



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/12/2019

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Michael Karath, Staff Services Analyst II - 299-1477

SUBJECT: Fehr & Peers Amendment 2 and Budget Adjustment

RECOMMENDATION

Director of Public Works requests the following:

1. Approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170474B with Fehr & Peers, increasing the amount by \$46,570 for a new maximum of \$210,935, amending the scope of work to include research and analysis to update the Traffic Mitigation Fee (TMF) schedule for the Napa Valley Business Park and to complete the Traffic Impact Study (TIS) guidelines; and
2. Approval of Budget Transfer No. DPW 018 for the following (4/5 vote required):
 - a. Increase transfers out appropriations in the Mitigation-Airport Industrial Non-Operating Special Revenue Fund budget (Fund 2440, Sub-Division 1200050) by \$55,000 (\$40,000 for Fehr & Peers contract and \$15,000 for Public Works staff time), offset by the use of its available fund balance to transfer out to Public Works Administration Building budget (Fund 1000, Sub-Division 1220000); and
 - b. Increase consulting appropriations in Public Works Administration budget by \$40,000 from the transfer of funds from the Mitigation-Airport Industrial Special Revenue Fund budget for the contract with Fehr & Peers.

EXECUTIVE SUMMARY

On August 11, 2015, the Board of Supervisors authorized the Chair to execute Agreement No. 170474B with Fehr & Peers, a transportation consulting firm, for preparation of an update to the General Plan Circulation Element, development of Traffic Impact Study (TIS) guidelines, and evaluation of a county wide traffic impact mitigation fee. Through that effort, a memorandum was prepared that has served to provide guidance to applicants' traffic consultants and to staff reviewing proposed projects' traffic impact studies. An amendment to Agreement 170474B is needed to complete development of the TIS guidelines that was initiated in 2015.

The Airport Industrial Area Specific Plan (AIASP) was adopted by the Board of Supervisors on July 29, 1986 to provide for the orderly development of the area around Napa County Airport. The AIASP was formally renamed the Napa Valley Business Park (NVBP) by action of the Board of Supervisors on October 23, 2013. The Road Improvement Program and Development Fee Schedule was adopted by Resolution in December 1990 to fund, through a Traffic Mitigation Fee (TMF), the area's share of road improvements to accommodate the additional traffic generated by new development. The TMF schedule was last updated on January 29, 2008 (Resolution No. 08-20) and is overdue for an update to help continue funding the work of NVBP Road Improvement Program.

The Public Works Director seeks approval of Amendment No. 2 to Agreement No. 170474B with Fehr & Peers, increasing the amount by \$46,570 for a new maximum of \$210,935, and amending the scope of work to include research and analysis to update the Traffic Mitigation Fee (TMF) schedule for the Napa Valley Business Park (\$40,000) and to complete the traffic impact study (TIS) guidelines (\$6,570). The recommended budget adjustment is needed to accommodate the expanded scope of work to update the TMF for the NVBP.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	<p>The \$55,000 for the Public Works TMF schedule update includes \$40,000 for Fehr & Peers contract and \$15,000 for Public Works staff time, which is being funded by Mitigation-Airport Industrial Non-Operating Special Revenue Fund budget (Fund 2440, Sub-Division 1200050), and a budget adjustment is needed in order to transfer funds and increase the appropriation in Public Works Administration Building budget (Fund 1000, Sub-Division 1220000).</p> <p>Separate from the Public Works funding above is the portion of the amendment that pertains to completion of the Traffic Impact Study (TIS) Guidelines (totaling \$6,570) which will be paid from the Planning, Building and Environmental Services budget (Fund 1000, Sub-Division 1700000) and a budget adjustment is not needed.</p>
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	<p>The traffic mitigation fee schedule has not been updated since 2008. As costs have risen, the fee schedule has not, making it necessary to study and propose a more appropriate fee schedule that will help continue the traffic mitigation work that will further develop the NVBP.</p> <p>Additional funding is also needed in order to complete the TIS guidelines.</p>
Is the general fund affected?	Yes
Future fiscal impact:	None
Consequences if not approved:	Fees will not be updated and necessary traffic mitigation projects will be not performed in the NVBP, resulting in congestion and inhibiting the flow of business traffic and business development. TIS guideline won't be completed.

County Strategic Plan pillar addressed: Livable Economy for All: Improve and maintain the existing transportation and roads system to safely accommodate all users.

Additional Information:

ENVIRONMENTAL IMPACT

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

BACKGROUND AND DISCUSSION

On August 11, 2015, the Board authorized the Chair to execute a PSA (No. 170474B) with Fehr & Peers, a transportation consulting firm, for preparation of an update to the Circulation Element, development of Traffic Impact Study (TIS) guidelines, and evaluation of a county wide traffic impact mitigation fee. One of the first efforts that Fehr & Peers undertook was reviewing adopted Circulation Element policy and establishing impact significance thresholds and guidelines for preparation of traffic impact analysis of requested discretionary permits. That effort, completed in December 2015, resulted in a memorandum that has since served to provide guidance to applicants' traffic consultants and to staff reviewing proposed projects' traffic impact studies.

The Director of Public Works is seeking an amendment to PSA No. 170474B to expand its scope of work for Fehr & Peers to conduct a traffic mitigation fee schedule update which is specific to the existing traffic mitigation fee (TMF) in the airport area in order to fund ongoing traffic mitigation measures in the Airport Industrial Area Specific Plan (AIASP). The amendment is also intended to provide additional funding to complete the development of the TIS guidelines that was initiated in 2015. The TIS guidelines will be used to guide the preparation of Traffic Impact Studies for development projects in the County. The development of TIS guidelines were a component of the General Plan Circulation Element Amendment adopted the BOS earlier this year.

The AIASP was adopted by the Board of Supervisors on July 29, 1986, to provide for the orderly development of the area around Napa County Airport. The Specific Plan recommended the development of a mechanism for sharing the costs of needed road and intersection improvements among all development within the planning area. These improvements include the extension of Devlin Road and capacity/operational improvements at several intersections, as well as the local share of the cost of major improvements to the State Route 29/12/221 (Soscol Junction) and State Route 29/12 (Airport Junction) intersections. The AIASP was formally renamed the Napa Valley Business Park (NVBP) by action of the Board of Supervisors on October 23, 2013. The Traffic Mitigation Fee program was adopted in December 1990, and has been used since that time as the noted cost-sharing mechanism. The fee was established under the authority of Section 66000 et seq. of the Government Code, the Mitigation Fee Act. Section 66006 (b)(1) of the Act requires local government agencies to make a series of financial disclosures regarding the collection and expenditure of the development fees on a yearly basis. This information has been collected by the Public Works Department as required, and has been available to the public through the annual budget process and other means, each year.

The fee schedule was last updated on January 29, 2008 (Resolution No. 08-20). For the new TMF study, Fehr & Peers will review the current NVBP TMF program documentation and discuss with the County whether any changes to the program structure might be considered. This will include gathering data from the County about program revenues and expenditures, as well as the current status of the capital improvement projects included in the program. The current NVBP TMF includes several roadway improvement projects, some of which have been completed or are under development. County staff will identify any modifications needed for the list of capital

improvements, such as changes in project locations or descriptions. It is anticipated that the final list of projects for the NVBP TMF will be drawn from the current program, as well as any mitigation measures that may have been identified in recent project-level EIRs or other planning documents recently completed.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp