reports and notifications.
3. Maintain active citizen advisory committees reviewing and providing comments on draft board agenda items.
4. Maintain active citizen advisory committee reviewing and providing comments on any decision making or changes to the local transit system.
5. Facilitate project and corridor study reviews with interested groups and member agencies.
6. Provide an active citizens outreach for the underprivileged (i.e. elderly, disabled, minorities; Black, Latino/Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) and transit dependent and/or coordinate with the Economic Opportunity Commission (EOC) for Latino/Hispanic and homeless populations and the Area Agency on Aging to reach the elderly. Maintain active citizen advisory committee reviewing and providing comments on the Americans with Disabilities Act, changes in regulations.
7. Include outreach to Head Start, school districts and local agencies and non profits.
8. Participate in public speaking engagements to provide community outreach and education regarding agency activities.
9. Support the provision of public access to NCTPA Board meetings through public access television Channel 28 locally.
10. Prepare Annual Report on the activities and accomplishments of the agency.
11. Meet with traditionally under-represented communities/leaders (i.e. elderly, disabled, minorities; Black, Latino/Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) and hearing and speech impaired.
12. Update and maintain Public Participation Plan in compliance with State and Federal regulations and MPO "best practices."
13. Inform elected officials and the public about the value and the benefits of Transportation Demand Management programs through the Regional Rideshare Program (SNCI).

Products	Beginning Date	Ending Date
Newsletters, press releases, public hearing notices, Annual Report	Ongoing	
Comments and position statements on draft plans, and documents	Ongoing	
Maintain website	Ongoing	
Public Access to Board meetings	Ongoing	
Develop and implement 2010 Census Public Outreach Campaign	Jan 1, 2011	May 31, 2011
Document meetings with traditionally underrepresented communities/leaders	Ongoing	

ESTIMATED STAFF HOURS: 1040

CBTP

ABSTRACT

A *Limited English Proficiency Plan* will be prepared to address the NCTPA’s responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan will be prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, clarifies and indicates that differing treatment based upon a person’s inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the NCTPA which receives federal assistance through the U.S. Department of Transportation (U.S. DOT).

TASKS

In order to prepare this plan, NCTPA will undertake the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an NCTPA program, activity or service.
2. The frequency with which LEP persons come in contact with NCPTA programs, activities or services.
3. The nature and importance of programs, activities or services provided by NCTPA to the LEP population.
4. The resources available to NCTPA and overall cost to provide LEP assistance.
5. Determine how to identify an LEP person who needs language assistance.
6. Train NCTPA staff on the procedures to follow. This will become part of the NCTPA staff orientation process for new hires.
7. Identify outreach techniques
8. Monitor and update the LEP Plan.

Products	Beginning Date	Ending Date
LEP Plan	TBD	TBD

ESTIMATED STAFF HOURS:	40
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ABSTRACT

In coordination with Solano Transportation Authority (STA), NCTPA collaborates with Solano Napa Commuter Information (SNCI) to provide the following activities to promote and support the 511 Rideshare Program.

TASKS

1. Inventory and replace worn-out signs with “511 Rideshare”.
2. Host trainings with social services staff and 211 Hotline on Rideshare/511 services.
3. Implement overall branding and marketing strategy, including county wide outreach and coordination with 211 Hotline.
4. Identify and implement improvements to the 511 phone system and website.
5. Maintain daily system operations.
6. Work with Caltrans and Office of Emergency Services to create Emergency Response plan.
7. Request and compile user feedback from 511 survey tools to improve customer services.
8. Special promotions to the transportation disadvantaged populations (persons of low income, persons with disabilities, seniors) and create awareness about the new service and live operator access, both during office hours and via the 24 hour portal
9. Bi-lingual link with the existing 211 Hotline service.
10. Evaluate the 511 system through data monitoring; provide reports with usage data to stakeholders, social services partners and Caltrans.
11. Promote 511 Rideshare activities logo on all NCTPA marketing.

Products	Beginning Date	Ending Date
511 phone system	TBD	
Production and placement of 511 highway signs	TBD	
Training manual for 211/Social Services staff	TBD	
Marketing and outreach plan	TBD	
Marketing materials	TBD	
511 usage reports (monthly/quarterly)	TBD	

ESTIMATED STAFF HOURS:	96
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S RTP CBTP

ABSTRACT

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

TASKS

1. Work with selected consultants to complete marketing segmentation study.
2. Work with selected consultants to use marketing segmentation study results to craft short and intermediate term marketing plans.
3. Implement marketing plan elements.

Products	Beginning Date	Ending Date
Market segmentation study	Summer 2010	Fall 2010
Develop NCTPA’s marketing plan	Fall 2010	Fall 2010
Implement marketing plan elements	Fall 2010	Ongoing

ESTIMATED STAFF HOURS:	320
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ABSTRACT

NCTPA is responsible for the provision of public transit services throughout Napa County. Elemental to assuring broad access to the variety of transportation services offered by the agency is comprehensive public information. The production of a “Rider’s Guide” is an important component of the agency’s public outreach and information efforts.

TASKS

1. Develop a draft VINE Riders Guide of policies and procedures for how to ride (use) transit and paratransit services, including bus rules, fares and route planning.
2. Draft VINE Riders Guide will be reviewed by Veolia management for a functional evaluation.
3. Draft VINE Riders Guide to be reviewed by the VINE Consumers Advisory Committee (VCAC) and Paratransit Coordinating Committee (PCC) for literal evaluation and user friendliness aspects. Will request external evaluation by two member agencies (such as, Yountville and American Canyon). Anticipate two reviews by VCAC before final draft version is approved by NCTPA Board.
4. Final Draft VINE Riders Guide (VRG).
5. Approved VRG will be translated into Spanish.
6. VINE Riders Guide to be published and distributed to member agencies, libraries, agencies, riders and general public. Copies will be available for pickup at the VINE Transit Center and NCTPA.

Products	Beginning Date	Ending Date
Draft VINE Riders Guide to VCAC & PCC	Jul 2010	On going
Second review: VCAC and PCC, first for TAC	Sep 2010	Sep 2010
External review	Sep-Oct 2010	Oct 2010
Final Draft to VCAC, PCC, TAC & NCTPA Board	Nov 2010	Nov 2010
Translate into Spanish	Nov-Dec 2010	Dec 31, 2010
Print English & Spanish Riders Guide	Jan-Feb 2011	Feb 2011
Available for rider & public distribution	Feb-Mar 2011	Mar 2011
Corrections to online Riders Guide	Ongoing	On going

ESTIMATED STAFF HOURS:	96
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NTF

ABSTRACT

The NCTPA will develop a Speakers Bureau to inform various public, private, and community groups as to the transportation infrastructure needs of the Napa region over the next 25 years.

TASKS

1. Develop a Speakers Bureau.
2. Develop PowerPoint presentations.
3. Organize presentations.

Products	Beginning Date	Ending Date
PowerPoint presentation	Jul 2010	Aug 2010
Develop a speakers bureau	Jul 2010	Aug 2010
Organize presentations	Aug 2010	Jun 2011

ESTIMATED STAFF HOURS:	96
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Energy Conservation, smart growth and the reduction of Greenhouse Gas (GHG) emissions have become major state, national, even global priorities. Transforming our energy infrastructure from fossil fuels to renewables, using less energy overall and generating less waste and fewer emissions will require a unity of purpose, innovation and commitment.

As the Congestion Management Agency (CMA) for Napa County, NCTPA plays an important role in providing leadership and programming designed to meet statutory requirements and move our jurisdiction forward in addressing issues of sustainability.

Elements Included in this Section:

Climate Protection / Energy Efficiency	ST – 01
Air Quality Conformity	ST – 02
Green Business Program	ST – 03
Priority Development Area	ST – 04

2035 NTF**ABSTRACT**

Climate change is primarily a global problem influenced by an array of interrelated factors, many of which are beyond the control of local communities. Local communities can also make changes that will contribute to the necessary global reduction of Greenhouse Gasses (GHGs) as required by California statutes including the Global Warming Solutions Act of 2006 (AB32), SB 375 and elements of the California Environmental Quality Act (CEQA).

NCTPA will assist jurisdictions in meeting the challenges posed by climate change. Although the regulatory environment is changing rapidly, it is likely that actions will be required at many levels by State and federal law. Assist jurisdictions in development of policies to transform energy use from fossil fuels to renewable sources, use less energy overall, and generate less waste and fewer emissions. NCTPA will assist stakeholders, including businesses, local government staff and elected officials in moving from planning to action.

TASKS

1. Coordinate actions of local jurisdictions in their efforts to comply with the requirements of the California Global Warming Solutions Act of 2006 (AB32), California SB 375 (2008), amendments to the California Environmental Quality Act (CEQA) and other legal frameworks concerning greenhouse gas reductions.
2. Coordinate and assist in the development of Climate Action Plans (CAPs) by jurisdictions.
3. Coordinate and assist jurisdictions in their efforts to refine and update carbon emission profiles.
4. Develop educational materials on energy efficiency, pollution reduction and reduction of vehicle miles travelled (VMT) in cooperation with local advocacy groups.
5. Participate in regional and countywide working groups addressing energy and climate protection issues.
6. Brief agency leadership on changes in state and regional regulations that affect the Agency's operations or are of concern to member jurisdictions.
7. Apply for grant funding to pursue the above activities.

Products	Beginning Date	Ending Date
Meetings with jurisdictions	Ongoing	
Climate Action Plans	Jun 1, 2010	May 31, 2011
Educational materials	Occasional	
Meetings with regional agencies	Ongoing	
Staff reports	Periodic	
Grant applications	As available	

ESTIMATED STAFF HOURS: 520

2035 NTF**ABSTRACT**

As the Congestion Management Agency for Napa County, NCTPA participates in the development of air quality improvement and emissions reduction strategies and analysis, and addresses transportation related air pollution issues.

TASKS

1. Work in close coordination with the Metropolitan Transportation Commission's (MTC) Air Quality Conformity Task Force; Napa County Air Pollution Control District (APCD) in regards to transportation/air quality issues.
2. Coordinate with the APCD, MTC, Bay Area Air Quality Management District, and the California Air Resources Board to develop strategies to reduce air pollution.

Products	Beginning Date	Ending Date
Attend workshop and working groups	Ongoing	
Gather documents from various agencies	Ongoing	

ESTIMATED STAFF HOURS:	96
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2035 NTF**ABSTRACT**

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

TASKS

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

Products	Ending Date
Green Business Newsletters	Quarterly
Green Business Directories	Ongoing
Certify Green Businesses	Ongoing
Issue Green Business letters	Ongoing
Green Business Quarterly reports	Quarterly
Green Business checklists	Ongoing

ESTIMATED STAFF HOURS:	800
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2035 NTF

ABSTRACT

Priority Development Areas (PDAs) are locally-identified, infill development opportunity areas within existing communities. They are generally areas of at least 100 acres where there is local commitment to developing more housing along with amenities and services to meet the day-to-day needs of residents in a pedestrian-friendly environment served by transit.

To be eligible to become a PDA, an area has to be within an existing community, near existing or planned fixed transit or served by comparable bus service, and planned for more housing. The designation of Priority Development Areas informs regional agencies where incentives and assistance are needed to support local efforts in creating complete communities. Regional agencies have been developing programs for technical assistance, planning grants, and capital infrastructure funding only available to Priority Development Areas. While many other funding programs are still highly competitive, those jurisdictions with Priority Development Area goals closely aligned with program criteria can be more successful than jurisdictions without designated PDA’s. NCTPA is committed to assisting local jurisdictions apply for this designation through local regional programs like the FOCUS program.

TASKS

1. Attend regional meetings on PDAs and report findings back to local jurisdictions
2. Assist local jurisdictions in obtaining a PDA designation
3. Assist local jurisdictions with programs that promote transportation for livable communities and pedestrian friendly communities
4. Work with local jurisdictions to support PDA development with adequate transit services

Products	Ending Date
Deliver NCTPA Board Reports on regional programs that involve PDA designation	Ongoing
Deliver transit maps and materials to help determine a PDA designation for a local jurisdiction	Ongoing
Assist local agencies with applying for PDA designation	Ongoing

ESTIMATED STAFF HOURS:	96
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From streets and roads to sustainability, public transit to major highway improvements, NCTPA is the principle agency for regional planning in Napa County. In this capacity the agency undertakes a host of statutorily required planning initiatives. In addition, the agency identifies needs, scopes service design, initiates and maintains programming and identifies and secures resources for addressing the transportation related challenges faced by our jurisdiction.

Elements Included in this Section:

Regional Transportation Planning	PL – 01
Program Development	PL – 02
Surface Transportation Program	PL – 03
Federal Transportation Improvement Program	PL – 04
State Transportation Improvement Program	PL – 05
Transportation Sales Tax Plan	PL – 06
Congestion Management Program	PL – 07
Transportation/Land Use Coordination	PL – 08
Performance Monitoring	PL – 09
Route Revision Study	PL – 10
Short Range Transit Plan	PL – 11
Planning for Alternative Modes of Transportation	PL – 12
Safe Routes to School	PL – 13
Census and Global Information System	PL – 14
Regional Monitoring, Forecasts and GIS Development	PL – 15
Environmental Justice	PL – 16

2035 NTF**ABSTRACT**

Regional Transportation Plan (RTP): A master plan to guide the region’s transportation investments for a 25-year period. Updated every three years, it is based on projections of growth in population and jobs and the ensuing travel demand. Required by state and federal law, it includes programs to better maintain, operate and expand transportation. The Bay Area’s 2009 update of its long-range transportation plan, now under way, is known as Transportation 2035. For FY 10/11 NCTPA will continue to work with the Metropolitan Transportation Commission (MTC) and other agencies in the region to implement the plans and recommendations of the “Change in Motion” report.

Develop Long-Range Countywide Transportation Priorities

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

- Assist in implementing the regional vision through establishing countywide priorities for proposals of projects for MTC's RTP;
- Partner with regional agencies to develop the 2013 RTP/SCS and other long-range regional transportation planning processes;
- Participate in the development of air quality improvement and emissions reduction strategies and analysis;
- Update the countywide travel demand model, if necessary, to be consistent with MTC's and ABAG's models;
- Update Countywide Plan, as per Government Code Section 66531, at the discretion of the county.
- Assist in the development and implementation of regional, countywide and local actions to address the goals and targets established in SB 375 and AB 32, in coordination with MTC and ABAG.

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

ESTIMATED STAFF HOURS:	1040
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SRTP TIP 2035 NTF CBTP

ABSTRACT

To be responsive in aligning and prioritizing the overall resources available to the agency in order to achieve NCTPA’s mission requires concerted program development activities.

TASKS

1. Develop Overall Work Program.
2. Initiate/conduct various planning studies.
3. Conduct public hearings.
4. Conduct various “calls for projects.”
5. Consultation and ongoing communication with other public agencies and stakeholders.
6. Develop regional Transportation Improvement Plan (TIP)
7. Update Short Range Transit Plan (SRTP)
8. Prepare for next Regional Transportation Plan (RTP)
9. Annual Budget Development

Products	Beginning Date	Ending Date
Call for Projects	Various	
Public Hearings	Various	
Planning studies and Plans	Throughout the year	
Complete Short Range Transit Plan	Apr 2010	Dec 2010
FTA Performance Audit and Recommendations	Jul 2010	Oct 2010
Overall Work Program Development	Feb 2011	Jun 2011

ESTIMATED STAFF HOURS:	520
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TIP 2035 NTF

ABSTRACT

Approximately every six years, the U.S. Congress adopts a surface transportation act - Congress’s authorization to spend tax dollars on highways, streets, roads, transit and other transportation related projects. The majority of Surface Transportation Authorization Act funding flows to the states, and in California these funds are administered by Caltrans. However, Caltrans assigns a significant portion of two of the programs, the Surface Transportation Program (STP) and the Congestion Mitigation & Air Quality Improvement Program (CMAQ) to the Metropolitan Transportation Commission (MTC), and other regional planning agencies to be used at their own discretion, subject to federal regulations. MTC develops and administers its own funding programs using STP and CMAQ funds to target Bay Area transportation needs according to the priorities of our Regional Transportation Plan, Transportation 2035.

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

TASKS

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

Products	Beginning Date	Ending Date
Update TIP and related plans and documents	Jul 2010	Adoption of new federal act

ESTIMATED STAFF HOURS: 780

TIP 2035 NTF

ABSTRACT

The FSTIP is a four year, statewide, intermodal program of transportation projects that is consistent with the statewide transportation plan and planning processes, the metropolitan plans, and the Federal Transportation Improvement Programs (FTIPs). The FSTIP is prepared by the Caltrans in cooperation with the Metropolitan Planning Organizations (MPOs) and the Regional Transportation Planning Agencies.

TASKS

1. Submit necessary amendments to the 2011 FTIP through a public hearing process; manage and file FTIP consistent with state electronic filing and reporting processes and most recent cost estimates.
2. Assure projects are fiscally constrained and reflect accurate cost information to reflect the latest available information and include an estimate of the total project costs.
3. Monitor programmed project progress, review schedules and monitor costs; participate in interagency meetings to facilitate project delivery; reprogram funding, if necessary.
4. Prepare status of projects report for NCTPA board review.

Products	Beginning Date	Ending Date
2011 FTIP	TBD	
2010 STIP	Ongoing	
2009 STIP Implementation	Ongoing	

ESTIMATED STAFF HOURS: 260

TIP 2035 NTF

ABSTRACT

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

TASKS

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

Products	Beginning Date	Ending Date
2010 STIP	Ongoing	Ongoing

ESTIMATED STAFF HOURS: 260



ABSTRACT

The Napa region is one of two counties in the Bay Area nine county region that does not have a transportation infrastructure sales tax. Analysis provided by the Metropolitan Transportation Commission (MTC) shows that currently, Napa county receives about 1/3 of the funds necessary to maintain its transportation infrastructure. As a result, the local streets, roads, and highways continue to deteriorate; pedestrian and bike paths are not constructed, and the transit system remains a poor alternative.

TASKS

1. Identify unmet needs in transportation infrastructure.
2. Identify potential local transportation funding mechanisms.
3. Develop an expenditure plan.
4. Develop regional consensus.
5. Information dissemination.
6. Conduct survey on public opinion.

Products	Beginning Date	Ending Date
Project list	Oct 2010	Mar 2011
Expenditure plan	Mar 2011	Jun 2011
Public opinion survey	Jan 2011	Apr 2011

ESTIMATED STAFF HOURS:	96
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SRTP TIP 2035 NTF CBTP**ABSTRACT**

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

The Congestion Management Program (CMP) monitors roadway congestion and assess the overall performance of the region's transportation system. Based upon this assessment, the CMP contains specific strategies and improvements to reduce traffic congestion and improve the performance of a multi-modal transportation system. Examples of strategies include increased emphasis on public transportation and rideshare programs, mitigating the impacts of new development, and better coordinating land use and transportation planning decisions. NCTPA maintains this program in an effort to improve air quality and maximize the use of existing transportation systems.

The activities in this area include, but are not limited to:

- County level Congestion Management Programs (CMPs), countywide transportation programs, and affiliated Capital Improvement Programs (CIPs);
- Corridor Management Plans;
- Countywide Transportation Plans; and
- Related planning activities and corridor studies.

TASKS

1. Provide input into regional transportation planning and programming process.
2. Provide marketing and support of alternative transportation programs throughout Napa County.
3. Provide transit trip information services for the general public.
4. Coordinate with ABAG, MTC, and other jurisdictions on regional ridesharing and alternative transportation efforts.
5. Assist with the Spare the Air campaign for Napa County.
6. Coordinate with local and regional air districts on alternative transportation programs.
7. Update the CMP, if applicable, consistent with the region's long-term goals, objectives and policies.
8. Develop a Capital Improvement Program, when needed, consistent with the region's goals, including reduction in VMT and GHG, including multi-modal priorities, as input to the RTP/SCS, Transportation Improvement Program, Regional Transportation Improvement Program/State Transportation Improvement Program, and sales tax expenditure plans. Solicit input from the full range of transportation stakeholders, including local jurisdictions, transit operators and users, bicycle and pedestrian interests, and community organizations and members.
9. Play an active role in planning and programming State and federal funds.
10. In cooperation with local jurisdictions, monitor traffic counts, levels of service, land use impacts, mitigation measures, transportation demand management activities, and capital improvements to evaluate their impact on congestion.

11. Develop the update of planning documents with input from local agencies. Incorporate new data collected and revise as appropriate. Evaluate potential new performance measures.
12. Evaluate the application and integration of modeling software for planning analysis.
13. Assess traffic count data, implementation of amended CEQA review process, and adopted TDM programs
14. Review, comment on, and approve transportation models used by local jurisdictions for traffic analyses.

Products	Beginning Date	Ending Date
Staff reports and white papers	Periodic	
Attend working group meetings	Monthly	
Staff report with recommendations		Dec 31, 2010
Update to NCTPA Strategic Plan "Napa's Transportation Future"	Jan 2011	May 2011
Staff report with recommendations		May 2011
Maintenance update to the Napa Solano Travel Demand Model		May 2011

ESTIMATED STAFF HOURS:	520
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TIP 2035 NTF

ABSTRACT

The integration of transportation and land use is fundamental to planning for sustainable communities and an integral part of NCTPA’s role. To that end the agency strives to:

Facilitate the integration of transportation and land use planning policies and objectives conforming to the Regional Transportation Plan (RTP), and the Sustainable Communities Strategy (SCS) in to the Regional Plan package (Code of Ordinances, Goals and Policies, Plan Area Statements, and Community Plans and Regional Transportation Plan);

Monitor review of transportation components of project and programmatic environmental studies to ensure consistency with the Regional Transportation Plan and adopted Short Range Transit Plans;

Meet the requirements of SB 375;

Carry out SAFETEA-LU requirements regarding the identification of potential mitigation activities and areas to carry out those activities; and develop consistent transportation mitigation measures that support regional transportation goals.

TASKS

1. Participate in regional working groups on transportation and land use policy integration
2. Provide technical transportation planning assistance to jurisdictions in coordination with development of local land use policies.
3. Ensure policy consistency with current or improved transportation policies contained in the Regional Transportation Plan and the Sustainable Communities Strategy.

Products	Beginning Date	Ending Date
Meeting notes – regional	Ongoing	
Meeting notes – local jurisdictions	Ongoing	
Staff reports and white papers	As needed	

ESTIMATED STAFF HOURS: 1040

2035 NTF

ABSTRACT

An objective of transportation agencies is to increase the efficiency of existing roads and other transportation facilities to reduce delays. Data obtained from congestion monitoring may be used to evaluate the effectiveness of technologies and strategies used to reduce congestion by comparing the changes in congestion before and after the implementation of new systems and programs.

TASKS

1. Work with Caltrans and local agencies to improve the regional traffic counting and monitoring program, including expansion and integration of Caltrans Highway Congestion (HICOMP) Measurement Program (vehicle delay, traffic volumes).
2. Collect and update data on the conditions of selected street and roads for the State Highway Performance Monitoring System (HPMS) and submit to FHWA and Caltrans.
3. Monitor transit performance trends via quarterly reports from all operators and integrate into Performance Indicators Report.
4. Use findings of 2010 Transportation System Performance Indicators Report to assess and recommend system improvements and integrate into Regional Transportation Plan update.
5. Conduct quarterly Park and Ride Counts and semi-annual vehicle occupancy counts.
6. Monitor Rideshare programs and services performance through surveys, focus groups, observation studies and Steering Committees.
7. Monitor and analyze vehicle occupancy data for Park and Ride Lots located along SR 29 during morning peak commute period.

Products	Beginning Date	Ending Date
Review projects for ITS Components	Ongoing	
Coordinate regional ITS efforts	Ongoing	
Maintain ITS infrastructure	Ongoing	

ESTIMATED STAFF HOURS: 520



ABSTRACT

NCTPA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. The Route Revision Study will conduct an analysis of the existing transit system and recommend feasible route and schedule changes to improve service levels.

TASKS

1. Review of transit system components: fixed and deviated-fixed route bus routes, schedules, bus stop placements, number of vehicles assigned to each route, hours of operation, areas currently served by the transit system and integration of routes with other non-fixed route transportation systems in the service area.
2. Identify areas not currently served by public transit where the public has expressed a desire to have access to this service.
3. Identify areas served by the current transit system that are underutilized. As well, consider extending routes to enhance the transit services.
4. Analysis should include a review of (1) planned development (housing, schools and commercial/retail) for future demand; (2) travel times; (3) tripper service for schools, employment centers or annual/seasonal events that depend upon public transit; and (4) driver scheduling.
5. Conduct ridership surveys to capture boarding’s and alighting, and passenger opinions (routing, scheduling, ITS improvements, ride experience, bus stop amenities, fares, convenience, etc).
6. Seek input from community groups and organizations whose clients may be transit dependent.

Products	Beginning Date	Ending Date
Route Revision Study Plan	Jun 2010	Dec 2010
Conduct Ridership Surveys	TBD	

ESTIMATED STAFF HOURS:	2080
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ABSTRACT

Annually, the NCTPA must develop either a full or “mini” Short Range Transit Plan (SRTP). The purpose of and SRTP includes but is not limited to:

- Serve as a management and policy document as well as a means of annually providing the Federal Transit Administration (FTA) and the Metropolitan Transportation Commission (MTC) with information necessary to meet regional fund programming and planning requirements.
- Clearly and concisely describe and justify the agency’s transit capital and operating budgets.
- Allow for requests for federal, state, and regional funds for capital and operating purposes through MTC’s Transit Capital Priorities, and in the MTC Transportation Improvement Program (TIP).
- Assess the agency’s financial capacity to carry out proposed levels of operations and the associated capital improvement plan. This assists FTA in making its own assessment of an operator’s financial capacity.
- Regularly provide MTC with information on projects and programs of regional significance, which include: funding and scheduling of expansion projects, provision of paratransit service to persons with disabilities, older adults and others; compliance with federal Title VI reporting requirements; Environmental Justice outreach and public participation, and related service planning; results of the most recent FTA Triennial Review and related corrective actions.
- Provide the basis for inclusion of the agency’s capital and operating programs in the RTP.
- The goals, objectives, and standards specified in the SRTP serve as a basis for the assessment of the agency’s performance conducted as part of the MTC Triennial Performance Audit.

TASKS

The NCTPA has contracted with Wilbur Smith and Associates to undertake a full SRTP in FY 2010-11. The new SRTP will develop:

1. Short range financial plan.
2. Fleet Management Plan.
3. Capital Improvement Plan.
4. Service modification plan.

Products	Beginning Date	Ending Date
SRTP	Oct 2010	Mar 2011

ESTIMATED STAFF HOURS:	1040
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S RTP TIP 2035 NTF CBTP**ABSTRACT**

Napa County has worked diligently to preserve the rural character of our community and one of the consequences of this is that much local transportation is, and is likely to remain, cars and light trucks on the countywide roadway system. Nonetheless, other modes of transportation, particularly public transit, bicycling and walking are vitally important especially within the urbanized areas of the County. Additionally, given Napa's commitment to reduce overall energy use, increase the energy efficiency of transportation and reduce the negative air quality effects of cars and truck, NCTPA will give special emphasis to making optimum use of alternative transportation modes. This element concentrates on three areas of alternative transportation: (a) transportation demand management (b) bicycling and (c) walking.

TASKS

1. In cooperation with jurisdictions, update and maintain the Countywide Bicycle Plan.
2. Coordinate with the County Office of Education to promote and expand local "Safe Routes to School" programs.
3. Provide technical assistance and review local project planning documents to ensure best bicycle, pedestrian and transportation demand management practices are being followed.
4. Review and incorporate new federal and state policies and emerging design concepts on bikeway and pedestrian planning, focusing on their safe integration into the surface transportation system.
5. Facilitate implementation of the Regional Transportation Plan Regional Bicycle Plan through our local plans, proposed projects and proposed capital improvement programs and grants.
6. Coordinate and review applications for bicycle and pedestrian funding.
7. Cooperate with jurisdictions to monitor system completion and maintain a current GIS version of the system, accessible on the internet.
8. Work with jurisdictions to ensure coordination and provision of bikeways and trails that extend across jurisdictional boundaries within the county and between counties, and insure integration into major roadway and highway maintenance and improvement projects.
9. Coordinate with Caltrans, the Metropolitan Transportation Commission, local jurisdictions, and transit agencies to ensure that planning of roadways, highways (particularly interchanges and intersections) and transit facilities consider the needs of all travelers, especially via use of the regional "Complete Streets Checklist" administered by MTC.
10. Coordinate and participate with bicycle and pedestrian advisory groups including the County Bicycle Advisory Committee, local Bicycle Advisory Committees, the Napa County Bicycle Coalition and the Regional Bicycle Working Group and the Regional Pedestrian Committee to remain informed regarding issues of interest to local bicyclists and pedestrians and keep them informed of proposed plans and projects.
11. Provide technical assistance to jurisdictions in preparing bicycle transportation plans.
12. Prepare bikeway priorities for integration into Regional Transportation Plan (RTP), grant programs and the Regional Transportation Improvement Program (RTIP).
13. Collaborate with other bicycle groups to identify impediments to bicycle commuting, including bike/transit trips.
14. Coordinate with other agencies' bicycle promotions.

- 15. Maintain County-wide bike maps in print.
- 16. Partner with other organizations to highlight bicycle education
- 17. Work with the Solano Napa Commuter Information program and major employers in Napa County to promote vanpooling.

Products	Beginning Date	Ending Date
Countywide Bicycle Plan	May 2010	Sep 2011
Bicycle Plan and Facilities grant applications	Ongoing	
Review of local bicycle/pedestrian plans	Ongoing	
Update/upkeep of countywide bicycle maps	Ongoing	
Review local project plans	Ongoing	

ESTIMATED STAFF HOURS:	520
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2035 NTF CBTP

ABSTRACT

The Safe Routes to School Program aims to increase the number of children who walk or bicycle to school by funding projects that remove barriers to such activities. Barriers often include lack of infrastructure, unsafe facilities that result in uninviting walking and bicycling conditions, and lack of education and enforcement programs aimed at children, parents and the community at large. Through the Safe Routes to School program, local champions work with parents, schools, and transportation, health and law enforcement providers to implement community solutions.

NCTPA will make it a priority to expand the number of schools with detailed transportation studies in FY 2011 and will work with local jurisdictions and the Napa County (State) Office of education to implement additional safety and education programs and construct additional improvements.

TASKS

1. Work with the County Office of Education to expand their Safe Routes to School program in consultation with the NCTPA Technical Advisory committee.
2. Develop funding proposals and apply for funding.

Products	Beginning Date	Ending Date
Revise and expanded Safe Routes to School plan	Jul 1, 2010	Dec 31, 2010
Funding application plan for Safe Routes to School program		Dec 31, 2010

ESTIMATED STAFF HOURS:	96
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2035 NTF

ABSTRACT

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

TASKS

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

Products	Beginning Date	Ending Date
All of the above	As needed/ on-going	

ESTIMATED STAFF HOURS:	96
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2035 NTF

ABSTRACT

This program aims to facilitate the establishment of data and information related to Napa County planning and transit. The purpose is to provide data support to better serve the needs of the agency, and to enhance efficiency of the agency’s communication system. The data and information is shared with stakeholders that promotes economic prosperity and enhances the effectiveness of decision-makers. This is to leverage the data sharing opportunities among public agencies throughout the region and hence maximize data use and minimize agency costs. The means to accomplish this objective include: coordinating development and sharing of planning data and information within and throughout the region, integrating GIS applications with planning data and modeling networks, and continue improving GIS automation for mapping and analysis.

TASKS

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

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

ESTIMATED STAFF HOURS:	120
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ABSTRACT

Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Under the National Environmental Protection Act, the identification of a disproportionately high and adverse human health or environmental effect on a low-income population, minority population, or Indian tribe does not preclude a proposed agency action from going forward, nor does it necessarily compel a conclusion that a proposed action is environmentally unsatisfactory. Rather, the identification of such an effect should heighten agency attention to alternatives, mitigation strategies, monitoring needs, and preferences expressed by the affected community or population. Environmental justice issues may arise at any step of the National Environmental Policy Act process and NCTPA should consider these issues at each and every step of the process, as appropriate.

TASKS

1. Develop effective public participation strategies. As appropriate, acknowledge and seek to overcome linguistic, cultural, institutional, geographic, and other barriers to meaningful participation, and incorporate active outreach to affected groups.
2. When developing a project, consider relevant public health data and industry data concerning the potential for multiple or cumulative exposure to human health or environmental hazards in the affected population and historical patterns of exposure to environmental hazards, to the extent such information is reasonably available. Also consider these multiple, or cumulative effects, even if certain effects are not within the control or subject to the discretion of the agency proposing the action.
3. When developing a project consider the composition of the affected area to determine whether minority populations, low-income populations, or Indian tribes are present in the area affected by the proposed action, and, if so, whether there may be disproportionately high and adverse human health or environmental effects on minority populations, low-income populations, or Indian tribes.

Products	Beginning Date	Ending Date
Inform and involve stakeholders in environmental planning processes	Ongoing	
Hold periodic workshops on environmental justice and environmental mitigation as it relates to the RTP	Ongoing	
Update environmental compliance procedures	Ongoing	
Prepare appropriate environmental documentation for Regional Transportation Plan amendments	Ongoing	
Air Quality Mitigation refinement	Ongoing	
Mitigation monitoring and assessment	Ongoing	
Environmental documentation	As needed	

ESTIMATED STAFF HOURS:	96
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For Napa County we envision an attractive, flexible, fully integrated transportation system, with a broad range of options and modes, enabling individuals and goods to move throughout the county in an efficient manner. The provision of efficient, affordable and accessible public transit is an integral part of that vision.

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

Elements Included in this Section:

Transit Administration	PT – 01
Napa Shuttle	PT – 02
Agricultural Worker Vanpool Program	PT – 03
Rideshare Program	PT – 04
Napa-Yountville Taxi Scrip	PT – 05
Transit Ambassador Program	PT – 06
Passenger Enhancements	PT – 07
Regional Eligibility Database for VINE Go	PT – 08
New Fare Collection System for VINE Transit System	PT – 09
Napa Transit Center	PT – 10



ABSTRACT

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

TASKS

1. Manage the transit service contract and performance standards.
2. Submit all required reports within scheduled due dates.
3. Monitor and review transit performance standards as defined by the Short Range Transit Plan (SRTP) and Transportation Development Act and Federal Transit Administration audits.
4. Oversight of ADA certification process and database.
5. Conformity with federal, state and local regulations as it pertains to transit service provision.
6. Staff support to transit and paratransit advisory groups.
7. Check transit operators’ compliance with the Americans with Disabilities Act (ADA) requirements for all forms of public transportation.
8. Facilitate improving fixed-route bus stop amenities including: benches, informational (provider, destination, time points, applicable fares etc.) and directional signage, lighting, shelters, safety and security provisions, and compliance with applicable ADA standards.
9. Facilitate Intelligent Transportation Systems (ITS) improvements included in the ITS Strategic Plan (including security alarms, smart fare cards, integrated system transfers, global positioning systems, schedule adherence, and passenger information in real time at major stops or on-line postings).
10. Attend transportation program workshops and training seminars including the Caltrans’ sponsored workshops for small urban and rural operators to improve safety and security of transit systems.
11. Identify ways to minimize operational costs and improve the overall efficiency of the public transportation functions or services.
12. Incorporate transit planning statistics and performance data updates into regional transportation planning studies and plans.
13. Increase access, usability, efficiency, effectiveness, safety and security of transit services.

Products	Beginning Date	Ending Date
Third Party Oversight requirements	Ongoing	Ongoing
SRTP Full	Spring 2010	Dec 2010
Delivery of ARRA buses (4)	Jun 2009	Aug 2010
Transit Efficiency Committee	Nov 2009	Sep 2012
Bus Stop Improvement Plan	Jan 2010	Sep-Oct 2010
Delivery of ARRA Tier II bus (1)	Apr 2010	Dec 2010
Implement TransLink in Napa County	TBD – estimate 2012	TBD

ESTIMATED STAFF HOURS: 2387



ABSTRACT

Responsive transit agencies provide services that are adaptable to the unique demographics of a given community. The Napa Shuttle is a safe, reliable and convenient “low income” oriented transit service which operates during off-peak hours, limited days and hours weekly.

TASKS

1. Market program to persons in the City of Napa, of low and limited means.
2. Allow the transport of shopping carts (on wheels & collapsible) and permit passengers to carry-on large packages.

Products	Beginning Date	Ending Date
Produce Napa Shuttle brochure	Ongoing	
Market service via website, outreach	Ongoing	
Service evaluation	TBD	Fall 2010

ESTIMATED STAFF HOURS: 80



ABSTRACT

On September 28, 1999, AB 1165 and AB 555 were enacted to remove unsafe vehicles from California roadways: AB 1165 required seat belts in all vehicles used to transport farm-workers, and AB 555 established a registry of farm labor vehicles and increased penalties for safety violations.

SB 1135, Statutes of 2006, section 99320 of the Public Utilities Code, requires the Department of Transportation to establish the Agricultural Worker Transportation Program (AWTP), effective January 1, 2007. The intent of the AWTP is to provide safe, efficient, reliable and affordable transportation services, utilizing vans and buses, to agricultural workers commuting to/from worksites in rural areas statewide. The emphasis of the AWTP will be to implement vanpool operation similar to the successful Agricultural Industries Transportation Services (AITS) program ongoing in Southern San Joaquin Valley, transporting agricultural workers to regional employment sites.

TASKS

In order implement this program and have it be fully operational NCTPA will undertake the following steps:

1. Expanded employer outreach in a targeted marketing effort.
2. Marketing directly to commuters – with outreach campaigns at the worksite.
3. Campaign with regional vanpool programs and share resources in a collaborative vanpool support system that provides assistance with vanpool formations and retention.
4. Move toward fare simplification such as potential electronic fare payment systems.
5. Release an IFB for a maintenance contract that includes emergency repairs and assistance.
6. Explore potential different vehicle storage sites.
7. Develop records and management system that take advantage of new technologies.
8. Review, reassess and monitor program as appropriate to implement future planning.

Products	Beginning Date	Ending Date
Steering Committee meeting Agendas	Every Other Month	
Outreach directory periodic updates	Ongoing	
Quarterly progress reports, invoice and billings to Caltrans	Jul 1, 2010	Jun 30, 2011
Agricultural Vanpool Workers Program Grant	Subject to Caltrans DMT Schedule	

ESTIMATED STAFF HOURS:	2338
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2035 NTF CBTP

ABSTRACT

The NCTPA contracts with the Solano Transportation Agency (STA) to provide the Napa region rideshare program. This contract renews from year to year on a negotiated contract basis.

TASKS

The FY 10/11 Solano Napa Commuter Information Napa Work Program includes the following eight (8) major elements:

1. Customer Service
2. Employer Program
3. Vanpool Program
4. Emergency Ride Home
5. Partnerships
6. Work cooperatively with NCTPA’s new programs – NCTPA’s Climate Change Circuit Rider, Napa County Green Business Program, Agricultural Worker Vanpool Program – to provide information and materials about our services.

Depending on funding availability, the following tasks may be added to the work program in FY 10/11:

1. Develop and implement a countywide Napa Commute Challenge through the larger employers in Napa County.
2. Design and administer a bicycle incentive.
3. Design and implement new incentive programs and promotions for carpools, vanpools, transit, bicycling, and walking.

Products	Beginning Date	Ending Date
Rideshare Program above	Jul 2010	Jun 2011

ESTIMATED STAFF HOURS:	106
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ABSTRACT

As part of the agency’s commitment to flexibility and serving populations with special needs, NCTPA offers a user-side subsidy taxi scrip program for seniors age 65 and older, and disabled individuals (non-Americans with Disabilities Act certified). Program participants must live in the cities of Napa or Yountville or in the unincorporated portions of the County surrounding the cities. Travel is restricted and participants are limited to number of scrip purchased monthly; however, they may use scrip for any trip purpose 24/7.

TASKS

1. Fully utilize program according to NCTPA policies.
2. Market the program to eligible individuals.
3. Conduct performance evaluations of participating taxicab companies to determine if they are in compliance with service policies.
4. Evaluate protocols and methodology of current taxi script program.
5. Study best practices of other communities in the administration and execution of taxi script programs.
6. Develop recommendations to the Board of Directors for adding efficiency, eliminating waste, abuse and fraud and improving customer service.
7. Implement program changes as directed.

Products	Beginning Date	Ending Date
Order sufficient quantities of taxi booklets	As needed	
Audit taxi booklets on hand	Quarterly	
Track sales	Ongoing	
Chart usage by taxi vendor	Ongoing	
Research feasibility of utilizing taxis for long haul, high subsidy paratransit and subscripive ADA trips	TBD	
Evaluate protocols and methodology of current taxi script program.	Sep 2010	Sept 2010
Study best practices of other communities in the administration and execution of taxi script programs.	Oct 2010	Dec 2010
Develop recommendations to the Board of Directors for adding efficiency, eliminating waste, abuse and fraud and improving customer service.	Feb 2011	Feb 2011
Implement program changes as directed.	Jul 2011	Jul 2011

ESTIMATED STAFF HOURS: 308



ABSTRACT

Part of the agency’s commitment to outreach and client services, the Transit Ambassador Program uses trained volunteers to provide one-on-one instruction to new and/or potential riders on how to utilize Vine and VINE Go services. Presently, NCTPA promotes the program, recruits and trains volunteers and matches potential passengers with Ambassadors. In 2010/11 the agency wishes to explore outsourcing of the program.

TASKS

1. Promote program.
2. Recruit new Ambassadors.
3. Conduct background checks on prospective new Ambassadors
4. Conduct training for new Ambassadors.
5. Staff Ambassador meetings.
6. Coordinate passenger travel training.
7. Conduct bi-annual Ambassador appreciation events.
8. Evaluate program elements.
9. Develop description of services.
10. Develop and release solicitation of proposals for the service.
11. Consider solicited proposals and make a recommendation to the Board of Directors

Products	Beginning Date	Ending Date
Task 1 – 6 above	Ongoing	
Ambassador Appreciation events	Bi-annual	
Evaluate program elements.	Aug 2010	Aug 2010
Develop description of services.	Aug 2010	Aug 2010
Develop and release solicitation	Sep 2010	Oct 2010
Consider proposals make recommendation	Nov 2010	Dec 2010

ESTIMATED STAFF HOURS:	209
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ABSTRACT

Bus stops, shelters and related amenities add to the positive passenger experience of utilizing public transportation. The agency currently has two major shelter-upgrade projects under development. One project targets upgrading stops in the City of Napa and unincorporated county. This procurement and installation will be handled by NCTPA and its contractor Veolia. The other project provides similar upgrades in Yountville, American Canyon, St. Helena and Calistoga. This latter project is being administered by the agency akin to mini-block grants to the respective communities.

TASKS

1. Finalize funding agreements with local jurisdictions.
2. Monitor progress of local jurisdictions with their respective project installations.
3. Monitor Veolia regarding progress toward installations.
4. Reimburse local agencies for their project costs.

Products	Beginning Date	Ending Date
Finalize local funding agreements with local jurisdictions.	Apr 2010	Jul 2010
Monitor progress of local jurisdictions with their respective project installations.	Jun 2010	Oct 2010
Monitor Veolia regarding progress toward installations.	Jul 2010	Dec 2010
Reimburse local agencies for their respective project costs.	Dec 2010	Dec 2010

ESTIMATED STAFF HOURS: 418



ABSTRACT

Under the American’s with Disabilities Act (ADA), pre-qualified individuals with disabilities are entitled to prescribed benefits and accommodations as they relate to public transit services. In addition, once an individual is qualified on one transit service in a particular jurisdiction, that eligibility ports with them as they travel and utilize the services of different jurisdictions.

NCTPA will actively with the Bay Area Regional Eligibility Database (RED) web based database program. Bay Area ADA providers commonly use a web based database to enroll, certify, re-certify and change individual eligibility by county.

TASKS

1. Enroll with RED by downloading program at NCTPA with assistance of County IT Dept. No fees for RED, but may require software adjustments or purchases to interface.
2. Install ‘read-only’ RED program at VINE Go dispatch office for ADA rider look-up and coordination with other providers.
3. NCTPA and Veolia staff RED training.
4. Use RED for tracking, letter writing and other report generating purposes.

Products	Beginning Date	Ending Date
Coordinate with IT and attend RED training	TBD	
Install program at NCTPA & VINE Go dispatch	TBD	
Use RED for ADA registration, recertification & other services on-going	Ongoing	

ESTIMATED STAFF HOURS:	70
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ABSTRACT

The VINE transit service currently utilizes an antiquated fare box collection system which in some instances is greater than 20 years old. The current fare collection system has difficulty generating accurate reports and data needed to forecast the transit line revenues and reconcile money received. The current fare collection system is obsolete.

The Accounting/Finance department will study and document the current fare collection methodologies and propose changes needed to bring the fare collections up to date and to produce accurate reports. This will ultimately culminate on the procurement of a fare collections system that will support the VINE transit line’s complex requirements of fare collection and reporting. In addition, the agency will seek to integrate new web based and other technologies for the purchase of fare media.

TASKS

1. Study the VINE systems fare-box collection procedures and audit system weaknesses. Research various fare collections systems and vendors for product capabilities and specifications. Create report of current fare-box process, weaknesses and proposed changes.
2. Research other fare technologies for potential integration.
3. Plan for integration into regional “Clipper” fare system.
4. Research funding opportunities and secure resources to purchase new system.
5. Create Request for Proposals for new fare-box collection system based upon the finding of current system and possible new system capabilities and reports.
6. Procure new fare-box collection system for VINE transit operations.

Products	Beginning Date	Ending Date
Report on the current fare collection system’s weaknesses and propose changes.	Aug 1, 2010	Sep 30, 2010
Analysis of products/technologies available	Sep 1, 2010	Oct 30, 2010
Secure funding for proposed purchase of new system.	Oct 1, 2010	Oct 30, 2010
Create RFP for new collection system. Submit RFP to public, review and select vendor.	Nov 1, 2010	Dec 31, 2010
Delivery of new fare boxes and installation into VINE buses.	Mar 1, 2011	Jun 30, 2011
Install/integrate new web based system	Mar 2011	Jun 2011

ESTIMATED STAFF HOURS:	418
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S RTP TIP 2035

ABSTRACT

During FY 2010-11 the NCTPA will be undertaking design and updating the environmental clearance of the Napa Transit Center. Additionally, if design and environmental move quickly, the NCTPA may be in a position to let a construction contract in early 2011.

TASKS

1. 35% Plans.
2. 65% Plans.
3. Final Plans.
4. NEPA/CEQA.
5. Demolition Plans.
6. Invitation for Bid.

Products	Beginning Date	Ending Date
Final Plans, Specs, and Cost estimate	May 31, 2010	Nov 30, 2010
Demolition Plans, Specs, and Cost estimate	May 31, 2010	Sep 3, 2010
NEPA/CEQA Clearance	May 31, 2010	Oct 1, 2010
IFB	Jan 12, 2011	Feb 14, 2011
Construction	Mar 21, 2011	Jan 12, 2012

ESTIMATED STAFF HOURS: 1192

OWP Staff Hours 2010/11

Appendix -A-

	AGENCY ADMINISTRATION	ANNUAL HOURS
AA – 01	Agency Administration and Support	520
AA – 02	Agency Policies and Protocols Process Revision	1,040
AA – 03	Human Resources Management	520
AA – 04	Title VI	96
AA – 05	Grants and Capital Projects Administration	780
AA – 06	Disadvantaged Business Enterprise	96
AA – 07	Finance Administration	1,040
AA – 08	Transportation Development Act Administration	240
AA – 09	Agency Audits	120
AA – 10	New Accounting Modules	96
AA – 11	Transition to County Payroll System	120
AA – 12	Bus and Bus Shelter Advertising	96
AA – 13	Dashboard Information Management System	320
	SECTION TOTAL	5,084
	PROGRAM ADMINISTRATION	
PA – 01	Abandoned Vehicle Abatement Program	96
PA – 02	Transportation Enhancement Program Administration	780
PA – 03	Transportation for Clean Air	310
PA – 04	Ongoing Technical Assistance	540
PA – 05	Napa County Commission for Arts and Culture	40
	SECTION TOTAL	1,766
	COMMUNICATION AND REPRESENTATION	
CR – 01	Legislative Program	60
CR – 02	State Coordination	320
CR – 03	Public participation, Information and Support	1,040
CR – 04	Limited English Proficiency Plan Development	40
CR – 05	511 Ridesharing and Traveler Information System	96
CR – 06	Marketing	320
CR – 07	VINE Rider's Guide	96
CR – 08	Speakers Bureau	96
	SECTION TOTAL	2,068
	SUSTAINABILITY	
ST – 01	Climate Protection / Energy Efficiency	520
ST – 02	Air Quality Conformity	96
ST – 03	Green Business Program	800
ST – 04	Priority Development Area	96
	SECTION TOTAL	1,512

	PLANNING	ANNUAL HOURS
PL – 01	Regional Transportation Planning	1,040
PL – 02	Program Development	520
PL – 03	Surface Transportation Program	780
PL – 04	Federal Transportation Improvement Program	260
PL – 05	State Transportation Improvement Program	260
PL – 06	Transportation Sales Tax Plan	96
PL – 07	Congestion Management Program	520
PL – 08	Transportation/Land Use Coordination	1,040
PL – 09	Performance Monitoring	520
PL – 10	Route Revision Study	2,080
PL – 11	Short Range Transit Plan	1,040
PL – 12	Planning for Alternative Modes of Transportation	520
PL – 13	Safe Routes to School	96
PL – 14	Census and Global Information System	96
PL – 15	Regional Monitoring, Forecasts and GIS Development	120
PL – 16	Environmental Justice	96
	SECTION TOTAL	9,084
	PUBLIC TRANSIT	
PT – 01	Transit Administration	2,387
PT – 02	Napa Shuttle	80
PT – 03	Agricultural Worker Vanpool Program	2338
PT – 04	Rideshare Program	106
PT – 05	Napa-Yountville Taxi Scrip	308
PT – 06	Transit Ambassador Program	209
PT – 07	Passenger Enhancements	418
PT – 08	Regional Eligibility Database for VINE Go	70
PT – 09	New Fare Collection System for VINE Transit System	418
PT – 10	Napa Transit Center	1,192
	SECTION TOTAL	7,526
	OWP TOTAL	27,040



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