



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/5/2020

Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Sonja El-Wakil, Associate Engineer - (707) 259-8383

SUBJECT: Create and Establish Appropriation Authority for Program 20038: Local Roadway Safety Plan, Authorize Program Supplement Agreement No. T77, and Authorize a Professional Services Agreement with Willdan Engineering

RECOMMENDATION

Director of Public Works requests approval of the following actions (4/5 vote required):

1. Creation of new Capital Improvement Project (CIP) within the Roads Capital Improvement Program budget (Fund 2040, Sub-Division 2040000) for the Local Roadway Safety Plan (Program 20038);
2. Approval of and authorization for the Chair to sign a Professional Services Agreement with Willdan Engineering for a maximum of \$55,000 for the term of March 10, 2020 through June 30, 2020, with an automatic extension provision to develop the Local Roadway Safety Plan; and;
3. Budget Transfer No. DPW027 for the following:
 - a. Increase appropriations by \$80,000 in the Roads Operations budget (Fund 2040, Sub-Division 2040000) to transfer \$80,000 to Program 20038 budget by use of its available fund balance;
 - b. Increase appropriations by \$80,000 in Program 20038 budget offset by an increase in revenue from the transfer from the Roads Operations budget; and
4. Adoption of a resolution authorizing the Public Works Director or designee to sign the following California Department of Transportation (Caltrans) Program Supplement Agreements to administering Agency-State Agreement No 00048S for the following Project: No. T77 - Local Roadway Safety Plan, State Project Number: LRSPL-5921(081).

EXECUTIVE SUMMARY

Napa County applied for a grant to Caltrans in November 2019, to prepare a Local Roadway Safety Plan (LRSP). Napa County received a grant allocation letter from Caltrans dated January 7, 2020, awarding the maximum amount of \$72,000. Napa County is required to match 10% (\$8,000) of the cost to prepare the LRSP, which is

estimated to be \$80,000.

The purpose of the LRSP is to identify and prioritize a list of road safety improvements needed in the County. In 2022, the LRSP will be a requirement for agencies to be eligible to receive Highway Safety Improvement Program (HSIP) grant funding through Caltrans. Napa County has used HSIP funding in the past and is currently designing two projects that are anticipated to be constructed on Silverado Trail in 2021.

Public Works is tasking their on call consultant, Willdan Engineering, to prepare the LRSP for an amount not to exceed \$55,000. Willdan Engineering was selected through a Request for Proposal (RFP) process in 2018. To meet grant requirements, staff is requesting the Board of Supervisors (Board) to enter into a separate agreement. Staff estimates the total cost of this project, including administration, will be \$80,000. The LRSP grant is a reimbursement type, therefore Napa County will need to front the full project cost and is requesting the Board approve a budget transfer of \$80,000 from the Roads Operations Budget, and to create a Roads Capital Improvement Program for the Local Roadway Safety Plan (Program 20038). Funding received from the LRSP grant will be returned to the Roads Operations Budget.

To complete the LRSP grant process and establish the instrument enabling Napa County to obtain reimbursement from Caltrans, the County is required to execute Program Supplement Agreement No. T77 (the Agreement) through the adoption of the proposed resolution authorizing the Director of Public Works to sign the Agreement and the associated documents and requests for reimbursements.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Roads Operations budget (Fund 2040, Sub-Division 2040000). A Caltrans grant awarded to Napa County to develop the safety plan authorizes 90% reimbursement, up to a maximum of \$72,000, from the State of California.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Local Roadway Safety Improvement Grant was established to, in part, address safety on local street and road systems. The safety plan will be created with these funds and be used in applications for future safety related capital improvement funds. The purpose of the Program Supplement Agreement is to set up an instrument by which Caltrans can reimburse the County for project expenses.
Is the general fund affected?	No
Future fiscal impact:	Plan development may extend past Fiscal Year 2019-2020 into 2020-2021. Once the Program Supplemental Agreements are executed, the County will seek reimbursement from Caltrans for the (State-only) work through completion.
Consequences if not approved:	If the Program Supplemental Agreement is not approved then the mechanism by which the County will be reimbursed for the safety plan development will not be established and the County will not receive reimbursement. The maintenance and safety improvements of future projects will have to be alternately funded.

County Strategic Plan pillar addressed: This agenda item supports the goals and actions identified in Napa County's Strategic Plan to foster a Livable Economy for All.

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

Napa County submitted a funding application to the California Department of Transportation (Caltrans) on November 13, 2019, for funding to develop a Napa County Local Roadway Safety Plan (LRSP). Subsequently, Caltrans, in a letter of allocation dated January 7, 2020, awarded Napa County the maximum amount allowable of \$72,000. The grant funding from Caltrans will fund 90% of the cost to develop the LRSP with Napa County funding the remaining 10% of the cost.

An LRSP is a means for providing local and rural road owners with an opportunity to address unique road safety needs in their jurisdictions. The LRSP creates a framework to systematically identify and analyze safety problems and recommend safety improvements. The County's LRSP will facilitate a partnership with Caltrans resulting in a prioritized list of safety improvements that contributes to the State's Strategic Highway Safety Plan (SHSP). The goals that Napa County identified to include in their LRSP are:

1. Broadly, the County aims to improve safety conditions for all roadway users.
2. Adopt a Vision Zero policy, to eliminate serious collisions and all fatalities of roadway users.
3. Identify traffic calming features for a comprehensive program.
4. Identify traffic signal and timing improvements for broad implementation.
5. Identify potential hazards to the traveling public within the rights of way.
6. Safe routes to school.
7. Safe routes during disaster and emergency responses.
8. Incorporate Complete Streets into safety measures.
9. Public outreach.
10. Set priorities for enforcement.
11. Measure traffic demands in accordance with the California Highway Streets and Measures code.

In the past, Napa County has received federal grant funding from Caltrans through the Highway Safety Improvement Program (HSIP). The County is currently preparing two projects partially funded through HSIP Cycle 9; one is for guardrail improvements on Silverado Trail and the other for striping Silverado Trail, both are anticipated to be completed in 2021. For an agency applying for HSIP Cycle 10 funds in April of this year, Caltrans highly recommends them having an LRSP. However, beginning with the HSIP Cycle 11 in 2022, local agencies will be required to have an LRSP to be eligible for the funding.

Therefore, based on the need to have an LRSP for future HSIP funding, Public Works staff is tasking Willdan Engineering to prepare the plan for Napa County. Willdan Engineering was selected through a Request for Proposals (RFP) process in 2018 for on-call design and support staff transportation engineering services. For purposes of meeting the LRSP grant funding requirements, staff recommends entering into a separate agreement for this service. The agreement for Willdan Engineering to prepare the LRSP will be a not to exceed amount of

\$55,000. Public Works staff estimates that an additional \$25,000 will be needed to administer the preparation of LRSP through the its adoption by the Board of Supervisors (Board) for a total project cost of \$80,000.

The grant for the LRSP is a reimbursement type funding in the amount of 90% of the project cost of plan development not to exceed \$72,000 which requires the County to fund 10% of the cost amounting to \$8,000. Due to the reimbursement nature of the grant, the County will need to front the full cost for the project. Therefore, staff is requesting a budget transfer of \$80,000 from the Roads Operation Budget, and for the Board to create a Roads Capital Improvement Program budget (Fund 2040, Sub-Division 2040000) for the Local Roadway Safety Plan (Program 20038). Funds will be returned to the Roads Operation Budget upon receipt of the grant funding.

In order for the County to accept the grant funding for the LRSP, it must execute Program Supplement Agreement No. T77 (the Agreement). The purpose of the Agreement is to set up the instrument by which Caltrans can reimburse the County for project expenses. The proposed resolution is a requirement of the Agreement and grants authorization to the Director of Public Works to sign the Agreement and the associated documents and requests for reimbursements. The grant funds have been obligated by Caltrans and once the Agreement is executed, the County can submit for reimbursements.

Public Works will return to the Board at a later date for adoption of the LRSP.

SUPPORTING DOCUMENTS

A . Budget

B . Resolution T77 LRSPL-5921(081) LRSP Grant

CEO Recommendation: Approve

Reviewed By: Susan Kuss